



**BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD**
480 BARNSTABLE ROAD, 2ND FLOOR
HYANNIS, MA 02601
www.town.barnstable.ma.us



Office: 508-775-2020
Fax: 508-775-0453

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

**BARNSTABLE MUNICIPAL AIRPORT
COMMISSION MINUTES OF THE REGULAR SESSION
TUESDAY, June 18, 2019**

Commissioners Present:

John T. Griffin, Jr., Chairman, James DellaMorte, Clerk, Elizabeth Young, 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:

Zachery Lesinski

Yarmouth Representative:

Not Present

Airport Staff Present:

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

Public Members:

Chris Willenborg, Airport Solutions Group (ASG); Rick Lucas and Scott Lecount, McFarland Johnson (MJ); Bob Holzman, Airport Operation Supervisor; and John Flores, Vice President of Barnstable Town Council and Airport Liaison

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 and a moment of silence for Hyannis Fire Captain Tom Kenney, who passed away at age 65. Chairman Griffin welcomed John Flores from the Barnstable Town Council.

Minutes of the previous meetings:

None

Public Comment:

None

Commissioners Response to Public Comment:

None

Finance Subcommittee (Commissioners DellaMorte and Weill)

The Finance Subcommittee met on Tuesday, June 11, 2019. Commissioner DellaMorte read a review of the meeting (attached).

Infrastructure & Marketing Subcommittee (Commissioners Young and Lesinski)

The Infrastructure & Marketing subcommittee met on Tuesday, June 11, 2019. Commissioner Young read a review of the meeting (attached).

The following item was taken out of order

Barnstable Municipal Airport Commission

John T. Griffin, Jr., Chairman; Elizabeth Young, Vice Chairman; Norman Weill, Clerk; Zachary Lesinski, Commissioner; James DellaMorte, Commissioner

New Business:

BMA0619-02 – Annual Airport Inspection Presentation

- Bob Holzman, Airport Operations Supervisor, was introduced by Airport Manager Servis. Airport Manager Servis congratulated Bob Holzman and his team for a job well done during the inspection.
- Manager Servis personally thanked Bob and indicated that she was very proud of him, the Operations and Maintenance Departments and Matt Elia, Assistant Airport Manager for a job well done.
- Manager Servis stepped through a PowerPoint presentation that was crafted by the Federal Aviation Administration (FAA) Inspector, Stephen Barker, as the exit out brief. See attached.
- The inspection took place from May 28 – May 30, 2019 with only two discrepancies identified.
- Inspector Barker felt that the HYA Team is: professional, knowledgeable, passionate and overall, a great team!
- Manager Servis indicated that the team has implemented new and more training techniques.
- The timed response for the Aircraft Rescue and Fire Fighting (ARFF) crew was completed in 2 minutes and 24 seconds; an excellent time and within the allotted 3 minute response.
- Inspector Barker indicated that ARFF tools, equipment and records were all top notch.
- Inspector Barker stated that the fueling records were well kept and thorough and that the airport had a well-educated fuel coordinator.
 - Inspector Barker indicated that the fuel farm did not have one of the required National Fire Protection Association (NFPA) placards (this was one of the two discrepancies).
- Inspector Barker stated that the self-inspection records, wildlife, and signage were all in good to excellent condition.
- The surface painted hold position signs are in very poor condition according to Inspector Barker but are being addressed with this year's painting program.
- The second of two discrepancies included that lack of bolts on airfield lighting fixtures.
- All discrepancies were rectified immediately and now meet standards.
- Airport Manager Servis indicated that Assistant Manager Elia did a phenomenal job with the team.
- Airport Operations Supervisor Holzman thanked the airport and the Commission for recognizing the team.

Old Business:

BMA0519-06 – Presentation of the Jump Start Experience

- Airport Manager Servis gave an overview of the Jumpstart 2019 conference, which is like speed dating for airports and airlines with 20-minutes to pitch your airport to an airline that you would like to see provide service at your airport.
- Management was scheduled to speak with 4 airlines (Cape Air, American, Allegiant, and JetBlue)
- They discussed the master plan and runway extension, marketing funding availability to assist in marking new routes. Capitalize on existing opportunities and let us assist with marketing capabilities – the airport marketing budget was increased for Fiscal Year 2020 (begins July 1, 2019) and we anticipate an additional increase to that budget in FY2021. This will allow the Airport to market key travel opportunities for our community and your future customers.
- They also discussed partnerships with airlines on a route that works for the community.
- Management will keep in touch with the Airlines and continue discussions.
- Manager Servis reviewed the business plans that each airline projected and their focus cities.
- American is trying to promote more service in the Northeast, and Manager Servis has forwarded their information to the Chamber of Commerce to provide information about our community.
- It was mentioned that Silver Air might be a good Airline to meet with at the next Jump Start.

BMA0519-07 – Presentation and Discussion of the Draft Airport Rates & Charges

- The Rates & Charges study is 99% complete.
- McFarland Johnson has provided a draft model and report.
- The draft report identifies the purpose of the plan and recommendations of changes to be made to the plan.
- The cost centers are divided into six areas – Airfield, Terminal, Landside, Jet Fuel, Security, and Administration.
- The tools allow the Commission to make more informed decisions as to how the fees are calculated based upon direct costs of providing the services or products.
- The report will be finalized and workshops will be held to identify changes and modifications will be made prior to the FY2021 budget.
- Commissioner DellaMorte requested market comparisons to other airports rates and fees in the New England area. This information could be included as Phase II of the study to be included in next year's review as part of the On-Call services by

McFarland Johnson. There are three sets of information needed – Math of Model Rates of cost of services, Market fees in this region, and negotiated rates under certain contracts.

- The current accounting system of the Town was able to provide revenue/expense information for the cost enters.

New Business:

BMA0619-01 – Approval of Amendment #1 by and between the Barnstable Municipal Airport Commission and Cape Cod Coffee LLC.

MOTION to approve LEASE AMENDMENT #1 by and between the Barnstable Municipal Airport Commission and Cape Cod Coffee LLC to modify the monthly lease payment effective July1, 2019. **SPONSOR:** Finance Subcommittee (**may be acted upon**).

- This agenda item was moved and read by Commissioner DellaMorte, and seconded by Commissioner Weill.
- There is a need to change the Café operations in the off season.
- Even with efforts in place for events and free parking, there is a difficulty for them to provide staff to keep the café open.
- In the interest of keeping them up and running during the season, a recommendation of a reduction in rent for the remainder of the lease term (2022) and modification of hours to be open daily in the summer and periodically in the winter is suggested.
- This will allow them to reduce their overhead costs. This is a small investment by the airport to be able to continue to provide a service in the summer months and promote new airline traffic to the airport.
- Cape Cod Coffee made an initial investment of \$60,000. Their sales last year were \$80,000 and their fixed costs were just over \$55,000. In time they will be able to recover this, but right now they need some consideration from the airport for reductions in rent/service.
- There was a concern of not getting anyone else to lease the space.
- A discussion was held about another entity using the space while Cape Cod Coffee was not open, hour of Cape Cod Coffee operation during a holiday in the off season, and getting more traffic into the Café from the General Aviation Community.
- Manager Servis will make modifications to the Amendment to address the concerns of the Commission.
- This agenda item was tabled and will be revisited by the Subcommittees in July.

BMA0619-03 – Annual Election of Airport Commission Officers

- Chairman Griffin reviewed the nominations as follows:
 - Commissioner Griffin as Chair
 - Commissioner Young as Vice Chair
 - Commissioner Weill as Clerk
- Each individual accepted the nomination, the Chairs of the Subcommittees were notified of their acceptances
- Chairman Griffin moved that the approval of the nominations of the officers collectively be approved. This was seconded by Commissioner Young and unanimously approved by verbal vote.

Yarmouth Representative Comments:

Mr. Marasco was not present

Airport Manager's Report:

Marketing Material:

- The marketing material is a growing effort to prepare for future events and tradeshow.
- Suzanne Kennedy has purchased table skirts, water bottles, HYA stickers, and reusable bags; Cape Cod Coffee has created "Jet Fuel" Brew to be sold at the airport.
- Table top as well as backdrop screens will be ordered in the future highlighting the four goals for the Business Plan.
- The Airport will be hosting (along with Jetblue and Cape Air) Take Care of Cape Cod initiative for caring for the environment with water bottles with all of the logos. This is a great way to continue to be environmental stewards for the community.

Events:

- July 15th and 31st the Airport will be participating in Discover Barnstable – a team from the Airport, Commissioners, Tenants, and MassDOT will all be participating.
- Art Shanties at the Terminal will take place for four weeks July/August – marketing umbrellas and lights have been purchased for the area designated for the artists.
- June 15th – FFAST (FAA Safety Team) event "It Happened to Me" was well attended. Thank you to Ross Aviation for hangaring the aircraft – the next meeting is July 12th.
- September 14th – The Ninety-Nines are meeting in the conference room.

- o September 14th – Electric Car Day – to be held with Cape Air, Cape Cod Chamber of Commerce, C&I Vineyard Electric Cooperative and Green Energy Consumer Alliance. The Access road will be used for test drives.
- o September 19th – Cape Cod Young Professional in the Terminal – approximately 900 attendees.
- o October 3-6th – EAA B-17 will be visiting the Airport (The Warbirds did not have HYA on their current schedule).

Commissioners Comments:

There was a discussion of Hybrid-electric aviation and the interest of Cape Air in Electric aircraft.

Commissioner Young commemorated the 1 year anniversary of the Airport Manager with the traditional gift of paper (card) and an aviation themed potholder made by a woman pilot and member of the Ninety-Nines. She thanked Manager Servis and also thanked Assistant Manager Elia on their excellent job performance over the past year and the success of the recent inspection.

Chairman Griffin announced the retirement party for Hyannis Fire Department Deputy Chief Dean Melanson who has always been a huge help to the airport over the decades.

Chairman Griffin has compiled a draft of Manager Servis' first annual evaluation of the input from all five commissioners. Commissioners Griffin and Young will review with her at a later date.

EXECUTIVE SESSION

Commissioner Griffin moved to go into Executive Session under G.L.c. 30A §21(A), to conduct a strategy session for the Agreement and Lease between the Barnstable Municipal Airport Commission and WS Landing at Hyannis, LLC. For airport owned property located at 790 Iyannough Road/Route 132 Hyannis, MA. He declared that an open meeting may have a detrimental effect on the negotiating position of the Airport. The meeting will not reconvene in open session after the Executive Session.

Griffin	yes	Young	yes	Weill	yes
DellaMorte	yes				

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:25 PM
The next meeting will be held on July 30, 2019.



NORMAN WEILL, CLERK