

**BARNSTABLE MUNICIPAL AIRPORT  
BOARDMAN-POLANDO FIELD**  
480 BARNSTABLE ROAD, 2ND FLOOR  
HYANNIS, MA 02601  
www.town.barnstable.ma.us



Office: 508-775-2020  
Fax: 508-775-0453

Katie R. Servis, Airport Manager  
Matthew T. Elia, Assistant Airport Manager

**BARNSTABLE MUNICIPAL AIRPORT  
INFRASTRUCTURE & MARKETING SUBCOMMITTEE  
MEETING AGENDA  
Tuesday, January 7, 2019  
10:30 AM**

- Call meeting to order
- Roll Call (Young, Lesinski, Bierwirth)
- Review & Approve minutes of December 3, 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:**

IN0120-01-Review and Discuss CY2020 Event Planning

IN0120-02 – Review and Discuss Recommendation of Award to the Quotient Group for a three-year on-call Contract for Marketing Services for a Not to Exceed total of \$75,000 over the three year period.

**UPDATES:**

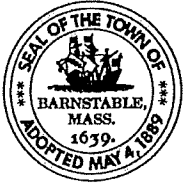
1. ARFF/SRE Roof Replacement Update
2. FBO Phase I Improvements Update
3. Airport Marketing
  - a. Jump Start 2020
    - i. March 2020 Meeting Planning Discussion
    - ii. April 2020 Meeting Draft Presentation Review
    - iii. May 2020 Meeting Final Presentation Review
4. Airport Master Plan Update
  - a. Visioning Sessions (October 21/22)
  - b. Inventory Chapter Review - Completed
  - c. Planning Advisory Group (PAG) Development – invitations went out 12/31/19
5. Airport Business Plan Update – FY Q3 (March 2020)
6. Cape Air Rooftop Solar Array Update
7. RFP Land Development Update – on hold until reviewed as part of Airport Master Plan Update
8. Financial Update
9. CIP - FY2021 in process – Update/Next Steps
10. Airport Rates & Charges Update (February 2020 Review)
11. PFOS/Public Involvement Plan & Update

**Adjourn Meeting**

Please Note: The list of matters, are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. It is possible that if it so votes, the Commission may go into executive session. The Commission may also act on items in an order other than they appear on this agenda.

---

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



**BARNSTABLE MUNICIPAL AIRPORT  
BOARDMAN-POLANDO FIELD**

480 BARNSTABLE ROAD, 2ND FLOOR  
HYANNIS, MA 02601  
www.town.barnstable.ma.us



Office: 508-775-2020  
Fax: 508-775-0453

Katie R. Servis, Airport Manager  
Matthew T. Elia, Assistant Airport Manager

---

**BARNSTABLE MUNICIPAL AIRPORT COMMISSION  
INFRASTRUCTURE & MARKETING SUBCOMMITTEE MEETING**  
Tuesday, January 7, 2020  
Airport Conference Room 10:30 AM

**Call to Order**

10:37 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, Rectrix

**Agenda of the Day:**

The minutes of the December 3, 2019 Infrastructure & Marketing meeting were approved and signed.

**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:**

- **IN0120-01 Review and Discuss Event Planning**
  - A list of future events was reviewed. See attached.
    - January 22nd - Cape Cod Chamber Travel & Tourism summit
    - March 27th- Delegates luncheon
    - April - scouts nights at the terminal and Chamber morning networking breakfast
    - FAAST team events
    - July/August - ongoing Art @ the Airport
    - September 17th – Cape Cod Young Professionals Back to Business Bash and the Electric Car Show
    - October 20th - Career Fair
  - Possible fly-ins to connect with local events was discussed
  - Management will reach out to various flying clubs to promote coming to HYA
  - A possible Live, Love, Local at the Airport was discussed
  - It was suggested to contact the team for Plymouth 400 Events to possibly coordinate an event locally, and the Wampanoag Display to possibly come to the Airport
  - The Massachusetts Air & Space Museum is working with WS Development and would like to start February 1<sup>st</sup> with some displays. A possible Museum event fly-in could be planned in June

---

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

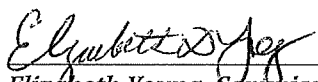
- The potential to bring General Aviation aircraft near the grass area by the Tower is in the Business Plan. With a possible future playground or restaurant in that area.
- *Action: None required*
- **IN0120-02 – Review and Discuss Recommendation of Award to the Quotient Group for a three-year on-call Contract for Marketing Services for a Not to exceed total of \$75,000 over the three year period.**
  - This would be for \$15,000 the first year, and \$20,000 each year thereafter
  - Their prior experience in marketing in comparable airports was discussed
  - The subcommittee requested to negotiate/reassess the some of the on-site travel and reimbursable expense fees. Manager Servis will negotiate with the Quotient Group and report the information to the Commissioners.
  - Commissioner Young requested tracking of additional marketing costs.
  - *Action: This agenda item was recommended to the full commission for approval.*

**Updates:**

- **ARFF/SRE Roof Replacement Update & FBO Phase I Improvements**
  - The proposals are in from Fennick & McCredie
- **ARFF/SRE Phase I Improvements Update**
  - In progress to go out to bid
- **Airport Marketing – Jump Start 2020**
  - The JumpStart Timeline was reviewed with development of presentation to start in March
- **Airport Master Plan Update**
  - Visioning sessions (October 21/22)
  - Two commissioners will be needed for the Planning Advisory Group (PAG) sessions
- **Airport Business Plan Update – FY 3<sup>rd</sup> Quarter**
  - There will be an update in March
- **Cape Air Rooftop Solar Array Update**
  - The solar will be installed in the spring
  - Glare and FAA Obstruction Analysis are complete
- **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.
  - Management will complete the operating budget within the next two weeks.
- **Airport Rates & Charges Update (February 2020 Review)**
  - This should be implemented in July 2020.
- **PFOS/Public Involvement Plan (PIP) & Update**
  - Management is working with the on-call consultants
  -

Commissioner Young mentioned giveaways of t-shirts or hats for pilot incentives can improve minimum fuel sales.

**Adjournment:** Having no other business to discuss, the meeting was adjourned at 11:46 p.m.

  
 Elizabeth Young, Commissioner  
 Infrastructure Subcommittee

03/03/2020  
 Date

→ Events CY 2020

- January
  - January 22, 2020 - The Cape Cod Chamber of Commerce Travel & Tourism Industry Forum. 10 a.m. at the Hyannis Golf Course
- February
  - EAA 1<sup>st</sup> Birthday – Chapter 51
- March
  - March 27 - Delegate Luncheon
    - Airport Master Plan Update
      - Key elements: runway extension, access road, rebranding
    - Business Plan
    - New Airline
    - Airline discussions (Jumpstart)
    - New potential tenants
- April
  - April xx, 2020 (Friday/Saturday) - Girl Scout "A Night in the Terminal" Sleepover (Harwich, Sandwich, Barnstable, Yarmouth)
    - The Ninety-Nines will assist at Girl Scout Sleepover
  - April xx, 2020 (Friday/Saturday) - Cub Scouts "A Night in the Terminal" Sleepover
  - April 24, 2020 - Good Morning Networking Breakfast with the Cape Cod Chamber
- May
  - Nothing planned but locally the following is occurring:
    - May 22-25, 2020 - Figawi Race Weekend
    - May xx, 2020 - Brewster in Bloom
    - May xx, 2020 - Wellfleet Restaurant Week
- June
  - June xx, 2020 - FAAS Team Meeting?
  - June 21, 2020 - Hyannis Father's Day Car Show in Hyannis.
    - I suggest that we host a fly-in at the airport providing shuttle service to the car show or work with the RTA to shuttle pilots to the show.
    - Look at Owners Clubs/Aircraft Type Clubs – possibly antique aircraft
    - We should push this out to flying clubs in New England
    - We could also have food and other vendors at the airport but the focus would be to get pilots to the car show with free bus service
    - Get the Tecnam on display
- July
  - July xx, 2020 - FAAS Team Meeting?
  - July xx, 2020 - Discover Barnstable Bismore Park (may hold off this year)
  - July to August – Barnstable Art at the Airport – Thursday through Sunday
- August
  - August xx, 2020 - FAAS Team Meeting?
  - August xx, 2020 - LaTavola: Italian Feast Under the Stars Mashpee?
  - August xx, 2020 - Provincetown Carnival?
- September
  - September xx, 2020 - FAAS Team Meeting?
  - September xx, 2020 – Electric Vehicle Car Show & Ride/ combine with Live, Love, Local???
  - September 17, 2020 – Cape Cod Young Professionals Back to Business Bash
  - September xx, 2020 - Wings of Freedom Tour?
- October
  - October 20, 2020 – Southeastern Massachusetts Aviation Career Fair
- November
  - EAA Young Eagles Flight

# FLYING CLUB FINDER AOPA

CLUB NAME	CITY	STATE	AIRPORT ID	AIRPORT NAME
<b>Hawk Flying Club</b>	North Andover	MA	KLWM	Lawrence Municipal Airport
<b>NEFC, Inc.</b>	Lawrence	MA	KLWM	Lawrence Municipal Airport
<b>Skymaster shares.com</b>	Lynnfield	MA	KLWM	Lawrence Municipal Airport
<b>Club in Formation - (2B2)</b>	Newbury	MA	2B2	Plum Island Airport
<b>Legion Flying Club, Inc.</b>	SPRINGFIELD	MA	7B2	Northampton Airport
<b>East Coast Aero Club</b>	Norwood	MA	KOWD	Norwood Memorial Airport
<b>Athol-Orange Aero Club, Inc.</b>	Athol	MA	KORE	Orange Municipal Airport
<b>Aptis Access Club</b>	STOW	MA	6B6	Minute Man Air Field
<b>Brockton Flying Club</b>	North Easton	MA	KTAN	Taunton Municipal - King Field
<b>Cape Cod Aero Club, LLC</b>	FALMOUTH	MA	5B6	Falmouth Airpark
<b>Jetstream Flying Club</b>	Mansfield	MA	1B9	Mansfield Municipal Airport
<b>South Shore Flying Club</b>	Marshfield	MA	KGHG	Marshfield Municipal - George Harlow Field
<b>South Mountain Flying Club Inc</b>	Pittsfield	MA	KPSF	Pittsfield Municipal Airport
<b>Club in Formation - (Squanto Squadron)</b>	Plymouth	MA	KPYM	Plymouth Municipal Airport
<b>Cardinal Flyers, Inc.</b>	Millbury	MA	KFIT	Fitchburg Municipal Airport
<b>FCA Flight Center</b>	Fitchburg	MA	KFIT	Fitchburg Municipal Airport
<b>Hanscom Aero Club</b>	Hanscom Afb	MA	KBED	Laurence G Hanscom Field
<b>East Coast Aero Club</b>	Bedford	MA	KBED	Laurence G Hanscom Field
<b>Massachusetts Institute of Technology Flying Club</b>	Cambridge	MA	KBED	Laurence G Hanscom Field
<b>Associated Pilots, Inc</b>	Cambridge	MA	KBED	Laurence G Hanscom Field
<b>North Shore Aero Club</b>	Beverly	MA	KBVY	Beverly Regional Airport
<b>Club in Formation (KBVY)</b>	BEVERLY	MA	KBVY	Beverly Regional Airport
<b>Franklin County Flying Club</b>	Turners Falls	MA	OB5	Turners Falls Airport
<b>Mostly Old Guys Aviation Society, Inc.</b>	HANSON	MA	28M	Cranland Airport
<b>Club in Formation - Hopedale Flying Club</b>	Hopedale	MA	1B6	Hopedale Industrial Park Airport
<b>Nantucket Flying Association</b>	Nantucket	MA	KACK	Nantucket Memorial Airport
<b>3B0 Flying Club (Club In Formation)</b>	Southbridge	MA	3B0	Southbridge Municipal Airport
<b>Wachussett Flyng Club</b>	Sterling	MA	3B3	Sterling Airport
<b>Greater Boston Soaring Club</b>	Sterling	MA	3B3	Sterling Airport

