



BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD
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R.W. "Bud" Breault, Jr., Airport Manager
 Katie R. Servis, Assistant Airport Manager

BARNSTABLE MUNICIPAL AIRPORT COMMISSION
MINUTES OF THE REGULAR SESSION
TUESDAY, November 15, 2016

Barnstable Municipal
 Airport Commission:

John T. Griffin, Jr.,
 Chairman

Timothy R. Luzietti,
 Vice Chairman

Robert L. O'Brien,
 Clerk

Mary F. Smith,
 Commissioner

Stephen P. Cobb,
 Commissioner

Elizabeth Young,
 Commissioner

James DellaMorte,
 Commissioner

Commissioners Present:

John T. Griffin, Jr., Chairman, Robert L. O'Brien, Clerk, Mary F. Smith, Stephen P. Cobb, James DellaMorte, and Elizabeth Young.. The meeting was held at the Barnstable Municipal Airport in the Airport Conference Room, 480 Barnstable Rd., Hyannis, MA.

Commissioners not Present:

Timothy R. Luzietti

Yarmouth Representative:

William Marasco

Airport Staff Present:

Roland W. Breault, Jr., Airport Manager, Katie Servis, Assistant airport Manager, and Suzanne Kennedy, Executive Assistant to the Airport Manager.

Public Members:

Judith Goetz, Regan Communication, and Stephen Flecchia, Jacobs Engineering.

~~Christina Lounsbury, BMA Noise/Security Coordinator~~

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:06 p.m. Attendance roll call was taken ~~followed by the~~ Pledge of Allegiance. Chairman Griffin recognized all veterans in honor of Veteran's Day. The staff observed a moment of silence for Frank Gibson, a long standing friend of the Airport and aviation.

Minutes of the previous meetings:

None

Public Comment:

None

Commissioners Response to Public Comment:

None

Finance Subcommittee (Commissioners Dunning, O'Brien, Luzietti)

The Finance subcommittee met on Wednesday, November 2, 2016. Commissioner O'Brien read a review of the minutes of the meeting in which the following was discussed:

- Financial review, Clear Channel lease extension, Proposed FY 2018 Personnel Changes, Proposed Airport Rates and Charges, the first 5 year extension to the

Republic Parking Lease, JetBlue updates, Island Shuttle, the Development Agreement, overflow parking options, and property updates.

Infrastructure & Marketing Subcommittee (Commissioners Griffin, Smith, Cobb)

The Infrastructure & Marketing subcommittee met on Tuesday, November 1, 2016. Commissioner Smith read a review of the minutes of the meeting in which the following was discussed:

- Webinar on the Official Airline Guide (OAG), Griffin Avionics failed septic system, FY 2018 Personnel Changes, Heritage Turbines possible interest in the Budget Wash Rack property, Air Service Development Marketing, Development Agreement status, property updates, Deicing, Air Freight and Cargo Operations, status of Centerville Pie, Kmart Plaza Workshop, and ongoing project review.

It was recommended that the Commission will no longer read all of the subcommittee minutes during the meeting and only a synopsis will be reported.

Old Business:

None

New Business:

BMA1116-01 – Approval of the Clear Channel Outdoor, Inc. Lease Extension and Modification of the Extension Terms effective April 1, 2017

MOTION to approve the Clear Channel Outdoor, Inc. lease extension and modification of the extension terms from five (5) one year extensions to one (1) five year extension effective April 1, 2017. This lease agreement between the Barnstable Municipal Airport and Clear Channel Outdoor, Inc. is for the Airport's display advertising concession agreement within the terminal. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner DellaMorte and seconded.
- Clear Channel brings in approximately \$20,000 in revenue to the Airport per year.
- The main change is to change the terms from 5 one-year options to 1 five-year option and they will replace the digital displays in the terminal with new current industry versions.
- This agenda item was unanimously approved by verbal vote.

BMA1116-02 – Approval of the Republic Parking System first five (5) year Lease Extension Option effective January 1, 2017.

MOTION to approve the first five (5) year lease extension option effective January 1, 2017 on the lease between the Barnstable Municipal Airport and Republic Parking System for the lease and management of the vehicle parking lots. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner O'Brien and seconded.
- The purpose of the amendment is to exercise the first of two five-year extensions of the contract and to implement the CPI adjustment effective in year six (January 2017).
- They have indicated the possibility that they may exercise the Force Majeure provision within the lease because the reduction in enplanements due to the loss of Island Airlines has affected their revenues. They will schedule a meeting with staff after they have completed their annual report.
- This agenda item was unanimously approved by verbal vote.

BMA1116-03 – Approval of Change Order #1 to the Lawrence Lynch Contract to Reconstruct and Light Taxiway C in the amount of \$72,761.87

MOTION to approve Change Order #1 to the contract to Reconstruct and Light Taxiway C in the amount of \$72,761.87. **SPONSOR:** Management (**May be acted upon**)

- This agenda item was moved and read by Assistant Manager Servis, and seconded.
- This is the only change order for this project and will close out the project with regards to Lawrence Lynch.
- The Airport has been receiving the reimbursements from the FAA and MassDOT.
- This agenda item was unanimously approved by verbal vote.

BMA1116-04 – Approval of Change Order #3 to the Lawrence Lynch Contract to Construct the New Fuel Farm in the amount of \$76,117.97.

MOTION to approve Change Order #3 to the contract to Construct the New Fuel Farm in the amount of \$76,117.97. **SPONSOR:** Management (**May be acted upon**)

- This agenda item was moved and read by Manager Breault and seconded.
- This change order is to close out the Fuel Farm Project. This covers about 13 small items over the course of the project to include excavation and removal of a small amount of contaminated soil.
- There are sufficient funds in the project to cover this change order
- Total project costs are \$1,518,238.79. A drainage project and a parking lot area were added in to the original scope of work.
- The Airport received \$115,000 from World Fuel for the construction, but did not receive any funds from the FAA or the MassDOT.
- This agenda item was unanimously approved by verbal vote.

Air Service Development Update:

- Management will meet November 17th with Nantucket and Martha’s Vineyard airport management. Mutual issues will be discussed to benefit all airports. Meetings will be scheduled quarterly.
- JetBlue is scheduled for a mid-June start rather than mid-May because of their passenger numbers. They are still analyzing the numbers for an end date. A meeting with JetBlue has not been scheduled yet.
- Rectrix Shuttle’s press release states their passenger numbers are doing very well with an average of 82% capacity. This may be due to the incentives of reduced fares, commuter bundle packages, and rewards program. They are looking to bring in some CRJ200 jets with a capacity for 30 passengers to serve other markets.

Yarmouth Representative Comments:

No comments

Airport Manager’s Report:

Manager Breault reported on the following:

- A memo was sent by the Town Attorney regarding remote participation. At the present time this has not been authorized, nor may anyone sit-in remotely just to monitor the meeting.
- The FY2018 draft CIP (Capital Improvement Plan) has been submitted. The Airport is the first department to submit the CIP. Copies were emailed to the Commissioners and will be on the December subcommittee agendas. Any necessary changes will be submitted as amendments to the CIP.
- The Operating Capital requests will be submitted December 21st.
- The Student/Veterans Art show for “From the Words of Warriors II” is on display in the terminal. This is a collaboration of three local elementary school art departments, Barnstable Intermediate School, Bourne Middle School, and Provincetown Public School, and the CC&IAEA (Cape Cod & Island Art Educators Association). Students interview local Veterans and then create artwork based upon their discussions. There will be a reception after this meeting adjourns.
- The third art show from the CC&IAEA will be installed on November 18th on the walls of the terminal and will be on display for six months.
- Centerville Pie is closed for the season until April 2017.
- The Barnstable Airport Commission Workshop for the WS Development presentation will be at 2:00pm on Tuesday, November 29, 2016.
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Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 4:38 p.m.

The next meeting will be held on December 20, 2016.

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ROBERT L. O’BRIEN, CLERK