



**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, October 17, 2017**

**Commissioners Present:**

Barnstable Municipal  
Airport Commission:

John T. Griffin, Jr.,  
Chairman

Mary F. Smith,  
Vice Chairman

Stephen P. Cobb,  
Clerk

Elizabeth Young,  
Commissioner

James DellaMorte,  
Commissioner

Zachery Lesinski,  
Commissioner

Mary F. Smith, Vice Chairman, Stephen P. Cobb, Clerk, Elizabeth Young, James DellaMorte, and Zachery Lesinski. The meeting was held at the Barnstable Municipal Airport in the Airport Conference Room, 480 Barnstable Rd., Hyannis, MA.

**Commissioners not present:**

John T. Griffin, Jr., Chairman

**Yarmouth Representative:**

Not present

**Airport Staff Present:**

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

**Public Members:**

Brad Schiff and Carol Dumas, Pierce-Cote

**Call To Order:**

Vice Chairman Smith called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:07 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

**Minutes of the previous meetings:**

None to be approved

Manager Breault introduced Brad Schiff and Carol Dumas from Pierce-Cote. Ms. Dumas will be replacing Judith Goetz as the Airport's Public Relations consultant.

**Public Comment:**

None

**Commissioners Response to Public Comment:**

None

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

The Finance Subcommittee met on Wednesday, October 4th, 2017. Commissioner DellaMorte read a review of the minutes of the meeting in which the following was discussed:

- Month to month financial statements and comparative reductions and increases in revenue.
- Reviewed and forwarded agenda items to the full commission for approval for the bonus for Supervisor Construction compensation, Jet Fuel Discount Program Revision, Renewal of Jacobs Engineering contract, Letter of Intent for the Air and Space Museum to move to the airport, renewal of the GSA/TSA Lease amendment No. 8.
- Budget Action Calendar and deadlines for FY2019 budget.
- Cape Cod Young Professionals (CCYP) reported this was their best event to date for their annual Back to Business Bash. The survey will be compiled by Ms. Servis and results reported later to the Commission. Ms. Servis will follow up with the airlines that were at the

JumpStart event. Commissioner DellaMorte suggested expanding the survey online and offering a prize. Trip Advisor was suggested as a source.

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

The Infrastructure & Marketing subcommittee met on Tuesday, October 3rd, 2017. Commissioner Young read a review of the minutes of the meeting in which the following was discussed:

- Griffin Avionics failed septic system, the survey conducted at the CCYP event and future surveys to be conducted. The agenda item for the sublease between Capeflight Instruction LLC and Spectaculair LLC was tabled as more information is needed.
- Updates were given on development of airport properties, a “clean” manufacturing possibility at the Airport, Incompatible Land Use, Air Service Development & Marketing, Air Freight Operations, Minimum Standards revisions, and the recent quarterly tenant meeting. Carol Dumas will be replacing Judith Goetz from Pierce-Cote for public relations.

### **Old Business:**

#### **BMA0917-02 – Approval of Allies Air LLC d/b/a Allies Aviation Freight Handling Facility**

**MOTION** to approve the Barnstable Municipal Airport Permit for Allies Air d/b/a Allies Aviation to run an Air Freight Handling facility at 550 Barnstable Road. **SPONSOR:** Infrastructure & Marketing Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Cobb, and seconded.
- This is to operate the Air Freight facility. The building is ready to go.
- The next agenda item is to approve the River Run Charter LLC. Once the additional aircraft is added to the current certificate by the FAA, they will be ready to move forward with air cargo operations.
- This is just to approve their permit applications for both operations.
- This agenda item was approved by majority verbal vote. Commissioner Lesinski did not vote and later stated for the record that he had recused himself.

#### **BMA0917-03 – Approval of River Run Charter LLC d/b/a Allies Air Charters and Allies Air Freight Air Cargo Operator**

**MOTION** to approve the Barnstable Municipal Airport Permit for River Run Charter, LLC d/b/a Allies Air Charters and Allies Air Freight to be the Air Cargo Operator at 550 Barnstable Road. **SPONSOR:** Infrastructure & Marketing Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner DellaMorte, and seconded.
- Manager Breault stated that this is to approve the permit for River Run Charter LLC d/b/a Allies Air Charter to operate air freight/cargo aircraft. This would be approved with the condition that they do not begin operations until the Certificate has been modified by the FAA to include the additional aircraft.
- This agenda item was approved by majority verbal vote. Commissioner Lesinski recused himself and abstained from voting.

### **New Business:**

#### **BMA1017-01 – Approval of Construction Supervisor Bonus**

**MOTION** to approve a one-time bonus in the amount of \$1,000.00 to James Barrie, Maintenance Technician, for his outstanding service as the Airport Construction Supervisor for the Runway 15-33 Reconstruction Project and as Acting Airport Maintenance Supervisor. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Lesinski, and seconded.
- Assistant Manager Servis commented on Mr. Barrie’s role during the construction project for Runway 15-33 after the Maintenance Supervisor returned from a Worker’s Comp injury. He made sure that the Airport was getting it’s monies worth, and worked very closely with the construction company for a successful project.
- This agenda item was unanimously approved by verbal vote.

#### **BMA1017-02– Approval of Jet Fuel Discount Program Revision**

**MOTION** to approve the Barnstable Municipal Airport Jet Fuel Discount Program dated October 1, 2017, and effective immediately, to reflect the approved changes to the rates & fees. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Cobb, and seconded.
- This is the first update since 2015. These changes are due to the new fee structure and the increase to the selling markup. It also clarifies the minimum purchase of fuel to receive the first night of free parking.
- This agenda item was unanimously approved by verbal vote.

**BMA1017-03– Approval of Jacob’s Engineering Group, Inc., On-Call Professional Engineering Services Contract Renewal**

MOTION to approve the 5 year Contract between the Barnstable Municipal Airport and Jacobs Engineering Group, Inc. for the On-Call Professional Engineering and Planning Services for a not to exceed total of \$60,000/year for locally funded Capital Improvement Projects. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Young, and seconded.
- The original contract was for three years and was extended an additional five years which expired the end of July. This is a renewal and does not have to go out to be competitively bid. Their performance has been exemplary and renewal is recommended.
- This agenda item was unanimously approved by verbal vote.

**BMA1017-04– Approval of Letter of Intent to assist in the Siting of the Massachusetts Air & Space Museum on property owned or controlled by Barnstable Municipal Airport.**

MOTION to approve the Letter of Intent to assist in the siting of the Massachusetts Air & Space Museum on property owned or controlled by the Barnstable Municipal Airport and to authorize the Airport Manager to execute the Letter of Intent. . **SPONSOR: Management (May be acted upon)**

- This agenda item was moved and read by Commissioner DellaMorte, and seconded.
- Management has been working with the Massachusetts Air & Space Museum Board who has a need to move to a new location from Hanscom Field in Bedford.
- Management has given them contacts for two different properties.
- This is a wonderful potential to have a world class museum in Hyannis and would be a huge boon for the Town of Barnstable. This would be a win-win for the Airport and the Museum.
- This agenda item was unanimously approved by verbal vote.

**BMA1017-05– Approval of TSA Lease Amendment NO. 8**

MOTION to approve the 2 year Lease Amendment No. 8 between the Barnstable Municipal Airport and the U.S. General Services Administration (GSA) for the Transportation Security Administration (TSA) area effective November 1, 2017. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Lesinski, and seconded.
- Manager Breault reported that we have been unable to get a new lease from the GSA because they have not been able to agree on the language. He had rewritten and sent it back to them two years ago and it disappeared.
- So since then each amendment will include a CPI increase for each year of the lease.
- This agenda item was unanimously approved by verbal vote.

**Noise Report:**

- Ms. Lounsbury reported on the noise reports for July through September 2017.
- July there were 13 complaints made by 6 complainants.
- August there were 17 complaints made by 9 complainants.
- September there were 13 complaints by 7 complainants.

The majority of complaints revolved around runway closures due to construction. There were a few complaints when the warbirds left. The website does have the ability to email any questions or complaints for noise issues.

**Air Service Development Update:**

Ms. Servis stated that the survey needs some changes to the wording for clarity purposes. The highest percentage of responses was for Florida traffic with California being next. She will be putting together a memo highlighting the survey results. This information will be available for the JetBlue meeting.

Ms. Servis suggested holding a workshop to set marketing priorities on November 14<sup>th</sup> to discuss the three topics of marketing and set future goals.

The conference call with JetBlue is scheduled for tomorrow. Commissioner Smith will forward her talking points to Ms. Servis to include and then be dispersed to all of the commissioners.

**Yarmouth Representative Comments:**

- Mr. Marasco was not present

**Airport Manager’s Report:**

Manager Breault reported on the following:

- The Town Council Appointment Subcommittee will meet later today to discuss the applicants for the Airport Commission. There are three current applicants that all seem to be highly qualified.
- The new public relations account executive is Carol Dumas, who was introduced earlier in the meeting.

- The airspace review of the Cape Cod Training Center (CCTC) by the FAA was completed. The day after this was approved by the Site Planning Review Board; the Training Center submitted an application to modify the height. They are raising the site by 5' due to the cost of increased excavation of the soil. The ball field is being raised by 2', but the poles would be lowered to account for this. There used to be three points on the building that needed lights as the entire building exceeds the height surface requirements. Now there are four points on the building that will need lights. The FAA, after extensive review, assured Manager Breault that this would not affect the planned future extension of Runway 15-33 and that there would be no adverse effect, and there would be no other adverse effects on any of the other issues noted having to do with surfaces, approaches, minimum standards, departures, etc. The only thing that they noted in the departures was a notice of the height of the building. Staff is not happy about this, but has no choice at this time. This gives the CCTC the ability to move forward. This is right off the departure end of Runway 15. Manager Breault has printed the emails documenting this information in writing. (See attached).

Assistant Manager Servis reported on the following:

- Runway 15-33 Rehab and Reconstruction project is complete. The remaining punch list items will be addressed next week. The FAA and Mass DOT inspectors walked the runways today, and they are extremely impressed with Lawrence Lynch's work.
- The Slurry Seal Project is complete. The JetBlue aircraft is creating an indent in the pavement due to the weight of the aircraft. Staff talked to Mass DOT and the FAA about building a concrete pad in the future and possible funding of this project.
- A meeting will be set up with Jacobs Engineering within the next week to discuss the scope of work for the updates to the Master Plan. Then staff will talk with the FAA to determine what can be included in the Master Plan.

**Commissioners Comments:**

Scheduling of the November meetings was discussed, the meetings will be held as follows:

- Finance Subcommittee – Wednesday, November 1<sup>st</sup> at 8:30 AM
- Infrastructure & Marketing Subcommittee – Tuesday, November 14<sup>th</sup> at 4:15 PM
- Commission Workshop – Tuesday, November 14<sup>th</sup> at 5:00 PM
- Commission Meeting – Tuesday, November 28<sup>th</sup> at 4:00 PM

**Adjournment:**

Upon Motion duly made and seconded, the meeting was adjourned at 4:56 PM

The next meeting will be held on November 28, 2017.

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STEPHEN P. COBB, CLERK