



BARNSTABLE MUNICIPAL AIRPORT

BOARDMAN-POLANDO FIELD

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Katie R. Servis, Airport Manager

Matthew T. Elia, Assistant Airport Manager

Barnstable Municipal
Airport Commission:

John T. Griffin, Jr.,
Chairman

James DellaMorte,
Clerk

Elizabeth Young,
Commissioner

Zachary Lesinski,
Commissioner

Norman E. Weill,
Commissioner

Vacant
Commissioner

Vacant
Commissioner

BARNSTABLE MUNICIPAL AIRPORT COMMISSION INFRASTRUCTURE & MARKETING SUBCOMMITTEE MEETING

Tuesday, May 7, 2019

Airport Conference Room 10:30 AM

Call to Order

10:35 a.m.

Commissioners Present:

Commissioner Elizabeth Young and Commissioner Zachary Lesinski

Commissioners Not Present:

Airport Staff Present:

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

Public Members Present:

Rick Lucas, McFarland Johnson

Agenda of the Day:

The minutes of the March 5, 2019 Infrastructure & Marketing meeting were approved and signed.

The minutes of the April 2, 2019 Infrastructure & Marketing meeting were tabled.

UNFINISHED BUSINESS:

IN0319-01 – Discussion of Future Tank Development at the Airport's Fuel Farm on the North Ramp

- The Pros and Cons of the Fuel Farm Options A (Airport installs and maintains the tanks) and B (Tenant would build and maintain the tank) were provided at previous meetings.
- Management also met with all FBO/Tenants that use fuel: Griffin Avionics, Cape Air, Allies, and Ross-Rectrix for their input. Griffin was not opposed, and would probably prefer to use the tank that the Airport would build and maintain as the onus is on the Airport for the tank.
- The Airport does not want to sell AvGas, but would have the ability to provide the AvGas on the field should a tenant shut down.
- There was a discussion of each of the tenants' views; and it was determined it might be best if the Airport built and maintained the tanks.
- *Action: This agenda item will remain on the Infrastructure Agenda for future discussions.*

NEW BUSINESS:

IN0519-01 – Presentation and Discussion of the Barnstable Municipal Airport Business Plan and 12-month Action Plan

- The Instrument Panel (designed by McFarland Johnson) was reviewed and the outline of the 4 goals, each with assigned 13 objectives. Each objective has a number tasks was discussed.
- The Instrument Panel is complete for Goal A as an example of the objectives for each goal tasks and timelines.

- The 12-month Action Plan will be aligned with the Fiscal Year and will identify the percentage of completed tasks.
- Each element is given a percentage to calculate progression of completion.
- Priorities 1 & 2 of each goal were reviewed.
- Everything that was identified in the Business Plan worksheet has been transferred into the Instrument Panel.
- There was a discussion of future flying clubs at the Airport.
- The FY2020 goals for the 12-month Action Plan will be forecast and reviewed in June.
- This presentation will be provided to the full commission at the May meeting.

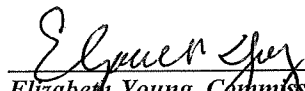
IN0519-02 – Presentation and Discussion of the JumpStart Presentation

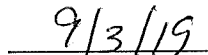
- Management has been working with McFarland Johnson on the JumpStart presentation
- Rick Lucas, McFarland Johnson, reviewed the topics in the power point presentation.
- Several generic areas will be covered to promote the market, historical & existing service, available facilities, etc. Service potential will be tailored to each airline.
- The subcommittee requested that Manager Servis lead the presentation at the Commission meeting.
- There was a brief discussion of the SCASD Grant and application deadlines.

Airport Manager's Report

- **Cape Air Charging stations**
 - The Airport release as lessor was signed and sent to Cape Air
- **RFP Land Development Update**
 - The required FAA and release for non-aeronautical land leases are in progress.
 - The Town of Barnstable Chief Purchasing Officer is waiting for a draft lease to attach to the priority #1 parcel.
- **WS Landing at Hyannis LLC Update**
 - The 49 year lease was approved April 25th by Town Council.
 - There are some business items that need to be finalized.
 - The Agreement won't be signed until the July Commission meeting.
- **Financial Overview**
 - Manager Servis reviewed the current status of the FY2019 budget, Revenues, and expenditures.
 - As of May 2nd The Airport is 7% above the revenue projection for FY2019.
- **Events**
 - The Duffy Health Gala on May 3rd was well received and attendees enjoyed the venue.
- **Bringing the Arts Barnstable Program to the Airport**
 - Commissioner Young related ideas for Arts at the Airport – providing a cart for artists with a new vendor each week.
 - There is excess demand for the Artists shanties on the Harbor, so there are artists that are interested. A period of June 27th through August 18th discussed.
 - The fee and recipient of the revenue would need to be determined.
- **Airfield Painting Project**
 - The 3 year Painting Project RFP is out for bid.
 - This will not need to be rebid each year, which will benefit the Airport to accomplish the painting as needed.

Adjournment: Having no other business to discuss, the meeting was adjourned at 12:00 p.m.


 Elizabeth Young, Commissioner
 Infrastructure Subcommittee


 Date

