



**BARNSTABLE MUNICIPAL AIRPORT  
BOARDMAN-POLANDO FIELD**  
480 BARNSTABLE ROAD, 2ND FLOOR  
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Katie R. Servis, Airport Manager  
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**BARNSTABLE MUNICIPAL AIRPORT  
COMMISSION MINUTES OF THE REGULAR SESSION  
TUESDAY, SEPTEMBER 15, 2020  
Via Zoom**

**Commissioners Present:**

John T. Griffin, Jr., Chair; Elizabeth Young, Vice Chair; Norman Weill, Clerk; Wendy Bierwirth; John G. Flores; and Bradley J. Bailey.  
The meeting was held at the Barnstable Municipal Airport in the Airport Conference Room, 480 Barnstable Rd., Hyannis, MA via Zoom

**Commissioners not present:**

None

**Yarmouth Representative:**

Not present

**Airport Staff Present:**

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

**Public Members:**

Robert Mallard, Airport Solutions Group; Christina Lounsbury, Barnstable Municipal Airport; Helyne Mederios, Franklin Weldon and Gilda Pistorio, Ross-Rectrix.

**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 to recognize the passing of Artist Liz Mumford; and a moment of silence was held to recognize the tragedy of 9/11 and the reopening of the Airport on 9/15/2001.

**Minutes of the previous meetings:**

Minutes of the March 17, 2020, and August 18, 2020 meetings were approved and were signed by Chairman Griffin for Clerk Weill.

**Public Comment:**

None

**Commissioners Response to Public Comment:**

None

Airport Management recognized Ross-Rectrix and Christina Lounsbury for their exemplary actions during the recent TSA Surprise Inspection. The Ross-Rectrix (JetBlue) crew confronted the TSA inspectors trying to gain access to the ramp without proper identification; and all of the proper documentation was in order. Helyne Mederios was commended for all of her efforts to properly train the employees and keeping paperwork up to date. Christina Lounsbury commented that everyone did a fantastic job. Helyne Mederios stated that Franklin Weldon and Gilda Pistorio joined the meeting today and were credited for being the employees that stopped the TSA inspectors. Manager Servis stated that Ms. Lounsbury's job is not easy and she typically has to be the "hammer" when reinforcing regulations. Manager Servis also thanks the Ross-Rectrix staff for doing their jobs and stopping the TSA Inspectors. Ms. Mederios thanked Christina for doing a fantastic job teaching and training everyone to make sure the Airport is kept safe and secure.

### Finance Subcommittee (Commissioners Weill, Flores, and Bailey)

The Finance Subcommittee met on Tuesday, September 1st, 2020. Commissioner Weill read a review of the meeting (attached).

### Infrastructure & Marketing Subcommittee (Commissioners Young, and Bierwirth)

The Infrastructure & Marketing subcommittee met on Tuesday, September 1st, 2020. Commissioner Young read a review of the meeting (attached).

### Old Business

#### **COM0720-01 Airport Branding Presentation**

- Manager Servis reviewed the results from last month's branding discussion.
- The Quotient Group forwarded mock-ups of the possible name and brand logos past a few airline marketing managers. They received feedback from Sun Country PR/Marketing Manager, Jessica Wheeler. Jessica was previously with Allegiant and during her time there, opened 180 new routes for Allegiant
  - When reviewing the name "Cape Cod Regional Airport", Jessica felt that she would avoid looking using "regional" in the name because to her and her team, the word "regional" implies a small backyard, country airport and not within her area for expansion of Allegiant or Sun Country.
  - Ms. Wheeler indicated that she would typically bypass airports that identified themselves as a "regional" airport.
  - When the name, "Cape Cod Gateway" was floated by her – her exact words were, "that is brilliant".
  - She said she would also suggest that we keep the words Cape Cod in the name as using Hyannis did not have meaning to her except for recognition with the Kennedys
- This was the only feedback to date. The commissioners requested that JetBlue be contacted, as well as the Cape Cod Chamber, for their views of "Gateway" and Regional".
- Helyne Mederios commented that the runway length is prohibitive. If the runway is lengthened, more corporate users would locate here. A recent request was from an overseas company with 6 jets that wanted hangar and office space. They liked the location, but needed a longer runway. Ms. Servis asked Helyne for assistance in getting letters from corporate users about the runway length.
- The FAA does not define a size for a regional airport.
- Commissioner Young googled "regional" and saw Worcester Regional Airport and Manchester-Boston Regional Airport. This appears to be a recent change in the names for MassPort to be reaching out to the area to grow the MassPort shelf.
- There seems to be possible confusion of the "Gateway" being marketed as Wareham for so many years.
- The color pallet was discussed (see attached). The commission liked all of the colors on the far right and suggested a white star instead of the crossed runways.
- The latitude and longitude did not look good, so was removed as an option.
- The Quotient group will work on recommended adjustments and gather additional feedback on the name.

#### **COM0720-02 – Approval of the Fuel Contract by and between Barnstable Municipal Airport and World Fuel Services for Fuel Supply and Fuel Vehicle Rental.**

**MOTION** to approve the Contract by and between Barnstable Municipal Airport and World Fuel Services for the Fuel Supply Agreement, the Branding Agreement, and the Refueler Lease Agreement for the JetA fuel supply. **SPONSOR: Management (May be acted upon)**

- This agenda item was tabled. World Fuel Services has not fully reviewed the Contract.

### New Business:

#### **COM0920-01 – Approval of the Proposed Agreement by and between Barnstable Municipal Airport and HMI Parking Services LLC.**

**MOTION** to approve the non-exclusive annual License Agreement by and between Barnstable Municipal Airport and HMI Parking Services LLC for the limited purpose of access and use of the Main Terminal Parking Lot for temporary/transient seasonal and annual parking of vehicles. **SPONSOR: Management (May be acted upon)**

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Young.
- Over the past few years HMI Parking has averaged 40 to 80 cars per month in the main terminal parking lot. Review of parking receipts indicate that at times this was upwards to 120 cars.
- Management offered the following options to HMI for continuing to utilize this parking:
  - Option A: Parking Validation Program – Parking in the Main Terminal Parking Lot - prepaid validation at a discounted rate would be paid to Reef Parking. The Airport would receive money as part of their gross receipts.
  - Option B: A one-year land lease for specified area of parking allowing for an official agreement with HMI Parking Services LLC and money would be paid directly to the Airport

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#### **Barnstable Municipal Airport Commission**

**John T. Griffin, Jr., Chairman; Elizabeth Young, Vice Chairman; Norman Weill, Clerk;  
Wendy Bierwirth, Commissioner; John G. Flores, Ph.D., Commissioner; Bradley J. Bailey, Commissioner**

- Option C: Tiered Parking Lease – program would allow for decreased rates the more cars that are parked (i.e. allows for a greater discount)
- HMI was interested in Option B. The one-year lease for 19,000 square feet will be in the grass overflow parking lot at \$1.30/sq. ft.
- Standard lease language will be included for insurance coverages, maintaining the condition of the leased area, and maximum number of allowed vehicles will be 90.
- HMI employees will be parking the customer's cars.
- The Agreement will be effective 10/1/2020 for one year. This area may need to go out to bid when this has expired.
- It was noted that the word "passenger" will be inserted before the word vehicle in the license agreement
- Previously the income from HMI was passed through the Gross Revenue totals of Reef Parking.
- A one-year license agreement was discussed and approved by the Chief Procurement Officer.
- This agenda item was unanimously approved by verbal roll call vote.

**COM0920-02 – Presentation of First Quarter Business Plan Update FY2021.**

- In FY2020 the airport was able to meet many of its goals; however, due to COVID-19 many of goals had to be put on the back burner.
- Manager Servis reviewed the FY2020 Goals and percentage of completion. Many goals encompass several fiscal years so you will not see 100% complete in the overall goal each fiscal year but you will see a percentage of the goal completed for the targeted fiscal year.
- Management outlined FY2021 Goal priorities for Goals A through D with Goals B & D being the focus for the beginning of FY2021 (see attached). The highest types of revenue streams were reviewed and a discussion of the necessity of focusing on increasing non-aeronautical revenue sources and development that would improve economic impact for the airport was discussed. Manager Servis highlighted the following goals:
  - Goal A - Maximize General Aviation Activity at HYA (Emphasis on Corporate Flights)
  - Goal B - Diversity Revenue Streams (Emphasis on Non-aviation and Aviation Land Leases)
  - Goal C - Become Regional Air Transportation Leader (Emphasis on Jump Start 2021 and reaching out to potential partners)
  - Goal D- Enhance Airport Image & Branding (Emphasis on Rebranding & Imaging)
- Commissioner Weil commented on the need to diversify to take advantage of the recent relocation of people out of the cities and to this area. He is concerned Commercial Aviation will take a long time to recover. Manager Servis indicated the need to assess the needs of the community to provide useful space such as office space.

**COM0920-03 Review & Discuss FY2021 Airport Finances**

- During the September 1<sup>st</sup> Airport Finance Subcommittee meeting, Management reviewed a snapshot of the Airport's financial standing (see attached).
  - Manager Servis reviews the budget, monitors airport expenses/revenues, and updates the comparative analysis (FY20 vs. FY21) on a regular basis.
  - As of Week 9 of the fiscal year, the airport is 41% below FY2020 when looking at revenues comparatively (from weeks 1 through week 9). It is assumed that this decline in revenues is due mainly to the effects of COVID-19 on commercial air travel.
  - The information has been updated to reflect through week 11.
- Manager Servis reiterated the Tiers of the CARES Act funds priorities. These funds are going to be very helpful to sustain the Airport. The first reimbursement request for expenses through August 20<sup>th</sup> totals approximately \$360,000. These funds will be reimbursed to the Fiscal Year operating budget.
- The following Capital Improvements were discussed as possible CARES Act Capital Improvement Projects:
  - The FAA feels that the Mary Dunn Way Extension project could be a good use of CARES Act funds as it would promote future revenues for the Airport from potential development.
  - Replacement of the Cape Air Hangar Doors is a safety related issue for the Airport owned building.
- These projects can be added to the FY2022 CIP Plan, but can be delayed if necessary.
- Gates and thresholds are still in place to maintain the expenditure budget.
- An updated snapshot will be presented to the Commission monthly.
- Commission Flores requested information on WS Development. Manager Servis stated that they are proceeding forward and are working with entities that have shown interest in the property. They have been in discussion with Cape Air about their interest in possible office space and bridging over the Access Road.

**COM0920-04 Approval of Amendment #1 to the Contract by and Between Barnstable Municipal Airport and Horsley Witten Group in the amount of \$250,000 for follow-up Reporting, Testing, Mitigation, and Monitoring of PFAS soils to Meet Massachusetts Department of Transportation – Department of Environmental Protection Order of Conditions.**

**MOTION** to approve Amendment #1 to the Contract by and between Barnstable Municipal Airport and Horsley Witten Group in the amount of \$250,000 for the follow-up Reporting, Testing, Mitigation, and Monitoring of PFAS soils to Meet Massachusetts Department of Transportation – Department of Environmental Protection Order of Conditions. **SPONSOR:** Management (**May be acted upon**)

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Weill.
- As the on-call environmental planners and engineers, Horsley Witten Group (HWG) has been tasked with follow-up tasks to the PFAS soils and ground water investigations.
- The Department of Environmental Protection (DEP) requires, post-mitigation, monitoring and reporting of the PFAS sites for an undetermined amount of time to determine success of capping PFAS soils. The results of the monitoring will determine the length of time needed for continued soil and groundwater sampling .
- This item was approved by the Airport Commission as part of the FY2021 Capital Improvement Projects to respond to Massachusetts Department of Transportation – Department of Environmental Protection Order of Conditions in response to PFAS and PFAS mitigation
- The amendment is to approve the scope of work for HWG to perform the tasks necessary.
- This agenda item was unanimously approved by verbal roll call vote.

**Updates**

- Fuel Program Future Workshop – this will be scheduled for November
- Freight in Terminal Update – Cape air has started freight service within the Terminal and designated drop off areas have been identified.
- Airport Tree Clearing Project Update –
  - All trees have been removed
  - Next steps to occur – cleaning along the fence-line, rough cut of excess growth, and over-seeding and replacement of 2 dead trees, and then ongoing vine clearing.
  - A presentation of this project will be part of the MassDOT Board of Directors meeting next week to highlight an example of how they were able to promote Airport safety projects
- PFOS/Public Involvement Plan & Update/Mitigation
  - On schedule for project completion September 30
- ARFF/SRE Roof Replacement Update
  - Received FAA Grant Award
  - Kickoff meeting occurred on Friday 9/11/2020
- Airport Master Plan Update
  - Planning Advisory Group (PAG) Development - meeting June 9 2020 (virtual) 1-3 - COMPLETED
  - Public Meetings/Virtual Meetings – Videos completed and should be posted to the website next week
- FY2022 CIP – Planning underway (September meetings with FAA and MassDOT for FY2022)
- FY2022 Budget – Planning underway
- Airport Rates & Charges will be revisited in the Fall

**Announcements – Commissioner’s Comments**

Chairman Griffin commented on the August issue of Aviation Week which highlighted the electrification of Air Travel and Dan Wolf. Manager Servis commented on the recent meeting Management had with Cape Air and Aviation so that plans can be put in motion as part of the airport master plan that would support the electrification of aircraft at HYA. He also requested the commissioners to solicit for someone interested in aviation to fill the vacant seat on the Commission.

**Adjournment:**

Upon Motion duly made and seconded, the meeting was adjourned at 5:54 PM  
The next meeting will be held on October 20, 2020.



NORMAN WEILL, CLERK

**Barnstable Municipal Airport Commission**

John T. Griffin, Jr., Chairman; Elizabeth Young, Vice Chairman; Norman Weill, Clerk;  
Wendy Bierwirth, Commissioner; John G. Flores, Ph.D., Commissioner; Bradley J. Bailey, Commissioner

Met Tuesday, September 1<sup>st</sup>, 2020 @ 8:31 a.m

Commissioners Weill, Flores & Bailey was present. The meeting was held via ZOOM.

Minutes of the June 2<sup>nd</sup>, 2020 and July 7<sup>th</sup>, 2020 & August 4<sup>th</sup>, 2020 (with a correction to attendance), Finance Subcommittee Meeting were unanimously approved & will be signed at a later date.

#### **AN EXECUTIVE SESSION WAS HELD:**

Executive Session pursuant to G.L. c. 30A, § 21(a)6)) to discuss and consider a future agreement by and Between Barnstable Municipal Airport and HMI Parking Services LLC as an open meeting may have a detrimental effect on the negotiating position of the Finance Sub-Committee

#### **OLD BUSINESS**

F0720-02 – Review & Discuss Proposed Agreement by and between Barnstable Municipal Airport and HMI Parking Services LLC.

- Discussed an Annual License Agreement for the purpose of access and use of the Main Terminal Parking Lot for temporary/transient seasonal and annual parking.

*Action* : The agenda item was moved to the *September 15<sup>th</sup>, 2020* Full Commission meeting for approval

#### **NEW BUSINESS**

F0920-01 Review & Discuss FY2021 Airport Finances

- Manager Servis presented a PowerPoint presentation.
- In June the Airport Commission agreed with Management's approach in use of CARES Act Funds and use of a Tiered approach when requesting reimbursement.
- Management identified critical expenses for the 4-year spending plan.
  - Tier 1 - Operating Budget Priorities
  - Tier 2 - Deferred Operating Priorities
  - Tier 3 - Safety & Capital Project Priorities
  - Tier 4 - Business Plan Project Priorities
  - Discussion included Financial Reports of where we presently sit with revenues and expenses.
  - As of Week 9 of this fiscal year, the airport is 41% below FY2020 when looking at revenues comparatively. It is assumed that this decline in revenues is due mainly to the effects of COVID-19 on commercial air travel.

*Action: No Action is required at this time*

#### **UPDATES:**

- Fuel Program Future Workshop
  - We would like to host a future meeting (most likely October/November meetings)
- Future Tank Development (Master Plan Alternatives) – on hold
- World Fuel Contract
  - Currently under development by Anderson & Kreiger
- Freight in Terminal Update
  - A letter went out to Cape Air on August 28 allowing for freight in the terminal
  - Airport Management will have future discussions with the Commission post-in-terminal resumption
- Airport Tree Clearing Project Update
  - 90% complete. Additional tree clearing that was missed to commence this month.
  - No additional cost to the airport
- ARFF/SRE Roof Replacement Update
  - Awaiting FAA Grant Award
- Airport Marketing
  - Rebranding – Final discussion at September 2020 Commission Meeting
- Airport Master Plan Update
  - Inventory Chapter Review-Completed
  - Forecast Chapter – Completed
  - Environmental Chapter – Completed
  - Interim Report - Completed
  - Planning Advisory Group (PAG) Development - Completed met on June 9 2020 (virtual) 1-3
  - Public Meetings/Virtual Meetings Forthcoming

- FY2022 CIP – Planning underway (September meetings with FAA and MassDOT for FY2022)
  - Draft CIP to be presented to the Finance Subcommittee at the October meeting for review and Commission approval.
- FY2022 Budget
  - Planning underway
- Airport Rates & Charges Update (2021 review post-COVID19)
  - Management suggested waiting until the Fall 2020 to revisit
- PFOS/Public Involvement Plan & Update/Mitigation
  - Bid opening for project June 12
  - Additional Funding July 16
  - Kickoff August 4
  - Project start August 17
  - We are on schedule
  - Project completion September 30/October 30
- Airport Events – None
- Airport Finances - discussion at September 2020 Commission Meeting
  - Manager Servis asked the Finance Subcommittee members if they would still like to receive in individual reports which presently are being distributed to them or are you fine with the new summary.
  - Committee requested to continue to receive individual Report
- Do not forget:
  - 90th Anniversary for Boardman/Polando Flight (date?)

Meeting was adjourned at 9:38 am

Speaking Notes: Infrastructure & Marketing 9/1/20

Met Tuesday, September 1, 2020 @ 10:32 am

Commissioners Young and Bierwirth were present. The meeting was held via ZOOM.

The minutes of the July 7<sup>th</sup> and August 4<sup>th</sup>, 2020 meetings were approved.

**UNFINISHED BUSINESS:**

**IN0320-05 – Discussion of the Guidelines for Construction, Alteration and Improvements at the Barnstable Municipal Airport Policy**

- A revised draft has been developed in coordination with Jim Wolf of Cape Air.
- Management will continue to work on the draft and seek commentary from the Cape Cod Commission and the FAA.
- Draft IV will be forthcoming to the Commission with a review at the October meeting.
- **Action: Manager Servis will continue to finalize the draft document.**

**NEW BUSINESS:**

**IN0920-01 Presentation of First Quarter Business Plan Update FY2021**

- Manager Servis provided a Power Point Presentation reviewing the the FY2020 Goals that were accomplished and those that were delayed due to the COVID-19 Pandemic
- Manager Servis reviewed FY2021 Goals and the primary focus priorities for Goals A through D:
  - Goal A – Corporate Flights
  - Goal B – Non-aviation Land Leases
  - Goal C – Jump Start 2021 and reaching out to potential partners
  - Goal D – Branding & Imaging
- To date the Revenues have decreased 41% from FY2020 to FY2021.
- Goals B & D will be the focus for the beginning of FY2021 to maximize all revenue streams and to make a name for the Airport.
- Each Goal Objective was reviewed and will be addressed in either during the Master Plan process or the Business Plan.
- Commissioner Young requested an additional column be added to measure the percentage of progress of the FY2021 Goals.

**Updates:**

- Airport Tree Clearing Project Update
  - 90% complete. Additional tree clearing that was missed to commence this month at no additional cost to the airport
- PFOS/Public Involvement Plan & Update/Mitigation
  - On schedule – mitigation crew is into area 3 of 5 - Project completion September 30/October 30
- Fuel Program Future Workshop – **not in original agenda**
  - Management has met internally on numerous occasions and developed a detailed analysis of our fuel business with 5 potential options for fueling business. A future meeting will be held to discuss options.
- Future Tank Development (Master Plan Alternatives) – on hold
- Freight in Terminal Update
  - A modification has been made to the Minimum Standards to temporarily allow freight service through the terminal
- ARFF/SRE Roof Replacement Update
  - Awaiting FAA Grant Award
- Airport Marketing
  - Rebranding – Final discussion at September 2020 Commission Meeting
- Airport Master Plan Update
  - Public Meetings/Virtual Meetings Forthcoming
- FY2022 CIP – Planning underway (September meetings with FAA and MassDOT for FY2022)
  - Draft CIP to be presented to the Finance Subcommittee at the October meeting for review and Commission approval.
- Pilot T-shirt Program
  - Pilots have appreciated the gift and like the graphics. The Airport has received very positive feedback.

**Adjournment: Having no other business to discuss, the meeting was adjourned at 11:15 a.m.**