

**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
INFRASTRUCTURE & MARKETING SUBCOMMITTEE
MEETING AGENDA
Tuesday, February 4, 2019
10:30 AM**

- Call meeting to order
- Roll Call (Young, Lesinski, Bierwirth)
- Review & Approve minutes of January 7, 2019 Infrastructure & Marketing Subcommittee meetings.

UNFINISHED BUSINESS:

IN0319-01 – Discussion of Future Tank Development at the Airport's Fuel Farm on the North Ramp

NEW BUSINESS:

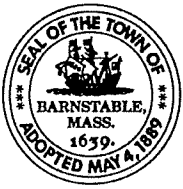
IN0220-01-Review and Discuss Airport Business Plan and Possible Modifications

UPDATES:

1. ARFF/SRE Roof Replacement Update
2. ARFF/SRE Phase I Improvements Update
 - a. Met with MassDOT Aeronautics Division on 1/28/2020 requesting funding for the construction of the door.
 - b. Asked Fennick & McCredie to join the Airport Commission at the meeting on 2/18/2020 to discuss options for improvement of the Operations space.
 - c. Airport Management also requested a proposal from Fennick and McCredie for full buildout design of the ARFF/SRE/Facilities Building
3. Airport Marketing
 - a. Jump Start 2020
 - i. March 2020 Meeting Planning Discussion
 - ii. April 2020 Meeting Draft Presentation Review
 - iii. May 2020 Meeting Final Presentation Review
4. Airport Master Plan Update
 - a. Visioning Sessions (October 21/22)
 - b. Inventory Chapter Review – Completed
 - c. Forecast Chapter – Under Review
 - d. Planning Advisory Group (PAG) Development – invitations went out with meeting planned for 2/18/2020
5. Airport Business Plan Update – FY Q3 (March 2020) – also see above
6. Cape Air Rooftop Solar Array Update
 - a. Glare study complete
 - b. FAA obstruction analysis complete
 - c. Pre-construction meeting complete
 - d. Insurance requirements - complete
7. RFP Land Development Update – on hold until reviewed as part of Airport Master Plan Update
8. Financial Update – on hold until we have new data processing resource developed
9. CIP - FY2021 Submitted to Town of Barnstable
10. Budget – FY2021 in progress
11. Airport Rates & Charges Update (March 2020 Review)
12. PFOS/Public Involvement Plan & Update

Barnstable Municipal Airport Commission

John T. Griffin, Jr., Chairman; Elizabeth Young, Vice Chairman; Norman Weill, Clerk; Zachary Lesinski, Commissioner; James DellaMorte, Commissioner; Wendy Bierwirth, Commissioner



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**BARNSTABLE MUNICIPAL AIRPORT COMMISSION
INFRASTRUCTURE & MARKETING SUBCOMMITTEE MEETING**
Tuesday, February 4, 2020
Airport Conference Room 10:30 AM

Call to Order

10:34 a.m.

Commissioners Present:

Commissioner Elizabeth Young, Commissioner Zachary Lesinski, and Commissioner Wendy Bierwirth

Commissioners Not Present:

None

Airport Staff Present:

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

Public Members Present:

Phil Geraci and Helyne Medeiros, Rectrix; and Jim Wolf, Cape Air

Agenda of the Day:

None

UNFINISHED BUSINESS:

- **IN0319-01 – Discussion of Future Tank Development at the Airport's Fuel Farm on the North Ramp**
 - This will be revisited after the Master Plan Update
 - *Action: This agenda item will remain on the Infrastructure Agenda for future discussions*

NEW BUSINESS:

- **IN0220-01 – Review and Discuss Airport Business Plan and Possible Modifications**
 - Manager Servis relayed recent information:
 - Four entities are interested in building hangars on the East Ramp
 - A restaurant entity is interested in building near the terminal in conjunction with the Massachusetts Air & Space Museum
 - A new Airline, Southern Airways Express, will begin service in April 2020
 - The Airport has started to implement elements that were earmarked for FY2021 and a number of initiatives/objectives are moving faster than originally planned.
 - The status of the 4 major goals of the Business Plan was reviewed and will be presented to the full commission at the February meeting.
 - Prioritization of the Objectives and Goals needs to be reviewed so that progression is comparable in all areas. Right now Goal B – Diversify Revenue Streams – is not moving forward as quickly as the other Goals.
 - *Action: None required*
- Jim Wolf, Cape Air, discussed the Cape Cod Climate Change Collaborative Website and asked the commission to look into requiring energy efficiency in the Airport's Construction and Development requirements. The Master Plan needs to include Environmental aspects as well. Best sustainability practices should be followed whenever practical.

- The Barnstable Municipal Airport Guidelines for Construction, Alteration and Improvements will be reviewed at the next subcommittee meeting with a recommendation to move changes or additions forward to the full commission.
- There was a brief discussion of the marketing possibilities of the carbon neutral footprint that Cape Air and JetBlue Airlines have met.
- **IN0220-02 – Review and Discuss the CY2020 Revised Airline Incentive Program**
 - Airport management will be attending the annual Jumpstart event in June to pitch the airport to various potential parameters; management is requesting a modification to the program.
 - A draft will be supplied to The Quotient Group once their contract is signed and approved.
 - A final draft will be afforded to the Commission for approval.
 - Changes in the incentive program were discussed.
 - Research using credit card use and zip code travel information will be available to present at Jumpstart.
 - It was recommended that “Cape Cod” be recognized by the airlines in their search engines for HYA Airport.
 - **Action: This agenda item was recommended to the full commission for approval.**

Updates:

- **Tree Clearing Project**
 - Staff completed extensive research and documentation of the parcels affected by the critical obstructions identified at the approach minimums. Management will apply for a MassDOT grant to help fund this project
- **ARFF/SRE Roof Replacement Update**
 - Amendment to the contract is complete
- **ARFF/SRE Phase I Improvements Update**
 - Fennick & McCredie will provide options and alternatives for improvements to the full commission as well as a full buildout design of the building for future planning
 - Management met with MassDOT Aeronautics Division on 1/28/2020 requesting funding for the construction of the door as well as for two other projects. They seemed less agreeable to this project but regardless, the Airport has submitted a grant request for this project
- **Airport Marketing – Jump Start 2020**
 - The JumpStart Timeline was reviewed
 - The Quotient Group Contract will be before the Commission for approval on February 18th
- **Airport Master Plan Update**
 - The Planning Advisory Group (PAG) will meet 2/18/20
- **Airport Business Plan Update – FY 3rd Quarter**
 - There will be an update in March 2020
- **Cape Air Rooftop Solar Array Update**
 - Glare and FAA Obstruction Analysis are complete. Pre-construction meeting was held; and construction should commence March 2nd.
- **RFP Land Development Update**
 - On hold until the Master Plan is complete
- **Financial Overview**
 - This is on hold until after the RFP for software database is complete
- **CIP – FY2021 in process – Update/Next Steps**
 - The CIP was submitted to the Town of Barnstable on November 18th.
- **Budget – FY2021 in process**
- **Airport Rates & Charges Update (March 2020 Review will include the fuel fee analysis)**
- **PFOS/Public Involvement Plan (PIP) & Update**
 - Management met with the Town of Barnstable on February 12th to discuss most recent findings.
- **Pilot Incentives**
 - Giveaways will be identified for fuel purchases such as hats, stickers, shirts, etc.
- **Events: - A list of upcoming events were discussed**
 - March 27, 2020 is the next event (Delegate Luncheon) in which the following will be discussed:
 - Airport Master Plan Update
 - Airport Business Plan
 - Southern Airways Express
 - Upcoming Development

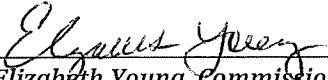
Commissioner Young asked if the date for the “Scouts in the Terminal” had been determined. She mentioned that September 26th is “Girls in Aviation Day” and would like to do something to commemorate this day. Cape Air funded two students to attend the “Introduction to Aviation” class at the Cape Cod Community College. Management will meet with the college

within the next three months to offer help with the program and discuss possible classroom availability at the airport for this.

The Massachusetts Air and Space Museum soft opening is scheduled for February 15th and the Grand Opening is in May 2020. The Commissioners will request an invite to the Grand Opening.

Possible T-Shirt designs were discussed for the Father's Day Weekend Car Show event. A possible fly-in may be organized to coincide with this event.

Adjournment: Having no other business to discuss, the meeting was adjourned at 12:06 p.m.


Elizabeth Young, Commissioner
Infrastructure Subcommittee

03/03/2020
Date

