



**BARNSTABLE MUNICIPAL AIRPORT**  
**BOARDMAN-POLANDO FIELD**  
480 BARNSTABLE ROAD, 2ND FLOOR  
HYANNIS, MA 02601



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

[www.town.barnstable.ma.us](http://www.town.barnstable.ma.us)

R.W. "Bud" Breault, Jr., Airport Manager  
Katie R. Servis, Assistant Airport Manager

**BARNSTABLE MUNICIPAL AIRPORT COMMISSION**  
**Tuesday, March 27, 2018**

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

1. Call to Order & Roll Call
2. Pledge of Allegiance
3. Minutes of the previous meetings:
  - January 23, 2018
4. Public Comment
5. Commissioners Response to Public Comment
6. Report from Sub-Committees
  - Finance (*Commissioners Cobb, DellaMorte, Berlandi*)
  - Infrastructure & Marketing (*Commissioner, Smith,, Young, Lesinski*)

**AGENDA**

---

7. Old Business

None

8. New Business:

**BMA0318-01 – Approval of the Draft Capetown Plaza RFP and attached Agreement and Lease**

**BMA0318-02 – Approval of the Rental Car Services RFP for new leases effective July 1, 2018.**

**BMA0318-03 – Approval of FY2019 Draft Operating Budget**

**BMA0318-04 – Approval of the Appropriation Orders for the MassDOT funded projects as follows:**

- Hangar II Drainage totaling \$241,900
- ARFF/SRE Building Garage Door Replacement totaling \$136,000
- Forestry Mulcher Attachment totaling \$22,000
- Café Patio & Door terminal improvements totaling \$50,000

**BMA0318-05 – Approval of the Pre-approval letter to award contracts to the lowest responsive bidder for each MassDOT funded project as follows:**

- Hangar II Drainage totaling \$241,900
- ARFF/SRE Building Garage Door Replacement totaling \$136,000
- Forestry Mulcher Attachment totaling \$22,000
- Café Patio & Door terminal improvements totaling \$50,000

**BMA0318-06 – Approval of the Fennick McCredie Architecture, Ltd. Contract Amendment #3 for the Café Patio & Door Project**

**BMA0318-07 – Approval of the Fennick McCredie Architecture, Ltd. Contract Amendment #4 for the ARFF/SRE Building Garage Door Replacement Project**

**BMA0318-08 – Approval of the Horsley Witten Group Scope of Work for the Hangar II Drainage Project**

9. Report of Special Committees

- Noise Report (July, October, January, April)

- Yarmouth Representative Comments
- Airport Manager's Report

**10. Announcements** – Commissioner's Comments

**11. Matters not reasonably anticipated by the Chair**

**12. Adjournment** – Next Meeting, April 17, 2018

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

### **BMA0318-01 – Approval of the Draft Capetown Plaza RFP and attached Agreement and Lease**

**MOTION** to approve the Draft Capetown Plaza RFP and attached Agreement and Lease per the Overview as reviewed by the Airport Subcommittees. **SPONSOR:** Infrastructure & Marketing Subcommittee (**May be acted upon**)

### **BMA0318-02 – Approval of the Rental Car Services RFP for new leases effective July 1, 2018.**

**MOTION** to approve the Rental Car Services RFP for the 2018 Lease of Space in the Airport Terminal to operate rental car services. The due date for the RFP is April 5, 2018. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

### **BMA0318-03 – Approval of FY2019 Draft Operating Budget**

**MOTION** to approve the FY2019 Draft Operating Budget. This includes a reduction over last year's budget, with a projected revenue shortfall of \$515,278.71 to be transferred out of short term reserves to balance the budget. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

### **BMA0318-04 – Approval of the Appropriation Orders for the MassDOT funded projects as follows:**

- **Hangar II Drainage totaling \$241,900**
- **ARFF/SRE Building Garage Door Replacement totaling \$136,000**
- **Forestry Mulcher Attachment totaling \$22,000**
- **Café Patio & Door terminal improvements totaling \$50,000**

**MOTION** to approve the Appropriation Order 2018-XXX in the amount of \$449,900 to fund various Airport Capital Improvement projects as listed above; and that \$58,380 be transferred from the FY2018 Operating Capital budget, and \$391,520 be transferred from the Airport Enterprise Fund reserves. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

### **BMA0318-05 – Approval of the Pre-approval letter to award contracts to the lowest responsive bidder for each MassDOT funded project as follows:**

- **Hangar II Drainage totaling \$241,900**
- **ARFF/SRE Building Garage Door Replacement totaling \$136,000**
- **Forestry Mulcher Attachment totaling \$22,000**
- **Café Patio & Door terminal improvements totaling \$50,00**

**MOTION** to approve the Pre-approval letter to award contracts to the lowest responsive bidder for each of the separate projects for a value not to exceed the amounts as listed above. The approval is contingent upon the approval of the appropriation funding by the Town Council as noted in Agenda Item BMA0318-04. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

### **BMA0318-06 – Approval of the Fennick McCredie Architecture, Ltd. Contract Amendment #3 for the Café Patio & Door Project**

**MOTION** to approve the Fennick McCredie Architecture, Ltd. Contract Amendment #3 for services associated with the Café Patio & Exterior Door Project for a not to exceed amount of \$8,500.00. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

### **BMA0318-07 – Approval of the Fennick McCredie Architecture, Ltd. Contract Amendment #4 for the ARFF/SRE Building Garage Door Replacement Project**

**MOTION** to approve the Fennick McCredie Architecture, Ltd. Contract Amendment #4 for services associated with the ARFF/SRE Building Garage Door Replacement Project. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

### **BMA0318-08 – Approval of the Horsley Witten Group Scope of Work for the Hangar II Drainage Project**

**MOTION** to approve the Horsley Witten Group Contract Amendment to provide permitting consultation, supplemental survey, stormwater design, public bid support and construction oversight for the proposed Hangar II Drainage Improvement Project. The work will be billed based on time and materials with an estimated budget of \$26,200.00. **SPONSOR:** Finance Subcommittee (**May be acted upon**)