



**BARNSTABLE MUNICIPAL AIRPORT**  
**BOARDMAN-POLANDO FIELD**  
480 BARNSTABLE ROAD, 2ND FLOOR  
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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 21, 2017**

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, Vice Chairman

**Yarmouth Representative:**

William Marasco

**Airport Staff Present:**

Roland W. Breault, Jr., Suzanne Kennedy, Executive Assistant to the Airport Manager, and Christina Lounsbury, Security/Noise Abatement Coordinator.

**Public Members:**

Judith Goetz, Regan Communication and Michael F. Stone, Yarmouth Board of Selectman

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

**Call To Order:**

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:01 p.m. Attendance roll call was taken ~~followed by the~~ Pledge of Allegiance.

**Minutes of the previous meetings:**

Chairman Griffin moved to approve the minutes of the October 25th, 2016 Airport Commission Meeting. This was seconded and unanimously approved.

Chairman Griffin moved to approve the minutes of the November 15th, 2016 Airport Commission Meeting. This was seconded and unanimously approved.

**Public Comment:**

None

**Commissioners Response to Public Comment:**

None

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

The Finance Subcommittee did not meet during February 2017.

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

The Infrastructure & Marketing subcommittee met on Tuesday, February 7, 2017. Commissioner Smith read a review of the minutes of the meeting in which the following was discussed:

- Griffin Avionics failed septic system, 2017 Air Service Incentive Program III, Potential terminal upgrades, 2017 Infrastructure goals and Objectives, approval of a Beer and Wine License for Centerville Pie Co., Review of Airport properties, ongoing projects, and tenant service updates.

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.

Commissioner O'Brien asked if Mr. Bornstein had obtained FAA approval for the Dockside development. Not as of yet.

Manager Breault stated that the information in the newspaper was not accurate for the Sports Complex, they still need to fulfill some requirements.

**Old Business:**

None

**New Business:**

**BMA0217-01 – Approval of Amendment No. 1 to the Fennick McCredie Architecture, Ltd. Agreement dated May 1, 2016 in the amount of \$74,300 for on-call architectural services associated with the Passenger Terminal Improvements Feasibility Study**

MOTION to approve Amendment No. 1 to the Fennick McCredie Architecture, Ltd. Agreement dated May 1, 2016 in the amount of \$74,300 for on-call architectural services associated with the Passenger Terminal Improvements Feasibility Study. The Scope of Services encompasses outbound baggage handling/screening, airside awning, exterior restaurant advertising and a ceiling mounted artwork display. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner DellaMorte and seconded.
- Three separate appropriations have been approved in the amount of \$200,000 each under the Capital Improvement Program.
- This is the first phase to complete the architectural work for the baggage handling system, airside awning, and to replace items that were removed from the plans due to value engineering to reduce the size of the terminal. When a new airline comes in that requires the use of the secure baggage room, the existing baggage belt does not continue to each counter.
- Exterior restaurant advertising is a possibility if we can retain the ambiance of the terminal.
- Ceiling mounted artwork is part of a program from Howard Bonnington's model of a suspended six-sided display.
- The Airport has an on-call contract with Fennick McCredie in the amount of \$20,000/year. The Town Procurement Officer prefers that each specific project will be funded separately.
- The improvements that are made now must project future expansion.
- More jet traffic will require bigger baggage holding and secure areas to eventually handle more traffic.
- The ALP may not include interior modifications to the buildings.
- This agenda item was unanimously approved by verbal vote.

**BMA0217-02 – Approval of Amendment No. 2 to the Fennick McCredie Architecture, Ltd. Agreement dated May 1, 2016 in the amount of \$61,900 for on-call architectural services associated with the ARFF Building Preventative Maintenance Plan**

MOTION to approve Amendment No. 2 to the Fennick McCredie Architecture, Ltd. Agreement dated May 1, 2016 in the amount of \$61,900 for on-call architectural services associated with the ARFF Building Preventative Maintenance Plan. The Scope of Services encompasses the building envelope, building structure, MEP/FP systems and equipment, IT/Communications, and ARFF Support Systems and Equipment. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Cobb and seconded.
- This is an amendment to an on-call contract.
- This is specifically for services to develop a 20 year Preventative Maintenance Plan for the ARFF/Maintenance building systems.
- The airport can use this plan to submit CIP appropriations on an annual basis to prevent replacement of systems and keep the building in good repair without having to replace it. The building is over 20 years old.

- This agenda item was unanimously approved by verbal vote.

**BMA0217-03 – Review and Approval of the Hertz Car Rental Fuel System Upgrade**

MOTION to approve the Hertz Car Rental documents for the installation of the Fuel System Upgrade at the Wash Rack location on Barnstable Road. This upgrade does not change the original size of the 10,000 gallon fuel tank.

**SPONSOR: Infrastructure & Marketing Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Smith, and seconded.
- The airport has not received the stamped as-builts and has not received the verification of remote alarm installation.
- This agenda item was tabled.

**Noise Report:**

- This was tabled from February due to the TSA mandatory badge audit.
- In October 2016 there were a total of 3 complaints from 2 complainants.
- In November 2016 there were a total of 9 complaints from 2 complainants.
- In December 2016 there were a total of 3 complaints from 1 complainant.
- During 2016 there were a total of 81 calls. The year end annual report increased by 51 calls over last year.
- One resident reported 45% of the total calls during 2016.
- The most overall complaints are between the hours of 5:00 am and 6:00 am. This has improved over previous years when the complaints were between 4:00 am and 5:00 am.
- There is an individual that is within a half-mile from the airport and reports that they hear aircraft taxiing and movement of aircraft on the field. There is not a lot that can be done for aircraft movement.
- A discussion ensued between Ms. Lounsbury and the Commission members of FAA noise regulations, types of complaints, noise studies, and responses to complainants.

**Air Service Development Update:**

- Manager Breault has received some information and will hold a meeting in March to review with all of the managers of four airports.

**Yarmouth Representative Comments:**

- Mr. Marasco thanked Ms. Lounsbury and Ms. Servis for their help with a Yarmouth constituent and some administrative off hour issues.
- He commented that the noise report contained very valuable information. He inquired if it was possible or feasible to install sound barriers near a fence-line where the sound seems to be an issue.
- He asked if the decibel levels could be taken when there was no activity so as to give some objectivity to the levels when aircraft are flying.
- He stated that it is helpful to keep the early morning flights to a minimum, but there is an importance to these flights.
- There is a new Yarmouth Town Administrator who brings airport experience (Barnes Airport) and has voiced his interest in becoming more involved with the Airport.

**Airport Manager's Report:**

Manager Breault reported on the following:

- The Rates & Fees recommendations will be discussed at the March Finance Subcommittee meeting. He is looking to get these approved fairly soon to revise the budget.
- A workshop to discuss CapeTown Plaza is scheduled for March 6<sup>th</sup> at 10:00 am. The draft agenda from the Airport Attorney is pending.
- Management attended the Growth Incentive Zone (GIZ) meeting. The impression was that only parts of the Airport were to be included in the GIZ.
- A tentative meeting is scheduled with State Representative Whalen for March 6<sup>th</sup> to discuss marketing, airport development, economic impact, transportation, ferries, parking, etc.
- There is a meeting with Marine Lumber on February 24<sup>th</sup> to discuss their current leases and possible extensions. They have moved a lot of their operation for lumber to Barse's Way. They were given notice that the hangar could not be used for non-aviation purposes. They will be moving their fence-line back to the original location. They currently have three aircraft to transport their employees to Nantucket.

- A meeting with the RTA is scheduled for February 23<sup>rd</sup>. The multi-modal group will be a discussion of the transit overview, parking, GIZ revisions and roadway design and redevelopment.
- Staff met today with the Town of Barnstable Regulatory Department to discuss a possible shuttle bus service from the Airport parking lot to other areas. The parking lot is currently at only 10% of total availability.
- Staff will be meeting with the Growth Management Department to discuss the GIZ and an Airport Overlay Zoning for height restrictions within a certain circumference of the airport.
- JetBlue will be returning for its fourth season. Service will begin June 15<sup>th</sup> through September 24<sup>th</sup>.
- MassDOT has awarded two grants to the airport totaling \$116,000 for the purchase of a new tractor with a rotary mower to maintain the vegetation of the Runway Visibility Zone (RVZ) that was just cleared.
- The Town Council approved two appropriations for tow projects: Slurry Seal the Main Terminal Ramp and the DEP NOR.
- Management has a budget meeting with the Town Manager on February 28<sup>th</sup> and will present to the Finance Subcommittee as soon as possible.
- There is no change as of yet to the appointment for the Airport Liaison to the Town Council.
- Manager Breault will be meeting with Republic Parking about rates/loss of income/force majeure.

**Commissioners Comments:**

Chairman Griffin stated he will be out of town until the first weekend in March. He recognized Clerk O'Brien's 90<sup>th</sup> birthday, congratulated him, and thanked him for all that he does for the airport.

**Adjournment:**

Upon Motion duly made and seconded, the meeting was adjourned at 4:57 p.m.

The next meeting will be held on March 21, 2017.

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ROBERT L. O'BRIEN, CLERK