



**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 COMMISSION

Tuesday, July 21, 2020

Meeting to be held On-line at 4:00 PM - Via link below:

Join Zoom Meeting

<https://us02web.zoom.us/j/85192553668>

Meeting ID: 851 9255 3668

One tap mobile

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+13017158592,,85192553668# US (Germantown)

Dial by your location

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Meeting ID: 851 9255 3668

Find your local number: <https://us02web.zoom.us/j/85192553668>

**

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Minutes of the previous meetings:
 - August 27, 2019
 - April 21, 2020
 - April 28, 2020
 - May 6, 2020
 - May 21, 2020
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)

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

AGENDA

8. Old Business

None

9. New Business

COM0720-01 Airport Branding Presentation

COM0720-02 – Approval of the Fuel Contract by and between Barnstable Municipal Airport and World Fuel Services for Fuel Supply and Fuel Vehicle Rental.

COM0720-03 – Approval of the supplemental appropriation and transfer order for the fiscal year 2020 airport capital budget in the amount of \$277,600.00 to be appropriated and added to the original amount of \$250,000 appropriated under Town Council Orders (A.O. 2019-110 for \$100,000) and (A.O. 2020-052 for \$150,000) for the purpose of funding mitigation for the impacts of per and polyfluoroalkyl substances (PFAS) and 1,4-dioxane in soil and groundwater associated with the use of firefighting foams.

COM0720-04 – Approval of Professional Services Agreement by and between Barnstable Municipal Airport and Vector Airport Systems, LLC.

COM0720-05 – Approval of Fuel Pricing Agreement by and between Barnstable Municipal Airport and NetJets Services, Inc., for a guaranteed 200,001 gallons annually.

COM0720-06 – Approval of the Contract by and between Barnstable Municipal Airport and Southern Airways Express.

COM0720-07 – Review and Discuss Revision to the Commission By-Laws.

COM0720-08 – Approval of State Grant Assurances by and between Barnstable Municipal Airport and the Massachusetts Department of Transportation – Aeronautics Division.

COM0720-09 – Approval of Amendments for On-call Services by and between Barnstable Municipal Airport and the following consultants:

- The Quotient Group (Marketing) for FY2021 in the amount of \$20,000
- Airport Solutions Group (Engineering) for FY2021 in the amount of \$60,000
- McFarland Johnson (Planning) for FY2021 in the amount of \$42,000
- Fennick McCredie (Architectural) for FY2021 in the amount of \$20,000

11. Updates:

- Pilot Incentive Gear
- Freight in Terminal
- On-call Airport Environmental 3-year contract
 - Review committee needed (at least one commissioner and airport management)
 - Two submittals received: HWG and Environmental Partners
- Airport Tree Clearing Project Update
- Cape Air Hangar Door and Façade – to be added to FY2022 CIP
- ARFF/SRE Roof Replacement Update
 - Awaiting FAA Grant Award
- Airport Marketing
 - Business Plan FY2021 – Infrastructure July/August Meeting
- Airport Master Plan Update
 - Inventory Chapter Review-Completed
 - Forecast Chapter – Completed
 - Environmental Chapter – Completed
 - Interim Report - Completed
 - Planning Advisory Group (PAG) Development - meeting June 9 2020 (virtual) 1-3
- Airport Tenant Construction Policy & Green Technologies Implementation – June 2020 Infrastructure meeting/June Full Commission Meeting

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

- Discussion of the Guidelines for Construction, Alteration and Improvements at the Barnstable Municipal Airport Policy (this includes Green Technologies) – see attached – working with Infrastructure and tenants to complete by July meetings.
- FY2022 CIP – Planning underway (September meetings with FAA and MassDOT for FY2022)
- FY2022 Budget - - Planning underway
- Airport Rates & Charges Update (2021 review post-COVID19)
 - Suggest waiting until the Fall 2020 to revisit
- PFOS/Public Involvement Plan & Update/Mitigation
 - Bid opening for project June 12
 - Additional Funding July 16
 - Project completion September 30/October 30
- Airport Events – None
- Do not forget:
 - 90th Anniversary for Boardman/Polando Flight (date?)

11. Announcements – Commissioner’s Comments

12. Matters not reasonably anticipated by the Chair

13. Adjournment – Next Meeting, August 18, 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

COM0720-01 Airport Branding Presentation

COM0720-02 – Approval of the Fuel Contract by and between Barnstable Municipal Airport and World Fuel Services for Fuel Supply and Fuel Vehicle Rental.

MOTION to approve the Contract by and between Barnstable Municipal Airport and World Fuel Services for JetA Fuel Supply and Fuel Vehicle Rentals. **SPONSOR:** Management (**May be acted upon**)

COM0720-03 – Approval of the supplemental appropriation and transfer order for the fiscal year 2020 airport capital budget in the amount of \$277,600.00 to be appropriated and added to the original amount of \$250,000 appropriated under Town Council Orders (A.O. 2019-110 for \$100,000) and (A.O. 2020-052 for \$150,000) for the purpose of funding mitigation for the impacts of per and polyfluoroalkyl substances (PFAS) and 1,4-dioxane in soil and groundwater associated with the use of firefighting foams.

MOTION to approve the supplemental appropriation and transfer order for the fiscal year 2020 airport capital budget in the amount of \$277,600.00 be appropriated and added to the original amount of \$250,000 appropriated under Town Council Orders (A.O. 2019-110 for \$100,000) and (A.O. 2020-052 for \$150,000) for the purpose of funding mitigation for the impacts of per and polyfluoroalkyl substances (PFAS) and 1,4-dioxane in soil and groundwater associated with the use of firefighting foams. **SPONSOR:** Management (**May be acted upon**)

Barnstable Municipal Airport Commission

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

COM0720-04 – Approval of Professional Services Agreement by and between Barnstable Municipal Airport and Vector Airport Systems, LLC.

MOTION to approve the five-year Professional Services Agreement by and between Barnstable Municipal Airport and Vector Airport Systems, LLC for the Flight Tracking system for a cost of \$77,096.00 annually. **SPONSOR: Management (May be acted upon)**

COM0720-05 – Approval of Fuel Pricing Agreement by and between Barnstable Municipal Airport and NetJets Services, Inc., for a guaranteed 200,001 gallons annually.

MOTION to approve the annual Fuel Pricing Agreement by and between Barnstable Municipal Airport and NetJets Services, Inc. for a guaranteed 200,001 gallons. **SPONSOR: Management (May be acted upon)**

COM0720-06 – Approval of the Contract by and between Barnstable Municipal Airport and Southern Airways Express.

MOTION to approve the Contract by and Between Barnstable Municipal Airport and Southern Airways Express for the Lease of Space in the Airport Terminal to provide passenger services. **SPONSOR: Management (May be acted upon)**

COM0720-07 – Review and Discuss Revision to the Commission By-Laws.

COM0720-08 – Approval of State Grant Assurances by and between Barnstable Municipal Airport and the Massachusetts Department of Transportation – Aeronautics Division.

MOTION to approve the Massachusetts Department of Transportation Aeronautics Division Grant Assurances for the Tree Clearing –Phase I Project, the Mower with Solar Canopy Purchase, and the Propane Mower with Attachments Purchase. **SPONSOR: Management (May be acted upon)**

COM0720-09 – Approval of Amendments for On-call Services by and between Barnstable Municipal Airport and the following consultants:

- **The Quotient Group (Marketing) for FY2021 in the amount of \$20,000**
- **Airport Solutions Group (Engineering) for FY2021 in the amount of \$60,000**
- **McFarland Johnson (Planning) for FY2021 in the amount of \$42,000**
- **Fennick McCredie (Architectural) for FY2021 in the amount of \$20,000**

MOTION to approve the Fiscal Year 2021 Annual Amendments for multi-year on-call service contracts by and between the Barnstable Municipal Airport and the following consultants:

- The Quotient Group (Marketing) for FY2021 in the amount of \$20,000
- Airport Solutions Group (Engineering) for FY2021 in the amount of \$60,000
- McFarland Johnson (Planning) for FY2021 in the amount of \$42,000
- Fennick McCredie (Architectural) for FY2021 in the amount of \$20,000

SPONSOR: Management (May be acted upon)