



**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:

John T. Griffin, Jr.,  
Chairman

Mary F. Smith,  
Vice Chairman

Stephen P. Cobb,  
Clerk

Robert L. O'Brien,  
Commissioner

Elizabeth Young,  
Commissioner

James DellaMorte,  
Commissioner

Zachary Lesinski,  
Commissioner

**DRAFT**

**BARNSTABLE MUNICIPAL AIRPORT COMMISSION**  
**INFRASTRUCTURE & MARKETING SUBCOMMITTEE MEETING**

Tuesday, August 1, 2017

Airport Conference Center 4:15 PM

**Call to Order**

4:21 p.m.

**Commissioners Present:**

Commissioner Mary F. Smith, Commissioner Elizabeth Young, and Commissioner Zachary Lesinski

**Commissioners Not Present:**

None

**Airport Staff Present:**

Airport Manager, Roland Breault, Jr., Assistant Airport Manager, Katie Servis, and Suzanne Kennedy, Executive Assistant to the Airport Manager

**Public Members Present:**

Tom Collier, Jim Griffin and Jean Griffin, Griffin Avionics, and John Griffin, BMAC

**Agenda of the Day:**

The minutes of the July 11, 2017 Infrastructure & Marketing meeting were approved and signed.

**Unfinished Business:**

**IN1116-02 –Update on Griffin Avionics failed Septic System at 610 Barnstable Road**

- Management forwarded a copy of the letter from Anderson & Kreiger addressed to Griffin Avionics to the Airport Commission.
- The letter outlines the lease terminology, Massachusetts General Law, and the Town of Barnstable Code that address the septic responsibilities and regulations and the onus on Griffin Avionics to connect to the town sewer.
- Tom Collier spoke on behalf of Griffin Avionics:
  - Jim and Jean have signed a response to the Anderson & Kreiger letter, and this was dispersed to the Airport members.
  - They do not wish to wait until the scheduled meeting to state their position.
  - They agree with everything that Attorney Allison stated in the letter, but she did not bring out any points of law that supports the Airport; and that a legal review would determine it is the Airport's responsibility to connect to the sewer and not Griffin's.
  - They feel it is semantics, and that the word "utility" does not necessarily mean "septic".
- Manager Breault commented that there had been an amendment to the law that the Griffin's were citing, and that they did not have all of the information.
- Jim Griffin stated the building was built as a Ground Service Equipment (GSE) Facility, and that after the BMA Maintenance Department moved, Griffin leased the building from the airport. Griffin was going to use it as a GSE building as well. Everyone was in agreement that the building had a working bathroom and running water at that time.

- Commissioner Smith stated that she believes the septic is considered a “utility” in a commercial lease, which is not usually the case in a residential lease.
- Commissioner Young asked if perhaps there was a compromise for both sides. Costs for a legal dispute could accumulate to be much more than the cost of the connection.
- Jim Griffin’s position on a compromise was for them to pay nothing. He was willing to pay the cost up front and then deduct the total cost from his lease payments to the Airport. He said that the bathroom was working when he sub-let the building to his tenant. It stopped working when Griffin did some drainage work and the Airport did not reconnect the storm drain for the storm water runoff.

***Action: Manager Breault will send the Griffin’s response letter to the Attorney and will reschedule the meeting with the Griffins after receiving a response. He will ask the attorney for clarification of a utility on both a commercial and residential lease.***

There was a discussion of the past precedence with compromising with other tenants and lease terms.

**New Business:**

**IN0817-01 –Discussion of Potential Survey for Airport**

- It was suggested that the attendees of functions at the airport be asked to complete a survey about services and usage of the Airport.
- Staff needs to determine what information would be beneficial.
- Nantucket Airport did a survey for viable year round services; Ms. Servis will contact them for their survey questions and results.
- It was discussed whether a paper survey or an electronic survey would be more beneficial, and a greater response would be received if a prize was offered.
- It was discussed to have a booth to set up at future functions and shows to promote the airport services with a power point presentation of what is available at the airport.

***Action: Assistant Manager Servis will work on putting together a draft power point and look into booth possibilities.***

**IN0817-02 – Review & Approve draft Minimum Standards for Air Freight/Cargo**

- Two companies, Allies Air and Rectrix Air Cargo are in the process of setting up air freight/cargo facilities at both HYA and ACK at the same time.
- Both entities have procured aircraft and should start service soon.
- Manager Breault requested input on the draft Minimum Standards for Air Freight/Cargo and the following was suggested:
  - A detailed cargo manifest be reported to the Airport along with the monthly concession fee.
  - An overweight limit be added when items are traveling with a passenger.

***Action: This agenda item, to include additions, was moved to the full commission for approval.***

**Updates**

Manager Breault stated that there were no current updates to report.

Commissioner Smith stated that the Barnstable Police Department (BPD) conducted Awareness Training and Active Shooter Training for the staff at the Barnstable Housing Authority. She suggested that this might be beneficial to the Airport staff and tenants. Ms. Servis stated that Active Shooter Training has been conducted at the Airport by the BPD, and she would inquire about additional self defense training for airport employees.

**Adjournment: Having no other business to discuss, the meeting was adjourned at 6:03 p.m.**

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**Mary F. Smith Commissioner  
 Infrastructure Subcommittee**

\_\_\_\_\_  
**Date**