



**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

Norman E. Weill,  
Commissioner

**BARNSTABLE MUNICIPAL AIRPORT COMMISSION**  
**MINUTES OF THE REGULAR SESSION**  
**TUESDAY, January 29, 2019**

**Commissioners Present:**

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

**Commissioners not present:**

Elizabeth Young and Zachery Lesinski

**Yarmouth Representative:**

Not present

**Airport Staff Present:**

Katie R. Servis, Airport Manager, and Suzanne Kennedy, Executive Assistant to the Airport Manager, and Christina Lounsbury, Noise/Security Abatement Officer

**Public Members:**

John G. Flores, V.P. Town Council; Kevin Bradley, Rectrix; Bob Mallard and Chris Willenborg, ASG; Rick Lucas, McFarland Johnson; and Paul Tardif, Ideal Floor Covering

**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.

**Minutes of the previous meetings:**

The minutes of the following meetings were approved and signed:

- November 27, 2018 Commission meeting
- December 11, 2018 Commission meeting
- December 11, 2018 Executive Session Commission meeting

**Public Comment:**

None

**Commissioners Response to Public Comment:**

None

Commissioner Berlandi reiterated his comments from the Finance Subcommittee meeting. Katie and the staff provided the commission with a lot of information for the Finance Subcommittee meeting and as a result it was an excellent meeting.

**Finance Subcommittee (Commissioners DellaMorte, Lesinski, Berlandi)**

The Finance Subcommittee met on Thursday, January 24, 2019. Commissioner Cobb read a review of the meeting (Attached).

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

The Infrastructure & Marketing subcommittee met on Tuesday, January 15, 2019. Commissioner Weill read a review of the meeting. (Attached).

### **Old Business:**

None

### **New Business:**

#### **BMA0119-01 Approve Consent and Estoppel by and between the Barnstable Municipal Airport Commission (“Landlord”), Rectrix Aerodrome Centers, Inc. (“Rectrix”), Air Cape Cod, LLC (“ACC”) and Ross Rectrix Holdings, LLC (“Ross Rectrix”) for certain Lease Agreement dated July 2, 2001(as amended); August 20, 2002 (as amended) & June 21, 2016 (as amended).**

**MOTION** to Approve the Consent and Estoppel by and between the Barnstable Municipal Airport Commission (“Landlord”), Rectrix Aerodrome Centers, Inc. (“Rectrix”), Air Cape Cod, LLC (“ACC”) and Ross Rectrix Holdings, LLC (“Ross Rectrix”) for certain Lease Agreement dated July 2, 2001(as amended); August 20, 2002 (as amended) & June 21, 2016 (as amended) **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Cobb, and seconded by Commissioner Berlandi.
- Manager Servis thanked Rectrix for all of the work that Rectrix has done in Massachusetts. What they have established here at Hyannis is pretty incredible. The Airport has been glad to be partners with them; and is looking forward to the partnership with Ross-Rectrix Aviation.
- At the December 11<sup>th</sup>, 2018 Airport Commission meeting it was decided to move forward with the Consent and Estoppel and assignment of the various leases through a formal document.
- The document was reviewed by the Finance Subcommittee, outside Airport counsel, and Ross-Rectrix counsel.
- Manager Servis stated that the additional payment amount due to be filled in on page 2 is now \$.00 as Rectrix has paid in full all monies due as of Monday January 28, 2019.
- This agenda item was unanimously approved by verbal vote.

#### **BMA0119-02– Approve FY2020-FY2025 Capital Budget and Project Data Sheets.**

**MOTION** to approve the Fiscal Year 2020 through Fiscal Year 2025 Capital Improvement Plan (CIP) Budget and Project Data Sheets. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner DellaMorte, and seconded by Commissioner Berlandi.
- Management met with the consultants to prepare the draft to be presented to the FAA and MassDOT to identify what funding may be received for these projects.
- Management then met with the Town for their review and to make any modifications necessary.
- The final version that was reviewed by the Finance Subcommittee on December 28<sup>th</sup> included one additional project. This was for the T-hangar I Beam replacement project with a cost estimate of \$100,000.00.
- In FY2020, if the FAA and MassDOT grants that the Airport are requesting are received, the local share for the FY2020 projects totals \$451,750.00
- This agenda item was unanimously approved by verbal vote.

#### **BMA0119-03 – Approve MassDOT Grant Application for the Airport Rates and Charges Study and Replacement of Airport Snow Removal Equipment (Airport Trucks #30 and #21) in the amount of \$200,000.**

**MOTION** to approve the MassDOT Grant Application for the Airport Rates and Charges Study and for the Replacement of Airport Snow Removal Equipment (Airport Trucks #30 and #21) in the amount of \$200,000.

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

- This agenda item was moved and read by Commissioner Berlandi, and seconded by Commissioner Weill.
- MassDOT announced that they have available funding for FY2019.
- They have already approved funding availability for two projects: Airport Rates & Charges Study in the amount of \$100,000 and the purchase of two replacement Snow Removal Equipment (SRE) vehicles in the amount of \$100,000.
- As the applications for the grants needed to be submitted, the cost estimate for the Rates & Charges Study was based on a prior scope of services for other nearby airport studies. The Airport cost should not exceed this \$100,000 estimate.
- A Scope of Services cost will be provided to the Airport from McFarland Johnson the week of February 11<sup>th</sup>, 2019.
- This is a one-time look at fees to determine if the correct amounts are being charged, how the fees are set, missing fees, etc.

- Extensive research was done by staff to determine the 2017 Rates and Fees updates based upon competitive comparisons. This is a good start, but the revenue/expense requirements also need to be factored in.
- The commission asked about a projected return based upon proposed charges. Manager Servis discussed the Dynamic Analysis Tool (DAT) that has been created by McFarland Johnson.
- The DAT will make the Master Plan more of a living document. As data changes, the new information can be entered and the Airport's needs will be adjusted based upon the changing information. In 2017 the Airport did not have this capability, and was only using an excel spreadsheet. This is also useful information for marketing purposes and for justification of information.
- At the Finance Subcommittee there were two requests made:
  - Look at the cost benefit of implementing the study
  - Look at the revenue increases realized due to the 2017 fee increases
 Staff is working on these requests.
- The Fuel Contract language revisions based upon rate changes was discussed. These are annual contracts and could be updated annually with revised fees.
- Concerns of higher rates driving away business was discussed and will be addressed when presented to the tenants.
- The plan is to have this base study and then each year reassess to evaluate annual increases.
- 80% of this cost will be reimbursed by the MassDOT, so the Airport share will be 20% or \$20,000.
- The Snow Removal Equipment grant will replace two trucks that are 20 years old. These trucks will be traded in toward the cost of the new trucks or offered to other municipal departments as surplus property if the trade-in option is not implemented.
- 80% of this cost will be reimbursed by the MassDOT, so the Airport share will be 20% or \$20,000.
- This agenda item was unanimously approved by verbal vote.

**BMA0119-04 - Approve Submission to the Town Council for Fiscal Year 2019 Supplemental Appropriation Order in the amount of \$200,000 for the Airport Rates and Charges Study and Replacement of Airport Snow Removal Equipment (Airport Trucks #30 and #21).**

MOTION to approve the Submission to the Town Council for Fiscal Year 2019 Supplemental Appropriation Order in the amount of \$200,000 for the Airport Rates and Charges Study and the Replacement of Airport Snow Removal Equipment (Airport Trucks #30 and #21). **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner DellaMorte.
- These funds will come out of the Airport reserves.
- Any monies that are not used in the FY2019 operating budget will go back into the reserves.
- The certified reserve balance is currently a little over \$3.5 million.
- This agenda item was unanimously approved by verbal vote.

**BMA0119-05 - Approve MAJ Commercial Realty LLC (Ideal Floor Covering) Lease Amendment #1 for certain Lease Agreement dated August 21, 2018 by and between the Barnstable Municipal Airport and MAJ Commercial Realty LLC for 290 Iyannough Road/Route 132 in Hyannis, MA.**

MOTION to approve the MAJ Commercial Realty LLC (Ideal Floor Covering) Lease Amendment #1 for certain Lease Agreement dated August 21, 2018 by and between the Barnstable Municipal Airport and MAJ Commercial Realty LLC for 290 Iyannough Road/Route 132 in Hyannis, MA. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Berlandi.
- The Airport Commission signed a lease with MAJ Commercial Realty LLC (Ideal Floor Covering) on August 2, 2018. This lease was for 6,710 sq. ft. which is approximately 9.5% of the total Mildred's parcel.
- While going through the Town permitting, it was identified that additional space was needed for their loading dock, parking, and widening access to accommodate the Hyannis Fire Department's new truck turning radius.
- An additional 1,444 sq. ft. was needed for a new total of 8,154 sq. ft. which is approximately 11.5% of the total Mildred's parcel.
- This agenda item was unanimously approved by verbal vote.

**BMA0119-06 - Approve 60-day extension request from WS Landing at Hyannis LLC for Agreement execution for 790 Iyannough Road/ Route 132, Hyannis, MA**

MOTION to approve the request from WS Landing at Hyannis LLC for a 60-day extension to the execution of the agreement as specified in the Request for Proposal Section 3, Item E, page 12 for development of the property located at 790 Iyannough Road/Rte. 132, Hyannis, MA. This would extend the date from February 11, 2019 to April 11, 2019. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Cobb, and seconded by Commissioner Berlandi.

- The proposal received from WS Development made several modifications to the Agreement. They had concerns that the Lease that was attached to the Agreement had not yet been negotiated.
- WS Development has asked for the 60 day extension to April 11, 2019 so that they may have time to negotiate the agreement and lease.
- WS Development is working on a redline copy of each document for review by the Airport Commission and outside counsel to insure that the Airport is protected and not in violation of any Grant Assurance or Chapter 30B requirements.
- Management asked that a formal letter be submitted. A copy is in each Commissioner's packets.
- For clarification, the Lease is attached to the Agreement and the RFP language only made reference to the Agreement. Both documents will be submitted with redline suggestions.
- The Agreement includes the terms and conditions for operating until the Lease takes effect in 2024.
- Because the Lease is physically attached to the agreement there are two ways to handle this request. Either sign the Agreement and then attach an amendment to the Agreement once the Lease is negotiated, or take the 60 days now and make the modification so that both documents are complete at signing.
- Management will set up a schedule with outside counsel and WS Development to stay on schedule.
- This agenda item was unanimously approved by verbal vote.

**BMA0119-07 - Approve Updated Airport Air Carrier Incentive Program for CY2019.**

**MOTION** to approve the updated Barnstable Municipal Airport Air Carrier Incentive Program for Calendar Year 2019. **SPONSOR:** Infrastructure & Marketing Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Weill, and seconded by Chairman Griffin.
- A draft of the revised program was sent to the Commissioners on December 12, 2018. Comments were received back from the Subcommittees and were incorporated into the final document for approval.
- The incentive plan will be offered to all airlines wishing to offer new service to be consistent per the FAA.
- The initial Incentive Program that the Airport offered was reviewed by the FAA to determine that we were consistent with our incentives.
- Current modifications were to generalize some specific parameters to attract airline service. The program is reviewed annually and this may change in the future.
- Without an incentive in place, the airlines will not enter discussions at the JumpStart Program.
- Manager Servis gave a few examples of how the incentives would work.
- The Incentive Program initiatives have not been identified in the Rates & Charges Study but can possibly be included in the scope.
- This agenda item was unanimously approved by verbal vote.

**Noise Report:**

- Ms. Lounsbury reported on the noise reports for October through December 2018, and the year-end recap for 2018.
- October there were two complaints made by two complainants.
- November there were two complaints made by two complainants.
- December there were zero complaints.
- For calendar year 2018 there were 54 total complaints by 20 complainants. Comparatively, last year, for calendar year 2017 there were 176 total complaints.
- The year-end report (Attached) has a new format. Ms. Lounsbury reviewed changes and steps that the airport did to create the decreases in noise complaints since 2001. The flight tracking portal made a huge difference in making the information available to the public and they get their answers right away.
- Manager Servis stated that the Master Plan update and the closure of Runway 6-24 could affect noise complaints due to the perception of what the airport will be doing.
- Ms. Lounsbury shared that she once received a noise complaint for a JetBlue aircraft before they started service.

**Yarmouth Representative Comments:**

Mr. Marasco was not present

**Airport Manager's Report:**

- The Business Plan Update was reviewed on the portable screen. Manager Servis stated that the Commission started monthly workshops in November 2017 to develop a Marketing Plan. Different goals, objectives and actions were identified from an Airport perspective. Management requested that McFarland Johnson look at internal processes to see if business plan criteria could be implemented into existing programs so that the Airport could generate ongoing status reports for the Commission on a quarterly basis.
- Rick Lucas, McFarland Johnson, reviewed the process that was similar to their internal system which they have tweaked to accommodate the objectives to produce an actionable business plan for the Airport.

- The three core segments that the plan will be concentrated on based upon the defined goals and they include: recreational aviation, commercial aviation and corporate aviation.
- Rick Lucas reviewed the power point presentation (Attached).
- Next steps include:
  - Objectives Refined (Targeted & Focused)
    - Jan/Feb 2019
  - Effort/Resource Evaluation
    - Mar/Apr2019
  - 12-Month Action Plan
    - May 2019
- A 12 month action plan will be implemented (May 2019 – April 2020). Once information is entered or deleted, a dashboard will be created reporting information that identifies current snapshot of goals and objectives, and what still needs to be implemented.
- Mr. Lucas reviewed the goals with fixed and variable items that could influence the objectives over this 12 month period.
- The result will be an action plan to achieve the goals.
- Moving forward the existing staff in the office will identify the actions that have already been implemented on a weekly basis. Then the dashboard will be updated automatically.
- The information in the Airport Manager’s Situational Report will be transitioned into this format so that it can be used to update the progress in the dashboard.

**Commissioners Comments:**

Commissioner Weill commented that the task of attracting people to this airport is really a regional issue. He encouraged the Commission to talk to people in the community to get them to understand that this is a resource for economic growth for the whole region

**Adjournment:**

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

The next meeting will be held on March 19, 2019.

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JAMES DELLAMORTE, CLERK