



BARNSTABLE MUNICIPAL AIRPORT BOARDMAN-POLANDO FIELD

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R.W. "Bud" Breault, Jr., Airport Manager
Katie R. Servis, Assistant Airport Manager

BARNSTABLE MUNICIPAL AIRPORT COMMISSION MINUTES OF THE REGULAR SESSION TUESDAY, January 23, 2018

Barnstable Municipal
Airport Commission:

John T. Griffin, Jr.,
Chairman

Mary F. Smith,
Vice Chairman

Stephen P. Cobb,
Clerk

Elizabeth Young,
Commissioner

James DellaMorte,
Commissioner

Zachary Lesinski,
Commissioner

Joseph J. Berlandi,
Commissioner

Commissioners Present:

John T. Griffin, Jr., Chairman, Mary F. Smith, Vice Chairman, Stephen P. Cobb, Clerk, Elizabeth Young, Zachery Lesinski, and Joseph J. Berlandi. The meeting was held at the Barnstable Municipal Airport in the Airport Conference Room, 480 Barnstable Rd., Hyannis, MA. James DellaMorte and Joseph Berlandi joined the meeting at 4:05 PM.

Commissioners not present:

None

Yarmouth Representative:

William Morasco

Airport Staff Present:

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

Public Members:

Brad Schiff and Sean Gonsalves, Pierce-Cote Company

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. A moment of silence was held for Susie O'Brien, Bob O'Brien's wife.

Minutes of the previous meetings:

The minutes of the October 17, 2017 meeting were approved and signed.

The minutes of the November 14, 2017 special meeting were approved and signed.

The minutes of the November 14, 2017 meeting workshop were approved and signed.

The minutes of the November 28, 2017 meeting were approved and signed.

The minutes of the December 12, 2017 meeting workshop were approved and signed.

Public Comment:

None

Commissioners Response to Public Comment:

None

Finance Subcommittee (Commissioners DellaMorte, Lesinski, Berlandi)

The Finance Subcommittee met on Wednesday, January 10th and Commissioner Cobb read a review of the meeting. (attached)

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

The Infrastructure & Marketing subcommittee met on Tuesday, January 9th and Commissioner Smith read a review of the meeting (attached).

Chairman Griffin commended the subcommittees on all of the hard work that they do.

Old Business:

None

New Business:

BMA0118-01 – Approval of four month contract extension for the Airport Manager to June 28, 2018

MOTION to approve the four month contract extension for Airport Manager Roland Breault from March 1, 2018 to June 28, 2018. . **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Cobb, and seconded.
- There was no discussion.
- This amended agenda item was unanimously approved by verbal vote.

BMA0118-02 – Approval of the three year contract for Katie Servis as Airport Manager to commence June 29, 2018

MOTION to approve the three year contract to commence on June 29, 2018 for Katie Servis as Airport Manager.

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

- This agenda item was moved and read by Commissioner DellaMorte, and seconded.
- There was no discussion.
- This agenda item was unanimously approved by verbal vote.

BMA0118-03 – Introduction of Explorer Solutions 3-phase Approach to Airport Land Use Development (remote presentation)

- This agenda item was moved and read by Chairman Griffin.
- Assistant Manager Servis introduced Christian Perreault and reviewed Explorer Solutions background with assisting airports in revenue generation. He spoke with the Commission previously, but not all of the commissioners got to see the presentation so he is repeating it today.
- The three phase process will be included in the Master Plan Update.
- Christian reviewed Explorer Solutions history and biography and the possible alternate revenue generation for airside/groundside/terminal potential. A copy of the power point presentation is attached.
- The three phases (3 year process), which will be contracted independently, are:
 - Research – Identify future sector trends and niche projects, market analysis (6 months)
 - Investment Attraction – Create a steering Committee and refine the project (14-18 months)
 - Finalize Project Definition and Implement the Project
- Mr. Perreault reviewed all of the steps in detail.
- Non-aviation projects will be looked at as well as aviation projects.
- Explorer Solutions has completed this process with one or two airports a year. There have been projects that were stopped about 1/3 of the way through step 2, as the market for this particular project had lost its economic viability.
- Management is in the process of adding this t the Master Plan, and Jacobs will provide this information next month. Then a start date will be determined. Funding will be 95% FAA and 5% MassDOT reimbursable.
- Staff thanked Mr. Perreault for the presentation.

Noise Report:

- Ms. Lounsbury reported on the noise reports for October through December 2017, and the year end recap for 2017.
- October there were five complaints made by four complainants.
- November there were eight complaints made by three complainants.
- December there were seven complaints by two complainants.
- For calendar year 2017 were 176 total complaints. Of the 176, 131 were made by one citizen. Last year, for calendar year 2017 there were 81 total complaints.
- All calls are broken down by the individual, type, times, etc. and responses are made to the citizens, as well as pro-active information prior to any extenuating circumstance.
- Ms. Lounsbury has had extensive conversations via email with the one excessive complainant. He has declined the invitation to come into the office. Even though he is always cordial, he believes that the more he complains the more we will have the ability to change flight paths and limit hours; even though this is not possible. By responding, it does not necessarily change what people hear, but at least they know that the Airport does care and that we can give them the most correct information.

Yarmouth Representative Comments:

Mr. Marasco concurred that the data allows for understanding and mitigation of complaints. He thought that there would be fewer complaints with aircraft that are being flown with greater climb rates.

Ms. Lounsbury replied that the King Airs do make a difference with the quicker climb rate. There are little to no complaints about the Jet Blue flights. She recently spoke with a woman who purchased a home in Hyannis the beginning of December and had specifically told her Real Estate agent that she did not want to live near an airport. Ms. Lounsbury explained her location and proximity to the Airport and suggested she call the owner of the Agency. She recommended that people reach out to the airport to be a proactive resource if they have any concerns with living near the airport.

Manager Breault has met with the Board of Realtors and offered to hold a workshop to inform realtors about the Airport, and they declined.

Mr. Marasco concluded that as long as the Airport continues with the process of trying to get concise information from the complainants, they it can be analyzed and reviewed for any possible mitigation that could occur.

Ms. Lounsbury stated she has always received positive responses from the tenants and chief pilots concerning any issues.

Cape Air is looking into new aircraft to replace the Cessna 402 fleet.

Airport Manager's Report:

Assistant Manager Servis reported the following:

- The Kmart RFP Committee is meeting every two weeks to work on the RFP.
- Workshop #3 for the Market Plan Development occurs tonight. The next meeting in February will include the tenants to review the goals.
- The Airport Capital Improvement Plan and data sheets have been sent to all commissioners for review. This will be reviewed with the Town Manager tomorrow.
- Staff met with Representative Whalen to assist with applying for a Massworks grant for the east side Access Road development. Ms. Servis is currently in a Grant Development Class and has been assigned homework to work on a Massworks grant.
- A discussion is scheduled for Thursday with procurement and town attorneys to discuss solar installation for the Republic Parking leased Parking Lot. An RFP will be developed for this to include a number of town sites.
- There will be a future planning meeting in March with Hyannis Fire Department, G&S Solar and Eversource to revolve around planning for any potential incident that may involve the solar array.
- Management will be reaching out to airlines – JetBlue, Delta, American, Republic, and Elite.
- The Master Plan Update will include Explorer Solutions Marketing Plan and a management should have a schedule within the next month.
- Cape Cod Coffee now has delicious donuts and can be preordered. There is free parking for Cape Cod Coffee in the lot next to the south entrance. A press release will go out promoting services at the airport.
- Staff has been looking into the Veoci System to digitalize our daily airfield reports and fueling process paperwork.
- Ms. Servis will be attending the Massachusetts Airport Managers Association (MAMA) Board of Directors Meeting on Thursday. She requested any topics from the Commissioners that they may want the MAMA to review.

Commissioners Comments:

None

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:28 PM

The next meeting will be held on February 20, 2018.

STEPHEN P. COBB, CLERK