



**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, December 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:

Phil Geraci, Rectrix; Chris Willenborg, Airport Solutions Group; Paul McDonough, McFarland Johnson; and Derrick Roma, MassDOT

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:07 p.m. Attendance roll call was taken followed by the Pledge of Allegiance. Chairman Griffin commented this is the 116 anniversary of the flight of Kitty Hawk and the last meeting of the decade.

Minutes of the previous meetings:

Minutes of the November 19, 2019 Commission meeting were approved and signed.
Minutes of the November 19, 2019 Executive Session were tabled until the end of the meeting but approved.

Public Comment:

None

Commissioners Response to Public Comment:

None

Finance Subcommittee (Commissioners DellaMorte, Weill and Bierwirth)

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

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Old Business

COM1119-05 – Approval of Easements for Various Properties to the MassDOT Highway Division and to the Town of Barnstable
MOTION to approve easements for various properties to the MassDOT Highway Division and to the Town of Barnstable. **SPONSOR:** Infrastructure and Marketing Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Young, and seconded by Commissioner Weill.
- MassDOT is requesting easements on airport property (both temporary and permanent easements) for utilities and for sidewalk and roadway improvements.
- As previously established during the November 2019 Subcommittee and Commission meetings, the Airport was approached by the Town of Barnstable and MassDOT Highway Division to grant easements for various parcels of land for roadway improvements. Some are temporary easements, while others are permanent. Most are for sidewalks and/or utilities.
- The area involved is between Yarmouth Road and Route 28 for these parcels:
 - 629 Yarmouth Road- Airport (MassDOT project)
 - 480 Barnstable Road- Airport (MassDOT project)
 - 280 & 290 Lyannough Road- Airport (MassDOT project)
 - 60 & 65 Brooks Road-Airport (MassDOT project)
 - 10 Mary Dunn Way- Airport (MassDOT project)
 - 28 Estella Road-Airport (MassDOT project)
- Airport Management met with the FAA to discuss the process. The FAA indicated that since this is an easement request, and because the airport will remain in custody and control of land, the following was needed:
 - FAA does not need a formal release of land for dual purposes (aviation and non-aviation).
 - Airport is to write a letter to the FAA indicating that the project will also support the airport (i.e. improved access)
 - Easements will need to be written by the Airport with language protective of the Airport and FAA (i.e. grant assurances)
 - FAA would like to review easement language but does not need to make a formal approval (just so they are in the loop)
 - Airport is to update the Exhibit A property map, clearly identifying the easements and record easements in the Barnstable County Registry of Deeds and send to the FAA
- The FAA approved the project on December 6, 2019 and requested that the easements contained language to protect the Airport.
- Airport Management held conference calls with the Airport's Legal Team, Anderson & Kreiger, and the legal team at MassDOT Highway to identify the best course of action for the easements needed for the 8 Airport parcels.
- MassDOT provided "Order of Taking" documents for the parcels. Derrick Roma clarified that this is a taking by Eminent Domain but only of permanent and temporary easements as specified in the Order of Taking. MassDOT is not acquiring the parcels.
- Our attorneys developed draft easement language to meet FAA criteria and incorporated that language into the MassDOT proposal and Order of Taking document and a FINAL version is almost complete.
- Because these easements are date sensitive, it is requested that the Commission approve the 6 "Land Damage Agreements" that cover the 8 impacted airport parcels in which roadway work is required.
 - These "Land Damage Agreements" are agreements for the surface use of airport property in which we agree to accept the sum of \$.00 in full settlement for the easement (FAA agreed to this approach since the impacts are minor and ultimately improve airport access). The Airport is essentially donating these easements.
 - The land and/or rights in land taken (in our case "easements") are described in an Order of Taking document (under review as indicated above)
 - There is language included to cover any liability issues.
- The utility companies will also seek easements for access on these same parcels.
- The Airport will revisit the 0 Independence Drive parcel at a later date.
- This agenda item was unanimously approved by verbal vote.

New Business:

COM1219-01 – Approval of a Temporary License Agreement by and between Barnstable Municipal Airport and the Housing Assistance Corporation (HAC)

MOTION to approve a Temporary License Agreement by and between Barnstable Municipal Airport and the Housing Assistance Corporation (HAC). **SPONSOR:** Finance Subcommittee (**May be acted upon**)

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- This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner Bierwirth.
- The Housing Assistance Corporation (HAC) requested temporary use (two weeks) of the old Mildred's lot to stage portions of modular homes while their construction takes place on Ridgewood Avenue.
- They received crane authorization from MassDOT and the FAA.
- Eight (8) units will arrive on subsequent days simultaneously with each being placed. They will have one or two units in the lot at any time.
- This temporary request would be similar to the temporary License Agreement offered to Biszko Construction. That agreement has been modified for the purpose of the HAC in the amount of \$1500 for the right to use the property and it must be returned in the same condition.
- Two changes were made to the Agreement since the Finance Subcommittee approved and they include:
 - The License Agreement to cover the first quarter of 2020 to accommodate their schedule rather than two weeks as previously planned.
 - HAC asked if the Airport could modify the insurance requirement for pollution since they are only requesting the use of the site as storage with no construction occurring onsite. Coverage held by the firm that will be operating the trucks that deliver/pickup the modular homes will provide the certificate of insurance that shows a \$25,000 policy limit from the vendor naming Barnstable Municipal Airport and the Town of Barnstable as additional insured.
- This agenda item was unanimously approved by verbal vote.

COM1219-02 – Business Plan Update & Presentation

- Manager Servis provided a Business Plan presentation to discuss current disposition and next steps for the remaining 6-months of the fiscal year.(attached)
- Goal A - Maximize General Aviation (GA) Activity at HYA – Overall 48% completed for FY2020
 - Provide Best in Region Aviation Facilities and Experience
 - 36% completed for FY2020
 - Need to work on GA "Ease of Access Video" and modify the existing video
 - Hiring new on-call marketing team will help develop our message to GA. One Proposal has been received as a result of the Request for Proposals.
 - Foster aviation education
 - 67% completed for FY2020
 - Goal = Plan and host six events with aviation education as a theme. Eight were actually completed.
 - April/May 2020 "A Night in the Terminal" sleepover events for four boy scout/girl scout troops, FAA Team seminars for Spring/Summer/Fall 2020, and SEMA Aviation Career Fair 2020 are being formulated.
 - Identify and Create Corporate Aviation Opportunities
 - 15% completed for FY2020
 - Plans for the Summer of 2020 and elements of this objective will be addressed
 - Engage Recreational General Aviation Market
 - 78% completed for FY2020
 - Successful development of the EAA Chapter 51 and Cape Cod Aero Club at HYA
 - Preparation for Summer 2020 and research of aircraft ownership type groups, local flying clubs, Saturday/Sunday breakfast club attendees and scheduling for some fly-ins for 2020
- Goal B Diversity Revenue Streams – Overall 23% completed for FY2020
 - Identify and Formalize Revenue Streams/Sources
 - 23% completed for FY2020
 - Need to complete some research elements to identify other sources – this will also be reviewed as part of the Airport Master Plan Update (AMPU)
 - Identify New Revenue Potential (Existing Streams)
 - 0% completed for FY2020
 - Regional economy will be researched to gain a better understanding of the Cape and Island market, top 10% of importers/exporters from the region will be identified
- Goal C - Become Regional Air Transportation Leader – Overall 21% completed for FY2020
 - Support Community, Business and Tourism Needs

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- 11% completed for FY2020
 - Discussions with local Chambers will continue as part of AMPU
 - The new on-call marketing team will be tasked with identifying existing research completed to better understand the needs of the community and business and tourism needs.
 - Establish Airport Marketing Program
 - 30% completed for FY2020
 - 11-2019/12-2019 Airport developed RFP for 3-year on-call marketing consultant to assist in development of marketing focus on airport goals
 - A marketing plan will be implemented as part of AMPU and on-call tasks will be further developed.
 - Grow Commercial Service at HYA
 - 15% completed for FY2020
 - A marketing plan will be implemented as part of AMPU and on-call tasks will be further developed.
- Goal D- Enhance Airport Image & Branding – Overall 20% completed for FY2020
 - Assess Current Perception of the Airport
 - 27% completed for FY2020
 - More data will be gathered as part of the AMPU process during public meetings and additional meetings with stakeholders and users
 - Define HYA Airport Brand
 - 0% completed for FY2020
 - 11-2019/12-2019 Airport developed RFP for 3-year on-call marketing consultant to assist in development of marketing focus on airport goals
 - As part of the AMPU, a marketing plan will be developed - date of completion TBD but will include rebranding
 - A marketing plan will be implemented as part of AMPU on-call tasks will be further developed.
 - Branding Implementation
 - 30% completed for FY2020
 - This will be on hold until the Marketing Team is on board
 - Increase HYA Community Involvement
 - 20% completed for FY2020
 - EAA development
 - involvement to combine airport and local events will continue
 -
- Commissioner Weill thanked Manager Servis for keeping the commission up to date. He stated that this is a regional issue and not just a Town of Barnstable issue. The market image of the local population is that they have become very accustomed to getting on a bus to get to Logan Airport rather than coming to this airport. This is a long term process to change this mentality. Diversity of the revenue stream is important, but the Airport needs to continue to generate revenue from aviation sources.

11. Report of Special Committees

- Yarmouth Representative
 - Not present
- Airport Manager's Report
 - ARFF/SRE Roof Replacement Update
 - Site visits and proposals have been completed
 - The bid will go out in January/February
 - Some grant funding will be received
 - FBO Phase I Improvements Update
 - The Roof will be replaced prior to this project
 - Airport Master Plan Update
 - The visioning stake holder sessions are complete
 - Members for the Planning Advisory Group are being selected and will include two Airport Commissioners
 - The inventory has been completed and comments have been provided

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- Cape Air Rooftop Solar Array Update
 - Construction will begin in the spring
 - The ocular analysis is currently being conducted
- RFP Land Development Update
 - This is on hold until the APMU is completed
- Financial Update
 - Data processing equipment will be purchased to provide more robust financial information
- CIP Update/Next Steps
 - This has been forwarded to the Town Council for approval
- Airport Rates & Charges Update
 - The discount Fuel Program will be reviewed in January
 - New Rates & Charges will be implemented July 1, 2020
- PFOS/Public Involvement Plan & Update
 - The mitigation plan is underway for the 2.25 acres
- Flying Club Addition (Cape Cod Aero Club)
- Landscaping Disposition (FY2021 Budget)
 - The FY2020 budget includes funding to remove and replace some of the trees on the Access Road

12. Announcements – Commissioner’s Comments

Chairman Griffin announced that there are two potential candidates for the vacant Airport Commission position. Chairman Griffin recognized the 1 ½ year anniversary of Assistant Manager Elia with a rendition of “Big AL” the alligator from Florida that misses him, and commended Matt on all of his hard work and dedication at Barnstable Airport.

The Executive Session minutes of November 19, 2019 were approved, not for release, and signed.

EXECUTIVE SESSION

Chairman Griffin moved to go into Executive Session pursuant to G.L. c. 30A, § 21(a)(3) to discuss strategy with respect to litigation since a discussion in open session may have a detrimental effect on the litigating position of the Airport Commission. The meeting will not reconvene in open session after the Executive Session.

Griffin	yes	Young	yes	Weill	yes
Lesinski	yes	Bierwirth	yes		

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 1:54 PM
The next meeting will be held on January 21, 2020.



 NORMAN WEILL, CLERK

