



BARNSTABLE MUNICIPAL AIRPORT
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R.W. "Bud" Breault, Jr., Airport Manager
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BARNSTABLE MUNICIPAL AIRPORT COMMISSION
MINUTES OF THE REGULAR SESSION
TUESDAY, February 15, 2011

Barnstable Municipal
Airport Commission:

Daniel W. Santos, P.E.
Chairman

Donald E. Megathlin,
Vice Chairman

Robert L. O'Brien,
Clerk

John T. Griffin, Jr.,
Commissioner

Michael A. Dunning,
Commissioner

Ronald Persuitte,
Commissioner

Timothy R. Luzziatti,
Commissioner

Commissioners Present:

Daniel W. Santos P.E, Chairman, Robert L. O'Brien, Clerk, John T. Griffin, Jr., Michael A. Dunning, Ronald Persuitte, The meeting was held at the Barnstable Municipal Airport in the Gourley Conference Room, 480 Barnstable Rd., Hyannis, MA.

Yarmouth Representative Present:

Robert Howard

Airport Staff Present:

Roland W. Breault, Jr., Airport Manager, Frank Sanchez, Assistant Airport Manager, Suzanne Kennedy, Executive Assistant to the Airport Manager

Public Members:

Chip Bishop, Chip Bishop Communications; Bill Walker, Jacobs Engineering; Jim Kinsella, Barnstable Enterprise; Hank Farnham, Barnstable Town Council; Don Barrett, Republic Parking Systems, Joe Longo, Horsley Witten Group; and Bob Doane and Peter Farrell, Cape Air

Call To Order:

Chairman Santos called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:00 p.m. Attendance roll call was taken.

Minutes of the previous meetings:

Chairman Santos moved to approve the minutes of the January 15, 2011 Airport Commission Meeting. This was seconded and unanimously approved.

Chairman Santos moved to approve, but not release, the executive session minutes of the January 15, 2011 Airport Commission Meeting. This was seconded and approved by majority with Commission O'Brien abstaining from the vote.

Public Comment:

None

Commissioners Response to Public Comment:

None

Commission Dunning joined the meeting at 4:05 p.m.

Reports from Subcommittees

Finance Subcommittee (Commissioners Megathlin, Persuitte, O'Brien)

The Finance subcommittee met on Tuesday, February 1, 2011. The following was discussed:

- Review of FY 2010 Financial Statements, Jet Fuel, CFCs and PFCs.
- Airport Financial reserves, cash flow and reimbursement of project funds.
- Review of Hyannis Air Service Hangar II Lease terms and conditions.

- Review of Republic Parking new rates effective April 15, 2011. Commissioner Pursuitte recognized Don Barrett, Republic Parking, and discussed the mutual negotiations to finalize a new 10 year contract.
- Changes to the Vehicle Parking rates. Approximately \$250,000 was being lost in annual revenues due to the parking coupon program, so this is being eliminated.
- Additional costs associated with the ATCT and management's request for additional ARRA funds.
- Effective date of March 1, 2011 for the PFC program which should generate approximately \$240,000 in the first year.
- Annual FY2012 Operating Budget was approved by the subcommittee.

Infrastructure Subcommittee (Commissioners Griffin, Dunning, Luzietti)

The Infrastructure subcommittee did not meet during February 2011.

Construction Committee: (Commissioners Santos, Luzietti, O'Brien, Megathlin)

The Construction Committee met today, and the following was discussed:

- Chairman Megathlin is away, so Commissioner Santos Chaired the meeting.
 - Construction Phasing, Schedules and Change Order Management.
 - Six Change Orders were recommended for approval – three for the Terminal and three for the ATCT.
 - Access Road Bids were opened a week ago. The low bid was 25% lower than the construction cost estimate at \$3.1 million by Lawrence Lynch Corporation. The submittals will all be reviewed as preparation to make an award.
 - Landscape Plans were distributed and will be reviewed
 - Value Engineering Items and Modifications, and Add Alternates were reviewed and it was decided not to pursue the baggage carousel (\$170,000 savings) but a baggage slide, and to suspend the irrigation system (\$50,000 savings). These items can easily be added again as the project progresses.

Commissioner Pursuitte added the following for the Finance Subcommittee reporting: Republic Parking Systems agreed to an additional percentage point in future revenue sharing in exchange for a decrease of the 2010 annual guarantee owed to the Airport; and the minimum annual guarantee is back to \$504,000/year.

Unfinished Business:

BMA0111-05 – Approval of the Barnstable Municipal Airport FY 2012 Operating Budget

MOTION to approve the Barnstable Municipal Airport FY 2012 Operating Budget in the amount of \$6,613,939.00 for submittal to the Barnstable Town Council. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

This agenda item was moved and by Commissioner O'Brien, and seconded. Manager Breault did an extensive revenue and expense projection reflecting \$6,613,939 for the FY 2012 budget. This represents a \$600,000 increase over FY2010, which is mostly due to Jet Fuel costs. There were many changes in this year's budget due to moving from the current operation to the new operation. Manager Breault briefed the Commission members that there are new expenses for the FAA ATCT maintenance and operating agreements, loss of revenue from several leases, no personal changes or recommended cost of living increases, and the Union negotiations are still in arbitration. This agenda item was unanimously approved by verbal vote.

BMA0111-06 – Approval of the Republic Parking Systems Contract one-year extension Option

MOTION to approve the final one-year option to extend the Contract between the Barnstable Municipal Airport Commission and Republic Parking Systems, Inc. from January 2, 2011 to January 1, 2012. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

This agenda item was moved and read by Commissioner Dunning, and seconded. Manager Breault briefed the Commission that this is a one year extension to the current contract, which expires January 17, 2011, with a clause that it may be terminated at any time upon a new negotiated lease. This agenda item was unanimously approved by verbal vote.

New Business:

BMA0211-01 – Approval of Suffolk Construction Change Orders for Proposed Change Orders approved in January 2011 (revised)

MOTION to approve the Suffolk Construction Change Order # 10010 in the amount of \$60,000.00, Change Order #10012 in the amount of \$5,760.79 and Change Order #10014 in the amount of \$77,276.25 for the listed Proposed
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Change Orders (PCO) to the Air Traffic Control Tower Project. This will increase the total contract cost to \$4,681,207.32. **SPONSOR: Construction Committee (May be acted upon)**

This agenda item was moved and read by Commission Griffin, and seconded. Manager Breault reviewed the specifics of each change order and stated that these were the result of extensive negotiations between the staff, clerk of the works, the consultants, AECOM, and Suffolk. Chairman Santos commented that the utility changes are particularly distressing, as NStar was late in providing input into the requirements, and so the Airport proceeded with the best information available at the time, and now NStar has some major changes which have cost a lot of money. There is sufficient money in the budget to cover these change orders. This agenda item was unanimously approved by verbal vote.

MOTION to approve the Suffolk Construction Change Order # 20006 in the amount of -\$60,000.00, Change Order #20007 in the amount of \$23,817.32 and Change Order #20009 in the amount of \$27,103.44 for the listed Proposed Change Orders (PCO) to the New Passenger Terminal Project. This will increase the total contract cost to \$15,284,150.51. **SPONSOR: Construction Committee (May be acted upon)**

This agenda item was moved and read by Chairman Santos, and seconded. Manager Breault reviewed the specifics of each change order. There was no discussion. This agenda item was unanimously approved by verbal vote.

BMA0211-02 – Approval of Republic Parking Systems new 10-year Lease Proposal

MOTION to approve the Republic Parking Systems new 10 year lease from 2012 through 2021 with a minimum annual guarantee of \$504,000 per year for the Vehicle Parking Concession at the Barnstable Municipal Airport. This lease includes a Republic Parking Systems investment of \$320,000.00 for the build out of a new parking lot, and \$127,500 for new Equipment. **SPONSOR: Finance Subcommittee (May be acted upon)**

This agenda item was moved and read by Commissioner O'Brien, and seconded. Commissioner Persuitte mentioned that this is a 5 year lease with one 5 year option to renew. This agenda item was unanimously approved by roll call vote as follows:

Santos	yes	Griffin	yes
O'Brien	yes	Dunning	yes
Persuitte	yes		

BMA0211-03 – Approval of Revised Vehicle Parking Program Fees

MOTION to approve the proposed vehicle parking rates that would eliminate the parking discount coupon program and revise the rates as follows: 0-1 hour \$3.00, each additional hour \$1.00, daily maximum \$9.00 year round, weekly rate \$50.00, annual rate \$1,800.00, and the daily overflow rate /day \$6.00 to become effective on April 15, 2011. **SPONSOR: Finance Subcommittee (May be acted upon)**

This agenda item was moved and read by Commissioner Dunning, and seconded. These revised rates assume no off-season rates and termination of the parking coupon program on April 15, 2011. The airlines will be notified of these changes after the Commission's approval this evening. This agenda item was unanimously approved by verbal vote.

BMA0211-04 – Approval of Hyannis Air Service Hangar II Lease

MOTION to approve the proposed Hyannis Air Service Hangar II Lease for a portion of the building and parking areas for a period of 10 years with two five year extension options at the rate of \$22,087.55 annually with annual CPI increases. Hyannis Air Service will perform a total of \$146,400 Capital Improvements to the building and perform general maintenance to the facility. **SPONSOR: Finance Subcommittee (May be acted upon)**

This agenda item was moved and read by Commissioner Griffin, and seconded. This lease has been reviewed and approved by Attorney Gilmore, subject to approval by the Town Attorney. Manager Breault briefed the Commission on the specifics of the lease and leased area. Chairman Santos moved to amend the motion to add "approval of the Commission is contingent upon final review of the Growth Management Department and the Water Board". This amendment was seconded and unanimously approved. The amended motion was unanimously approved by verbal vote.

BMA0211-05 – Approval and Acceptance of MassDOT Grant Assurances for the BMA Airport Terminal Building Project

MOTION to approve and accept the MassDOT Grant Assurances for the purpose of the Barnstable Municipal Airport securing the Aeronautics Division's approval and award of the Grant for the New Terminal Building Project. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

This agenda item was moved and read by Commissioner Pursuitte, and seconded. The MassDOT Board of Directors approved the grant in September 2010 subject to language that would be approved by the DOT General Council. The language has been negotiated and been approved by the General Council, their attorney and the Airport and Town attorneys; and has been included in this Grant Assurance. It has also been modified to follow the Assurances that were approved in 2007/2008 and this is the final version including all requested changes. This will be on the March 3, 2011 Town Council agenda for approval. Manager Breault recommended approval so that the Airport could start receiving funds for the project. This agenda item was unanimously approved by verbal vote.

BMA0211-06 – Approval of Horsley Witten Group Contract Proposal for Preparation of Stage 2 ERA for Upper Gate and Lewis Ponds

MOTION: to approve the Horsley Witten Group proposal in the amount of \$69,890.00 to complete the Stage 2 Environmental Risk Assessment (ERA) for the Upper Gate and Lewis Ponds at the Barnstable Municipal Airport. **SPONSOR:** Infrastructure Subcommittee (**May be acted upon**)

This agenda item was moved and read by Commissioner Griffin, and seconded. Manager Breault stated that the Town Council previously approved the Appropriation Orders for both this and the following agenda item. The Airport is permitted by state law to use a standard contract directly with the Engineering Consultant under the Chapter 30B exemption rules. This is a requirement of the original DRI with the Cape Cod Commission. This agenda item was unanimously approved by roll call vote as follows:

Santos	yes	Griffin	yes
O'Brien	yes	Dunning	yes
Pursuitte	yes		

BMA0211-07 – Approval of Horsley Witten Group Contract Proposal for Preparation of a Draft and Final EIR for the Master Plan Development

MOTION to approve the Horsley Witten Group proposal in the amount of \$91,895.00 to develop a Draft and Final Environmental Impact Report (EIR) as required by the Massachusetts Environmental Policy Act (MEPA) for the master plan development at the Barnstable Municipal Airport. **SPONSOR:** Infrastructure Subcommittee (**May be acted upon**)

This agenda item was moved and read by Commissioner Griffin, and seconded. This is a requirement as a result of the Master Plan and Development Agreement. In order to get the Development Agreement the Airport was required to do an ENF. As a result of the ENF, an EIR was then required. The EIR must be completed before the Development Agreement can be completed. The Development Agreement would then modify the Master Plan. The Development Agreement must be completed to comply with the DRI requirements so that the Airport can obtain the Final Certificate of Compliance. This agenda item was unanimously approved by roll call vote as follows:

Santos	yes	Griffin	yes
O'Brien	yes	Dunning	yes
Pursuitte	yes		

Noise Report:

Assistant Manager Frank Sanchez gave the noise report in Ms. Lounsbury's absence. There were a total of 4 complaints made by 3 complainants in January 2011. IN January 2010 there were 2 complaints made by 1 complainant.

Yarmouth Representative's Comments:

Mr. Howard commented that out of the four complaints, three were of no importance as the run-ups were in compliance. He stated he was thrilled to see the Air Traffic Control Tower progress and he will be reporting back to Yarmouth Board of Selectmen. A new Town Administrator has been selected for Yarmouth, and he must negotiate with Chatham as to when he can be relieved to start the new position. Chairman Santos extended an invitation to the new Administrator, through Mr. Howard, to sit down with the Airport Commission and Manager to apprise him of the details of the Airport. Manager Breault stated a run-up is an engine run up that is done either

prior to take-off or during engine maintenance. It is usually done in the pit area for a period of time that is less than 30 minutes in length. Engine run-ups are done specifically for safety reasons.

Airport Manager's Report:

Manager Breault reported the following in addition to his weekly report:

- Thursday, February 17th, the Airport Ramp Phase I Appropriation Order will be on the Town Council agenda for a first reading. The second reading will be on March 3, 2011 along with the Grant Assurances approval. He requested some Commissioners attend the Town Council Meeting on March 3rd.
- He mentioned that the steel for the terminal had been 1/3 erected while he had been away for a week.
- There will be a topping off ceremony upon completion of the structural steel approximately the middle of March.

Announcements – Commissioner's Comments:

- Commissioner Griffin thanked Mr. Sanchez and Mr. Bishop for coordinating the steel erection ceremony. Commissioner Griffin and Mr. Sanchez spoke at the ceremony and will be aired on the Barnstable in the Morning program. It is also on the Airport's Facebook page.
- Commissioner Griffin had lunch with Susan Wheatley, Larry's widow. She extended greetings and she is happy that things are progressing on the projects.
- Due to the Land Court Trial, the Commission meeting will be rescheduled from March 15, 2011 to March 22, 2011.

The next meeting will be held on March 22, 2011.

Adjournment:

Upon Motion duly made and seconded, it was voted to adjourn the meeting at 5:04 p.m.

ROBERT L. O'BRIEN, CLERK