



BARNSTABLE MUNICIPAL AIRPORT
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Katie R. Servis, Airport Manager
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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, November 27, 2018

Commissioners Present:

John T. Griffin, Jr., Chairman, Stephen P. Cobb, Vice Chair and Zachery Lesinski, 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

Yarmouth Representative:

Not present

Airport Staff Present:

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

Public Members:

Paula Hersey, Town of Barnstable Videographer, Steve Riesland and Chris Willenborg, ASG, Brian Smith McFarland-Johnson

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:02 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:

September 25th 2018 Commission meeting

October 16, 2018 Commission meeting

October 31, 2018 Special Commission meeting

Public Comment:

None

Chairman Griffin requested that the consultants introduce themselves. Brian Smith from McFarland-Johnson and Chris Willenborg and Steve Riesland from Airport Solutions Group were in attendance.

Commissioners Response to Public Comment:

None

Finance Subcommittee (Commissioners DellaMorte, Lesinski, Berlandi)

The Finance Subcommittee met on Tuesday, November 6th, 2018. Chairman Griffin read a review of the meeting. (Attached)

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

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

Manager Servis reviewed the process for changing the Minimum Standards.

Old Business:

BMA0718-06 – Review and Approval of BMAC Rules of Procedure

MOTION to approve the Rules of Procedure for the Barnstable Municipal Airport Commission as amended effective October 16, 2018. **SPONSOR:** Commissioner Berlandi (**May be acted upon**)

- This agenda item was moved and read by Commissioner Berlandi, and seconded by Commissioner Young.
- The final document was emailed to the Commissioners for review.
- This agenda item was unanimously approved by verbal vote.

New Business:

BMA1118-01 – Approval of the Contract with McFarland-Johnson Inc. for On-Call Planning Services

MOTION to approve the Barnstable Municipal Airport contract with McFarland-Johnson Inc. for On-Call Planning services for a three (3) year term. The maximum amount for State and Federally funded Airport Improvement Projects (AIP) shall not exceed \$2,625,000.00 total for the three years; and the locally funded Capital Improvement Projects (CIP) shall not exceed \$42,000.00 per year for a not to exceed total value of \$2,751,000.00 over the three year period. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Young, and seconded by Commissioner Cobb.
- Manager Servis thanked the evaluation committee for all of their input.
- Typical projects covered would be assistance with the Master Plan, Business Plan, Rates & Fees review, or any other planning documents.
- They will help to prepare the Capital Improvement Plan along with all of the other consultants.
- The \$2.6 million is for State and Federal funded planning projects and the \$42 Thousand is for local projects as listed previously.
- The costs are a not to exceed maximum. If there was an additional project that was needed, management would have to go back to procurement. There are hourly rates and fees listed in the contract.
- This agenda item was unanimously approved by verbal vote.

BMA1118-02 – Approval of the Contract with Airport Solutions Group for On-Call Engineering Services

MOTION to approve the Barnstable Municipal Airport contract with Airport Solutions Group for On-Call Engineering services for a three (3) year term. The maximum amount for State and Federally funded Airport Improvement Projects (AIP) shall not exceed \$20,936,000.00 total for the three years; and the locally funded Capital Improvement Projects (CIP) shall not exceed \$60,000.00 per year for a not to exceed total value of \$21,116,000.00 over the three year period. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Lesinski, and seconded by Commissioner Cobb.
- Airport Solutions Group was chosen for the On-call Engineering firm.
- Manager Servis reported that the type of services would include cost-estimates for Capital Improvement Projects and design and engineering such as ramp extension work, equipment purchases, annual RFPs for painting, etc.
- The Rehab of Runway 6-24 and the new Engineered Materials Arresting System (EMAS) bed will be the biggest projects during the three year period. The shelf-life of the EMAS is usually 10 years. We have had several blocks replaced, but as the seagulls like to eat the seams, water had infiltrated the bed.
- This agenda item was unanimously approved by verbal vote.

BMA1118-03 – Approval of NE Aircraft Detailing Access Agreement Modification

MOTION to approve the modification to the approved NE Aircraft Detailing Access Agreement to reduce the pollution insurance requirements and to limit the specific cleaning products that the company is approved to use. .
SPONSOR: Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner Berlandi.
- New England Aircraft Detailing wants to provide services to our existing tenants that have requested their services.
- Pollution Insurance is typically included in all agreements. This was considered to be very expensive for this type of user.
- Their MSDS sheets for their products and the process of cleaning aircraft were reviewed by Horsley Witten Group and were considered to be very “clean” products and had no concerns from an environmental standpoint.

- It was agreed by the pollution insurance policy requirements would be removed, but specific language was developed to include that they expressly agreed to use the following products that would be identified in the agreement and would notify the Airport immediately if they changed any of their products.
- They take all of their cleaning products and trash with them off the airport when they have completed a job.
- This agenda item was unanimously approved by verbal vote.

Yarmouth Representative Comments:

Mr. Marasco was not present

Airport Manager's Report:

- Assistant Manager Elia reported on the Mobile Fuel Sales Implementation:
 - All of the components have been ordered. The desk mounted credit card processors have been replaced for free and will be installed this week.
 - The iPads for the Square Up software are at the Town IT Department being set up.
 - The Mobile Fuel mobile units are in transit.
 - Once everything is in place, testing will be conducted. Training and a Quick Reference Guide will be created for the staff.
 - The plan is to have everything up and running by mid-December so that training can commence and it should be in use by January.
 - The estimated cost savings is approximately \$5,000 per year.
- Manager Servis reviewed the Airport Manager's Situational Report (**attached**). Updated information is highlighted. The following is a synopsis:
 - The interview process for the potential lease of the Kmart parcel was completed today.
 - The next steps will be to complete RFPs for the Mildred's parcel, the Access Road parcel across from the Cape Air Fleet building, and the parcel behind Pain D 'Avignon. Manager Servis will be working with Elizabeth Jenkins, Director of Planning & Development, on zoning for these parcels.
 - Management has not heard back from the FAA on their determination of uses for the Mildred's Parcel and will contact them again.
 - Fly Exclusive would like to sign a Fuel Discount Program contract with the Airport. Their existing terms under the Fuel Discount program will continue until Management can negotiate a contract.
 - The subcommittees will have a presentation from Ross Aviation at their next meetings. They have an agreement to purchase Rectrix. The Commission will need to discuss the elements of the assignment of the lease.
 - Cape Cod Auto Transporters has rescinded their request for installation of natural gas at their leased facility as it is too expensive.
 - Cape Air is still moving forward with Electric Car stations and will revisit it when ready.
 - Above the Clouds would like to meet with staff in January 2019 about starting a local chapter.
 - Cape Cod Coffee has held several events at the Airport; they have tried to line something up almost every month.
 - The next Business Plan workshop is tentatively scheduled for January. McFarland Johnson will assist with the final draft of the Plan.
 - The draft FY2020 Budget CIP has been developed and staff will be meeting with the FAA, MassDOT and the consultants on December 13th to review funding availability.

Commissioners Comments:

Commissioner Weill was amazed at how quickly the soil was moved from the Mildred's property.

Commissioner Young announced that the Cape Chapter of the AOPA will host Katie Servis as the guest speaker at their December 17th Holiday dinner and invited anyone that was interested to attend. Manager Servis reviewed the topics she would be presenting.

Commissioner Berlandi discussed the process of the Kmart parcel. He handed out a projected timeline and the steps that need to occur. He reviewed the following:

- Evaluation committee held a discussion today about a recommendation of the selection of the developer
- A designation letter will be drafted by the Procurement Officer and distribute it to the evaluation committee for review.
- The final designation will be forwarded to the Commission with contingencies on the Town Council approval of the Lease and the developer signing the agreement.
- The Commission will approve the designation letter at the December 11th Commission meeting and oversee the developer's compliance with the time schedule.

- The developer will sign the agreement and then it will go to the Town Council for approval, and then the Commission will sign the agreement.

Manager Servis clarified that the recommendation of the Evaluation Committee will not be public knowledge until it has been voted at the Commission meeting.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 4:50 PM

The next meeting will be held on December 18, 2018.

JAMES DELLAMORTE, CLERK