



**BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD**
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Katie R. Servis, Airport Manager
Matthew T. Elia, Assistant Airport Manager

BARNSTABLE MUNICIPAL AIRPORT COMMISSION

Tuesday, October 20, 2020

Meeting was held Via Zoom

Commissioners Present:

John T. Griffin, Jr., Chair; Elizabeth Young, Vice Chair; Norman Weill, Clerk; Wendy Bierwirth; John G. Flores; and Bradley J. Bailey. The meeting was held at the Barnstable Municipal Airport in the Airport Conference Room, 480 Barnstable Rd., Hyannis, MA via Zoom

Commissioners not present:

None

Yarmouth Representative:

Not present

Airport Staff Present:

Katie R. Servis (remotely), Airport Manager; Mathew T. Elia, Assistant Airport Manager; and Mary McDonald, Financial Analyst; Christina Lounsbury (remotely), Security/Noise Abatement Specialist

Public Members:

Robert Mallard (remotely), Airport Solutions Group

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:04 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

Minutes of the previous meetings:

Minutes of the September 15, 2020 meeting were approved and were signed by Chairman Griffin for Clerk Weill.

Public Comment:

None

Commissioners Response to Public Comment:

None

Finance Subcommittee (Commissioners Weill, Flores, and Bailey)

The Finance Subcommittee met on Tuesday, October 6th, 2020. Commissioner Weill read a review of the meeting (attached).

Infrastructure & Marketing Subcommittee (Commissioners Young, and Bierwirth)

The Infrastructure & Marketing subcommittee met on Tuesday, October 6th, 2020. Commissioner Young read a review of the meeting (attached).

Noise Report:

- This agenda item was taken out of order.

- Christina Lounsbury reviewed the quarterly report of July, August and September 2020. There were a total of 24 complaints made by 12 complainants. Details were emailed to the Commissioners. (see attached)
- Ms. Lounsbury stated comparatively we are the same as last year, even though we are down in operations.

Old Business

COM0720-01 Airport Branding Presentation

- Manager Servis reviewed the results from last month's branding discussion.
- The Commission liked the logo and name presented (logo with white background, a star to locate the airport and with an airplane above the D in Cape Cod -in blue hues).
- It was discussed that this logo would also easily print black & white.
- It was suggested that the commission and management have an unveiling logo event in the New Year
- This agenda item was unanimously approved by verbal roll call vote.

COM0720-02 – Approval of the Fuel Contract by and between Barnstable Municipal Airport and World Fuel Services for Fuel Supply and Fuel Vehicle Rental.

MOTION to approve the Contract by and between Barnstable Municipal Airport and World Fuel Services for the Fuel Supply Agreement, the Branding Agreement, and the Refueler Lease Agreement for the JetA fuel supply.

SPONSOR: Management

(May be acted upon)

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Young.
- This agenda item is to approve the 3-year contract with two one year extensions with World Fuel to supply fuel and lease fuel vehicles.
- World fuel will be replacing our three existing 10-year old vehicles with three new vehicles.
- This increases the truck lease fee from the following:
 - 2011 5K capacity truck \$1995.00 to \$2795.00/month
 - 2011 5K capacity truck \$1995.00 to \$2795.00/month
 - 2010 3K capacity truck \$1795.00 to \$2595.00/month
 - From \$5785 to \$8185 per month with a 4-month rent relief in FY2021
- Contract Vehicle Rental Fee
 - Year 1 (FY2021) = \$65,480 (\$98,220 - \$32,740)
 - Year 2 (FY2022) = \$98,220
 - Year 3 (FY2023) = \$98,220
- Manager Servis made note that additional fees will include insurance of vehicles, due to insurance is not part of the contract. In FY2020 the insurance expense was \$8,000.00.
- The contracts are being reviewed by our attorney's Anderson & Kreiger and suggested changes including, Insurance requirements for fuel deliveries.
- This agenda item was unanimously approved by verbal roll call vote.

New Business

COM1020-01 Approval of the FY2022 Proposed Capital Improvement Plan (CIP)

MOTION to approve the FY2022 Proposed Capital Improvement Plan for a total of \$1,700,000.00 to encompass three proposed projects. **SPONSOR:** Management **(May be acted upon)**

- Manager Servis state the CIP was based on on-call consultant discussions, project priority/need and state and federal ability to fund various projects we have developed the CIP for FY2022
- Meetings are scheduled with MassDOT and FAA occurred 9/2/2020 with follow-up meeting on 9/15/2020.
- We took into account the following:
 - Effects of COVID on the budget

- Environmental and permit orders that must be carried out (PFAS)
- CARES Act projects based on tiered approach (safety and economic development potential)
- Ability for the FAA to seek discretionary funding for large development projects and FY2022 was when they earmarked runway 6/24 construction and EMAS replacement
- The approved CIP is due to the Town of Barnstable on November 16, 2020 for review and discussion and for development of the town CIP booklets.
- Town Council approval is set for March 2021
- See attached CIP
- This agenda item was unanimously approved by verbal roll call vote.

COM1020-02 Approval of the Standard Equipment Lease Agreement by and between Barnstable Municipal Airport and Hyannis Air Service, Inc. d/b/a Cape Air/Nantucket Air for Airport Deicing Equipment.

MOTION to approve the one year Standard Equipment Lease Agreement effective November 19, 2020 by and between Barnstable Municipal Airport and Hyannis Air Service, Inc. d/b/a Cape Air/Nantucket Air for Airport Deicing Equipment in the annual amount of \$4,000.00. **SPONSOR:** Management (**May be acted**)

- This is the second year in which Cape Air wishes to lease the deicing equipment from the airport.
- Changes were made to the document (see tracked changes) that included:
 - An option to remove the equipment from HYA
 - Two 12-month optional term extensions
 - Modifications to maintenance of equipment (particularly if equipment taken off-site)
- Cape Air has review the lease, and is acceptable to the terms as identified
- See attached contract
- This agenda item was unanimously approved by verbal roll call vote.

COM1020-03 Approval of the Standard License Agreement by and between Barnstable Municipal Airport and New England Aircraft Detailing.

MOTION to approve the one year Standard Equipment Lease Agreement effective November 1, 2020 by and between Barnstable Municipal Airport and New England Aircraft Detailing for on-site Aircraft Cleaning/Detailing in the annual amount of \$1,500.00. **SPONSOR:** Management (**May be acted upon**)

- This is the third year in which New England Aircraft Detailing wishes to access the airport to conduct aircraft washing, cleaning and detailing.
- Business fee of \$1500/year based on approved and published rates and charges
- No changes, other than the term, were modified in the agreement
- See attached
- This agenda item was unanimously approved by verbal roll call vote

COM1020-04 Approval of the Discount Fuel Program Agreement by and Between Barnstable Municipal Airport and Everest Fuel.

MOTION to approve the annual Fuel Pricing Agreement by and between Barnstable Municipal Airport and Everest Fuel for a guaranteed 200,001 gallons. **SPONSOR:** Management (**May be acted upon**)

- Everest Fuel is the largest purchaser of fuel under the discount fuel program
- They wish to sign another contract for the next year
- We indicated to them that in November we are reassessing our discount program and do not have all of the details yet but would honor the same program this year as we did last year
- See attached
- This agenda item was unanimously approved by verbal roll call vote

Report of Special Committees

- Noise Report (July, October, January, April) – Item was taken out of order please see above.
- Yarmouth Representative Comments-None

- Airport Manager's Report

Updates:

- Fuel Program Future Workshop-
 - Will be held in Executive Session -November 17th, 2020
 - Commissioner's requested to have the meeting @ 3:15 prior to November 17th, 2020 Full Commission meeting.
- Airport Tree Clearing Project Update-
 - Reseeding Plan will commence in the spring instead of this fall due to the drought.
 - There will be no additional charge for this it is included in the contract.
 - Commissioner Flores suggested putting an update in Lynne M. Poyant, Town of Barnstable Director of Communications eWeekly Newsletter.
- PFOS/Public Involvement Plan & Update-Mitigation has been completed
 - We have a punch list which will need to be completed prior issuing final payment and closing out project.
- ARFF/SRE Roof Replacement Update Monday was the kickoff project start date-
 - The contractors are running into some problems as they pull apart the roof membrane.
 - 100% paid for by FAA / MassDot and our portion will be paid out of CARE ACT Funds.
- Airport Master Plan Update-
 - Now Online content for the first public workshop
 - Discussion included Airport UTUBE Channel, Presentation from previous project stakeholders meetings, dedicated email address, radio, Post card mailings.
- FY2022 Budget – Planning underway
- Airport Rates & Charges Update (2021 review post-COVID19)
 - Suggest waiting until the Fall 2021 to revisit
- Future Tank Development (Master Plan Alternatives)
 - No Update
- Do not forget:
 - 90th Anniversary for Boardman/Polando Flight (date?)

Announcements – Commissioner's Comments

Chairman Griffin shares based commission prior conversations he did a site visit to Allies Airways and the Mass Air and Space Museum and was impressed with both businesses. He stated that currently one needs to make a reservation for the Mass Air & Space Museum due to COVID guidelines regarding occupancy.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:26 PM

The next meeting will be held on November 17th, 2020.



 NORMAN WEILL, CLERK

For

Met Tuesday, October 6th, 2020 @ 8:34 a.m

Commissioners Weill, Flores & Bailey was present. The meeting was held via ZOOM.

Minutes of the *September 1st, 2020 Finance Subcommittee meeting* was tabled.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

F1020-01 Review & Discuss FY2022 Proposed Capital Improvement Plan (CIP)

- Management has developed the CIP for FY2022 based on discussions with on-call consultant, project priority & need and the state and federal ability to fund various projects.
- Meetings with MassDOT and FAA occurred 9/2/2020 with follow-up meeting on 9/15/2020
Management took into account the following:
 - Effects of COVID on the budget
 - Environmental and permit orders that must be carried out (PFAS)
 - CARES Act projects based on tiered approach (safety and economic development potential)
 - The ability for the FAA to seek discretionary funding for large development projects and FY2022 was when we earmarked runway 6/24 construction and EMAS replacement
- Committee discussed the Top Projects:
 - EMAS Design & Construction replace runway departure end safety area.
 - PFAS Mitigation – Reporting, Testing & Mitigation.
 - Demolition of the 1957 T Hangar and Design & Construction of new hangars
 - Design & Replacement of the Fleet Hangar Doors

Action: Motion was made to forward this item to the Full Commission on October 20, 2020 for approval.

F1020-02 Review and Discuss Fuel Contract by and between Barnstable Municipal Airport and World Fuel Services for Fuel Supply and Fuel Vehicle Rental.

- This will be a 3-year contract with two one year extensions with World Fuel will include
 - Fuel Supply
 - Lease for fuel trucks
 - Branding of fueling
- World fuel will be replacing our three existing 10-year old vehicles with three new vehicles.
- There will be an Increase to the fuel truck lease fee and the additional fees will include insurance of vehicles.

Action: A motion was made to forward this item to the Full Commission on October 20, 2020 for approval.

F1020-03 Review & Discuss Standard Equipment Lease Agreement by and between Barnstable Municipal Airport and Hyannis Air Service, Inc. d/b/a Cape Air/Nantucket Air for Airport Deicing Equipment.

- This is the second year Cape Air wishes to lease the deicing equipment from the airport.
 - The following changes were made to the Agreement:
 - An option was added to allow the equipment to be removed from HYA for maintenance.
 - Two 12-month optional term extensions
 - Modifications to maintenance of equipment.
- Cape Air has review the lease, and is acceptable to the terms as identified

Action: A motion was made to forward this item to the Full Commission on October 19, 2020 for approval.

F1020-04 Review and Discuss Standard License Agreement by and between Barnstable Municipal Airport and New England Aircraft Detailing.

- This is the second year New England Aircraft Detailing wishes to access the airport to conduct aircraft washing, cleaning and detailing.
- Business access fee of \$1500/year based on approved and published rates and charges
- No changes, other than the term, were modified in the agreement
- Risk management has reviewed.
- Agreement has insurance clause

Action: A motion was made to forward this item to the Commission on October 20 2020 for approval.

OVER →

Met Tuesday, October 6, 2020 @ 10:33 am

Commissioners Young and Bierwirth were present. The meeting was held via ZOOM.

UNFINISHED BUSINESS:

IN0320-05 – Discussion of the Guidelines for Construction, Alteration and Improvements at the Barnstable Municipal Airport Policy

- Management is waiting for feedback from David Anthony before scheduling a meeting with the Cape Cod Commission to review the guidelines.
- **Action: Manager Servis will continue to finalize the draft document.**

NEW BUSINESS:

IN1020-01 – Discussion of Café Disposition

- Currently, Airport Operations and deplanements have declined an additional 18% from the prior year when the Café was not thriving. Passenger screening is down 68% nationwide.
- Passengers and through traffic is needed for the Café to be successful.
- The Airport is not going to be able to solicit a new vendor during the COVID-19 pandemic.
- Three options were discussed for possible use of the Café:
 - Massachusetts Air & Space “mini museum”
 - Temporary/short term rentals for business such as HR Block
 - Business office center similar to Cape Space Business model
- The café could be divided into cubes, but people may not want to use shared space.
- It was suggested that it could be used for a pop-up storefront for a restaurant or a culinary program.
- The commissioners discussed pros/cons of each suggestion. The general consensus was for short term lease space. The space was utilized for JetBlue queuing during the COVID-19 social distancing.
- Staff will look into the possibility of the Airport providing coffee in the terminal for passengers.
- This agenda item will be revisited at the next meeting.

Updates:

- Fuel Program Future Workshop – **this will be scheduled in November**
- Airport Tree Clearing Project Update
 - The rough cutting and revegetation is being done. Additional potential re-seeding will be done in the spring.
- PFOS/Public Involvement Plan & Update/Mitigation
 - On schedule – mitigation should be complete this week. These areas will be monitored over the next several years
- Future Tank Development (Master Plan Alternatives) – on hold
- ARFF/SRE Roof Replacement Update
 - The project will start early next week and should be complete in November/December.
- Airport Master Plan Update
 - The videos are complete and will be on the Airport website.
 - A robust communication plan is in place to remind people to view and comment
 - The marketing team will be sending out postcards to the Airport abutters
- FY2022 CIP – This will be reviewed at the October Commission meeting
- Airport Rates & Charges update – the fuel process will be reviewed this year. The rest of these will be reviewed next year due to the COVID-19 declines in customers.
- Future Tank Development – This will be part of the Master Plan
- 90th Anniversary of Boardman-Polando Flight – this will occur next year.
 - A workshop will be scheduled to discuss ideas with Mass Air & Space Museum.
 - selling 90th Anniversary T-shirts was suggested

Another idea for the use of the Café was for a school pod as there is internet access available. Management will speak with the Town as there are already locations in place within the Town.

Adjournment: Having no other business to discuss, the meeting was adjourned at 11:11 a.m.

BMA COMMISSION ATTENDANCE

Fiscal Year 2021 Barnstable Municipal Airport Commission Votes

DATE:	0720-01	0720-02	1020-01	1020-02	1020-03	1020-04													
10/20/2020																			
Chairman Griffin		✓	✓	✓	✓	✓													
Vice Chairman Young		✓	✓	✓	✓	✓													
Clerk Weill		✓	✓	✓	✓	✓													
Commissioner Bierwirth		✓	✓	✓	✓	✓													
Commissioner Flores		✓	✓	✓	✓	✓													
Commissioner Bailey		✓	✓	✓	✓	✓													
TOTALS																			

