



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

Stephen P. Cobb,
Vice Chairman

James DellaMorte,
Clerk

Elizabeth Young,
Commissioner

Zachary Lesinski,
Commissioner

Joseph J. Berlandi,
Commissioner

BARNSTABLE MUNICIPAL AIRPORT COMMISSION
MINUTES OF THE REGULAR SESSION
TUESDAY, August 21, 2018

Commissioners Present:

John T. Griffin, Jr., Chairman, Stephen P. Cobb, Vice Chair, James DellaMorte, Clerk, Elizabeth Young, Zachery Lesinski, and Joseph Berlandi. The meeting was held at the Barnstable Municipal Airport in the Airport Conference Room, 480 Barnstable Rd., Hyannis, MA.

Commissioners not present:

None

Yarmouth Representative:

Not present

Airport Staff Present:

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

Public Members:

Mark Woods, Ideal Floor; Norm Weill, Cotuit citizen, Bob Shields and Eric Goddard, Allies Aviation.

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:

The minutes of the following meetings were approved and signed:

January 23, 2018
February 20, 2018
March 27th, 2018
April 17th, 2018

Public Comment:

Norman Weill of Cotuit stated that he had applied to be on the Airport Commission.

Commissioners Response to Public Comment:

The Commissioners welcomed him and were glad he was in attendance.

Finance Subcommittee (Commissioners DellaMorte, Lesinski, Berlandi)

The Finance Subcommittee met on Tuesday, August 7th, 2018. Commissioner DellaMorte read a review of the meeting. (attached)

Infrastructure & Marketing Subcommittee (Commissioners Smith, Cobb, Young)

The Infrastructure & Marketing subcommittee met on Tuesday, August 7th, 2018. Commissioner Young read a review of the meeting. (attached).

Old Business:

BMA0518-01 – Approval of Lease for Portion of 290 Iyannough Road Property

MOTION to approve, subject to receipt of a letter from the bank to justify the lease terms, a lease for a portion of the 290 Iyannough Road Property for the purpose of MAJ Commercial realty, Inc. (Ideal Floor Covering) to access and build a loading dock, parking, and landscaping for their adjacent building. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

- This agenda item was moved and read by Commissioner Cobb, and seconded.
- Management has received a letter from the bank as requested.
- Mr. Woods reviewed the history of Ideal Floor Coverings.
- 6,710 sq. ft. (9.5% of the total Mildred's lot) will be leased to Ideal Floor Coverings under a 10+5+5 year lease at \$1.25/square ft.
- The Airport hopes to go out with a Request for Proposal (RFP) at some point to further develop the Mildred's property. Staff handed out graphics (attached) outlining the area for discussion purposes.
- The terms of this lease are the standard non-aviation rate with annual Consumer Price Index (CPI) increases.
- Mr. Woods stated he will close on the building September 26th due to the Federal statute on foreclosure properties. He hopes to start construction in October and open in April/May 2019.
- This agenda item was unanimously approved by verbal vote.

BMA0618-01 – Approval of New England Aircraft Detailing License Agreement

MOTION to approve an annual License Agreement for New England Aircraft Detailing to provide aircraft interior and exterior cleaning services at various locations at the Barnstable Municipal Airport on an as needed basis.

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

- This agenda item was moved and read by Commissioner DellaMorte, and seconded.
- This agenda item was tabled.

The following agenda items were taken out of order:

New Business:

BMA0818-01 – Approval of Sub-sub Leases between Allies Air, LLC and SpectaculAir, LLC

MOTION to approve the two Sub-sub Leases between Allies Air, LLC and SpectaculAir, LLC for hangars located at 550 and 560 Barnstable Road for the duration of the term of the Master Leases between Airline Realty Trust and Hangar 51, LLC and the Barnstable Municipal Airport dated June 21, 2016. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

- This agenda item was moved and read by Commissioner DellaMorte, and seconded.
- Mr. Shields and Mr. Goddard are present representing Allies Air, LLC.
- When Island Airlines closed in 2015 Allies Air approached the Airport to provide services. They have been evolving ever since.
- There is an existing sub-lease between Allies Air and Airline Realty Trust and Hangar 51, LLC.
- Allies Aviation recently purchased SpectaculAir which is based in Florida, but has been providing Charter Services at Barnstable Municipal Airport. Most of the charters are workers commuting to Nantucket.
- Allies Aviation is fully staffed and operational.
- The Airport Commission asked that freight service be removed from the terminal now that freight service has resumed from a freight office. A notice will be sent by management to cease the freight through the terminal by September 30th, 2018.
- Signage was discussed. The Allies name and graphic will provide customers with the new location and the freight parking signs will be removed from around the terminal.
- A press release will be done by the Allies Aviation.
- Allies invited both Rectrix and Cape Air to use their facility free for one year for freight services.
- It was noted that Commissioner Lesinski abstained from the vote.
- This agenda item was unanimously approved by verbal vote. (Griffin, Cobb, DellaMorte, Young, and Berlandi)

BMA0818-02 – Conceptual Approval of Cape Air Leasehold Improvement for Electric Vehicle Charging Stations

MOTION for conceptual approval only of the Cape Air Leasehold improvement to allow Cape Air to prepare plans for submittal to the Barnstable Municipal Airport Infrastructure Subcommittee for review and approval.

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

- This agenda item was moved and read by Commissioner Young, and seconded.
- This is for conceptual approval of the leasehold improvement only. This will still need to go before the Infrastructure & Marketing Subcommittee for approval of plans.

- This is a Green Initiative for Cape Air to offer their employees. Charging stations will be available as additional incentive for employees to purchase electric vehicles.
- Any leasehold improvement is tied to the master leases that originated in 2010 for the Fleet Building and 2011 for the Hangar II Building. These are both 20 year leases.
- This agenda item was unanimously approved by verbal vote.

BMA0818-03 – Approval of Cape Cod Media Broadcasting Marketing funds

MOTION to approval funds in the not to exceed amount of \$1,242.00 for the purpose of Cape Cod Media Broadcasting marketing opportunities. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Griffin, and seconded.
- The FY2019 budget for Public Relations was reduced, and the Airport is moving forward on an Ad Hoc basis.
- Cape Cod Media Broadcasting (CCMB) reached out directly to the airport and has offered various forms of marketing online, etc.
- Lynn Poyant, Town of Barnstable Community Services, is assisting with the MCI Drill Public service announcement, so this cost will be considerably less.
- CCMB will do the press release for the Wings of Freedom Tour remaining under the cap.
- This agenda item was unanimously approved by verbal vote.

Old Business:

BMA0718-05 – Discussion of Outreach and Presentations to Promote Aviation in Local Schools

- Management presented this approach at the last meeting and tentative meeting has been set up in September to discuss methods to promote aviation in the local schools.
- A Career Day, possible future curriculum changes or additions with aviation related classes, and after school enrichment were all discussed as possibilities.
- Ms. Servis spoke with a Sturgis Charter School teacher who was a seasonal employee at the airport, and he will forward information to the school.
- The next step is to talk to airport businesses and find out about possible internships and involvement.
- Heritage Turbines and Atlantic Aero Support already have an internship program and they are interested in assisting the airport.
- It was also recommended that this be highlighted through the town website, Channel 18, and STEM Education.

BMA0718-06 – Discussion of Review of BMAC Rules & Procedures

- Commissioner Berlandi stated that the Chair had sent an email establishing an Ad Hoc Committee consisting of Commissioner Berlandi and Commissioner Cobb to review the Rules & Procedures.
- Some changes to the language have been recommended to clarify current procedures.
- The Ad Hoc committee will meet and bring the recommended changes back to the full Commission during the next meeting.
- Commissioner Berlandi asked if Commissioner Young would join the committee to review the document.
- Commissioner Berlandi requested that Commissioners Cobb and Young send their comments to him. He will then compile them and schedule a meeting for the Ad Hoc Committee.

Yarmouth Representative Comments:

Mr. Marasco was not present

Airport Manager's Report:

- Manager Servis stated that she would prepare a situational report for the Commission.
- She has been working with the Town of Barnstable on zoning for the Sullivan Lot to be able to lease the entire parcel for parking and will meet with the Building Department next week
- GAMA Aviation (Wheels Up) has requested a possible annual fuel contract
- The following Airport events are scheduled:
 - August 23rd – Bismore Park Discover Barnstable Airport Day
 - September 5th – the Mass Casualty Incident (MCI) Drill -FAA requirement to be held every three years to test response to a potential disaster emergency. The Airport has been working very closely with the Hyannis Fire Department on a split location this year. A press release was handed out (attached).
 - September 17-19th – FAA Part 139 Inspection. It was strongly recommended that the commissioners observe.
 - September 20th – the Cape Cod Young Professionals Back to business Bash with over 900 attendees in the terminal
 - September 24-26th – Wings of Freedom Tour and Touch-a-truck on the East Ramp

- The draft of the Marketing Plan needs to be finalized. A tentative workshop after the full commission meeting will be scheduled for September 25th.
- Best Practices for Leasing of Airport Parcels:
 - The priority for developing available airport parcels is:
 - Sullivan Lot – parking
 - Mildred’s property
 - Access Road parcel
 - Most leases have been modified over the past seven years to unify the terms and rates
 - Moving forward, some provisions need to be reviewed to maximize revenue. This will be reviewed by the Finance Subcommittee.
- Kmart RFP Addendum
 - Many questions were received from potential bidders.
 - The Airport, Assistant Town Manager, Procurement Department, Town Legal Department, and Planning & Development Department are preparing responses to these questions. Some questions will need to be referred to the Airport’s aviation attorneys. Once a draft is complete it will be sent to the commissioners.
 - The addendum moved the bid response date from August 31st to October 5th.
 - The questions are both technical and policy related and will be handled by the Procurement Department.
 - The Operating Agreement will need revisions. Once a draft is complete it can be sent to the commissioners to determine if the revisions need to be discussed.

Commissioners Comments:

Commissioner Young asked about previous property appraisals for Airport parcels. Ms. Servis replied that Jim Toner had provided some appraisals as input anytime a lease was being reviewed. No master report was ever completed for the entire Airport, but only parcel by parcel. We have requested copies from Mr. Toner of these letters of appraisal. Chairman Griffin recently signed the contract via bid process for the appraisal of the Kmart property with Bill Moran, Nantucket Appraisals.

Commissioner DellaMorte inquired about the Jet Fuel Sales and if the inventory accounted for the fuel in the tanks at the beginning/end of each year could be added to the reports. He also requested that the average charge/gallon for all sales including the discounts be added to the monthly reports.

Commissioners Griffin and Cobb met with the Town Council for their quarterly leadership meeting and discussed co-operative help from the town on zoning, finances, and growth. The town is very supportive. Management also hold bi-monthly meeting with the Town Manager as well.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:26 PM

The next meeting will be held on September 25, 2018.

JAMES DELLAMORTE, CLERK