



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

Tuesday, March 17, 2020

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, Flores, Bailey*)
 - **Infrastructure & Marketing** (*Commissioners Young, Lesinski, Bierwirth*)

AGENDA

8. Old Business

None

9. New Business

COM0320-01 – Approval of Amendment #2 to the Fennick McCredie Architecture, Ltd. Contract for on-call architectural services for the Aircraft Rescue Firefighting/Snow Removal Equipment Building Remodel Project in the amount of \$32,040.00

COM0320-02 – Approval of Aircraft Tie Down Agreement by and between Barnstable Municipal Airport and Griffin Avionics

COM0320-03 – Approval of Aircraft Tie Down Agreement by and between Barnstable Municipal Airport and Ross Rectrix

COM0320-04 – Approval of Request for Funds in the amount of \$100,000 from the Airport Reserves to Support an Airport Feasibility Study for Future Airport Development (Restaurant, Museum, and Conference Space)

COM0320-05 Approval of Request for Funds in the Amount of \$101,000 from the Airport Reserves and Approval of Grant Application by and between Barnstable Municipal Airport and MassDOT Aeronautics Division to Fund Airfield Mowing Equipment using Airport Reserves, which will be reimbursed 100% by MassDOT Aeronautics.

COM0320-06 – Business Plan Update Presentation 3Q Results

10. Report of Special Committees

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

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

11. Updates:

- Proposed Airport Rates & Charges Modifications Workshop – April 21, 2020 @ 5:15 post Commission Meeting
- Pilot Incentive Gear/Marketing Material
 - Background: Airport Management will provide a presentation and discuss pilot incentive gear and give-away items for the Summer Season 2020.
- Event Pre-planning
 - March
 - May
- Guidelines for Construction, Alteration and Improvements at the Barnstable Municipal Airport Policy
 - Background: Per discussions with the Infrastructure subcommittee the Airport Management is in the process of updating outdated Guidelines for Construction, Alteration and Improvements at the Barnstable Municipal Airport Policy
- ARFF/SRE Roof Replacement Update
- ARFF/SRE Phase I Improvements Update
- Airport Marketing
 - Jumpstart 2020
 - 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) Meeting on 2/18/2020
- 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
- RFP Land Development Update – on hold until reviewed as part of Airport Master Plan Update
- Financial Update – on hold until we have a new data processing resource developed
- CIP – FY2021 Submitted to Town of Barnstable
- Budget – FY2021 in process
- Airport Rates & Charges Update (March 2020 review – April 2020 Workshop)
- PFOS/Public Involvement Plan & Update
- Upcoming Request for Proposals.
- Lease with Southern Airways Express underway

11. Announcements – Commissioner’s Comments

12. Matters not reasonably anticipated by the Chair

13. Adjournment – Next Meeting, April 21, 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

COM0320-01 – Approval of Amendment #2 to the Fennick McCredie Architecture, Ltd. Contract for on-call architectural services for the Aircraft Rescue Firefighting/Snow Removal Equipment Building Remodel Project in the amount of \$32,040.00

MOTION to approve amendment #2 to the Fennick McCredie Architecture, Ltd. Contract for on-call architectural services for the Aircraft Rescue Firefighting/Snow Removal Equipment Building Remodel Project in the amount of \$32,040.00. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0320-02 – Approval of Aircraft Tie Down Agreement by and between Barnstable Municipal Airport and Griffin Avionics

MOTION to approve the Aircraft Tie Down Agreement by and between Barnstable Municipal Airport and Griffin Avionics to reflect the current rate standards. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0320-03 – Approval of Aircraft Tie Down Agreement by and between Barnstable Municipal Airport and Ross Rectrix

MOTION to approve the Aircraft Tie Down Agreement by and between Barnstable Municipal Airport and Ross Rectrix to reflect the current rate standards. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0320-04 – Approval of Request for Funds in the amount of \$100,000 from the Airport Reserves to Support an Airport Feasibility Study for Future Airport Development (Restaurant, Museum, and Conference Space)

MOTION to approve the Request for Funds in the amount of \$100,000 from the Airport Reserves to Support an Airport Feasibility Study for Future Airport Development (Restaurant, Museum, and Conference Space)
SPONSOR: Finance Subcommittee (**May be acted upon**)

COM0320-05 Approval of Request for Funds in the Amount of \$101,000 from the Airport Reserves and Approval of Grant Application by and between Barnstable Municipal Airport and MassDOT Aeronautics Division to Fund Airfield Mowing Equipment using Airport Reserves, which will be reimbursed 100% by MassDOT Aeronautics.

MOTION to approve the Request for Funds in the Amount of \$101,000 from the Airport Reserves, and Approval of Grant Application by and between Barnstable Municipal Airport and MassDOT Aeronautics Division to Fund Airfield Mowing Equipment using Airport Reserves, which will be reimbursed 100% by MassDOT Aeronautics. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0320-06 – Business Plan Update Presentation 3Q Results