



**BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD**
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Katie R. Servis, Airport Manager
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**BARNSTABLE MUNICIPAL AIRPORT
COMMISSION MINUTES OF THE REGULAR SESSION
TUESDAY, November 19, 2019**

Commissioners Present:

John T. Griffin, Jr., Chair, Elizabeth Young, Vice Chair, Norman Weill, 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, Clerk and Zachery Lesinski

Yarmouth Representative:

Bill 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:

Bradley Bailey; Bob Mallard, Airport Solutions Group; Paul McDonough, McFarland Johnson; David Fisichella, Cape Cod Aero Club; Derrick Roma, MassDOT; and Griffin Beaudoin, Barnstable Department of Public Works (DPW).

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:04 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

Minutes of the previous meetings:

Minutes of the April 16, 2019 Commission meeting were approved and signed.

Public Comment:

None

Commissioners Response to Public Comment:

Commissioner Young recognized videographer, Paula Hersey, Assistant Station Manager, Town of Barnstable's Channel 18, on receiving 1st, 2nd, and 3rd place awards for Northeast Region Awards for public government videography.

Finance Subcommittee (Commissioners DellaMorte, Weill and Bierwirth)

The Finance Subcommittee met on Tuesday, November 5, 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, November 5, 2019. Commissioner Young read a review of the meeting (attached).

The following was taken out of order:

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

COM1119-05 – Conditional Approval to Develop Easements for Various Properties to the MassDOT Highway Division and to the Town of Barnstable

MOTION to conditionally approve to develop 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 Bierwirth.
- MassDOT is requesting easements on airport property for both temporary access to utilities and a taking for sidewalk improvements.
- The permit deadlines are the end of December.
- The Airport must get FAA approval for these as the properties were purchased with FAA grant funds.
- Manager Servis reviewed each parcel (attached). Four of these parcels are for the MassDOT and one parcel is for the Town of Barnstable Highway Department.
- Management will work with the attorneys for easement language.
- If approved, Manager Servis will possibly craft a letter stating that the Airport is in agreement to move forward with this process as long as the FAA is in agreement with the easement language so as not to hold up the MassDOT project process. A copy of this will be forwarded to the Commission prior to sending.
- It was requested that the new utility poles to be installed on the Steamship Authority Leased parcel be installed underground. MassDOT will look into this, but the cost may be prohibitive.
- This agenda item was unanimously approved by verbal vote subject to coordinating the easement language with the Airport Attorney and the FAA.

Report of Special Committees

- Yarmouth Representative
 - No comments
- Airport Manager's Report
 - Flying Club Addition (Cape Cod Aero Club)
 - Assistant Manager Elia introduced David Fisichella. He reviewed the history of the Cape Cod Aero Club.
 - They are not required to have any written agreement with the Airport, but they do follow the Airport Minimum Standards. It is a private flying club and an important addition to promote general aviation.
 - The Club has purchased a Grumman Tiger that is hangered at Barnstable Airport and a C-172 that is at the Falmouth Airpark.
 - There are currently 17 members which includes Commissioner Weill and Commissioner DellaMorte.
 - Financial Overview
 - The current method of reporting through MUNIS is cumbersome, so management is working to procure a Business Continuity Management Plan as an online source to be used for various tasks and reports.
 - Airport Rates & Charges Update
 - These will be reviewed in the spring of 2020 and implemented beginning Fiscal Year 2021.
 - PFOS/Public Involvement Plan (December Executive Session)
 - Staff continues to work with the consultants to gather data for reporting
 - The boundaries of the two known areas have been identified and are 2.25 acres of the entire 639-acres of airport land
 - Mitigation will occur prior to June 30, 2019
 - Prior Events – Manager Servis played a short film recapping the year of events (12 since April 2019).
 - Airport Master Plan Update
 - Management has received the 1st chapter (Introduction) of existing conditions
 - Next step-forecasting for future activity
 - A Public Advisory Group will be established consisting of stakeholders
 - Airport Business Plan Update
 - Management will provide updated to the Commission on a quarterly basis beginning in December
 - Cape Air Rooftop Solar Array Update
 - The Glare Study analysis is being conducted and they are wrapping up other items on our checklist
 - Construction should commence in the spring
 - RFP Land Development Update – on hold until after the Master Plan is complete
 - ARFF/SRE Roof Replacement Update
 - Fennick McCredie conducted a site visit and are preparing their proposal

- Bid documents should go out in February and construction will start in March/April
- FBO Phase I Improvements Update
 - This will occur in the same time frame as the Roof Replacement Project
- Boat Disposition
 - The boat had departed, but it was moved during the night and they drove over the grass to exit the lot, so Reef Parking will now try and recover the fees owed.
 - New signage will be installed to prevent further boat, trailer, and RV parking.
- Landscape Disposition
 - There are several trees on the Access Road that have not survived. Funds will be added to the future budget to replace these.

The Brian Boru Bag Piping Band will be practicing in the terminal on Wednesday nights. This is under conditional approval as long as the practice does not disturb the tenants.

As of December 1st Rectrix Shuttle will cease service. They are reconfiguring and reassessing and hope to be back in service in April. Management will be reviewing the lease and the monetary ramifications which could result in an approximate loss of \$45,000 to the Airport.

There was a short discussion of the positive written feedback from the Young Eagles event. Three letters of appreciation were sent from parents of participants.

Manager Servis thanked the Commissioners for their participation in all of the Airport events.

Old Business

None

New Business:

COM1119-01 –Approval of the Fuel Pricing Agreement between the Barnstable Municipal Airport and Everest Fuel Management, Inc.

MOTION to approve the annual Fuel Pricing Agreement between the Barnstable Municipal Airport and Everest Fuel Management, Inc. for a minimum of 200,001 gallons of Jet Fuel. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner Bierwirth.
- This is the third annual agreement and Everest has increased their minimum purchase in each successive contract.
- This agenda item was unanimously approved by verbal vote.

COM1119-02 –Approval of the Proposed FY2021 Capital Improvement Plan

MOTION to approve the proposed Fiscal Year 2021 Capital Improvement Plan for submittal to the Barnstable Town Council.

SPONSOR: Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Bierwirth, and seconded by Commissioner Young.
- Staff met with consultants to develop the plan to revise the cost estimates for Capital Improvements.
- Modifications were made after review with the FAA and MassDOT.
- Manager Servis reviewed the FY2021 capital projects of the five year FY2021 –FY2025 CIP plan (attached).
- This agenda item was unanimously approved by verbal vote.

COM1119-03 –Approval of the Request for Supplemental Funding in the amount of \$150,000.00 for PFOS Mitigation for Fiscal Year 2020 Capital Improvement Plan

MOTION to approve the Fiscal Year 2020 Barnstable Municipal Airport Appropriation Order request for Supplemental Funding in the amount of \$150,000.00 for PFOS Mitigation. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Chair Griffin, and seconded by Commissioner Weill.
- Since 2016, the Airport has been working with Massachusetts Department of Environmental Protection (MassDEP) completing sampling and analysis, assessing options to manage potentially contaminated areas at the Airport, and reporting and coordination with the Town of Barnstable Department of Public Works and MassDEP on impacts of per and polyfluoroalkyl substances (PFAS) and 1,4-dioxane in soil and groundwater associated with the use and management of firefighting foams.

- Since that time, the airport has set aside funds each fiscal year to respond to requested analysis and reporting.
- Mitigation and testing of soils around mitigated sites to ensure compliance will be required over the next several fiscal years.
- To date, funds have been appropriated for analysis of which \$517,200 has been spent. However, this request is for additional funds to cover the cost of mitigation.
- The FAA requires the use of this firefighting foam and it is the only foam allowed presently as there have been no alternatives to date to replace this FAA required foam.
- Sampling and Analysis were conducted in various locations on the airport and off. Two locations were identified on-airport as containing PFOS in the soil and groundwater. DEP agreed with the analysis and resulting areas identified, which totaled 2.25 acres impacted by PFOS of the total 639 acres of the Airport property.
- As a mitigation effort, the Airport has spent over \$26,000 to purchase a cart to test the water/foam ratio internally on the Fire Fighting vehicle (as required annually per FAA) without spraying the foam on the ground.
- Additionally, to date approximately \$517,000 has been spent on investigation, testing and mitigation.
- The requested funds are for mitigation and include an asphalt cap in the area adjacent to the building where the fire trucks are stored and a temporary poly-fiber cover located where the airport conducted its annual testing and tri-annual drills. This area will be then be replaced with an asphalt cap that a hangar can be built upon in the future.
- There is a current appropriation of \$100,000. This request is for an additional \$150,000, the total \$250,000 should pay for both caps.
- This agenda item was unanimously approved by verbal vote.

COM1119-04 – Approval to Rescind Runway 15-33 Surface Treatment and Repainting Project #19108 in the amount of \$475,000 for Fiscal Year 2020 Capital Improvement Plan

MOTION to approve the rescission of the previously approved Appropriation Order #2019-108 in the amount of \$475,000 for the Runway 15-33 Surface Treatment and Repainting Project. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

- This agenda item was moved and read by Commissioner Young, and seconded by Commissioner Bierwirth.
- The FAA requested that this project be held off as the product that was used, P608, as a surface pavement sealant has not been used extensively in New England. This was used previously on Taxiway Charlie, which was the first usage in this region. The FAA would like the product to cure for some time to test results after its in place for a 5-7 year period before reusing the product.
- FAA would like to defer the project and combine it with rehabilitation of Runway 6-24, a project scheduled for FY2023.
- This agenda item was unanimously approved by verbal vote.

COM1119-06 – Approval of the Request for Proposal (RFP) for Airport Marketing

MOTION to approve the Request for Proposal for On-Call Airport Marketing, Advertising and Public Relations/Media Services.

SPONSOR: Infrastructure and Marketing Subcommittee **(May be acted upon)**

- This agenda item was moved and read by Commissioner Bierwirth, and seconded by Commissioner Young
- An appropriation of \$25,000 was approved in the FY2020 Budget for Marketing.
- This RFP would be for a 3-year On-call contract to assist with the Business Plan and messaging for the Master Plan process, as well as day-to-day marketing for the airport.
- Proposals are due December 4th.
- This agenda item was unanimously approved by verbal vote.

COM1119-07 – Review and Discuss Café Disposition

- Cape Cod Coffee loses money in the off season and their lease has been modified to allow them to be closed during the winter.
- Their major cost is staffing, and they asked if the Airport would hire staff to operate the café.
- Management determined that this was a conflict of interest to be selling a private entity's goods.
- The offer will be declined.
-

It was determined it was not necessary to go into Executive Session to discuss the following agenda item.

COM1119-08 – Approval of the one-year Lease Agreement by and between Barnstable Municipal Airport and Hyannis Air Service, Inc. for Lease of the Hotshot Deicing Unit

MOTION to approve the one-year lease agreement by and between the Barnstable Municipal Airport and Hyannis Air Service, Inc. for lease of the Hotshot Deicing Unit. **SPONSOR:** Infrastructure and Marketing Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Young, and seconded by Commissioner Bierwirth.
- Cape Air requested to lease the De-icing unit with an aerial lift from the Airport to deice their new high wing aircraft.
- The Airport had only deiced two aircraft in the previous three years.
- This is for a one year lease in the amount of \$4,000.00
- The language of the lease includes performance criteria, maintenance parameters, and priority of the mechanic availability.
- This agenda item was unanimously approved by verbal vote.

11. Announcements – Commissioner’s Comments

- At the recent Town election the Airport liaison, John Flores, was not reelected. The staff and commission gave him a round of applause for all of his assistance to the Airport.
- Chair Griffin will contact the Town Council to arrange for the quarterly leadership meeting. He invited all of the Councilors to come to the Airport for a tour.
- Commissioner Weill commented that some of the CIP Projects will require bond funding that should be discussed with the Town Finance Director to take advantage of the current low interest rates for long term funding.

EXECUTIVE SESSION

Chair of the Airport Commission, John Griffin Jr., moved to go into Executive Session pursuant to G.L. c. 30A, § 21(a)(3) to discuss strategy with respect to collective bargaining with Teamsters Union Local 59 as a discussion in open session may be detrimental to the bargaining position of the Airport Commission. He stated the meeting will not reconvene in open session after the Executive Session. This was seconded and a roll call vote was taken.

Griffin	yes	Young	yes
Weill	yes	Bierwirth	yes

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:22 PM
The next meeting will be held on December 17, 2019.

JAMES DELLAMORTE, CLERK