

**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

nan Weill,  
Commissioner

**BARNSTABLE MUNICIPAL AIRPORT**  
**INFRASTRUCTURE & MARKETING SUBCOMMITTEE**  
**MEETING AGENDA**  
**Tuesday, February 19, 2019**  
**2:30 PM**

- Call meeting to order
- Roll Call (Young, Lesinski, Weill)
- Review & Approve minutes of January 15, 2019 Infrastructure & Marketing Subcommittee meeting.

**UNFINISHED BUSINESS:**

IN1118-01 – Review & Discuss Minimum Standards

**NEW BUSINESS:**

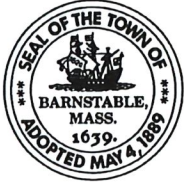
None

**UPDATES:**

1. Airport Manager's Report
  - Business Plan Update
  - Cape Air Charging Station Update

**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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Commissioner

### BARNSTABLE MUNICIPAL AIRPORT COMMISSION INFRASTRUCTURE & MARKETING SUBCOMMITTEE MEETING Tuesday, February 19, 2019 Airport Conference Room 4:15 PM

#### Call to Order

2:32 p.m.

#### Commissioners Present:

Commissioner Elizabeth Young, Commissioner Zachary Lesinski, and Commissioner Norman Weill

#### Commissioners Not Present:

None

#### Airport Staff Present:

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

#### Public Members Present:

Jim Wolf, Cape Air; Bob Shields, Allies Air; and John Griffin, BMAC

#### Agenda of the Day:

The minutes of the January 15, 2019 Infrastructure & Marketing meeting were approved and signed.

*The following was taken out of order:*

#### UPDATES:

- Cape Air Charging Station Update
  - Cape Air met with management a couple of months ago to request an infrastructure improvement to install electric car charging stations at some locations on leased property. They are eligible to receive grants from Eversource toward these installations.
  - Jim Wolf stated that Eversource has a "Make Ready" program, also available for municipalities, to allow for the cost of the infrastructure of the system. There is also an "Economic Justice Zone" map. This identifies areas that are available for an additional rebate program to reimburse for the cost of the charging stations themselves.
  - Cape Air now is able to provide an incentive program for their employees who purchase electric cars.
  - Due to these programs the stations are able to move away from the building and be separately metered. Originally there were 4 proposed sites, but due to security risks, there are now two sites.
  - Mr. Wolf gave an explanation of the logistics of the two sites, which will have two charging stations each. These are Level II type charging stations and will have card access for employees.
  -

- The future of electric and hybrid cars was discussed as well as the demand on the supply of electricity. Cape Air is working toward an all-electric fleet of airplanes.
- Once the locations are identified, Cape Air will then select the actual charging stations.
- Cape Air requested to be on the March 5<sup>th</sup> subcommittee meeting agenda with Eversource plans and schematics and charging station information. He would be sending information by February 26<sup>th</sup> for review by the commissioners.
- The requirement of the Airport, as the land owner, is to sign a License Agreement, Host Agreement, and Easement Agreement with Eversource to give them permission to install these stations. These will be reviewed by legal counsel.
- There was a discussion of the Eversource requirements for placing the locations. Eversource is installing conduit to carry 10 level II charging stations for future expansion.

**Unfinished Business:**

**IN1118-01 – Review & Discuss Minimum Standards**

- Cape Air had requested to modify the Minimum Standards (MS) to accommodate medical hazmat and emergency material though the non-authorized location (terminal) as this is an issue for Nantucket.
- Current MS do not allow for carriage of freight from the terminal.
- Management and Legal Counsel have identified language in the Freight Cargo Waiver and it has been reviewed by the FAA and they had no concerns. (Attached)
- The next step will be to hold a public hearing for tenants' comments and feedback.
- The language defines the definition of time critical elements for medical emergencies and natural disaster emergency transport. Manager Servis reviewed specific language.
- Management spoke with the Nantucket Airport about their Minimum Standard language, but has not seen their final language yet. Their language was a little different as they were relating it to the hospital and they did not have humanitarian supplies included.
- It was requested that the term "notification" should be better defined better as to what method of notification and where the notification should be sent.
- Mr. Shields, Allies Air Freight, did not have any questions. He stated that they could not carry hazmat on their flights.
- Once Manager Servis receives clarity from the Nantucket Airport, she will forward to all tenants for a two week comment period and then it will be on the full Commission agenda for March 19, 2019.

*Action: This agenda item was moved to the full commission for approval with modification to the language for Section 16.4.2.1.*

**New Business:**

None

**Updates:**

**Airport Manager's Report**

- **Business Plan Update**
  - This is a modified version of the presentation that was provided at the last Commission meeting. (Attached)
  - Manager Servis gave a quick overview of the progress of the Plan.
  - Phase I is where we are now – prioritization and implementation of the plan and review of resources.
  - Phase II next steps in 2019 and 2020 and integrating the Business Plan into the Master Plan.
  - Manager Servis reviewed several examples of long term and short term goals and the efforts required to meet these goals.
  - Management is working with McFarland Johnson to identify goals and drill down with the actionable items for the goal, identify and enter completed actions, and then produce reports for the Commission using their dashboard system.
  - The goals, A-D, were reviewed and their corresponding 12 month action plans were discussed:
    - Goal A – Maximize General Aviation Activity
    - Goal B – Diversify Revenue Streams
    - Goal C – Regional Air Transportation Leader (longer term goal)
    - Goal D – Develop Airport Branding
  - As an example, conducting the Airport Rates & Charges Study is already moving forward and the Airport has realized a significant increase in Aircraft Parking revenues from the small increases

that were already made; but the Airport needs to determine the correct amounts to be charging for all fees.


- Commissioner Weill commented that Goals C & D are very significant as to what happens at this Airport moving forward. This is a regional problem, not a Town of Barnstable problem. Some of the cost is impossible to transfer, but everyone has an economic stake in the region and this is a tremendous asset to future business growth and becoming a year round destination.
- Bob Shields commented that he has done extensive research for FBO (fixed Base Operator) possibilities for Allies Air. He asked about the Airport's plans for the fuel farm and the determination of either leasing the land to an entity to build a tank, or building a tank to lease both. He is very interested in having a tank for AvGas sales for an FBO. Currently the only AvGas tanks on the Airport are located at Griffin Avionics.
- At this time the best alternative for the two spaces for tanks at the fuel farm has not been determined yet. Chairman Young requested a future workshop to determine the vision for the future of the fuel farm. This will be discussed at the February subcommittee meeting.
- The Chamber of Commerce breakfast is a good networking opportunity. The host (Airport) is asked to give a few words and it would be ideal to have some existing tenants present to let attendees learn more about the airport. Chairman Young requested the format should include a 3 minute version of the Goals & Objectives, request for community support to work together, and a statement of where we are going and what we have for services now.
- Chairman Young would like to see Environmental Stewardship included in the Airport Image & Branding Goal.
- Under Air Transportation Leader – she would like to see what incentives it will cost to get an airline in here and then how to get passengers to use the service. Manager Servis will be asking these questions at the JumpStart event. It was also requested to try and get cost effective winter seasonal service to a southern destination or to another airport for a connection.
- Cape Air has had ridership from Hyannis to Nantucket and on to JFK in New York, but almost all passengers are getting on in Nantucket to JFK. The flight is not well known in the community, and it is cost prohibitive.

Manager Servis has been completing the FY2020 Operating Budget for Town review. In FY2018 and FY2019 the Airport had to use funds from the reserves to balance the budget and reduced the expenditures by \$438,000 in FY2019 by not including expense for replacing vehicles, digital improvements, etc. This year all of these initiatives are included in the budget. New leases with the Capetown Plaza and Ideal Floor Covering were included in the revenue budget for an approximate total budget of \$8 million. Manager Servis asked the Finance Director to implement reserving funds for future projects for the replacement of pavement on Runway 6-24 and replacement of the EMAS bed which will cost approximately \$1.7 or \$2 million for our local share of these projects. This will allow for short term bond borrowing rather than long term.

Assistant Manager Elia reported that two new entities have reached out to the Airport to build private box style hangars for their own aircraft within the next 12 to 18 months. These would be for fairly small aircraft. One parcel was the location tested for PFOS and there may need a few more wells installed and soil remediation by removing and replacing soil. It has not been determined where the removed soil would go.

Management has been working diligently on the WS Landing at Hyannis LLC agreement and lease. This will be presented in executive session for the Commission. The extension date is April 11, 2019. The approval of the 49 year lease will be before the Town Council on March 21, 2019.

**Adjournment: Having no other business to discuss, the meeting was adjourned at 3:56 p.m.**

  
Elizabeth Young, Commissioner  
Infrastructure Subcommittee

03/05/2019  
Date



