



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:

John T. Griffin, Jr.,
Chairman

Mary F. Smith,
Vice Chairman

Stephen P. Cobb,
Clerk

Elizabeth Young,
Commissioner

James DellaMorte,
Commissioner

Zachary Lesinski,
Commissioner

Joseph J. Berlandi,
Commissioner

BARNSTABLE MUNICIPAL AIRPORT COMMISSION MINUTES OF THE REGULAR SESSION TUESDAY, February 20, 2018

Commissioners Present:

John T. Griffin, Jr., Chairman, Stephen P. Cobb, Clerk, Elizabeth Young, Zachery Lesinski, and Joseph J. Berlandi. The meeting was held at the Barnstable Municipal Airport in the Airport Conference Room, 480 Barnstable Rd., Hyannis, MA.

Commissioners not present:

Mary F. Smith, Vice Chairman and James DellaMorte

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

Public Members:

Erik Strand, Jacobs Engineering and Sean Gonsalves, Pierce-Cote

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 5:15 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

Minutes of the previous meetings:

None

Public Comment:

None

Commissioners Response to Public Comment:

None

Finance Subcommittee (Commissioners DellaMorte, Lesinski, Berlandi)

The Finance Subcommittee met on Wednesday, February 7th and Commissioner Cobb read a review of the meeting. (attached)

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

The Infrastructure & Marketing subcommittee did not meet in February.

Old Business:

None

New Business:

BMA0218-01 – Approval of the Jacobs Engineering Group Inc. contract for the Reconstruct Runway 6-24 Design Only Project for Phase I in the amount of \$400,000.00

MOTION to approve the contract between the Barnstable Municipal Airport and Jacobs Engineering Group Inc. for the Reconstruct Runway 6-24 Design Only Project for Phase I in the amount of \$400,000.00. As stated in Article 13 of the contract, the Phase II portion of the contract in the amount of \$98,400.00 will be awarded in the future at an undetermined time. No work shall commence on Phase II until the Barnstable Municipal Airport issues a written notice to proceed. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Cobb, and seconded.
- This is for design only so that the Airport would be ready to proceed if FAA funding became available sooner than planned.
- There will be a more detailed analysis for engineering design to include coring samples, measurement, and field surveys.
- This project will include geo-technical investigation for the soils.
- Horsley Witten group will do any type of design and permitting with the Cape Cod Commission and storm water requirements.
- An underground utilities analysis and testing of the airfield electrical systems will be conducted.
- Erik Strand, Jacobs Engineering, is the Airport's team lead engineer for the project. Ms. Servis introduced him, and he thanked the Commission for the opportunity.
- Airfield design changes by the FAA will be incorporated in the plan as well.
- This amended agenda item was unanimously approved by verbal vote.

BMA0218-02 –Approval of the FY2019-FY2023 Capital Improvement Program Plan

MOTION to approve the FY2019-FY2023 Capital Improvement Program Plan for infrastructure and Equipment at the Barnstable Municipal Airport. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Young, and seconded.
- Ms. Servis reviewed the FY2019-FY2023 spreadsheet (attached) that will be sent to the Town Council for approval.
- These FAA projects will not proceed if the matching MassDOT funds are not available.
- Management is looking Passenger Facility Charges as other avenues to fund these projects.
- All 24 projects also have detailed data sheets to review by the Town Council.
- If there are changes, or a project was added, the plan would have to go back before the Town Council for approval of a modified plan. These are submitted annually.
- This is prepared after meeting with the FAA and MassDOT to determine the available funding.
- If there is not enough funding for the Airport's share, then some of these projects will be delayed to a later year.
- This agenda item was unanimously approved by verbal vote.

Yarmouth Representative Comments:

Mr. Marasco was not present

Airport Manager's Report:

Assistant Manager Servis reported the following:

- Cape Cod Coffee has approached staff about installing a patio and outside door to the patio. Staff is getting estimates from the engineers that are approximately \$45,000 to \$50,000. There are several appropriations set aside for funding terminal improvements. Within the next two or three weeks staff will gather quotes. Management will discuss cost sharing with Cape Cod Coffee.
- The Passenger Facility Charge (PFC) Update application is being worked on. The current PFC was specified for the Terminal Project. Specific eligible projects need to be identified in the application. Management will ask the FAA if Charter Flights can be included in the collection of PFCs.
- A revised scope of work was received from Jacobs Engineering for the Master Plan update.
- The Comprehensive Financial Advisory Committee met and management discussed the first 13 priority CIP projects. They were interested in learning more about the Airport's Marketing Plan.
- Staff is working on the Operating Budget and will meet with the Town the first week of March.
- The March Commission meeting will be held on March 27th at 4:00 PM.
- The Marketing Plan Development March meeting will be held on March 27th at 5:00 PM.
- Every three years the Airport is required to hold a Massachusetts Casualty Incident Drill (MCI). The planning meetings are being held now and the tentative date will be the second week of September.
- The Airport will participate in Discover Barnstable in August at Bismore Park. Tenant participation will be discussed.
- The next quarterly tenant meeting will be held February 28th.

- The Air & Space Museum is not looking to build n the airport right away. They are looking at two facilities that are close by. They would still like to have a location on the airport for working on any aircraft.
- The Delegate meeting is scheduled in May and the purpose is to request funding to improve and extend the east side Access Road.
- Union Negotiations will resume March 7th at 10:00 AM.
- The Discover Barnstable program was new last year and was a great success.

Commissioners Comments:

Commissioner Cobb thanked everyone for the kind words on the passing of his Dad.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:42 PM

The next meeting will be held on March 27, 2018.

STEPHEN P. COBB, CLERK