



**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
THURSDAY, DECEMBER 17, 2020
Via Zoom**

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 via Zoom

Commissioners not present:

None

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:

Mark Nelson and Bryan Massa, Horsley Witten Group; Rachel Youngling, Hyannis Park Civic Association and Helyne Mederios, Ross Aviativ

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:02 p.m. Attendance roll call was taken followed by the Pledge of Allegiance. A moment of silence was held to recognize the passing of former Commissioner Mary Smith. was also noted that this day is the anniversary of the Wright Brothers first flight.

Minutes of the previous meetings:

Minutes of the November 17, 2020 meeting were approved and were signed by Chairman Griffin for Clerk Weill.

Public Comment:

None

Commissioners Response to Public Comment:

None

Finance Subcommittee (Commissioners Weill, Flores, and Bailey)

The Finance Subcommittee met on Tuesday, December 1st, 2020. Commissioner Weill read a review of the meeting (attached).

Infrastructure & Marketing Subcommittee (Commissioners Young, and Bierwirth) The Infrastructure & Marketing subcommittee met on Tuesday, December 1st, 2020. Commissioner Young read a review of the meeting (attached).

The following was taken out of order:

New Business:

COM1220-01 – Update on PFAS Mitigation & Reporting

- Horsley Witten Group has been providing testing and reports to the Department of Environmental Protection (DEP) and Towns of Barnstable and Yarmouth in regards to the PFAS/PFOS Mitigation project.
- Since 2016 the Airport has been addressing the PFAS/PFOS plumes that have been identified as originating on the Airport.
- Mark Nelson and Bryan Massa, Horsley Witten Group, provided a PowerPoint presentation (attached) that reviewed the following:
 - The foam that is used by the Airport required by the FAA for firefighting; Aqueous Film Forming Foam (AFFF), contains PFAS.
 - Since the ecologic cart was purchased 2015 the Airport has not deployed foam on the ground for annual FAA required testing or training exercises. The cart allows for internal testing with no environmental impact.
 - The ongoing investigation and an overview of the sites and mapping of the PFAS/PFOS in the soil and groundwater.
- All PFAS/PFOS information will be available on the Airport Website.
- The draft report will be sent to the DEP for review and comments. Comments from the public will be addressed, and then a final report will be submitted to Massachusetts DEP.
- Funds have been appropriated to continue monitoring these sites for the next three years under Phase II of the project.
- It was noted that the Airport is responding to only the PFAS/PFOS that the Airport is responsible for; the Fire Academy will work with the DEP separately for their responsible area.

Mark Nelson and Bryan Massa left the meeting.

COM1220-02 Review and Approve the 1-year Agreement by and between Barnstable Municipal Airport and Cape Cod Auto Transporters, Inc.

MOTION to approve the one year Lease Agreement effective January 1, 2021 by and between Barnstable Municipal Airport and Cape Cod Auto Transporters, Inc. in the annual amount of \$12,016.00. **SPONSOR: Management (May be acted upon)**

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Weill.
- Cape Cod Auto Transporters have leased a vehicle servicing facility and associated land from the airport for the past three years.
- In the spring of 2020, Management worked with the Town's Procurement Office, requesting proposals for the lease of the land and building.
 - Only one response was received and had to be rejected for its inability to meet all proposal requirements.
 - A second request for proposals was posted through the procurement office and no bids were received.
- Management made an agreement with the existing Lessee, Cape Cod Auto Transporters, for a month to month lease through December 31, 2020.
- This lease is for a term of one year with a 3% rent increase over last year. All other terms remain the same.
- This agenda item was unanimously approved by verbal roll call vote.

COM1220-03 - Approval of the Guidelines for Construction, Alteration and Improvements at the Barnstable Municipal Airport Policy (this includes Green Technologies)

MOTION to approve the Guidelines for Construction, Alteration and Improvements at the Barnstable Municipal Airport Policy (this includes Green Technologies) **SPONSOR: Management (May be acted upon)**

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Young.
- Management has been working with the Marketing & Infrastructure Subcommittee to update and modify the Guidelines for Construction, Alteration and Improvements at the Barnstable Municipal Airport.
- The Airport solicited the help of the Town of Barnstable (TOB), Cape Cod Commission, and Cape Air in its development. Additional comments were received from the Town of Barnstable in regards to modifying language in regards to procurement for green technology.
- A draft was sent to the full commission on 12/2/2020 for review, and a final document including the procurement language will be resent. Manager Servis reviewed the highlights of the Guidelines.
- Management has spoken to the on-call planning team about developing a brochure/website section catered to the airport's sustainability practices so that the public can learn more about the airport's green initiatives outside of the green built terminal and tower!
- Commissioner Young requested to add an appendix checklist to summarize the requirements.
- This agenda item was unanimously approved by verbal roll call vote.

COM1220-04 – Approval of FY2022 (CY2021) Airline Incentive Program

MOTION to approve the Fiscal Year 2022 (Calendar Year 2021) Airline Incentive Program. **SPONSOR:** Management (**May be acted upon**)

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Bailey.
- The revised Airline Incentive Program was presented to the Marketing and Infrastructure Subcommittee during the October and November 2020 meetings.
- Discussions with the on-call planning team suggested changes to incorporate one program that awards larger incentives to those airlines wishing to operate during non-peak season.
- Manager Servis reviewed the changes that incorporate the higher incentives.
- The effects on the administration billing procedures were discussed.
- The Incentive Program information will be disseminated to the Airlines that management have already contacted. The JumpStart conference may or may not occur in 2021 but the plan will be available for this event.
- This agenda item was unanimously approved by verbal roll call vote.

COM1220-05 – Review and Approve Funding in the amount of \$29,800 to Develop and Implement a New Airport Website.

MOTION to approve funding in the amount of \$29,800 for the Quotient Group to develop and implement a new airport website. This funding includes monthly maintenance and web hosting fees for one year. **SPONSOR:** Management (**May be acted upon**)

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Bailey.
- The Quotient Group, on-call Airport Marketing Team, presented a proposal to revamp and manage the airport's website.
- This is being presented to the full commission and has not been reviewed by the subcommittees.
- The Airport Master Plan process has identified the need for better social media contact. The current Airport Website is difficult to navigate and does not present the best marketing platform for the Airport.
- The Quotient group does have the ability to overhaul and maintain the website, but funding for this is not included in the current budget. The Airport would need to go before the Town Council with an Appropriation Order request.
- The new branding is being presented in January 2021 and the time frame for the website should be in sync with this timing.
- Commissioner Flores would like to see an RFP for this to allow for local companies to possibly submit a proposal. This item was identified in the original RFP for marketing that was included in the Quotient Group submittal for on-call services. The website would be an additional cost.
- Management was cautious with proceeding sooner due to COVID-19 circumstances.
- The Town has not yet reviewed this proposal, but the IT Department will review. The website would still be accessible on the Town's webpage.
- Manager Servis reviewed the similarities to the RFP for a website that she had done previously for the MAMA (Massachusetts Airport Management Association) that cost approximately \$50,000.
- The Quotient Group has staff that would be building and maintaining the website overhaul.
- Commissioner Weill stressed that this needs to be done quickly and the technology needs to be flexible and most current. He believes it is helpful to have a company that is familiar with the Aviation industry that has done other sites for airports.
- This agenda item was tabled. Management will review proper procedures with the Town of Barnstable Procurement Department, get input from the IT Department, and verify that the software the Quotient Group will be using is current.

The updates were previously reviewed in the subcommittee meetings, with no further updates.

Yarmouth Representative Comments:

- Mr. Marasco commented that there has been much concern by the Yarmouth residents over the long term plans of the Airport.
- He reminded the Commission that he serves and is appointed by the Selectmen of Yarmouth, and represents their interests and policies.
- Since the Board has changed recently, he has asked the Board of Selectmen to come up with their policies concerning the Airport, and if they wanted to have public input on that, so that they could represent to the Airport a solid Yarmouth Policy concerning the future plans of the Airport (Economic, Environmental, etc.). Hopefully that will give the Airport Commission a single viewpoint on what Yarmouth hopes and aspirations are for the future of the Airport.

EXECUTIVE SESSION:

Chairman Griffin moved to go into Executive Session pursuant to G.L. c. 30A, § 21(a)(6) to discuss and consider potential lease modifications with Rectrix/Ross Aviation as an open meeting may have a detrimental effect on the negotiating position of the Commission. And,

Chairman Griffin 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. This meeting will reconvene in open session after the Executive Session.

The motion was seconded, and a roll call vote was taken to go into executive session at 5:12 PM.

Griffin	yes	Young	yes	Weill	yes
Bierwirth	yes	Flores	yes	Bailey	yes

The Airport Commission voted to reconvene in open session at 6:12 PM. This was seconded and a roll call vote was taken.

Griffin	yes	Young	yes	Weill	yes
Bierwirth	yes	Flores	yes	Bailey	yes

Old Business

COM1120-01 Approval of the Barnstable Municipal Airport Jet A Fuel Pricing Program.

MOTION to approve the Barnstable Municipal Airport Jet A Fuel Pricing Program. **SPONSOR:** Management **(May be acted upon)**

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Bierwirth.
- Manager Servis stated that the decision made by the Commission is to move forward with Option B3, that was presented in an analysis completed by management, for the Airport to maintain the Jet Fuel Program and Jet A Sales at the Airport.
- This agenda item was unanimously approved by verbal roll call vote.

Announcements – Commissioner’s Comments

Manager Servis and Chairman Griffin will be presenting the new Airport brand and Airport name to the Barnstable Town Council. Chairman Griffin thanked everyone for all of their efforts during this turbulent year.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 6:15 PM
The next meeting will be held on January 19, 2021.

NORMAN WEILL, CLERK

FOR

Met Tuesday, December 1, 2020 @ 8:39 a.m

Commissioners Weill, Flores & Bailey was present. The meeting was held via ZOOM.

Minutes of the November 3rd, 2020 Finance Subcommittee Meeting Finance Subcommittee meeting were unanimously approved & will be signed at a later date.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

This Agenda item was taken out of order

F1220-02 Review & Discuss 1-year Agreement by and between Barnstable Municipal Airport and Cape Cod Auto Transporters, Inc.

- Cape Cod Auto Transporters have leased a vehicle servicing facility and associated land from the airport for the past three years.
- In the spring of 2020 an RFP was issued with only one response which we had to be rejected for its inability to meet all proposal requirements.
- A second RFP was posted through the procurement office and no bids were received.
- Management made an agreement with the existing Lessee, Cape Cod Auto Transporters, for a month to month lease through December 31, 2020.
- This leases agreement is for one year and abides by the same terms of the existing lease with the exception of the Rent increase of 3%.
- Motion was made to forward this item to the December 17th, 2020 Full Commission Meeting.

F1220-01 Review and Discuss the Barnstable Municipal Airport' Proposed Jet A Fuel Pricing Program.

- With no further discussion and based on the data and preferred action presented in the Executive Session.
- Motion was made to forward this item to the December 17th, 2020 Full Commission Meeting

UPDATES

- Airport Finances Update- Over all we are down 30% from previous year.
 - Aviation leases and fees are down
 - Fuel Sales- We are doing well with fuel sales, we have sold a million gallons as of this week. We are doing well with corporate aviation.
- Airport Tree Clearing Project
 - We will issue a press release in March 2021.
- PFOS/Public Involvement Plan & Update
 - We will be requesting an extension for reporting and analysis due to lab delays
 - At the December 17th, 2020 Full Commission Meeting, management will present a PowerPoint presentation to the Airport Commission.
- ARFF/SRE Roof Replacement Update-
 - Still proceeding forward however, we have had about a two week delay due to weather. The delays will not affect our grants.
- Airport Master Plan Update- Management will post comments and responses on our Website.
- FY2022 Budget – Planning underway We need to make modifications based on decreased revenue,
- Airport Rates & Charges Update (2021 review post-COVID19)- On Hold
- Terminal name to celebrate 90th Anniversary for Boardman/Polando Flight (date?) We are working with our consultant The Quotient Group.
- Website modifications
 - The Quotient Group has provided a proposal to revamp; update and maintain our website.

Meeting was adjourned at 9:29 am

Met Tuesday, December 1, 2020 @ 10:34 am

Commissioners Young and Bierwirth were present. The meeting was held via ZOOM.

UNFINISHED BUSINESS:

IN0320-05 – Discussion of the Guidelines for Construction, Alteration and Improvements at the Barnstable Municipal Airport Policy

- Management received feedback from the Cape Cod Commission and resource entities and reviewed the following that as added:
 - Links to resources and organizations for tenants to seek information on grants or discounts
 - The Cape Cod Gateway Airport rebranding
 - The Statement of Intent
 - Inclusion of the updates to the 1991 Cape Cod Commission Regional Policy Plan
 - links were added to local utilities for the tenant to gather additional information
 - The application and approval processes were included and the appendixes were reviewed.
- The commissioners commented that the document was very clear and very well laid out.
- These Guidelines will be modified as information on sustainability becomes available. McFarland Johnson will be working on presenting to the public the sustainability that has already occurred at the Airport. The Marketing team will work with management to accomplish this as well.
- **Action: Manager Servis wil finalize the draft document for approval at the December Commission meeting.**

Chairman Griffin mentioned the loss of Dick Bunker. Manager Servis worked with him. He flew the helicopter for the Mass DOT Aeronautics Division and was the state inspector of Airports and Incidents for many years. He retired from the Mass DOT about 7 years ago. The Commissioners extended their condolences.

Still no leads on a new commissioner applicant.

IN1120-01 – Review & Discuss FY2021 (CY2021) Airline Incentive Program

- Management reviewed Power Point presentation with the following:
 - The comments from McFarland Johnson and the Commissioners from last month were incorporated:
 - A brief background and objectives of the Airport
 - Travel information tables and graphics
 - Peak and non-peak incentives and discounts
 - Convenience and cost savings
 - Alignment with the fiscal year, not calendar year for best budgeting purposes
 - Incentives become effective when airline begins service
- Management will finalize the document for approval by the full Commission.

NEW BUSINESS:

None

The “99s” Cookies for Controllers will be supplied by Commissioner Beth Young and Mason (3 yrs old)

Updates:

- Airport Finances Update
 - Revenues are still 30% reduced from last year, but some decrease was pre-planned for in the budget
 - Corporate aircraft activity had increased
- Airport Tree Clearing Project
 - Reseeding will occur in the spring – a press release will be issued in March/April 2021
- PFOS/Public Involvement Plan & Update
 - Mitigation is complete
 - Soil and Water samples have identified what portion of the plume is Airport and what is non-Airport
 - December 17 presentation to the Airport Commission and Town Council
- ARFF/SRE Roof Replacement Update
 - The project was delayed two weeks due to weather conditions and should be complete in mid-December
- Airport Master Plan Update
 - Community outreach and comments continue. All comments will be posted on the website.
- FY2022 Budget – Planning underway
- Airport Rates & Charges Update (2021 review post-COVID19) – on hold
- Terminal renaming and celebration of 90th Anniversary for Boardman/Polando Flight planning is underway
- Website modifications
 - The Quotient Group has provided a proposal to revamp and maintain the Airport Website

Adjournment: Having no other business to discuss, the meeting was adjourned at 11:31 a.m.