



**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  
FINANCE SUBCOMMITTEE MEETING MINUTES  
Tuesday, September 3rd, 2019  
Airport Conference Room 8:30 a.m.**

**Commissioner's Present: (Roll Call)**

James DellaMorte, Chairman  
Norman E. Weill, Commissioner  
Wendy Bierwirth, Commissioner

**Airport Staff:**

Katie R. Servis, Airport Manager  
Matthew T. Elia, Assistant Airport Manager  
Mary McDonald, Financial Analyst

Meeting was called to order at 8:35 a.m. Roll call was taken

*No minutes to approve.*

**NEW BUSINESS:**

**F0919-01 – Review and Discuss Proposed Scope of Work and Fee for ongoing evaluations of Perfluorooctanoic acid (PFAS) Compounds and 1, 4-dioxane associated with historical airfield operations of firefighting foam use**

- Manager Servis stated the airport is completing an ongoing investigation in regards to PFAS analysis and reporting for historical use of firefighting foam.
- As part of the plan, the Airport must provide analysis and continued reporting, as required by the MassDEP-Massachusetts General Law, the Massachusetts Contingency Plan.
- Currently we are at the Response and Risk Reduction Phase of our response.
- The following are still required:
  - Additional Sampling
  - Tier II Reporting
  - Mitigation
  - Ongoing testing of affected areas
- To date we have spent \$ 260,000.00 on reporting requirements and will need an additional \$ 100,000.00 to get through the next phases.
- In FY2020 we have an approved appropriation of \$100,000.00.
- Motion was made by Commissioner Weill and seconded by Commissioner DellaMorte to approve and move item to the September 17<sup>th</sup>, 2019 Full Commission Meeting.

*Agenda item Proposed Scope of Work and Fees going forward were moved to the September 17<sup>th</sup>, 2019 Full Commission meeting for approval.*

**F0919-02 – Review and discuss the 3-year on-call contract by and between the Barnstable Municipal Airport Commission and Fennick McCredie Architecture LTD**

- Manager Servis stated the Airport completed the Request for Proposal (RPF) requirements.
- We received a proposal from Fennick & McCredie, who is also our existing on-call firm.
- The Massachusetts General Law Chapter 7C Designer Selection requires an evaluation committee be selected to review proposals.
- The committee reviewed the qualifications of the proposal and their past performance for the Airport over the past three years of their existing contract.
- At the August 27<sup>th</sup>, 2019 Full Commission meeting their BID was accepted and approved.
- Motion was made by Commissioner Weill and seconded by Commissioner Bierwirth to approve and move item to the September 17<sup>th</sup>, 2019 Full Commission Meeting.

***Agenda item for their contract was moved to the September 17<sup>th</sup>, 2019 Full Commission meeting for approval.***

**F0919-03 – Review and Discuss contract by and between the Barnstable Municipal Airport Commission and McFarland Johnson to complete the Airport Master Plan.**

- Manager Servis stated the Airport received a grant from the Federal Aviation Administration (FAA)/State for the Master Plan in July 2019.
- Motion was made by Commissioner DellaMorte and seconded by Commissioner Bierwirth to approve and move item to the September 17<sup>th</sup>, 2019 Full Commission Meeting.

***Agenda item for McFarland & Johnson contract to complete the Master Plan was moved to the September 17<sup>th</sup>, 2019 Full Commission meeting for approval.***

**OLD BUSINESS:**

None

**UPDATES:**

Financial Overview

- Manager Servis stated she is in the process of revising the monthly financial memo which the commissioners receive and will send it to by the end of the week.
- CIP Update and Next Steps
  - Manager Servis stated this is the first step in the Town of Barnstable Budget.
  - Discussed Capital Improvement Plan (CIP) items
- RFP Land Development Update- No update at this time.
- Airport Rates & Charge
  - Manager Servis stated we are anticipating completing by the Spring of 2020 and implementing by July 1<sup>st</sup>, 2020.
- PFOS/Public Involvement Plan
  - Will need to request additional funding.
  - Public Involvement report is due by September 18<sup>th</sup>, 2019 and we will have it completed before the due date.

- Upcoming Events

- September 12 - FAAS Team Meeting
- September 14 – Electric Vehicle Car Show & Ride
- September 19 – Cape Cod Young Professionals Back to Business Bash
- September 21 - EAA Young Eagles Flight Program
- October 3-6 – EAA B-17 Tour and Young Eagles Event
- October 15 – Southeastern Massachusetts Career Fair & Expo
- November 3 - EAA Young Eagles Flight Program

*Meeting was adjourned at 9:28 a.m.*

*The next Finance Subcommittee Meeting is scheduled Tuesday, October 1<sup>st</sup>, 2019 @ 8:30 am.*

  
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*James DellaMorte, Chairman*

## BARNSTABLE MUNICIPAL AIRPORT

**FINANCE SUBCOMMITTEE**

## Sign-in Sheet

8:30 am

September 3<sup>rd</sup> 2019

[illegible]