



**BARNSTABLE MUNICIPAL AIRPORT**  
**BOARDMAN-POLANDO FIELD**  
480 BARNSTABLE ROAD, 2ND FLOOR  
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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, July 24, 2018**

**Commissioners Present:**

Stephen P. Cobb, Vice Chairman, John T. Griffin, Jr., 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.

**Commissioners not present:**

James DellaMorte, Clerk

**Yarmouth Representative:**

William Marasco

**Airport Staff Present:**

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

**Public Members:**

None

**Call To Order:**

Vice Chairman Cobb called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:05 p.m. Attendance roll call was taken followed by the Pledge of Allegiance and a moment of silence for Weymouth Police Officer Chesna.

**Minutes of the previous meetings:**

The minutes of the June 19th, 2018 meeting were approved and signed.

**Public Comment:**

None

**Commissioners Response to Public Comment:**

None

*This agenda item was taken out of order:*

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

The Infrastructure & Marketing subcommittee met on Tuesday, May 15<sup>th</sup> and June 12th, 2018. Commissioner Young read a review of the meeting. (attached). The subcommittee did not meet during the month of July 2018.

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

The Finance Subcommittee met on Tuesday, July 10th, 2018. Commissioner Cobb read a review of the meeting. (attached)

**Old Business:**

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

**MOTION** to approve a lease for a portion of the 290 Iyannough Road Property for the purpose of Ideal Floor Covering to access and build a loading dock on their adjacent building, and for customer parking. **SPONSOR:** Infrastructure & Marketing Subcommittee (**May be acted upon**)

- This agenda item was tabled.

**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**)

- This agenda item was tabled.

**New Business:**

*The following items were taken out of order:*

**BMA0718-02 – Approve Jacobs Engineering Change Order No. 1 to the Contract for the Slurry Seal Project in the amount of \$7,710.00**

**MOTION** to approve the Jacobs Engineering Change Order No. 1 to the contract for the Slurry Seal Project in the amount of \$7,710.00. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Griffin, and seconded.
- This was reviewed in the Finance Subcommittee meeting.
- This was originally budgeted for only one week, and was then was increased to a two week period.
- Jacobs engineering reached out to MassDOT Aeronautics and they agreed to reimburse 100% of this extra cost.
- This has already been submitted for reimbursement.
- Commissioner Berlandi requested an amendment to this motion to add the following language “which is 100% reimbursable by the MassDOT”
- This amended motion was seconded and unanimously approved by verbal vote.

**BMA0718-03 – Approve R.B. Our Change Order No. 1 to the contract for the Hangar II Drainage Project in the amount of \$99,937.00 for the add alternates #1 and #2**

**MOTION** to approve the R. B. Our Change Order No. 1 to the contract for the Hangar II Drainage Project in the amount of \$99,937.00 for the Add Alternates #1 and #2. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Young, and seconded.
- When this project was anticipated we received estimates from our consultants, and based our appropriation order on these estimates.
- Potential bidders indicted that our dollar amount might be too low to install all of the underground chambers that were needed for proper drainage.
- Add alternate #1 was added for the full build out of the underground storage system and Add alternate #2 was for the sewer connection to the Airport building that is being leased to Griffin Avionics and sub-leased to Specialized Automotive Services.
- In discussions with Town Council for these additional funds to be appropriated, Town Council wanted the project to be completed and they approved the additional funds to be used from the Airport’s reserves.
- Management did try and seek additional funding from MassDOT on three separate occasions, but the MassDOT did not approve any additional funds for these Add alternates.
- Griffin Avionics has indicated that they would participate with a portion of the sewer connection (\$5,300).
- Management has still not received the sub-lease between Griffin Avionics and Specialized Automotive Services.
- Commissioner Berlandi requested the motion be amended to add the following language: “to be appropriated out of the Airport reserves at the request of the Town Council”.
- This amended motion was seconded and unanimously approved by verbal vote.

**BMA0718-04 – Approval of the GoRentals License Agreement effective May 21, 2018**

**MOTION** to approve the GoRentals License Agreement effective May 21, 2018 to provide vehicle rental services from the Rectrix Aviation FBO facility. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was tabled.
- This is a company that has been providing rental cars from the Rectrix facility.
- Because there are four existing car rental companies in the terminal, management requested that the Airport attorney review the existing leases and it was determined that as GoRentals was not operating out of or at the terminal that management could proceed with a lease that contained stipulations that GoRentals could operate out of the Rectrix facility only.

- Unfortunately, on a number of occasions GoRental employees have put up GoRental signs on different locations of the airport. That was clearly outside of the agreement. They were approached by both prior Manager Breault and Manager Servis to cease and desist with this practice as a violation of the agreement.
- They have decided, last week, to pull out of the market at this location.
- Management was concerned for the existing car rental companies that they were already violating the agreement.
- The \$1500.00 license agreement was paid and they have been asked to submit the 10% concession of their revenue to the airport from the start of their business, which was the end of May.
- Commissioner Griffin commented that he drove through the airport on a Sunday and saw a Jeep at the corner of the Access road in the Allies parking lot with a big “Rent Me, GoRentals” Sign on it.
- The existing vendors have provided cars to Rectrix in the past.

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

- Assistant Manager Elia received information regarding curriculum changes with Barnstable High School.
- The Airport would like to get aviation education into the schools early and often.
- Ms. Servis spoke with Mark Ells, Town Manager, about having a future meeting with the School Superintendent.
- Many times High Schools have made an after school course if it would not fit in to the curriculum,
- AOPA has a four year program “You Can Fly” for High School students. They recognize that they need to be self-sustaining with future pilots.
- Another option is giving presentations at the schools on aviation careers. Manager Servis used to do this through MassDOT Aeronautics and she has an old presentation that can be modified for the Airport’s needs.
- Maybe join forces with Cape Cod Community College and Bridgewater State University to hold a career fair.
- It might take some time to accomplish, but the conversation needs to be initiated with the schools, then show up and do this at the schools and continue working on the curriculum, and then have an entity at the airport to start providing training services.
- There may be potential grant opportunities for a program to assist with this.
- There was a question about grant writing. There are intern and students that can do grant writing.
- There was a discussion of the technology of hybrid-electric or all electric urban air taxis that may foster some excitement about aviation again. Boing has predicted this to be a 20 year pilot shortage.

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

- Commissioner Berlandi requested to review these as the existing Rules were approved in 2010.
- He proposed a committee be formed to review these and bring suggestions back to the full commission.
- Commissioner Cobb stated these will be discussed at both of the subcommittee meetings and then comments will be reviewed by the full commission.
- Commissioner Cobb moved that the current Rules & Procedures be reviewed by the commissioners and both subcommittees will be prepared to discuss comments during the August meetings.
- This motion was seconded and unanimously approved by verbal vote.
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#### **Noise Report:**

- Ms. Lounsbury reported on the noise reports for April through June 2018.
- April there were three complaints made by one complainant.
- May there were four complaints made by two complainants.
- June there were five complaints by five complainants.

There was a discussion of the types of complaints and repetitive complainants. The number of complaints is lower than last year. There was a discussion of “low flying” aircraft and how larger aircraft are perceived to be lower due to the size of the aircraft. It was mentioned that the pilots have been very respectful of the Noise Abatement Rules and Procedures.

#### **Yarmouth Representative Comments:**

Mr. Marasco commented that over the years that he has been the Yarmouth Representative the numbers of complaints have decreased. This is due to a combination of different aircraft, better data, better methods to record the complaints, etc. Ms. Lounsbury thanked Mr. Marasco for his knowledge and good representation of the Airport.

#### **Airport Manager’s Report:**

- The Manager’s Situational Report was sent to the Commissioners on July 20<sup>th</sup>. Manager Servis will review the highlights.
- Staff would like to have events at the airport on a monthly basis and have some ideas on how to fill the gaps.

- Discover Barnstable Aviation Hour is occurring on August 23<sup>rd</sup> at Bismore Park. The Airport is participating with seven tenants joining to represent what is offered at the Airport. The State Aeronautics Division will also be bringing their flight simulators.
- The Massachusetts Casualty Incident (MCI) Drill is occurring September 5<sup>th</sup>.. This is an FAA requirement that the Airport has a drill to meet their certification requirements. These are coordinated with Hyannis Fire Department, Barnstable Police Department, Red Cross, and our tenants to evaluate the emergency response capabilities. This year will be a split drill with an event at the airport and also at Lewis Bay.
- Cape Cod Young Professionals Back to Business Bash is occurring on September 20<sup>th</sup>. The Airport will have a table and conduct a survey again this year.
- The Wings of Freedom Tour and Touch-a-truck will take place on September 24<sup>th</sup>-26<sup>th</sup>.
- Cape Air asked if the staff was interested in opening a Women in Aviation Chapter here for the Cape and Islands region. An introductory meeting will transpire on the 10<sup>th</sup> or 17<sup>th</sup> of October.
- Cape Air is sponsoring Girls in Aviation Day on October 23<sup>rd</sup>. They will bring girls to the airport from different communities that normally would not have access to aviation or think about an aviation career.
- Both the Wings of Freedom Tour and the Discover Barnstable Day will be posted in the Barnstable Bulletin. Management is working Pierce-Cote to finalize the marketing plan. This will be presented to the Infrastructure & Marketing Subcommittee and then the commissioners. This is a moving document and will be changing depending on what is happening in the industry. A workshop will be scheduled on August 21<sup>st</sup>.
- All four of the MassDOT projects have been completed. Manager Servis thanked the staff in pulling it all together and completing this \$500,000 worth of projects prior to July 1<sup>st</sup>.

*This agenda item was taken out of order:*

**MOTION** to reopen nominations for the position of Commission Chair which will take effect immediately upon approval. **SPONSOR:** Airport Commission (**May be acted upon**)

- Last month a Chair was elected during the annual elections, and that person is unable to perform that duty. As Vice Chair, Commissioner Cobb reopened the nominations for the position of Commission Chair for Fiscal Year 2019.
- Commissioner Young nominated Commissioner Griffin to serve as Chairman of the Commission. The motion was seconded by Commissioner Berlandi. Nominations were closed.
- This motion was unanimously approved by verbal vote.

**Commissioners Comments:**

Commissioner Griffin commented on an article in the Travel Section of the Boston Herald about the seaplane base in Mt. Dora Florida where Matt Elia came from.

Commissioner Young thanked Katie Servis for meeting the deadlines on the MassDOT projects.

**Adjournment:**

Upon Motion duly made and seconded, the meeting was adjourned at 5:05 PM

The next meeting will be held on August 21, 2018.

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STEPHEN P. COBB, CLERK