

**BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD**
480 BARNSTABLE ROAD, 2ND FLOOR
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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, January 15, 2019
4:15 PM**

- Call meeting to order
- Roll Call (Young, Lesinski, Weill)
- Review & Approve minutes of December 4, 2018 special Infrastructure & Marketing Subcommittee meeting.

UNFINISHED BUSINESS:

IN1118-01 – Review & Approve Minimum Standards (Air Freight Modification)

IN1218-01 – Review & Approve Updated Airport Air Carrier Incentive Program

NEW BUSINESS:

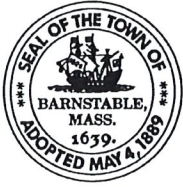
None

UPDATES:

1. Airport Manager's Report
 - FY2020 CIP & Data Sheets

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, January 15, 2019 Airport Conference Room 4:15 PM

Call to Order

4:18 p.m.

Commissioners Present:

Commissioner Elizabeth Young, and Commissioner Norman Weill

Commissioners Not Present:

Commissioner Zachary Lesinski

Airport Staff Present:

Katie Servis, Airport Manager, Matthew Elia, Assistant Airport Manager, and Suzanne Kennedy, Executive Assistant to the Airport Manager

Public Members Present:

John Griffin, BMAC

Agenda of the Day:

The minutes of the December 4, 2018 Infrastructure & Marketing meeting were approved and signed.

Unfinished Business:

IN1118-01 – Review & Approve Minimum Standards (Air Freight Modification)

- Three steps to complete prior to approval:
 - Language, once approved by the Commission, will be sent to the FAA for approval.
 - Once approved, a public meeting will be held with the tenants, they will have two weeks to respond with comments
 - The subcommittee will solidify, and then it will go to the full Commission for approval.

Action: This agenda item was tabled until the language is determined.

IN1218-01 – Review & Approve Updated Airport Air Carrier Incentive Program

- Two versions were handed out – a version tracking the changes discussed in the December meeting and a clean version with the changes (Attached).
- Manager Servis reviewed all of the changes to the document.
- Incentives were compared with other airports and it was mentioned that in the future more incentives can be added that are conducive to the airlines requests.
- In the future the Airport will look toward the Chambers and businesses to add funds toward incentives.
- \$10,000 has been identified in the budget for marketing. As the subcommittee requested \$20,000 for the budget, Manager Servis will present this to the Finance Subcommittee for

approval.

- McFarland Johnson has staff that will assist management with preparing for the JumpStart convention and with marketing for Air Service Development.
- The subcommittee asked if it was possible to issue a Request for Proposal to generate some interest in a consultant just for Air Service Development. Ms. Servis said she would review the budget on a whole to see if there were funds for this.
- Return on the investment for a new airline (under the incentive program) would initially be expensive, but will eventually grow our revenue base.
- It was mentioned that the Commission needs to foster community use of the Airport. This is a regional issue and has an impact on the health of the local economy. The Airport is an essential asset to the overall success of the community.
- At the time this was previously presented to local businesses, the Commission did not have a clear vision for the Airport. The airport will form a plan with the consultant and then present to the community and host some stakeholder meetings.
- The Master Plan Update included contracting with Explorer Solutions for their marketing plan concept. The FAA has stated that we might need to readjust what our expectations are for the Master Plan. So management will have to revisit the items in the Master Plan.
- It was discussed to invite potential stakeholders to the spring Chamber networking event.

Action: This agenda item was moved to the full Commission for approval.

New Business:

None

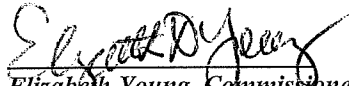
Updates:

Airport Manager's Report

- **FY2020 CIP & Data Sheets**
 - Manager Servis handed out the Final Airport FY2020-2024 Capital Improvement Plan spreadsheet (Attached). This includes the FAA and MassDOT funded projects. The FAA funding is based upon fluctuations in the passenger counts at the airport.
 - The spreadsheet is set up by priority and then by fiscal year (based upon reimbursement allocations).
 - The CIP is the first phase of the FY2020 budget and is reviewed by the Financial Director.
 - There is one project, the T-Hangar I Beal replacement, not on this plan that was originally in the Operating Capital budget last year because it was under the \$50,000 threshold (\$36,000). Current estimates are over \$100,000 so the Town has asked that this be included in the FY2020 CIP. This is not a reimbursable project.
 - Manager Servis reviewed all of the FY2020 projects on the spreadsheet.
 - All of the Data sheets associated with the projects are located in the DropBox. The link was forwarded to the Commissioners.
 - The entire plan will be before the Town Council for approval. Then each project will need an Appropriation Order for approval.
 - Manager Servis handed out the FY2020 Operating Budget Decision Package requesting \$40,000 for the rehabilitation of the General Aviation and Airport Operations Pilot Lounge. This will be a phased project so future modifications can be made to the whole building.
- Duffy Healthcare has contacted staff to discuss holding the May GALA in the terminal.
- Cape Cod Young Professionals want to start their planning meetings for their event in September.
- The Boy Scouts are still moving forward with their event.
- The Chamber of Commerce spring morning networking is also moving forward. The date has not been determined.
- The next step to move forward with the Kmart Plaza is to sign the agreement with WS Development. Airport counsel is reviewing the modifications that WS Development requested to make sure it does not violate any Chapter 30B requirements. The first reading for the 49 year lease will be on the Town Council Agenda this Thursday.
- Manager Servis will forward an email to the Commissioners about items occurring this week.
- The Finance Subcommittee will be reviewing a request from Ideal Floor Company for some additional square footage due to the design of their parking and loading dock. The square footage will increase from approx. 6400 to 8300 square feet.

- National Grid has not been in contact about the Mildred's Property parcel again, and the Airport does not feel this would be the best use for this parcel.
- Commissioner Young requested a planning meeting for the Chamber breakfast networking in the spring to prepare for the best way to market the Airport.
- During the updates at the Commission meeting on January 29th, McFarland Johnson will be presenting their dashboard system to monitor goals for the Airport Business Plan.

Adjournment: Having no other business to discuss, the meeting was adjourned at 5:23 p.m.


Elizabeth Young, Commissioner
Infrastructure Subcommittee

2/19/19
Date

