



# BARNSTABLE MUNICIPAL AIRPORT

## BOARDMAN-POLANDO FIELD

480 BARNSTABLE ROAD, 2ND FLOOR

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Katie R. Servis, Airport Manager  
Matthew T. Elia, Assistant Airport Manager

Barnstable Municipal  
Airport Commission:

John T. Griffin, Jr.,  
Chairman

Stephen P. Cobb,  
Vice Chairman

James DellaMorte,  
Clerk

Elizabeth Young,  
Commissioner

Zachary Lesinski,  
Commissioner

Joseph J. Berlandi,  
Commissioner

Norman E. Weill,  
Commissioner

### BARNSTABLE MUNICIPAL AIRPORT COMMISSION

#### MINUTES OF THE REGULAR SESSION

TUESDAY, September 25, 2018

#### Commissioners Present:

John T. Griffin, Jr., Chairman, Stephen P. Cobb, Vice Chair, Elizabeth Young, Joseph Berlandi, and Norman Weill. The meeting was held at the Barnstable Municipal Airport in the Airport Conference Room, 480 Barnstable Rd., Hyannis, MA.

#### Commissioners not present:

James DellaMorte, Clerk and Zachery Lesinski

#### Yarmouth Representative:

Not present

#### Airport Staff Present:

Katie R. Servis, Airport Manager, Matthew Elia, Assistant Airport Manager, Suzanne Kennedy, Executive Assistant to the Airport Manager

#### Public Members:

Bill Richardson, Jacobs Engineering –Aviation Planning

#### Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:00 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

#### Minutes of the previous meetings:

The minutes of the following meetings were approved and signed:

August 13<sup>th</sup> 2018 Special meeting (Commissioner Weill abstained as he was not present)

August 21<sup>st</sup>, 2018

Chairman Griffin welcomed Commissioner Weill. He has been a resident of Cotuit for about 35 year. Most of his career has been in the banking industry and software tech industry. He has an interest in the Airport as a pilot and deems the Airport a valuable asset of the community that he would like to see preserved and enhanced.

#### Public Comment:

Bill Richardson, Jacobs Engineering, thanked the Commission for going through the reselection process for Engineering and Planning and hopefully looks forward to continuing to serve the Airport.

#### Commissioners Response to Public Comment:

None

#### Finance Subcommittee (Commissioners DellaMorte, Lesinski, Berlandi)

The Finance Subcommittee met on Wednesday, September 12, 2018. Commissioner Cobb read a review of the meeting. (attached)

### **Infrastructure & Marketing Subcommittee (Commissioners Smith, Cobb, Young)**

The Infrastructure & Marketing subcommittee met on Tuesday, September 6th, 2018. Commissioner Young read a review of the meeting. (attached).

#### **Old Business:**

##### **BMA0618-01 – Approval of New England Aircraft Detailing License Agreement**

**MOTION** to approve an annual License Agreement for New England Aircraft Detailing to provide aircraft interior and exterior cleaning services at various locations at the Barnstable Municipal Airport on an as needed basis.

**SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Cobb, and seconded.
- The Finance Subcommittee made some minor changes to the lease so that language is included to allow for the license fees to be changed from time to time based upon the Airport Rates & Fees.
- The company provides aircraft washing services at several airports with a dry wash system using alcohol based products and they take all the cleaning materials with them when they leave. Service is by request only. They provide interior cleaning as well.
- Wet Wash requirements are attached to the lease. There is no environmental impact.
- This is for a one year term with a 60 day cancellation notice clause.
- This agenda item was unanimously approved by verbal vote.

*This agenda item was taken out of order:*

#### **New Business:**

##### **BMA0818-03 – Approval of Heritage Turbines Access Agreement**

**MOTION** to approve the annual Aviation Related Off-airport Access and Land Use Agreement between Heritage Turbines and the Barnstable Municipal Airport in the amount of \$1,500.00. **SPONSOR:** Finance Subcommittee

(**May be acted upon**)

- This agenda item was moved and read by Commissioner Griffin, and seconded.
- They are located on Hinckley Road and installed a roll-up door in the rear of the building.
- This agreement allows for access over the Sullivan Lot property for a 30'x20' section and a 30'x15' section for access to their building.
- Language is included to allow for the license fees to be changed from time to time based upon the Airport Rates & Fees.
- The term is for one year with a 60 day cancellation notice clause.
- Prior to this they were paying an access fee that was approximately \$500/year that had expired.
- This agenda item was tabled.

#### **Old Business:**

##### **BMA0718-06 – Discussion of Review of BMAC Rules & Procedures**

- This will not be voted on today, the purpose is to review the recommendations of the Ad Hoc Committee. (attached).
- The highlighted changes were reviewed.
- Paragraph G was added into SECTION THREE referencing the Election of Officers.
- Paragraph F, SECTION FOUR will be readdressed at the next subcommittee pending a review of the procurement regulations and expedited situations.
- SECTION EIGHT will be relabeled as SECTION SEVEN #15. And the language will be kept consistent with the Manager's contract.
- It was suggested that language be reviewed to add in SECTION FOUR in the event a subcommittee did not have a quorum, the Chair may be a voting member on the subcommittee.
- SECTION ELEVEN should be changed to 30 days of the previous Commission meeting instead of 7 days due to Open Meeting Law requirements.
- Manager Servis and Commissioner Berlandi will work on the suggested revisions and will forward for review at the next meeting.

#### **Yarmouth Representative Comments:**

Mr. Marasco was not present

#### **FAA Annual Part 139 Inspection:**

- Assistant Manager Matthew Elia showed the power point presentation of the out brief for the recent FAA Part 139 inspection prepared by Laurie Dragonis of the FAA (attached). The inspection lasts three days, but there is a lot of preparation beforehand. The inspection is how the airport staff grows and improves.
- Assistant Manager Elia reviewed the inspection process. The inspection is a snapshot of airport safety and a requirement of the air carrier and jet operations using the airfield. The inspector commented that she was

very impressed with our Airport and staff. The issues that need attention were reviewed and Manager Servis gave an explanation of the paint ghosting of the markings

- A review of the ARFF Response Drill was well under the three minute requirement. There was good communication with the ATCT and we sprayed water, not foam. Demonstrations were done on the proportioner testing system to calculate what the foam proportions were.
- Corrective actions were discussed and will be initiated. There were no major issues. Management is very thankful to the staff that stepped up and did a great job.
- The newest staff member, Ed Longo, did the night inspection and called out and identified each marking on the airfield to the inspector perfectly. This was a great testament to Ed and the training he received.

#### **Airport Manager's Report:**

- Pain D Avignon has requested to possibly lease the Sullivan Lot. The Town has requested that the Airport get on the Site Plan review and Zoning Board agendas to request zoning changes through a special waiver attached to the lease.
- A Request for Information will be prepared and released for the 1.5 acre parcel across from the Air Cape Cod Fleet hangar to see what interest it would generate.
- Everest Fuel is interested in another annual Discount Fuel Purchasing Agreement and would like to increase their minimum to 100,001 gallons to receive a greater discount.
- Remote Sensing would like to test some of their equipment on the airfield and perhaps negotiate a future location for manufacturing. They currently have an office on Main Street in Hyannis. They make specialized equipment for radar technologies and have contracts with NOAA, etc. They would like an access agreement to use the field.
- Discover Barnstable occurred at the end of August, the MCI Drill went well in September and the internal review meeting will occur with the Hyannis Fire Department and then an evaluation meeting will be scheduled.
- Ms. Servis thanked Lynne Poyant and her team, and Paula Hersey for releasing the public service announcement to get the message out about the drill.
- Cape Cod Young Professionals held their event last week, and have rebooked for next year. The Airport surveys were difficult to gather as the wi-fi was not available out in the tent. So the survey will be posted through the Chambers and JetBlue tickets will be provided as a prize.
- October 17<sup>th</sup> the Airport will be hosting the Cape Cod Chapter of the Women in Aviation kickoff meeting. Everyone is welcome to attend.
- Duffy Health Care reached out as a possibility to hold their event at the Airport next year in May 2019.
- Tomorrow is the last day for the Wings of Freedom Tour.
- The proposals for the on-call Planning and Engineering Services have been dispersed to the evaluation committee for review.
- Bismore Park is named after WWII Pilot Jerry Bismore. His family was in the area and Barnstable's Channel 18 did a documentary at the Airport that talked about his time in WWII. They came to visit the War Birds at the airport.

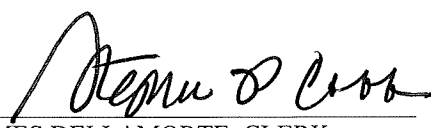
#### **Commissioners Comments:**

Chairman Griffin commented on the huge cooperative effort to get through all of the events over the month. The Facebook page is being well maintained and looks good.

#### **Adjournment:**

Upon Motion duly made and seconded, the meeting was adjourned at 5:29 PM

The next meeting will be held on October 16, 2018.

  
JAMES DELLAMORTE, CLERK  
VICE CHAIRMAN

# BARNSTABLE MUNICIPAL AIRPORT

## Barnstable Municipal Airport Commission Meeting

Tuesday, September 25, 2018 at 4:00 PM

# SIGN IN SHEET

[illegible]

**Speaking Notes:** Finance Subcommittee Meeting – Met **Wednesday, September 12<sup>th</sup>, 2018 @ 8:30.**

Commissioners DellaMorte, Cobb & Berlandi were present.

Minutes of the July 10<sup>th</sup>, 2018 and August 7<sup>th</sup>, 2018 were approved and signed.

Month to Month Financial Comparisons – No discussion

The following items were taken out of order.

**NEW BUSINESS:**

F0918-01 Review & Discuss Best Practices for Leasing Airport Properties.

- Reviewed and discussed Best Practices for Leasing Airport Properties Memo.
- The memo outlined the initial lease review to execution.
- *Commissioners were asked to review memo and add any comments they may have.*

F0918-02 Review & Approve Heritage Turbine Access Agreement.

- They have requested an easement to access their garage.
- Language will be added and a updated draft will be sent to commissioner for review prior to September 25<sup>th</sup> Full Commission meeting.
- *Agenda item was approved and moved to the Full Commission*

F0918-03 Review & Approve Mobile Fuel Sales Platform.

- It has been determined we need to improve our customers experience with the purchase of jet fuel.
- The Committee discussed the Square credit card processing system. It has an open OPI (Open Payment Initiative), flat rate of 2.75%, a monthly charge of \$ 49.00 and will update automatically. The Square would also be compatible with the Veocci System when we implement it.
- There would be an additional cost for IPADS.
- *Agenda item was approved and moved to the Full Commission*

**OLD BUSINESS:**

F0818-01 Review & Approve New England Aircraft Detailing Commercial Aeronautical Activity License.

- This would be an Airport Access Agreement.
- Their detailing method is a dry wash and environmentally safe.
- *This item was approved and moved to the Full Commission*

F0818-05 Review & Discuss Annual Airport Fees.

- *Agenda item was tabled.*

F0818-07 Discuss Veoci System.

- *No Discussion at this time.*

**UPDATES**

- Air Freight / Cargo Options.
  - Allies Aviation has started freight out of their freight office.
  - Rectrix has moved freight out of the terminal.
  - Cape Air is challenging the notification and has consulted their attorney.

Meeting Adjourned 9:42 am.

Met Tuesday, September 6<sup>th</sup> @ 5:10 PM

Commissioners Young and Lesinski were present.

Minutes of the August 7<sup>th</sup>, 2018 meeting were approved and signed.

*The following agenda item was taken out of order:*

**Air Freight/Cargo Operations**

- Mr. Shields stated that this is the third week of Allies Air Freight service via word of mouth only.
- Both the Hyannis and Nantucket offices are fully staffed and everything has gone off without a hitch.
- The terminal was always identified as a temporary location for freight so it will be transitioned out of the terminal.
- Mr. Shields contacted both Rectrix and Cape Air to offer the Allies Air Freight facility for them to conduct freight services. Cape Air replied that they were not interested as they were getting out of the freight business, and Rectrix did not reply.

**NEW BUSINESS:**

**IN0918-01 – Discuss Mobile Fuel Sale Platform (Veoci System)**

- The ultimate goal in automating is to streamline processes and provide better customer service.
- There are two parts to the mobile fuel sale platform:
  - Purchasing the equipment to use – cell phone, tablet, etc.
  - Contract with a credit card processing 3<sup>rd</sup> party.
    - Square
    - USA e-pay
- The software would need to tie into the MUNIS financial system.
- It was recommended to purchase the equipment and move forward with the credit card processing company, but the Veoci software would be readdressed at a later date.

**IN0918-02 – Discuss Finalizing Marketing Plan**

- Management has started combining notes on the Goals and Objectives as some had similar Actions.
- There were five areas identified as priorities.
- The next step is to prepare a quick, easy, and usable plan to move forward.
- Management will provide this to the commissioners to view.

**IN0918-03 – Discuss FBO Remodeling Options**

- The Town DPW architect, Mark Marinaccio, will draw some plans based upon recommendations to be reviewed at a future meeting.
- Photos of the Nantucket facility will be reviewed for comparison.
- The budget for this remodel is \$20,000 over a two year period, so most of the work will probably be done in the fall of 2019.
- The general needs were defined and will be incorporated.

**IN0918-04 – Discuss Cape Cod Chamber Marketing and Advertising**

- Cape Cod Broadcasting supplied a revised schedule to cover the Wings of Freedom Tour for a total of \$852.00
- The Facebook “Burst” information was discussed. It is not that expensive and could benefit the Airport for future social media marketing.

**IN0918-0 – Discuss Finance and Infrastructure Subcommittee**

- Many of the agenda items and updates overlap and are on both subcommittee agendas.
- Management asked if one joint subcommittee with three members would effectively eliminate the redundancy.
- It was recommended that only one of the two subcommittees could be chosen to hear an agenda item, and the updates could be covered in the Airport Manager’s situational report each week.

**UPDATES:**

**Development of Airport Properties**

1. **Mildred’s Property** – this is on hold until the soil removal is complete.
2. **Kmart Property RFP Addendum** – Addendum #2 was issued. Addendum #3 is being composed.
3. **Access Road Property** – The Planning & Development Department suggested a Request for Information (RFI) to see possible interest in the 1.5 acre property.
4. **Overflow Parking** - Management has had discussions with Rectrix about their interest in developing this parcel for overflow ramp space. The Commission has a concern over providing property that would be tied up over a 20 year period

**Dates of upcoming events were reviewed**

Meeting was adjourned at 6:38 PM

SECTION SEVEN Special Duties and Responsibilities of the Manager

1. added "from time to time"
2. added " and in doing so shall keep the Commission informed of the same"
3. added "have the authority to establish otherwise"
12. added "and for obtaining approval from the Commission prior to entering into any Union Agreement"
13. added new paragraph on the submission of Quarterly budget reports
14. added new paragraph on the submission of a Performance Plan

SECTION EIGHT Performance Evaluation

Added new Provisions for the procedures of the Commission to evaluate the Manager's performance

The above is summary of the recommended revisions which, of course, the Commission must review, discuss and act upon. Members of the Ad Hoc Committee will be available to address any questions of the Commission.

## **RULES OF PROCEDURE FOR BARNSTABLE MUNICIPAL AIRPORT COMMISSION**

### **SECTION ONE** **ADOPTION AND REPEAL**

These amended Rules of Procedure were approved and adopted at the Regular Monthly Meeting of the Barnstable Municipal Airport Commission (hereinafter the "Commission") on \_\_\_\_\_, 2018 and became effective immediately. These Rules supersede all previous procedural rules of the Commission, which are hereby repealed.

### **SECTION TWO** **POWERS AND PURPOSES**

A. The Barnstable Municipal Airport Commission shall have the power to hear and decide all matters pertaining to the Barnstable Municipal Airport (hereinafter the "Airport") and the operation and maintenance thereof, and all other matters not inconsistent with those powers granted by Chapter 90 of the General Laws of Massachusetts and the General Bylaws of the Town of Barnstable.

### **SECTION THREE** **MEETINGS**

All meetings will be conducted under the Massachusetts Open Meeting Law-General Laws, Chapter 39, Section 23A-23C and any later amendments, with Guidelines prepared by Cape & Islands District Attorney, a copy of which is attached hereto. All meetings shall be conducted in accordance with Robert's Rules of Order, as interpreted by the Chairperson (hereinafter the "Chair").

A. ANNUAL ORGANIZATION MEETING: The Commission shall meet and organize at its last regular meeting of each fiscal year. The fiscal year is from July 1 to June 30. The Commission shall elect a Chair, Vice Chair and a Clerk (the "Officers"). The term for the Officers shall be for the fiscal year. In the event that the Commission fails, for what ever reason to elect all or any Officer, the then current Officer or Officers shall remain in office until such time as the Commission re elects him or her or elects a new individual for that Officer position. In the event that, for what ever reason, an Officer is unable to complete his/ her term then the Commission shall elect an individual to complete that term as promptly as is possible.

B. REGULAR MEETINGS: The Commission shall meet monthly on the third Tuesday of each month, unless, by vote of the Commission a new date is determined. All regular meetings will be held at 4:00 p.m. or any other time as designated by a majority vote of the Commission.

C. SPECIAL OREMERGENCY MEETINGS: Special or Emergency Meetings may be called and the place of meeting determined by the Chair, or upon the request of a majority of the members of the Commission.

D. NOTICE OF MEETINGS: A written notice of all regular meetings shall be given to each member of the Commission at least forty-eight (48) hours before the time set for the meeting.

Any member may request the Manager of the Airport (hereinafter the "Manager") in consultation with the Chair to call a special or emergency meeting without written notice to Commission, if a majority of the members agree that such special or emergency meeting is validly called. Except in an emergency, written notice of all meetings, regular and special, shall be filed with the office of the Town Clerk and posted on the Bulletin Board at Barnstable Town Hall at least forty-eight (48) hours, excluding Saturdays, Sundays, and legal holidays, prior to such meeting.

In an emergency, the Commission may meet and act according to these Rules, provided that at the commencement of such a meeting, a statement of the particular facts or circumstances constituting the emergency is read into the record.

E. QUORUM: A quorum of the Commission shall consist of a majority of the then current membership.

F. NOMINATION OF OFFICERS: Nomination of Officers shall be made no later than the meeting of the Commission preceding the Annual meeting.

The Commission shall submit recommendations for Officer Nominees. The Nominees will have a period of 7 calendar days following any such nomination to inform the Chair as to their acceptance or declination of said nomination. The Chair shall submit said acceptances or declinations to the Finance Sub Committee and the Infrastructure Sub Committee. All acceptances of Nominees shall then be voted on at the Annual meeting.

In the event that there is only a single Nominee for any Officer position and that Nominee declines, for whatever reason, to accept said nomination the Chair shall schedule a Special meeting prior to the Annual Meeting to receive a nomination (s) for that Officer position.

#### SECTION FOUR

#### CHAIR - POWERS AND DUTIES

- A. The Chair may vote and be recorded on all matters coming before the Commission.
- B. The Chair shall decide all points of order, subject to any challenge from the floor.
- C. The Chair shall appoint such standing or ad hoc committees as may be found necessary and desirable.
- D. Notwithstanding the above; there is hereby created the following standing

Subcommittees, each to consist of three members:

- 1. Finance
- 2. Infrastructure

The Chair shall appoint or remove the members and the Chairpersons to these subcommittees in a manner which he/she deems appropriate and in the best interest of the Commission.

All matters relating to the above Subcommittees shall be first submitted to the appropriate Subcommittee before being considered by the Commission. A report on such shall be made by the Subcommittee Chairperson to the Commission. The Commission shall take no action on any matter reasonably, normally or specifically within the purview of any Subcommittee until it receives, within a reasonable time period, a report on the matter from the Subcommittee involved. The Subcommittees may adopt their own rules providing that such are not inconsistent with these Rules.

Specifically, the Finance Subcommittee shall review and recommend changes, as they deem appropriate, to the Annual Budget prepared in a timely fashion by the Manager and shall present such to the Commission for approval. The Finance Subcommittee Chairperson shall appear with the Chair or his/her designee and the Manager before the Town Council, as necessary, in support of the budget, as well as any other airport financial matters that are before the Town Council during the year. This Subcommittee shall continuously monitor the budget, rates and fees, Capital Improvement Program Finances, income and expenditures of the airport, and various other financial matters deemed by them to be within their purview.

E. Subject to D. above the Chair or his/her designee shall represent the Commission in all matters before the Town Council or anybody appointed by the Town Council.

F. The Chair is not authorized on behalf of the Commission to sign contracts without the prior approval of the Commission. ~~The Chair is authorized on behalf of the Commission to sign contracts of \$50,000 or greater that have been approved by the Commission. In the case of an emergency, this authorization is granted with the provision that the Chair report the action to the next Commission meeting, explaining the nature of the emergency.~~

## SECTION FIVE

### VICE CHAIR

The Vice Chair shall act as the Chair in the absence, for what ever reason, of said Chair.

## SECTION SIX CLERK

The Clerk of the Commission, or from time to time his/her designee as selected by the Clerk, shall keep the records of the Commission and be responsible for all public notices and bid notices and shall approve the form of the minutes for every meeting.

## SECTION SEVEN

### SPECIAL DUTIES AND RESPONSIBILITIES OF THE MANAGER

1. The Manager is the Executive Officer of the Commission, and is appointed by the Commission to carry out all matters of policy that may be adopted, from time to time, by vote of the Commission.

2. The Manager shall make all day to day decisions in the manner in which those policies shall be carried out and in doing so shall keep the Commission informed of the same.
3. The Manager is assured that no individual member of the Commission shall have the authority to establish or otherwise determine policy and the manner in which a policy shall be carried out or direct an employee or by-pass the Airport Manager in instructing or directing an employee.
4. The Manager with prior consultation with Sub Committee Chairpersons, shall call meetings of the various Sub Committees as she/he shall deem necessary to assist in decision making, or upon the request of any committee Sub Chairperson.
5. The Manager shall be responsible for all airport funds consistent with all applicable laws and requirements of the Town of Barnstable, except that the Finance Sub Committee shall provide budget oversight in the manner that it deems appropriate:
6. The Manager shall notify the Chair in advance of all out-of-state travel requiring overnight stay.
7. The Manager shall notify the Commission, at least ten days in advance, of any action requiring Commission and/or Chair approval or action so that appropriate internal activities can be set up to assure such approval/action.
8. The Manager on behalf of Sub Committee Chairpersons shall cause minutes, including attendance, of committees meetings to be prepared so as to reflect major issues discussed and all recommendations of the Sub Committees.
9. The Manager shall be required to meet with the Chair or his/her designee on a regular basis to discuss all important matters, meeting dates or deadlines, calling of committee meetings and advising the Chair of such, and major personnel problems as might require Commission action at some later date.
10. The Manager shall obtain prior approval of the Commission before accepting appointment to any organization which requires commitment of time from the normal working hours of the Manager.
11. The Manager shall obtain prior approval from the Chair before initiating any press releases.
12. The Manager, with the attendance and assistance of the Assistant Manager, shall participate in all negotiations with the labor union conducted by the Town's Director of Human Resources, and shall discuss in advance of and after each meeting with the Union, the arguments on each side and representations to be made, with the Commission. The Director shall be responsible for keeping the Commission informed as to the progress of negotiations and for obtaining approval from the Commission prior to entering into any Union Agreement.
13. The Manager shall submit quarterly Budget Reports to the Finance Sub Committee which shall be delivered to and discussed by the Commission at its next meeting.

14. The Manager shall submit a Performance Plan to the Commission following the Performance Evaluation requirement as provided for in hereinafter in Section Eight.

#### SECTION EIGHT PERFORMANCE EVALUATION

The Commission shall evaluate the Performance of the Manager on an annual basis at least 3 months prior to the end of the Fiscal Year. An Evaluation Form shall be provided to each Commissioner for completion and submitted by them to the Chair which shall be maintained on a confidential basis by the Chair and shall be reviewed by the Commission at a duly called for Executive Session after which the Evaluations shall be reviewed with the Manager in a duly called Executive Session meeting.

#### SECTION NINE GENERAL AGENDA

A. The Manager shall prepare in writing, after consultation with the Chair, an agenda for each Commission meeting. Except by majority consent of members present no item shall be discussed or acted upon unless it is on the agenda.

Items for the agenda may be submitted by a Commission member, an employee, the Town, a tenant of the Barnstable Municipal Airport, or by written request from an individual, agency, or organization.

B. PREPARATION AND DISTRIBUTION OF AGENDA: The agenda shall be transmitted to each member of the Commission, together with the notice of meeting and minutes of the previous meeting, at least seven days in advance of the meeting. A copy of the agenda shall be sent to the office of the Town Clerk for posting, and to the Airport's Town Council Liaison.

C. AGENDA FOR ANNUAL ORGANIZATION MEETING: The annual organization meeting shall be the last regular meeting of each fiscal year. The agenda for the annual organization meeting will be the same as the agenda for regular meetings except that the election of officers shall occur as the last item on the agenda.

The new Chair shall appoint standing and ad hoc committees prior to the next regular meeting.

#### D. AGENDA FOR REGULAR MEETINGS:

- (1) Call to order
- (2) Minutes of previous meeting
- (3) Public Comment
- (4) Commissioners Response to Public Comment
- (5) Reports from Subcommittees
  - Finance

- Infrastructure
- (6) Unfinished Business
- (7) New Business
- (8) Report of Special Committees
  - Noise Report
  - Yarmouth Representative Report
  - Airport Manager's Report
- (9) Announcements -Commissioner's Comments
- (10) Adjournment

E. AGENDA FOR SPECIAL MEETINGS:

The agenda for all Special Meetings shall be as follows:

- (1) Call to order
- (2) Reading of official call for meeting
- (3) Transaction of business for which the meeting has been called
- (4) Adjournment

F. ANNUAL BUDGET: The annual operating and capital budgets for the Barnstable Municipal Airport shall be approved by the Commission prior to submittal to Town Hall.

G. ANNUAL REPORT: The Annual report for the Town of Barnstable's Annual Report shall be prepared for approval at the July regular meeting.

SECTION TEN

DEFINITIONS OF PROCEDURE

A. MOTIONS: Each motion shall be clearly stated with the exact wording of intent and the name of the member making the motion.

The member seconding a motion shall state his/her name upon request and the Recording Secretary may read the motion and amendments, if any, before a vote is taken.

The chair shall announce the vote.

B. AFFIRMATIVE VOTES TO ADOPT MOTIONS: The affirmative vote of a majority of the then current membership of the Commission shall be required on all motions before acceptance.

C. GENERAL RULES OF PROCEDURE: The Commission shall conduct its business in accordance with Robert's Rules of Order, Revised Classic Edition 1915 with Foreword by Henry M Robert III.

D. PUBLIC SESSIONS: Except as otherwise provided herein all sessions shall be open to the public and the press.

E. SPEAKERS AND RIGHT TO COUNSEL: Every person interested shall have the right to speak during any open meeting of the Commission on any item on the agenda, provided he/she is recognized by the Chairperson.

Any person so appearing, either voluntarily or summoned, shall also have the right to be represented and advised by counsel, or other qualified person. Each person or his/her counsel, shall be allowed not more than three (3) minutes to speak on any agenda item, or longer, if permitted by the Chair.

F. EXECUTIVE SESSIONS: Executive Sessions, after a duly-posted open session has commenced, may be held as provided for herein upon the motion of any member of the Commission, which motion shall be decided by a roll-call vote. The Chair must state the purpose of executive session and whether the meeting will reconvene for business other than adjournment after executive session. Only those persons, other than Commission members, who have an involvement in the issues to be discussed, and who are invited by the Commission may attend.

Executive sessions may be held only in the accordance with Massachusetts General Law, Chapter 39, Section 23B and in conformance with the Guide To The Open Meeting Law by the Cape and Island District Attorney.

#### SECTION ELEVEN RECORD

The Commission shall maintain accurate records of each meeting. Such records shall show, with respect to each meeting, the following:

(1) The proceedings of all full Commission meetings shall be recorded and preserved in the administration office of the Director.  
All recordings shall be filed with the date of the meeting and indicate whether it is a regular or special meeting. All recordings of open sessions shall be available for members of the Commission for review at any time.

All other persons may review the proceedings at the Director's office during business hours, upon written request.

(2) Minutes of each previous meeting shall be presented for approval and contain the following:

- a. Type of meeting (regular or special)
- b. Date, time and place of meeting
- c. Motions and Votes: the person making the Motion and Seconding and the vote as recorded
- d. Names of all members in attendance
- e. Names of non member individuals attending the meeting and whom they represent.
- f. Names of individuals of the media and the media firm they represent
- g. All other matters of importance i.e. statements made and specified "for the record"
- h. Time of adjournment
- J. Place and time of reconvening when applicable

Minutes of previous meeting shall be sent to all members , along with notice of meeting and agenda for current meeting within 7 business days.

The minutes of every meeting shall become a public record and be available to the public at the office of the Manager at the Airport after being approved as to form by the Clerk, provided however that the minutes of any executive session may remain confidential, as long as their publication would defeat the lawful purposes of the executive session.

Meeting minutes are to be published on the Town website after received and signed by the Clerk within 7 business days of the previous Commission meeting. The minutes should also include language about sub committee minutes/agenda and posting on the Town Website.

## SECTION TWELVE AMENDMENT OF RULES OF PROCEDURES

Any proposed amendment to these Rules of Procedure shall be submitted to an ad hoc committee appointed by the Chair who will report its recommendations to the Commission for review and action thereon.

## SECTION THIRTEEN MASSACHUSETTS LAWS

These Rules of Procedure for the Commission are intended be pursuant and supplementary to the Massachusetts General Laws, including Chapter 9, Laws relating to Aeronautics, and the Charter and the General By Laws of the Town. Nothing in these Rules shall be construed to conflict with any of the above, or to limit any of the rights and powers granted therein. If any provision of these Rules or the application thereof is held to be invalid, the remainder and application thereof shall stand and not be affected thereby and shall remain in full force and effect.

ACCEPTED BY THE COMMISSION on \_\_\_\_\_, 2018

\_\_\_\_\_  
John T. Griffin, Jr. Chair

\_\_\_\_\_  
Stephen P. Cobb Vice Chairperson

\_\_\_\_\_  
James DellaMorte Clerk

\_\_\_\_\_  
Elizabeth Young Commissioner's

Zachary Lesinski Commissioner

Joseph J. Berlandi Commissioner

Norman E. Weill Commissioner

9/22/18 draft



## Barnstable Municipal Airport Hyannis, Massachusetts Part 139 Inspection Out-briefing

Presented to: Barnstable Municipal Airport

By: Laurie Dragonas, Lead Inspector

Date: September 19, 2018

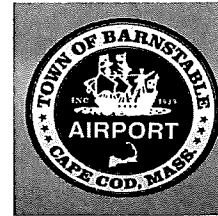


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## FAA Part 139 Inspection

A snap shot of your airport's  
level of safety



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## Everyone aboard is counting on you



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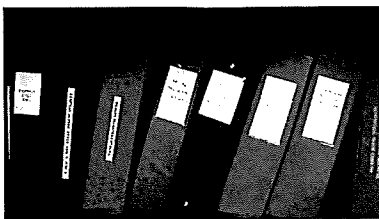
## HYA Overall

- Thank you for your support and attention during the inspection process
- Great dedicated staff
- New airfield configuration, new terminal, new Jet A farm
- Good management team

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## Organized records for inspection



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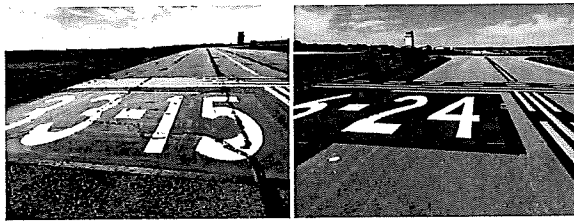
## HYA Records

- Furnished as required
- Organized, maintained
- Add better descriptions of conditions and corrective actions to self-inspection records
- Personnel training records need descriptions of what was actually done
- Create better spreadsheets (i.e. examples)

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## SPHPS at HYA



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## FAA Standard



### Advisory Circular

Subject: Standards for Airport Markings Date: 9/27/2013 AC No: 150/5340-1E  
Issued by: AAS-109 Changes:

- The surface painted holding position sign is at least 2 feet (0.6 m) from the (4) edge of the inside taxiway edge marking or from the edge of the paved taxiway when there are no taxiway edge markings. See Figure D-4.

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## RWY 6-24 Threshold Markings Eradication on 6-24 Incomplete



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## FAA Standard



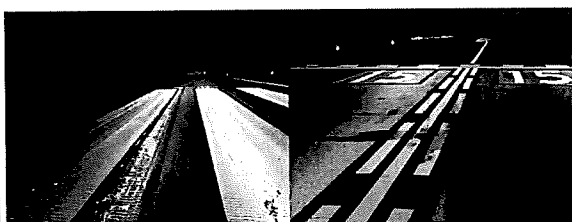
### Advisory Circular

Subject: Standards for Airport Markings Date: 9/27/2013 AC No: 150/5340-1E  
Issued by: AAS-109 Changes:

- Removal of Markings. Pavement markings that are no longer needed are not to be painted over but instead are to be physically removed. The FAA does not endorse painting over the old markings because this inadequate practice merely preserves the old marking which, in some cases, has misled pilots and required extra maintenance. Physical removal of markings is achieved by water blasting, shot blasting, sand blasting, chemical removal, or other acceptable means that do not harm the pavement. The physical removal of any old marking(s) must include a pre-determined larger size and shape of a removal area that encompasses the old marking(s) and by grouping adjacent markings together into a larger rectangular removal area.

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## HYA Markings at Night



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## HYA markings need attention

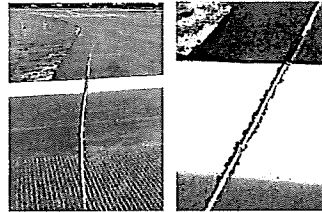
- SPHPS chipped & scraped
- SPHPS on Echo not IAW standards
- Eradication on 6-24 incomplete- old paint still shows!
- Paint build up on runways, especially Aiming points & TDZ markings
- Fuel stain on ETCL Alpha at RWY 15

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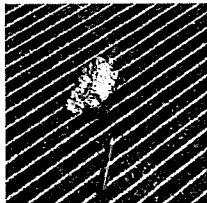
## Night inspection- overall

- Excellent maintenance of signs and lighting
- No outages noted
- Well-lit wind cones
- Good rotating beacon
- SPHPS need repainting due to chipping, scraping, faded beads

## Scraped pavement RWY 15-33 and Charlie



## FOD found at HYA

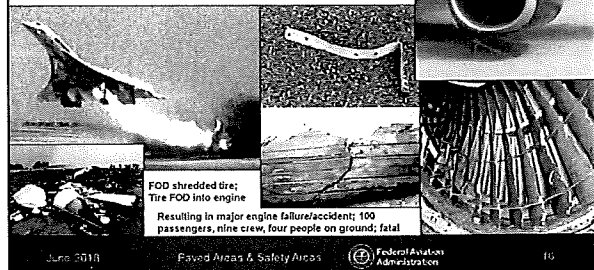


### FOD found includes:

- Bolts
- Washer
- Pebbles
- Rocks
- Crack seal
- Scat



## Consequences of FOD

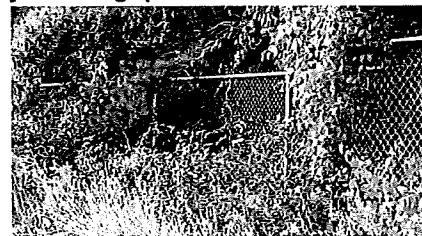


## Wildlife; many species sighted

- Coyote scat on runway 6-24
- Goose droppings on runways & taxiways
- Dove, red tail hawk, osprey, starlings observed and harassed
- Vegetation is covering fence



## Can you see gaps and holes in this fence?



## Wildlife Issues

- Vegetation on fence line
- Persistent Osprey population
- Need to keep up harassment, especially during migrations
- Turkeys, red tail hawk, osprey, starlings, mourning dove observed
- Evidence of geese and coyotes

## ARFF inspection

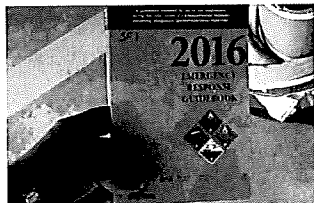


## ARFF Response Test Results

- RWY 15-33 and Delta
- Response time: 2:42
- Good communications with ATCT
- Sprayed water



## Demonstration of E-One Proportioner testing system



## Current Emergency Response Guide in ARFF truck

## ARFF Inspection Results

- Good recordkeeping
- Good familiarization with equipment & duties
- Add more local training throughout the year
- Recommend aircraft familiarization on air carrier equipment each spring in conjunction with seasonal start up

## Fuel Inspections



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## Fueling issues



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## Placards Required by NFPA 407



- Peeling placards must be replaced

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## Inspector Recommendations

- Add 'name of operator' placard to fuel inspections
- Create "Out of Service" tags for fuel equipment
- Build inner fence 10 feet inside of property line
- Retrieve screamer shells after harassment (FOD)
- Keep full wildlife response kit in every vehicle
- Conduct aircraft familiarization on air carrier equipment each spring in conjunction with seasonal service
- Add internal illumination on <B> direction sign
- Sharpen inspection skills for pavement & markings issues
- Maintain the "No Phone Zone" on all movement surfaces

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## More recommendations

- Remove snow stakes during summer
- Monitor oil spill area on TWY A at 15
- Monitor gouge in pavement across RWY 15-33 at Charlie
- Inspect vehicle tires for pebbles when entering flight line from non-paved areas
- Attend specialized training on Airfield Markings to improve inspection & maintenance
- Focus on preparation of surfaces before painting, avoid build up, chipping
- Minimize crack seal under painted markings

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## HYA 2018 Compliance Letter

139.305(a)(4)- Paved Areas: FOD found on RWYS & Taxiways  
 139.311(d)- Maintenance of Markings: SPHPS chipped, scraped and fading. Several RWY 6-24 markings were shifted to correct location. Portions that needed to be removed were not properly eradicated  
 139.321 C- Compliance with Fuel Standards: Inspection of fuel service vehicles doesn't include visible light for brake interlock override activation; Peeling placards not noted on inspection  
 139.327(c)(1)- Self Inspection: Inspection reports did not include FOD, pavement or marking issues  
 139.7 Standards- SPHPS on TWY Echo not IAW AC 150/5340-1L

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