

**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 MINUTES OF THE REGULAR SESSION
TUESDAY, September 17, 2019**

Commissioners Present:

John T. Griffin, Jr., Chair; Elizabeth Young, Vice Chair; Norman Weill, Clerk; Zachery Lesinski and Wendy Bierwirth
The meeting was held at the Barnstable Municipal Airport in the Airport Conference Room, 480 Barnstable Rd., Hyannis, MA.

Commissioners not present:

James DellaMorte

Yarmouth Representative:

Not present

Airport Staff Present:

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

Public Members:

Bob Mallard, Airport Solutions Group

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:

None

Public Comment:

None

Commissioners Response to Public Comment:

None

Finance Subcommittee (Commissioners DellaMorte, Weill and Bierwirth)

The Finance Subcommittee met on Tuesday, September 3, 2019. Commissioner Weill read a review of the meeting (attached).

Infrastructure & Marketing Subcommittee (Commissioners Young, Lesinski and Bierwirth)

The Infrastructure & Marketing subcommittee met on Tuesday, September 3, 2019. Commissioner Young read a review of the meeting (attached).

Chairman Griffin commended Commissioner Bierwirth for currently being on both subcommittees.

Old Business

None

New Business:

BMA0919-01 – Approval of Proposed Scope of Work and Fee for ongoing evaluations of PFAS Compounds and 1,4-dioxane associated with historical airfield operations of firefighting foam use

MOTION to approve proposed Scope of Work from Horsley Witten Group in the amount of \$100,000 for ongoing evaluations of PFAS Compounds and 1,4-dioxane associated with the historical airfield operations of firefighting foam use. **SPONSOR:** Finance Subcommittee (**may be acted upon**)

- This agenda item was moved and read by Commissioner Young, and seconded by Commissioner Bierwirth.
- The airport is completing ongoing investigations in regards to PFAS analysis and reporting for historical use of firefighting foam.
- There are PFAS compounds in the firefighting foam used for emergencies. Although the Federal Aviation Administration (FAA) is looking into alternatives, it is the currently the only foam approved by the FAA for Airport Firefighting use.
- Soil and water sampling have been conducted on and around the airport to determine locations affected on the airport. The two locations of concern are where the Firefighting Drills were held and the foam/water mixture was sprayed up until 2015. These are located in front of the ARFF/SRE Building and the grassy area near the end of the east ramp and make up 2.25 acres of the total 639-acre airport parcel
- The airport has modified its use, testing and training when it comes to firefighting foam and has purchased a mobile unit to test the foam/water concentration levels annually through the use of Ecologic unit, purchased in 2016, to meet FAA annual testing requirements without the need to deploy foam on the ground.
- The Airport must provide analysis and continued reporting, as required by the DEP, Massachusetts General Law, and the Massachusetts Contingency Plan (MCP). We are presently at the Response and Risk Reduction Measure Phase of response. The following is still required:
 - Additional sampling
 - Tier II reporting
 - Mitigation
 - On-going status updates and testing of affected areas
- To date \$560,000 has been spent on reporting requirements and an additional \$100,000 is needed to continue to conduct samples and reporting. Additional funds will need to be appropriated each year for these costs. At this time the FAA is not participating in any funding.
- There is currently an appropriation of \$100,000 approved in FY2020 for mitigation of the soils, which will also need to be increased
- This agenda item was unanimously approved by verbal vote.

BMA0919-02 – Approval of the 3-year On-call Contract by and between the Barnstable Municipal Airport Commission and Fennick McCredie Architecture LTD

MOTION to approve the 3-year On-call Contract for Architectural services by and between Fennick McCredie Architecture, Ltd. and the Barnstable Municipal Airport for a not to exceed amount of \$20,000 per year. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner Young.
- The requirement for on call architectural services for the Barnstable Municipal Airport was advertised with one proposal received from Fennick/McCredie Architecture, who are the existing on-call firm.
- At the Commission meeting on 8/27/19, the Fennick and McCredie bid was accepted and approved. This is approval of the 3-year contract.
- Services for projects eligible for FAA funding would be reimbursed 95% of the cost.
- This agenda item was unanimously approved by verbal vote.

BMA0919-03 – Approval of the Contract by and between the Barnstable Municipal Airport Commission and McFarland Johnson (MJ) to complete the Airport Master Plan

MOTION to approve the Contract by and between McFarland Johnson, Inc. and the Barnstable Municipal Airport in the not to exceed amount of \$999,462.00 for consulting services associated with the Airport Master Plan Study and Airport Layout Plan Update Project. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Bierwirth, and seconded by Commissioner Weill.

Barnstable Municipal Airport Commission

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

- The airport received the grant from the FAA/State for the master plan in July 2019.
- This request is for the actual contract for MJ to complete the Master Plan Project and is not part of their on-call scope of services.
- The time frame is approximately 18 to 24 months for completion.
- This agenda item was unanimously approved by verbal vote.

The following was taken out of order:

Report of Special Committees

Airport Manager's Report:

- Financial Overview
 - The Finance Subcommittee will be provide quarterly financial reports with some additional information beginning in October
- CIP Update and Next Steps
 - The internal meeting and the meeting with the consultants and the FAA have occurred. Follow-up meeting will be held in October and the completed CIP Budget submitted before the Town's November deadline.
- Airport Rates & Charges Update
 - Process will begin with implementation to occur July 1, 2020.
- PFOS/Public Involvement Plan Update – provided under the above agenda item
- Past Events were reviewed : Discover Barnstable Series, Barnstable Arts at the Airport, FAAST Team meetings, and the Electric Vehicle Car Show.
- Upcoming Events:
 - September
 - September 19 – Cape Cod Young Professionals (CCYP) Back to Business Bash
 - Commissioners were invited to attend
 - The "Ease of Access" Video featuring Cape Air was reviewed. Manager Servis thanked Channel 18 staff for the great production. This will be on social media and at the CCPY Bash.
 - September 21 - EAA Young Eagles Flight Program
 - Free first flight experiences for 8-17 year olds interested in a future in aviation
 - October
 - October 4-6 – EAA B-17 Tour – flights are available for purchase – admission is free
 - October 15 – Southeastern Massachusetts Career Fair & Expo (TBD)
 - 41 confirmed exhibitors and 15 confirmed schools and climbing
 - Packets will be sent to exhibitors and schools
 - Volunteers needed
 - November
 - November 3 - EAA Young Eagles Flight Program
 - Spring 2020 there will be a Girl Scout and a Cub Scout Sleepover and a Chamber Networking Breakfast.
- Airport Master Plan Update
 - Upcoming visioning analysis will occur October 21st and 22nd
- Airport Business Plan Update – reviewed at subcommittees
- Cape Air Rooftop Solar Array Update – no delays
- RFP Land Development Update – no update

11. Announcements – Commissioner's Comments

Chairman Griffin commented on the flying family of DellaMorte's with three generations of pilots. Commissioner DellaMorte's son just received his flight check.

Saturday is the celebration of the 90th Anniversary of the Cape Cod Airfield in Marstons Mills.

After the October Airport Commission meeting Chairman Griffin will schedule the Quarterly Leadership Meeting with Town of Barnstable Leadership.

Barnstable Municipal Airport Commission

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EXECUTIVE SESSION

Chair of the Airport Commission, John Griffin, Jr., moved to go into Executive Session pursuant to G.L.c. 30A §21(a)(2), to discuss negotiations concerning the employment contract for the Airport Manager by and between Katie R. Servis and the Barnstable Municipal Airport Commission signed on January 28, 2018. The meeting will reconvene in open session after the Executive Session.

This was seconded and a roll call vote was taken.

Griffin	yes	Young	yes	Weill	yes
Lesinski	yes	Bierwirth	yes		

The public meeting was adjourned at 4:46 PM.

The public meeting reconvened at 5:08 PM. Roll call was taken:

Griffin	yes	Young	yes	Weill	yes
Lesinski	yes	Bierwirth	yes		

BMA0919-04 – Consideration and approval of a settlement agreement and general release between the Airport Manager and the Town of Barnstable

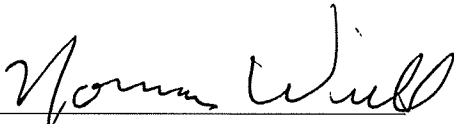
- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Bierwirth.
- This agenda item was unanimously approved by verbal vote.

Commissioner Weill saw a Cape Air ad for service commencing from Hyannis to JFK starting September 16th. He applauded their management team – this is a great step forward.

JetBlue had portable billboards at the bridge (Christmas Tree Shop Parking Lot) on Labor Day weekend advertising “why are you sitting in traffic when you could be flying Jetblue?” They did well this past season.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:10 PM
The next meeting will be held on October 22, 2019.



NORMAN WEILL, CLERK