



**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, February 18, 2020

Meeting to be held in the Airport Conference Room at 4:00 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Minutes of the previous meetings:
5. Public Comment
6. Commissioners Response to Public Comment
7. Report from Sub-Committees
 - Finance (*Commissioners Weill, Bierwirth*)
 - Infrastructure & Marketing (*Commissioners Young, Lesinski, Bierwirth*)

AGENDA

8. Old Business

COM0120-03 – Approval of the Wash Rack Lease Agreement by and between Barnstable Municipal Airport and Avis Rent a Car System, Inc.

COM0120-04 – Approval of the Wash Rack Lease Agreement by and between Barnstable Municipal Airport and the Hertz Corporation

COM0120-05 – Review, Discussion and Approval of Airport ARFF/SRE Building Remodel and Use of Additional Funds

9. New Business

COM0220-01 – Review and Discuss the Airport Business Plan and Possible Modifications

COM0220-02 – Approval of the Three Year On-call Contract for Airport Marketing Services by and between Barnstable Municipal Airport and The Quotient Group for a total Not to Exceed Value of \$75,000 for all three years

COM0220-03 – Approval of the Revised Jet Fuel Discount Program

COM0220-04 – Approval of the Calendar Year 2020 Revised Airline Incentive Program

COM0220-05 – Review, Discussion and Approval of the Ground Lease Estoppel Certificate by and between Barnstable Municipal Airport and Cape Town Plaza LLC, a Delaware limited liability company, with an address c/o WS Development Associates.

COM0220-06 – Approval of Amendment #1 to the Fennick McCredie Architecture, Ltd. Contract for on-call architectural services for the Aircraft Rescue Fire Fighting/Snow Removal Equipment Building Roof Repair Project in the amount of \$119,155.00

Barnstable Municipal Airport Commission

John T. Griffin, Jr., Chairman; Elizabeth Young, Vice Chairman; Norman Weill, Clerk; Zachary Lesinski, Commissioner;
Wendy Bierwirth, Commissioner; John G. Flores, Ph.D., Commissioner; Bradley J. Bailey, Commissioner

10. Report of Special Committees

- Noise Report (July, October, January, April)
- Yarmouth Representative Comments
- Airport Manager's Report

11. Updates:

- ARFF/SRE Roof Replacement Update
- ARFF/SRE Phase I Improvements Update (See above)
- Airport Marketing
 - Jumpstart 2020
 - February 2020 – Airport Management met with consultants to develop a proposed plan
 - Airport Management signed up for meeting and requested airline meetings on 2/11/2020
 - Subcommittee/Commission Meeting Planning
 - March 2020 Meeting - Planning Discussion
 - April 2020 Meeting - Draft Presentation Review
 - May 2020 Meeting -Final Presentation Review
- Airport Master Plan Update
 - Inventory Chapter Review-Completed
 - Forecast Chapter – Under Review
 - Planning Advisory Group (PAG) Development - meeting on 2/18/2020 @ 1300
- Airport Business Plan Update – FY Q3 (March 2020) – also see above
- Cape Air Rooftop Solar Array Update
 - Glare Study Complete
 - FAA obstruction analysis complete
 - Pre-construction meeting complete
 - Insurance requirements complete
- CIP Update – FY2021 Submitted to the Town of Barnstable
- Budget Update – FY2021 in process
- Airport Rates & Charges Update (March 2020 review)
- PFOS/Public Involvement Plan & Update
- Airport Events
- Massachusetts Air and Space Museum – Plaza Space
- RFP Land Development Update
- Financial Update

11. Announcements – Commissioner's Comments

12. Matters not reasonably anticipated by the Chair

13. Adjournment – Next Meeting, March 17, 2020

Please Note: The list of matters, are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. It is possible that if it so votes, the Commission may go into executive session. The Commission may also act on items in an order other than they appear on this agenda.

AGENDA ITEMS

Barnstable Municipal Airport Commission

John T. Griffin, Jr., Chairman; Elizabeth Young, Vice Chairman; Norman Weill, Clerk; Zachary Lesinski, Commissioner;
Wendy Bierwirth, Commissioner; John G. Flores, Ph.D., Commissioner; Bradley J. Bailey, Commissioner

COM0120-03 – Approval of the Wash Rack Lease Agreement by and between Barnstable Municipal Airport and Avis Rent a Car System, Inc.

MOTION to approve the Wash Rack Lease Agreement by and between Barnstable Municipal Airport and Avis Rent a Car System, Inc. through June 30, 2021 with one additional 3 year option to align with the current Terminal Lease Agreement terms. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0120-04 – Approval of the Wash Rack Lease Agreement by and between Barnstable Municipal Airport and the Hertz Corporation

MOTION to approve the Wash Rack Lease Agreement by and between Barnstable Municipal Airport and Hertz Corporation through June 30, 2021 with one additional 3 year option to align with the current Terminal Lease Agreement terms. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0120-05 – Review, Discussion and Approval of Airport Aircraft Rescue Fire Fighting/Snow Removal Equipment (ARFF/SRE) Building Remodel and Use of Additional Funds

MOTION to approve the use of additional previously appropriated funds in the not to exceed amount of \$150,000 to be used for the ARFF/SRE Remodel Project. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0220-01 – Review and Discuss the Airport Business Plan and Possible Modifications

COM0220-02 – Approval of the Three Year On-call Contract for Airport Marketing Services by and between Barnstable Municipal Airport and The Quotient Group for a total Not to Exceed Value of \$75,000 for all three years

MOTION to approve the three-year on-call contract for airport marketing services with The Quotient Group for a total not to exceed amount of \$75,000 over the three year period. **SPONSOR:** Infrastructure and Marketing Subcommittee (**May be acted upon**)

COM0220-03 – Approval of the Revised Jet Fuel Discount Program

MOTION to approve the revised Barnstable Municipal Airport Jet Fuel Discount Program for contracts with a guaranteed purchase of over 100,001 gallons annually effective February 18, 2020. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0220-04 – Approval of the Calendar Year 2020 Revised Airline Incentive Program

MOTION to approve the Barnstable Municipal Airport Calendar Year 2020 Air Service Incentive Program 5. **SPONSOR:** Finance and Infrastructure and Marketing Subcommittees (**May be acted upon**)

COM0220-05 – Review, Discussion and Approval of the Ground Lease Estoppel Certificate by and between Barnstable Municipal Airport and Cape Town Plaza LLC, a Delaware limited liability company, with an address c/o WS Development Associates.

MOTION to approve the Ground Lease Estoppel Certificate by and between Barnstable Municipal Airport and Cape Town Plaza LLC, a Delaware limited liability company, with an address c/o WS Development Associates. **SPONSOR:** Airport Management (**May be acted upon**)

COM0220-06 – Approval of Amendment #1 to the Fennick McCredie Architecture, Ltd. Contract for on-call architectural services for the Aircraft Rescue Fire Fighting/Snow Removal Equipment Building Roof Repair Project in the amount of \$119,155.00

MOTION to approve Amendment #1 to the Fennick McCredie Architecture, Ltd. Contract for on-call architectural services for the Aircraft Rescue Fire Fighting/Snow Removal Equipment Building Roof Repair Project in the amount of \$119,155.00. **SPONSOR:** Airport Management (**May be acted upon**)

Barnstable Municipal Airport Commission

John T. Griffin, Jr., Chairman; Elizabeth Young, Vice Chairman; Norman Weill, Clerk; Zachary Lesinski, Commissioner;
Wendy Bierwirth, Commissioner; John G. Flores, Ph.D., Commissioner; Bradley J. Bailey, Commissioner



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**BARNSTABLE MUNICIPAL AIRPORT
COMMISSION MINUTES OF THE REGULAR SESSION
TUESDAY, February 18, 2020**

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.

Commissioners not present:

Zachery Lesinski

Yarmouth Representative:

William Marasco

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:

Amy Burrirt, The Quotient Group; Rick Lucas and Megan Carter-Witt, McFarland Johnson; and Bob Mallard, Airport Solutions Group;

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. Chairman Griffin welcomed new Commissioner Attorney Bradley Bailey.

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, February 4, 2020. Commissioner Weill read a review of the meeting (attached).

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

The Infrastructure & Marketing subcommittee met on Tuesday, February 4, 2020. Commissioner Young read a review of the meeting (attached).

Barnstable Municipal Airport Commission

John T. Griffin, Jr., Chairman; Elizabeth Young, Vice Chairman; Norman Weill, Clerk; Zachary Lesinski, Commissioner;
Wendy Bierwirth, Commissioner; John G. Flores, Ph.D., Commissioner; Bradley J. Bailey, Commissioner

Old Business

COM0120-03 – Approval of the Wash Rack Lease Agreement by and between Barnstable Municipal Airport and Avis Rent a Car System, Inc.

MOTION to approve the Wash Rack Lease Agreement by and between Barnstable Municipal Airport and Avis Rent a Car System, Inc. through June 30, 2021 with one additional 3 year option to align with the current Terminal Lease Agreement terms. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner Flores.
- The discussion for this agenda item applies to agenda item COM0102-04 as well.
- The same general terms were kept for these leases with the exception of implementing an annual 3% increase rather than a CPI increase. This is consistent with other recent lease terms.
- There was also a modification to the insurance requirements with additional pollution insurance language.
- This agenda item was unanimously approved by verbal vote.

COM0120-04 – Approval of the Wash Rack Lease Agreement by and between Barnstable Municipal Airport and the Hertz Corporation

MOTION to approve the Wash Rack Lease Agreement by and between Barnstable Municipal Airport and Hertz Corporation through June 30, 2021 with one additional 3 year option to align with the current Terminal Lease Agreement terms. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner Young.
- This agenda item is similar in scope to the Avis document
- This agenda item was unanimously approved by verbal vote.

COM0120-05 – Review, Discussion and Approval of Airport Aircraft Rescue Fire Fighting/Snow Removal Equipment (ARFF/SRE) Building Remodel and Use of Additional Funds

MOTION to approve the use of additional previously appropriated funds in the not to exceed amount of \$150,000 to be used for the ARFF/SRE Remodel Project. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Bierwirth, and seconded by Commissioner Flores.
- The Commission previously requested to review overall options for the doorway and requested a full buildout design of the ARFF/SRE/Facilities Building.
- Tim Nolan of Fennick & McCredie joined the meeting via conference call to discuss various options for the remodel at 4:15 p.m. He reviewed the following three door options:
 - Exterior vestibule door into pilot's lounge
 - Cost - \$150,000
 - Construction timeline prohibitive
 - Would improve safety, preserve internal space, and is energy efficient
 - Interior Vestibule door into pilot's lounge
 - Cost – a little less than the \$150,000 – some savings
 - Would improve safety, but would lose square footage space in lounge
 - Double doors into pilot's lounge – no vestibule
 - Cost not available yet
 - Would improve safety, preserve internal space, but exposure to the elements produces high potential for wind and water intrusion. Mold issues have occurred in other areas of water intrusion.
 - Possible Air curtain installation to mitigate some intrusion of wind.
- Commissioner Flores asked about a possible soft vestibule (canvas). This would incur the same costs for foundation as a full vestibule and may not withstand the winds. Fennick & McCredie will look at the cost for this option.
- Commissioner Young asked about a wall partition continuing beyond the vestibule with option #2 to make a small dark room for a pilot to sleep.
- The Commission agreed that option #3 was not very viable as the doors may not be able to be opened during any strong wind conditions.
- The existing door is used by Airport staff, pilots and customers that have flown in on the aircraft parked on the East Ramp. Customers do not know the difference between the taxiway marking and where they should and should not go; and the taxiway is located too close to the door entrance. The consensus is that a vestibule option is needed and the door should be moved.
- The Commission asked to not exceed an amount of \$150,000.
- Tim Nolan then reviewed the draft Master Plan Proposal for the ARFF/SRE building.

Barnstable Municipal Airport Commission

John T. Griffin, Jr., Chairman; Elizabeth Young, Vice Chairman; Norman Weill, Clerk; Zachary Lesinski, Commissioner;
Wendy Bierwirth, Commissioner; John G. Flores, Ph.D., Commissioner; Bradley J. Bailey, Commissioner

- The cost of a schematic design level of proposal would cost \$15,000.
 - The long term goals for use of the facility and functional improvements were discussed; and the potential for the Fixed Base Operation (FBO) to move to another location in the future. Tenants who may build a new FBO on the East side of the Airfield could change the focus of the Airport.
 - Fennick & McCredie would look at the overall use of the building with distinct goals for needed long term upgrades. There have been no upgrades since it was built in 1996. Currently the cooking space is located upstairs, which would need to be brought downstairs. There are size constraints, no facility for employees to rest, a need for bathroom upgrades, locker rooms and a dual use space for training and meetings. The maintenance area needs increased storage for parts and supplies, and upgraded vehicle ventilation. The building needs exterior upgrades as well.
 - A code analysis of the facility would be completed to make sure improvements were up to code requirements.
 - Three different schematic options would be provided for review. Once option was selected, a schematic estimate would be drawn up and a schematic design package for the building.
 - Manager Servis described the current work environment for the 19 employees that use the facility. She cautioned the Commission about the future use of the middle part of the building where the equipment is currently stored. This is the only portion of the building that is eligible for FAA funding for renovations. The FAA is paying for a portion of the new roof replacement for this area. If we changed the usage of this area of the building, we would have to pay the FAA back for their funding.
 - The schematic design would be helpful for the future full build out of the facility to identify and budget for future improvements. Design plans could be included in the FY2021 budget and full build-out the year after.
 - The motion is only to proceed with the remodel with a not to exceed amount of \$150,000.
 - The next steps would be to determine which door option to move forward with. Options will be reviewed by the subcommittees.
- This agenda item was unanimously approved by verbal vote.
- Tim Nolan left the meeting at 5:04 p.m.*

New Business:

COM0220-01 – Review and Discuss the Airport Business Plan and Possible Modifications

- This agenda item was read by Commissioner Young.
- The Airport has started to implement elements that were earmarked for FY2021 and a number of initiatives/objectives are progressing faster than originally planned.
- For instance,
 - Four entities requesting to build hangars on the East Ramp
 - A joint effort moving forward for a restaurant and museum development
 - A new airline, Southern Airways Express, starting in April 2020 (thanks to those connections at Jumpstart).
- Objectives and goals need to be prioritized within the budget with the focus on the return for investment.
- Manager Servis reviewed each goal and discussed the need to look at and prioritize the costs and impact on the budget. These should be reviewed on a quarterly basis.
- The Business Plan has metrics for the goals, but costs were not attached to the goals.
- The Mary Dunn Way Extension is included in the Master Plan process for full development. The MARY Dunn Way Extension was identified in the previous Master Plan for future hangar development and access to that development. January 2021 is the timeline to complete the Master Plan, but a layout for the road could be done sooner if needed.
- MassDOT Aeronautics has been approached to request grant assistance for paving and extending the road and adding sanitary sewer
- An Appropriation Order to go before Town Council is being prepared to request A Feasibility Study for a future Restaurant.

COM0220-02 – Approval of the Three Year On-call Contract for Airport Marketing Services by and between Barnstable Municipal Airport and The Quotient Group for a total Not to Exceed Value of \$75,000 for all three years

MOTION to approve the three-year on-call contract for airport marketing services with The Quotient Group for a total not to exceed amount of \$75,000 over the three year period. **SPONSOR:** Infrastructure and Marketing Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Flores.
- Manager Servis introduced Amy Burritt from The Quotient Group.
- The Recommendation of Award was approved at the full Commission meeting on January 21, 2020.
- If additional work is required the contract can be amended.
- Manager Servis reviewed the scope of services covered under the contract. Marketing or media information will be paid for by the Airport separately.

Barnstable Municipal Airport Commission

John T. Griffin, Jr., Chairman; Elizabeth Young, Vice Chairman; Norman Weill, Clerk; Zachary Lesinski, Commissioner;
Wendy Bierwirth, Commissioner; John G. Flores, Ph.D., Commissioner; Bradley J. Bailey, Commissioner

- Ms. Burritt commented that the work they do is measurable and adaptable to whatever the Airport needs.
- This agenda item was unanimously approved by verbal vote.

COM0220-03 – Approval of the Revised Jet Fuel Discount Program

MOTION to approve the revised Barnstable Municipal Airport Jet Fuel Discount Program for contracts with a guaranteed purchase of over 100,001 gallons annually effective February 18, 2020. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Young, and seconded by Commissioner Weill.
- Revisions were discussed during a workshop in January.
- The revised program discontinues any non-contractual agreements and contracts below the 100,001 gallon threshold. Currently NetJets and Everest exceed this threshold.
- The discounts are based on a cost plus basis.
- The Fuel margin will be reevaluated during the Rates & Charges review process. The Airport is still making a profit to cover the cost of goods sold.
- This agenda item was unanimously approved by verbal vote.

COM0220-04 – Approval of the Calendar Year 2020 Revised Airline Incentive Program

MOTION to approve the Barnstable Municipal Airport Calendar Year 2020 Air Service Incentive Program 5. **SPONSOR:** Finance and Infrastructure and Marketing Subcommittees (**May be acted upon**)

- This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner Young.
- This is reviewed and updated annually.
- In this revision the Airport provided additional research information to identify leakage of passengers based upon zip code origination of travelers. Over 215,000 additional potential customers were identified in this information.
- This information is being provided to future airlines that want to partner with the Airport to provide service here in Hyannis.
- The categories were kept the same but were renamed to present a better explanation of types of airline services.
- The incentive program discounts have remained the same.
- The Budget for marketing funds has been increased for FY2021 to \$100,000 for marketing and advertising to promote the inauguration of a new airline or additional new services that might be offered. The Airport will be creating a policy for the use of these funds to make it equitable.
- This agenda item was unanimously approved by verbal vote.

COM0220-05 – Review, Discussion and Approval of the Ground Lease Estoppel Certificate by and between Barnstable Municipal Airport and Cape Town Plaza LLC, a Delaware limited liability company, with an address c/o WS Development Associates.

MOTION to approve the Ground Lease Estoppel Certificate by and between Barnstable Municipal Airport and Cape Town Plaza LLC, a Delaware limited liability company, with an address c/o WS Development Associates. **SPONSOR:** Airport Management (**May be acted upon**)

- This agenda item was moved and read by Assistant Manager Elia, and seconded by Chairman Griffin.
- WS Development LLC is in the process of modifying their real estate options for the redevelopment of the former “Cape Town Plaza”, now, “The Landing at Hyannis”. They need to provide their lender with a Ground Lessor Estoppel Certificate.
- The certificate describes the current conditions of a lease agreement and the relationship between the Airport and the tenant (Cape Town Plaza LLC); and includes details about the rights of the current tenants and various modifications or amendments on the leased property.
- WS Development is asking that the Commission sign the document indicating that they are in agreement with what is stated in the certificate and that the Airport is in agreement with the status of the lease.
- WS Development has paid for the use of the property as required in the lease terms and there are no liens or claims on the property.
- This Estoppel Certificate was reviewed by airport counsel, Anderson & Kreiger.
- This agenda item was unanimously approved by verbal vote.

COM0220-06 – Approval of Amendment #1 to the Fennick McCredie Architecture, Ltd. Contract for on-call architectural services for the Aircraft Rescue Fire Fighting/Snow Removal Equipment Building Roof Repair Project in the amount of \$119,155.00

MOTION to approve Amendment #1 to the Fennick McCredie Architecture, Ltd. Contract for on-call architectural services for the Aircraft Rescue Fire Fighting/Snow Removal Equipment Building Roof Repair Project in the amount of \$119,155.00. **SPONSOR:** Airport Management (**May be acted upon**)

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

- On January 29, 2019 the Airport Commission approved the FY2020 Capital Improvement Plan Budget which included a number of projects, including the Aircraft Rescue and Fire Fighting/Snow Removal Equipment Building Roof Repair Project. The project cost will be reimbursed in part by the Federal Aviation Administration and MassDOT Aeronautics Division.
- Manager Servis reviewed the Scope of Services covered by this contract.
- Once approved the Chief Procurement Officer Amended their on-call contract to include this task.
- This agenda item was unanimously approved by verbal vote.

11. Report of Special Committees

- **Yarmouth Representative**

Mr. Marasco inquired about the new airline route.

Manager Servis stated they will have four flights starting on April 17th to and from Nantucket. They have one Cessna Caravan and will add a second aircraft in May to increase the number of flights.

- **Airport Manager's Report:**

Manager Servis stated nothing has really changed since the last report and reviewed the following:

- Events
 - March 27' 2020 – Delegate's Luncheon. Any of the Commissioners and Town Councilors are invited to attend
 - May 2020 - Scouts Sleepover in the Terminal to coincide with the EAA Young Eagles so the scouts may have the opportunity to fly an aircraft

12. Announcements – Commissioner's Comments

Chairman Griffin commented on the excellent update at the Town Council meeting on Tuesday, February 6th. He will be contacting the Town Council office to see if they want to schedule a quarterly Leadership meeting.

Chairman Griffin stopped in to see the new Air and Space Museum at the Capetown Plaza. WS Development has given the space to the museum to use.

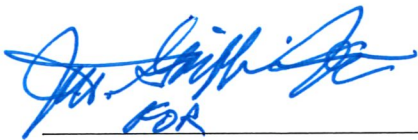
Chairman Griffin has assigned the subcommittee members as follows:

- Finance Subcommittee – Commissioners Weill, Flores, and Bailey
- Infrastructure & Marketing Subcommittee – Commissioners Young, Bierwirth, and Lesinski

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:43 PM

The next meeting will be held on March 17, 2020.



NORMAN WEILL, CLERK

Met Tuesday, February 4th, 2020 @ 8:35 am

Commissioners Weill, Bierwirth & Flores were present.

Minutes of the September 2019 & October 2019 Finance Subcommittee Meeting were unanimously approved & signed.

NEW BUSINESS:

F0220-01 – *Review and Discuss the three year on-call contract for Airport Marketing Services by and between Barnstable Municipal Airport and The Quotient Group for a total Not To Exceed Value of \$75,000 for all three years.*

- Management requested the approval of the contract under the following terms:
 - FY20-December 2019 – June 30, 2020) = \$15,000.
 - FY21 -July 1, 2020 – June 30, 2021 = \$20,000
 - FY22 -July 1, 2021 – June 30, 2022 = \$20,000;
 - FY23- July 1, 2022 – December 31, 2022 = \$20,000
 - A total Not To Exceed Value for the contract of \$75,000, unless the consultant agreement is otherwise modified in writing by the Airport Commission
- The Quotient Group is also in the process of hiring local talent with background in Public Relations/Media Services on Cape Cod.

Action : The agenda item was moved to the *February 18th, 2020* Full Commission meeting for approval

F0220-02 – *Review and Discuss Revised Jet Fuel Program*

- On January 7th, 2020 we met in a workshop format to discuss revisions to the existing Jet Fuel discount program.
- During the meeting we discussed that those contracting and purchasing the most amount of fuel which are NetJets and Everest, are purchasing in the 200,001 gallon uplift tier.
- Based on the subcommittee discussion the program was modified to include the following changes:
 - Continue discount fuel program providing the same discount per gallon but only to those contracting at least 100,001 gallons or more such as NetJets and Everest Fuel.
 - Discontinue contracts below 100,001 gallons.
 - Discontinue "Agreements", offer only Contracts.
- In March 2020 we will review and reevaluation the HYA retail margin for all users as part of the rates & charges evaluation.

Action : The agenda item was moved to the *February 18th, 2020* Full Commission meeting for approval

F0220-03 – *Review and Discuss the CY2020 Revised Airline Incentive Program*

- The Airport was approached by another airline to provide service to HYA and ACK.
- Southern Airways Express anticipated start date is April 17, 2020.
- In June Airport Management will be attending the annual Jumpstart event and is requesting a modification to the existing program.
- We will be supplying a draft to our on-call marketing team, once their contract is signed and approved.
- A final draft will be provided to the Commission.
- The Finance Subcommittee was asked to review from a monetary and fiscal standpoint.
- The incentive program will be reviewed by the Marketing and Infrastructure Subcommittee for their input from a marketing standpoint.

Action : The agenda item was moved to the *February 18th, 2020* Full Commission meeting for approval of the draft Airline Incentive Program

OLD BUSINESS:

There was no Old Business.

UPDATES:

- ARFF/SRE Roof Replacement Update
 - Amendment to contract completed
 - March 2020 Bid documentation will go out.
- ARFF/SRE Phase I Improvements Update
 - On January 28th, 2020 we met with MassDOT Aeronautics Division to request funding for the construction of the door as well as for two other projects.
 - Even though they seemed less agreeable to the door project, management submitted a grant request.
 - Management asked Fennick & McCredie to attend the Full Commission meeting on February 18th, 2020 to discuss options for improvement of the Operations space.
 - Airport Management also requested a proposal from Fennick and McCredie for full buildout design of the ARFF/SRE/Facilities Building
- Airport Marketing
 - The Quotient Group Contract moved to the Full Commission.
 - Jumpstart 2020
 - Planning discussion - March 2020 Meeting
 - Draft Presentation for review- April 2020 Meeting
 - Final Presentation for review -May 2020 Meeting
- Airport Master Plan Update
 - Visioning Sessions (October 21/22)
 - Inventory Chapter Review – Completed
 - Forecast Chapter – Under review
 - Planning Advisory Group (PAG) Development – invitations went out with meeting planned for February 18, 2020 @ 1300
- Airport Business Plan Update
 - FY Q3 (March 2020)
 - Meeting with the Marketing & Infrastructure Subcommittee to discuss new developments and shifts
- Cape Air Rooftop Solar Array Update
 - Glare study complete
 - FAA obstruction analysis complete
 - Pre-construction meeting complete
 - Insurance requirements - complete
- RFP Land Development Update on hold until reviewed as part of Airport Master Plan Update
- Financial Update on hold until we have a new data processing resource developed
- CIP – FY2021 has been submitted to Town of Barnstable
- Budget – FY2021 in process
- Airport Rates & Charges Update (March 2020 review)
- PFOS/Public Involvement Plan & Update
 - Meeting with the Town of Barnstable on February 12th, 2020 to discuss most recent findings

Meeting was adjourned 10:17 a.m.

Met Tuesday, February 4th @ 10:34 AM

Commissioners Young, Lesinski and Bierwirth were present.

UNFINISHED BUSINESS:

- **IN0319-01 – Discussion of Future Tank Development at the Airport's Fuel Farm on the North Ramp**
 - This will be revisited after the Master Plan
 - *Action: This agenda item will remain on the Infrastructure Agenda for future discussions*

NEW BUSINESS:

- **IN0220-01 – Review and Discuss Airport Business Plan and Possible Modifications**
 - Manager Servis relayed recent information:
 - 4 entities are interested in building hangars on the East Ramp
 - A restaurant entity is interested in building near the terminal in conjunction with the Massachusetts Air & Space Museum
 - A new Airline, Southern Airways Express, will begin service in April 2020
 - The status of the 4 major goals of the Business Plan was reviewed and will be presented to the full commission at tonight's meeting.
 - *Action: None required*

Jim Wolf, Cape Air, discussed the Cape Cod Climate Change Collaborative Website and asked the commission to look into requiring energy efficiency in the Airport's Construction and Development requirements. The Master Plan needs to include Environmental aspects as well. Best sustainability practices should be followed whenever practical.

- **IN0220-02 – Review and Discuss the CY2020 Revised Airline Incentive Program**
- Airport management will be attending the annual Jumpstart event in June to pitch the airport to various potential parameters; management is requesting a modification to the program.
- A draft will be supplied to The Quotient Group once their contract is signed and approved.
- A final draft will be afforded to the Commission for approval.
- Changes in the incentive program were discussed.
- Code Share connectivity, and zip code travel information will be available to present at Jumpstart.
- It was recommended that "Cape Cod" be recognized by the airlines in their search engines for HYA Airport.
 - *Action: This agenda item was recommended to the full commission for approval.*

Updates:

- **Tree Clearing Project:**
 - Staff completed extensive research and documentation of the parcels affected by the critical obstructions identified at the approach minimums. Management will apply for a MassDOT grant to help fund this project
- **ARFF/SRE Roof Replacement Update**
 - Amendment to the contract is complete
- **ARFF/SRE Phase I Improvements Update**
 - Fennick & McCredie will provide options and alternatives for improvements to the full commission as well as a full buildout design of the building for future planning
- **Airport Marketing – Jump Start 2020**
 - The JumpStart Timeline was reviewed
- **Airport Master Plan Update**
 - The Planning Advisory Group (PAG) will meet 2/18/20
- **Airport Business Plan Update – FY 3rd Quarter**
 - There will be an update in March
- **Cape Air Rooftop Solar Array Update**
 - Glare and FAA Obstruction Analysis are complete. Pre-construction meeting was held; and construction should commence March 2nd.
- **RFP Land Development Update**
 - On hold until the Master Plan is complete
- **Financial Overview**
 - This is on hold until after the RFP for software database is complete
- **CIP – FY2021 in process – Update/Next Steps**
 - The CIP was submitted to the Town of Barnstable on November 18th.
- **Budget – FY2021 in process**
- **Airport Rates & Charges Update (March 2020 Review)**
- **PFOS/Public Involvement Plan (PIP) & Update**
 - Management met with the Town of Barnstable on February 12th to discuss most recent findings.
- **Pilot Incentives**
 - Giveaways will be identified for fuel purchases such as hats, stickers, shirts, etc.
- **Events: - A list of upcoming events were discussed**
- Meeting was adjourned at 12:06 PM

