



BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD
480 BARNSTABLE ROAD, 2ND FLOOR
HYANNIS, MA 02601
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Katie R. Servis, Airport Manager
Matthew T. Elia, Assistant Airport Manager

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 Weill,
Commissioner

BARNSTABLE MUNICIPAL AIRPORT
INFRASTRUCTURE & MARKETING SUBCOMMITTEE
MEETING AGENDA
Tuesday, March 5th, 2019
4:15 PM

- Call meeting to order
- Roll Call (Young, Lesinski, Cobb)
- Review & Approve minutes of February 19th, 2019 Infrastructure & Marketing Subcommittee meeting.

UNFINISHED BUSINESS:

IN0818-02 – Review & Approve Infrastructure Improvements for the construction and development of vehicular charging stations per Article Nine of the Lease agreements, as amended, between the Barnstable Municipal Airport and Hyannis Air Service, Inc. dated August 24, 2010, Parcel ID#312-030 and dated April 19, 2011, Parcel ID#311-102

NEW BUSINESS:

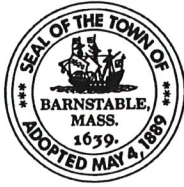
IN0310-01 – Discussion of Future Tank Development at the Airport's Fuel Farm on the North Ramp

UPDATES:

1. Business Plan Update
2. WS Landing at Hyannis LLC Update
3. RFP Land Development Update
4. Airport Manager's Report

Adjourn Meeting

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.



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BARNSTABLE MUNICIPAL AIRPORT COMMISSION INFRASTRUCTURE & MARKETING SUBCOMMITTEE MEETING

Tuesday, March 5th, 2019

Airport Conference Room 4:15 PM

Call to Order

4:10 p.m.

Commissioners Present:

Commissioner Elizabeth Young, Commissioner Zachary Lesinski, and Commissioner Stephen Cobb,

Commissioners Not Present:

None

Airport Staff Present:

Katie Servis, Airport Manager, Matthew Elia, Assistant Airport Manager, and
Mary McDonald, Financial Analyst

Public Members Present:

Jim Wolf, Cape Air and Bob Lawrence, Eversource

Agenda of the Day:

The minutes of the February 19th, 2019 Infrastructure & Marketing meeting were approved and signed.

UNFINISHED BUSINESS:

IN0818-02 – Review & Approve Infrastructure Improvements for the construction and development of vehicular charging stations per Article Nine of the Lease agreements, as amended, between the Barnstable Municipal Airport and Hyannis Air Service, Inc. dated August 24, 2010, Parcel ID#312-030 and dated April 19, 2011, Parcel ID#311-102

- Manager Servis thanked Bob Lawrence from Eversource and Jim Wolf, Cape Air for coming to the meeting.
- Cape Air has come to us for an infrastructure improvement for vehicle electric charging stations at two locations on their leased parcels. As requested, Cape Air and Eversource completed Plans/Schematic showing the electrical installation, which identifies the plan for underground conduit pulls/extension. (see attached)
- Manager Servis introduced Shaun Tully, Eversource Project Manager who joined the meeting at 4:30 pm, via telephone conference call.
- Discussion included options of vendors in the Make Ready Car Charger Program
- Commissioner Young asked from a security stand point, do the charging stations pose any threat as "Force Readiness", from an internet prospective. Shaun Tully stated they are run by a 4G Sims Card, similar to a cell phone. So as far, as a threat he did not feel as if they posed any.

- The Commissioners were given presentation handouts of proposed locations prepared by Eversource.
- The first packet outlines dueling charging stations and two bollards at the site which is located up against the south side of their Fleet Building at 660 Barnstable Road.
- The second site is one of two options. Option A is located in the parking lot next to Hangar II, 600 Barnstable Road facing the Fuel Farm. Option B is the parking lot to the right of their Fleet Building, 660 Barnstable Road. Mr. Wolf stated there will be two charging stations, in two separate locations.
- Commissioner Lesinski asked why Cape Air ruled out the lot that is on the bend of Barnstable Road, across the road from aircraft parking. Mr. Wolf responded, it was because Eversource did not want to install there because there is power at that location. Additionally, they did not want to install close to the sidewalk or trench under the road.
- Eversource will also require the Airport to sign Site License Agreements, Hosts Agreements and Easements. Manager Servis stated even though we are familiar with the process with Eversource, we will have our attorneys review the documents.
- The charging station will be for an Employee Incentive Program they will have in place for their employees who would like to purchase electric vehicles.
- Mr. Wolf stated Cape Air cannot charge a metered rate for electricity, they could only charge a parking fee.
- Manager Servis stated that in the event they start to charge for parking, per their lease they would be required to pay the Airport 3% of the parking revenues.
- Management stated we should set up a meeting prior to the full commission meeting to review the final schematics.

Action: This agenda item was moved to the full commission for approval, contingent on the final schematic's, as modified by management.

NEW BUSINESS:

IN0310-01 – Discussion of Future Tank Development at the Airport's Fuel Farm on the North Ramp

- A hazardous waste cap of 154,253 gallons was imposed on the Airport with the 2007 Cape Cod Commission Development of Regional Impact (DRIs) Order of Conditions.
- Presently we have the following :
 - Fuel Farm 60,000
 - Ross Aviation (Jet A) @ Air Cape Cod 10,000
 - Ross Aviation (Avgas) @ Air Cape Cod 10,000
 - BMA (Gasoline) 4,000
 - BMA (Diesel) 4,000
 - Griffin Avionics (Avgas) 2 tanks 20,000
 - BMA ARFF/Maintenance Waste Oil/Antifreeze 350
 - Hertz Car Rental (Gasoline) 10,000
- Our total existing gallons on the airport is 118,350, remainder of cap available is 35,903.
- The Airport has a few options.
 - Option A: The Airport installs tanks on the existing pad and maintains them. We charge a fuel farm utilization fees for use of the system which includes:
 - Fuel Flow, Maintenance fee, Electrical use, 24 hour Safety and Spill Monitoring fee, insurance fees.
 - The Pros & Cons of Option A:
 - Pros: Airport owned & maintained, Airport controls, tenant fees reduces the cost & FBO's have equal rights to use.
 - Cons: Could impact Minimum standards, also could impact Grant Assurances because it could be deemed exclusive right.

- Option B: Prepare a Request for Proposal (RFP), Tenant installs tanks on existing pad and maintains them.
Airport would charge the following:
 - Fuel Farm lease fee, Fuel Flowage & right to use fee for the use of system against our 154,253 cap.
 - Pros & Cons of Option B :
 - Pros: Airport does not maintain the tank just leases the land.
 - Cons: Could be deemed as unfair competition allowing one FBO the right to fuel, Airport would no longer have control of the tank only the leased land, Tenant cost increases to install the tank an FBO's would not have equal rights to us.
- The next step is to do a cost analysis and research Grant Assurances, Minimum Standards modifications for both Option A and Option B. We also need to see what the Procurement Guidelines are, to see possibly the tanks could fall under an Airport Exemption.
- Commissioners Cobb requested we contact other Airports that have had a similar scenario to get their input.
- Commissioner Young suggested setting up one on one meeting with the tenants to see what their needs are.
- Commissioners requested that prior to setting up a meeting send talking points for commissioners input.

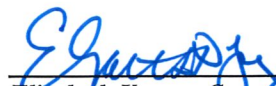
Action: None at this time.

Updates:

Airport Manager's Report

- Business Plan Update
 - Commissioners were given a red line version of the presentation, which was provided at the last Commission meeting. (Attached)
 - Manager Servis gave a quick overview of the progress of the Plan.
 - When looking at the Goals & Reviews management revised to organize and eliminate duplications.
 - The Objective Refined (Targeted & Focused) was finished last week.
 - Currently management is working on Efforts/Resources Evaluation to be completed in March & April 2019.
 - The modified goals, A-D, were reviewed and their 12 month action plans was discussed:
 - Goal A – Maximize General Aviation Activity HYA
 - Goal B – Diversify Revenue Streams
 - Goal C – Regional Air Transportation Leader
 - Goal D – Enhance Airport Image & Branding
 - Objective Refinement- has 13 objections for all of the four goals, and each has a variety of tasks.
 - Manager Servis gave an example in the presentation of Sample of Objective Refinements
 - Commissioners complimented management on the hard work that was put into the presentation. They requested an expanded version all the Objectives Refinements provided in the presentation for their review.
 - Once the 12 Month Action Plan is completed in May 2019, the dashboard will be available for Tracking, Monitoring & Reporting.
- WS Landing at Hyannis LLC Update-None
- RFP Land Development Update
 - Earlier this week Manager Servis emailed a red line version of the Best Practices – Checklist to the commissioner's for review. In addition, she provided a handout at today's meeting.
- Airport Manager's Report

Adjournment: Having no other business to discuss, the meeting was adjourned at 5:50 p.m.


Elizabeth Young, Commissioner
Infrastructure Subcommittee

April 3, 2019
Date

SIGN IN SHEET

[illegible]