



**BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD**
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Katie R. Servis, Airport Manager
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BARNSTABLE MUNICIPAL AIRPORT COMMISSION

Tuesday, February 4, 2019

Meeting to be held in the Airport Conference Room at 4:00 PM

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Minutes of the previous meetings:
5. Public Comment
6. Commissioners Response to Public Comment
7. Report from Sub-Committees
 - Finance (*Commissioners Weill, Bierwirth*)
 - Infrastructure & Marketing (*Commissioners Young, Lesinski, Bierwirth*)

AGENDA

8. Old Business

COM0120-03 – Approval of the Wash Rack Lease Agreement by and between Barnstable Municipal Airport and Avis Rent a Car System, Inc.

COM0120-04 – Approval of the Wash Rack Lease Agreement by and between Barnstable Municipal Airport and the Hertz Corporation

COM0120-05 – Review, Discussion and Approval of Airport ARFF/SRE Building Remodel and Use of Additional Funds

9. New Business

COM0220-01 – Review and Discuss the Airport Business Plan and Possible Modifications

COM0220-02 – Approval of the Three Year On-call Contract for Airport Marketing Services by and between Barnstable Municipal Airport and The Quotient Group for a total Not to Exceed Value of \$75,000 for all three years

COM0220-03 – Approval of the Revised Jet Fuel Discount Program

COM0220-04 – Approval of the Calendar Year 2020 Revised Airline Incentive Program

COM0220-05 – Review, Discussion and Approval of the Ground Lease Estoppel Certificate by and between Barnstable Municipal Airport and Cape Town Plaza LLC, a Delaware limited liability company, with an address c/o WS Development Associates.

COM0220-06 – Approval of Amendment #1 to the Fennick McCredie Architecture, Ltd. Contract for on-call architectural services for the Aircraft Rescue Fire Fighting/Snow Removal Equipment Building Roof Repair Project in the amount of \$119,155.00

Barnstable Municipal Airport Commission

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

10. Report of Special Committees

- Noise Report (July, October, January, April)
- Yarmouth Representative Comments
- Airport Manager's Report

11. Updates:

- ARFF/SRE Roof Replacement Update
- ARFF/SRE Phase I Improvements Update (See above)
- Airport Marketing
 - Jumpstart 2020
 - February 2020 – Airport Management met with consultants to develop a proposed plan
 - Airport Management signed up for meeting and requested airline meetings on 2/11/2020
 - Subcommittee/Commission Meeting Planning
 - March 2020 Meeting - Planning Discussion
 - April 2020 Meeting - Draft Presentation Review
 - May 2020 Meeting -Final Presentation Review
- Airport Master Plan Update
 - Inventory Chapter Review-Completed
 - Forecast Chapter – Under Review
 - Planning Advisory Group (PAG) Development - meeting on 2/18/2020 @ 1300
- Airport Business Plan Update – FY Q3 (March 2020) – also see above
- Cape Air Rooftop Solar Array Update
 - Glare Study Complete
 - FAA obstruction analysis complete
 - Pre-construction meeting complete
 - Insurance requirements complete
- CIP Update – FY2021 Submitted to the Town of Barnstable
- Budget Update – FY2021 in process
- Airport Rates & Charges Update (March 2020 review)
- PFOS/Public Involvement Plan & Update
- Airport Events
- Massachusetts Air and Space Museum – Plaza Space
- RFP Land Development Update
- Financial Update

11. Announcements – Commissioner's Comments

12. Matters not reasonably anticipated by the Chair

13. Adjournment – Next Meeting, March 17, 2020

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.

AGENDA ITEMS

Barnstable Municipal Airport Commission

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Wendy Bierwirth, Commissioner; John G. Flores, Ph.D., Commissioner; Bradley J. Bailey, Commissioner

COM0120-03 – Approval of the Wash Rack Lease Agreement by and between Barnstable Municipal Airport and Avis Rent a Car System, Inc.

MOTION to approve the Wash Rack Lease Agreement by and between Barnstable Municipal Airport and Avis Rent a Car System, Inc. through June 30, 2021 with one additional 3 year option to align with the current Terminal Lease Agreement terms. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0120-04 – Approval of the Wash Rack Lease Agreement by and between Barnstable Municipal Airport and the Hertz Corporation

MOTION to approve the Wash Rack Lease Agreement by and between Barnstable Municipal Airport and Hertz Corporation through June 30, 2021 with one additional 3 year option to align with the current Terminal Lease Agreement terms. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0120-05 – Review, Discussion and Approval of Airport Aircraft Rescue Fire Fighting/Snow Removal Equipment (ARFF/SRE) Building Remodel and Use of Additional Funds

MOTION to approve the use of additional previously appropriated funds in the not to exceed amount of \$150,000 to be used for the ARFF/SRE Remodel Project. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0220-01 – Review and Discuss the Airport Business Plan and Possible Modifications

COM0220-02 – Approval of the Three Year On-call Contract for Airport Marketing Services by and between Barnstable Municipal Airport and The Quotient Group for a total Not to Exceed Value of \$75,000 for all three years

MOTION to approve the three-year on-call contract for airport marketing services with The Quotient Group for a total not to exceed amount of \$75,000 over the three year period. **SPONSOR:** Infrastructure and Marketing Subcommittee (**May be acted upon**)

COM0220-03 – Approval of the Revised Jet Fuel Discount Program

MOTION to approve the revised Barnstable Municipal Airport Jet Fuel Discount Program for contracts with a guaranteed purchase of over 100,001 gallons annually effective February 18, 2020. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0220-04 – Approval of the Calendar Year 2020 Revised Airline Incentive Program

MOTION to approve the Barnstable Municipal Airport Calendar Year 2020 Air Service Incentive Program 5. **SPONSOR:** Finance and Infrastructure and Marketing Subcommittees (**May be acted upon**)

COM0220-05 – Review, Discussion and Approval of the Ground Lease Estoppel Certificate by and between Barnstable Municipal Airport and Cape Town Plaza LLC, a Delaware limited liability company, with an address c/o WS Development Associates.

MOTION to approve the Ground Lease Estoppel Certificate by and between Barnstable Municipal Airport and Cape Town Plaza LLC, a Delaware limited liability company, with an address c/o WS Development Associates. **SPONSOR:** Airport Management (**May be acted upon**)

COM0220-06 – Approval of Amendment #1 to the Fennick McCredie Architecture, Ltd. Contract for on-call architectural services for the Aircraft Rescue Fire Fighting/Snow Removal Equipment Building Roof Repair Project in the amount of \$119,155.00

MOTION to approve Amendment #1 to the Fennick McCredie Architecture, Ltd. Contract for on-call architectural services for the Aircraft Rescue Fire Fighting/Snow Removal Equipment Building Roof Repair Project in the amount of \$119,155.00. **SPONSOR:** Airport Management (**May be acted upon**)

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