



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, March 27, 2018

Commissioners Present:

John T. Griffin, Jr., Chairman, Mary F. Smith, Vice Chairman, Stephen P. Cobb, Clerk, Elizabeth Young, James DellaMorte, 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:

None

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:

Eric Steinhilber, Barnstable Town Council, Brad Schiff and Sean Gonsalves, Pierce-Cote

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:03 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 on Wednesday, March 21 2018. Commissioner DellaMorte read a review of the February meeting and Commissioner Berlandi read a review of the March meeting. (attached)

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

The Infrastructure & Marketing subcommittee met on Tuesday, March 20, 2018. Commissioner Smith read a review of the meeting. (attached).

Chairman Griffin introduced the public members in attendance.

Old Business:

None

New Business:

BMA0318-01 – Approval of the Draft Capetown Plaza RFP and attached Agreement and Lease

MOTION to approve the Draft Capetown Plaza RFP and attached Agreement and Lease per the Overview as reviewed by the Airport Subcommittees. **SPONSOR:** Infrastructure & Marketing Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Smith, and seconded.
- Assistant Manager Servis thanked the Town Council, staff, and Commissioner Berlandi for helping to draft the RFP.
- The RFP includes the RFP and attachments of the draft lease and an agreement for the remainder of the 6 years left on the current lease. This agreement will give the new developer rights to make modifications to the property prior the expiration of the current lease.
- The attorneys will review prior to the release.
- This should be released mid-April and hopefully awarded before the end of the calendar year.
- Commission Berlandi commented on the hours spent by staff to bring this to fruition.
- Councilor Steinhilber thanked everyone that has contributed, and commented this will be a great benefit to all parties.
- This amended agenda item was unanimously approved by roll call vote as follows: Berlandi – yes, Smith – yes, Lesinski – yes, Griffin – yes, Cobb – yes, Young – yes, DellaMorte - yes

BMA0318-02 – Approval of the Rental Car Services RFP for new leases effective July 1, 2018.

MOTION to approve the Rental Car Services RFP for the 2018 Lease of Space in the Airport Terminal to operate rental car services. The due date for the RFP is April 5, 2018. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Cobb, and seconded.
- The RFP went out in February and is due April 5th.
- The comment period ends March 31, 2018, and there have been several comments so far. These will be compiled and responded to in an amendment.
- If there are future comments, the due date may need to be extended to allow the companies to respond.
- There was a discussion of co-branding, which must be disclosed during the bid process.
- This agenda item was unanimously approved by verbal vote.

BMA0318-03 – Approval of FY2019 Draft Operating Budget

MOTION to approve the FY2019 Draft Operating Budget. This includes a reduction over last year's budget, with a projected revenue shortfall of \$515,278.71 to be transferred out of short term reserves to balance the budget.

SPONSOR: Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner DellaMorte, and seconded.
- FY2018 was the first year the Airport used reserved to balance the budget, and it is necessary again this year.
- The Airport is looking to diversify revenue via the Kmart plaza and other land parcels.
- The projected revenues are very conservative; this budget does not include any increase on the Kmart Plaza lease.
- Projected expenses have been reduced by about \$235,000, but approximately \$500,000 is still needed from the reserves to balance the budget. Current reserves are approximately \$2 million.
- Manager Breault congratulated Katie on doing a tremendous job with her first year preparing the budget.
- This agenda item was unanimously approved by verbal vote.

BMA0318-04 – Approval of the Appropriation Orders for the Mass DOT funded projects as follows:

- **Hangar II Drainage totaling \$241,900**
- **ARFF/SRE Building Garage Door Replacement totaling \$136,000**
- **Forestry Mulcher Attachment totaling \$22,000**
- **Café Patio & Door terminal improvements totaling \$50,000**

MOTION to approve the Appropriation Order 2018-XXX in the amount of \$449,900 to fund various Airport Capital Improvement projects as listed above; and that \$58,380 be transferred be transferred from the FY2018 Operating Capital budget, and \$391,520 be transferred from the Airport Enterprise Fund reserves. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Young, and seconded.
- Mass DOT Aeronautics reached out to various airports in the State with \$3.5 million to reallocate for projects.

- Staff provided them with a list of 10 projects, of which 5 were chosen to be funded 80% by the Mass DOT.
- Typically not all these are not projects would be funded by the Mass DOT. The painting project will be funded 100%, so the \$75,000 previously allocated toward this will be reallocated toward the other projects.
- All of these projects need to be completed by June 30, 2018.
- If this completion date cannot be met for some reason, the Mass DOT will fund out of the FY19 monies.
- This is similar to the East Ramp Project that was funded in the same process.
- These will be before the Town Council next month for appropriations.
- Management will meet with Cape Cod Coffee to negotiate sharing payment for this door.
- This agenda item was unanimously approved by verbal vote.

BMA0318-05 – Approval of the Pre-approval letter to award contracts to the lowest responsive bidder for each Mass DOT funded project as follows:

- **Hangar II Drainage totaling \$241,900**
- **ARFF/SRE Building Garage Door Replacement totaling \$136,000**
- **Forestry Mulcher Attachment totaling \$22,000**
- **Café Patio & Door terminal improvements totaling \$50,000**

MOTION to approve the Pre-approval letter to award contracts to the lowest responsive bidder for each of the separate projects for a value not to exceed the amounts as listed above. The approval is contingent upon the approval of the appropriation funding by the Town Council as noted in Agenda Item BMA0318-04. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Berlandi, and seconded.
- The purpose of this letter is to get the process of bidding and contracts moving simultaneously with the appropriation order.
- This pre-approval letter identifies the not-to-exceed amounts for each of the projects once the appropriation order is approved.
- Estimated costs have been supplied by the consultants, and three quotes have been obtained on the Forestry Mulcher.
- The cost of architectural design is included in the estimates.
- This agenda item was unanimously approved by verbal vote.

BMA0318-06 – Approval of the Fennick McCredie Architecture, Ltd. Contract Amendment #3 for the Café Patio & Door Project

MOTION to approve the Fennick McCredie Architecture, Ltd. Contract Amendment #3 for services associated with the Café Patio & Exterior Door Project for a not to exceed amount of \$8,500.00. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Lesinski, and seconded.
- This is for the cost estimates, drawings, and specifications for the Café Door and Patio.
- This is included in the appropriation for the project.
- 80% of this will be reimbursed by the Mass DOT.
- There was a discussion of the risks of approving this prior to the approval of the appropriation order.
- This agenda item was unanimously approved by verbal vote.

BMA0318-07 – Approval of the Fennick McCredie Architecture, Ltd. Contract Amendment #4 for the ARFF/SRE Building Garage Door Replacement Project

MOTION to approve the Fennick McCredie Architecture, Ltd. Contract Amendment #4 for services associated with the ARFF/SRE Building Garage Door Replacement Project. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was tabled.

BMA0318-08 – Approval of the Horsley Witten Group Scope of Work for the Hangar II Drainage Project

MOTION to approve the Horsley Witten Group Contract Amendment to provide permitting consultation, supplemental survey, storm water design, public bid support and construction oversight for the proposed Hangar II Drainage Improvement Project. The work will be billed based on time and materials with an estimated budget of \$26,200.00. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Griffin, and seconded.
- This project will be 80% reimbursed by the Mass DOT funds.
- Hangar II is the lowest point on the North Ramp, and continues to flood during rain storms.
- The Fuel Farm Project had included funds for some drainage remediation, but the pavement needs to be pulled up and drainage basins installed.
- While this is being done, it makes sense to also connect the sewer line to the building.
- This agenda item was unanimously approved by verbal vote.

Yarmouth Representative Comments:

Mr. Marasco was not present

Airport Manager's Report:

Manager Breault reported the following:

- He thanked Katie and the team for bearing the brunt of the workload while he was gone.
- JetBlue will start limited seasonal service on May 25th. The new contact person for JetBlue was invited to meet with Management. It is important that JetBlue promotes service from the Cape to New York. The time of the daily flight and the end date of September 4th are not conducive to promoting future year round service.
- *Town Councilor Phil Wallace arrived at 4:50 PM.*
- Staff met with the Town Council and Procurement about solar car ports. The Airport would like to be included in the Town's RFP for solar car ports in multiple town locations.

Commissioners Comments:

Commissioner Griffin wished everyone a Happy Easter and Passover.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 4:57 PM

The next meeting will be held on April 17, 2018.

STEPHEN P. COBB, CLERK