



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, June 19, 2018

Commissioners Present:

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

Commissioners not present:

Zachery Lesinski, and Joseph J. Berlandi

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:

None

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:02 p.m. Attendance roll call was taken followed by the Pledge of Allegiance and a moment of silence for the Angel Flight that did not make it to the Barnstable Municipal Airport.

Minutes of the previous meetings:

The minutes of the May 15, 2018 meeting were approved and signed.

Public Comment:

None

Commissioners Response to Public Comment:

None

Finance Subcommittee (Commissioners DellaMorte, Lesinski, Berlandi)

The Finance Subcommittee met on Tuesday, June 12th, 2018. Commissioner Cobb read a review of the meeting. (attached)

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

The Infrastructure & Marketing subcommittee met on Tuesday, June 12th, 2018. Commissioner Smith read a review of the meeting. (attached).

Old Business:

BMA0518-01 – Approval of Lease for Portion of 290 Iyannough Road Property

MOTION to approve a lease for a portion of the 290 Iyannough Road Property for the purpose of

Ideal Floor Covering to access and build a loading dock on their adjacent building, and for customer parking.

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

- This lease is about 40% written so Manager Breault requested that it be tabled.
- The draft will be forwarded to Ideal Floor Coverings and the Finance Subcommittee
- This will be a 10+5+5 year lease at \$1.25/square feet

New Business:

BMA0618-01 – Approval of New England Aircraft Detailing License Agreement

MOTION to approve an annual License Agreement for New England Aircraft Detailing to provide aircraft interior and exterior cleaning services at various locations at the Barnstable Municipal Airport. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Young, and seconded.
- The License Agreement is not complete, but Manager Breault requested approval of the Aeronautical Activity Permit for an on demand basis for aircraft cleaning
- The motion was modified to approve the “Aeronautical Activity Permit Only”. This was seconded.
- This amended agenda item was unanimously approved by verbal vote.

BMA0618-02 – Approval of the Cape Air Terminal Lease Amendment

MOTION to approve the Lease Amendment No. 1 to the Cape Air Terminal Lease to exercise the option to extend the term of the lease for one (1) five year period commencing May 1, 2017. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Griffin, and seconded.
- The only changes to this was an additional mutual termination clause with a 120 day notice instead of 90 days.
- Manager Breault requested that this lease be approved with the additional language modifications.
- This amended agenda item was unanimously approved by verbal vote.

BMA0618-03 – Approval of the four Car Rental Company Leases

MOTION to approve the new three year Lease Agreements with Avis, Budget, Hertz, and Enterprise Car Rental Agencies commencing July 1, 2018. **SPONSOR:** Infrastructure & Marketing Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Cobb, and seconded.
- All of the leases are ready for signature
- Once signed, they will be sent to the Car Rental Companies for their signature
- The Minimum Annual Guarantee (MAG) dropped slightly for each company except Hertz.
- All companies agreed not to change the location of their counters or parking spaces.
- This agenda item was unanimously approved by verbal vote.

BMA0618-04 – Approval of the Jacobs Engineering Group Contract for the PFC Plan Update in the amount of \$36,300.00

MOTION to approve the Jacobs Engineering Contract in the amount of \$36,300.00 for professional consulting services to complete the Passenger Facility Charge (PFC) Plan Update for the Barnstable Municipal Airport.

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

- This agenda item was moved and read by Commissioner DellaMorte, and seconded.
- This is for an update/modification to the existing PFC Plan.
- The existing plan funds were used for the terminal construction.
- The new plan would encompass new construction projects and snow removal and ARFF Equipment purchases on the airport. These elements were discussed with the tenants.
- This contract is for the development of the modification, presentation to the tenants and tenant meetings, and paperwork filing with the FAA.
- An increase to the current PFC is included in the plan.
- This will be 90% reimbursed by the FAA, and 5% by the MassDOT.
- This agenda item was unanimously approved by verbal vote.

BMA0618-05 – Approval of the Jacobs Engineering Group Contract for the Master Plan Update Project in the amount of \$998,405.00

MOTION to approve the Jacobs Engineering Group Contract in the amount of \$998,405.00 for professional consulting services to complete the Master Plan Update for the Barnstable Municipal Airport. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Smith, and seconded.
- This update will include various elements that the Commission has requested:
 - Explorer Solutions three phased approach to market the airport and attract new stakeholders

- Underground utility identification and mapping
- Obstruction light survey and update (last done in 1991)
- Geometry of Runways and Taxiways to meet FAA Criteria
- Review elements for future development and financial plan
- This will be 90% reimbursed by the FAA, and 5% by the MassDOT.
- This will take 18 to 24 months to complete.
- Most Master Plans are updated every 5 years unless things are status quo.
- There was a discussion of the runway extension, which will be analyzed in this master plan and then reviewed further during an environmental study.
- This agenda item was unanimously approved by verbal vote.

BMA0618-06 – Approval of the Jacobs Engineering Group Change Order #5 to the Contract for the Reconstruct Runway 15-33 Project in the amount of \$32,083.00

MOTION to approve the Jacobs Engineering Group Contract Change Order #5 to the contract for the Reconstruction of Runway 15-33 Project in the amount of \$32,083.00 for additional engineering services rendered.

SPONSOR: Finance Subcommittee (May be acted upon)

- This agenda item was moved and read by Commissioner Young, and seconded.
- This was for additional consulting for the modifications to the phasing of the project. This allowed for a shorter span of time for the multiple runway closures.
- Due to comments from the tenants and the Control Tower, additional meetings, analyzation, and FAA/Contractor approvals were necessary.
- This additional cost will be 95% reimbursed.
- This agenda item was unanimously approved by verbal vote.

BMA0618-07 – Approval of the Lawrence Lynch Corporation Change Order #4 to the Contract for the Reconstruction of Runway 15-33 in the amount of (\$25,852.26)

MOTION to approve the Lawrence Lynch Corporation Change Order #4 to the contract for the Reconstruction of Runway 15-33 Project in the amount of (\$25,852.26). **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Griffin, and seconded.
- This was a reduction of a third layer of paint and glass beads and markings.
- This agenda item was unanimously approved by verbal vote.

BMA0618-08 – Approval of the NetJets Fuel Pricing Agreement for FY2019

MOTION to approve the annual NetJets Services Inc. Fuel Pricing Agreement effective July 1, 2018. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Cobb, and seconded.
- This agreement was just completed.
- NetJets objected to the extra \$.10 increase and countered with a reduction of minimum purchase to 100,000 gallons (instead of 200,000) and they would purchase their Jet A elsewhere.
- They have agreed to repeat last year's contract of 200,000 gallons without the additional markup.
- They have been averaging purchasing 240,000 gallons each year.
- This agenda item was unanimously approved by verbal vote.

BMA0618-09 – Approval of the Horsley Witten Group Amendment #5 Increase for the PFOS and PFOA Consulting Services in the amount of \$147,600.00

MOTION to approve the Horsley Witten Group Amendment #5 to the General Services contract in the amount of \$147,600.00 for the additional services required for the PFOS and PFOA evaluation. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner DellaMorte, and seconded.
- This is for Horsley Witten Group to perform the additional work that they were required to do as a directive by DEP on PFOS.
- This is for soil collection and sampling, and lab work.
- Samples have been taken both on airport and off airport in various areas. Some of the areas are known sites that the foam was used as well as random areas. This takes 3-4 weeks to get results back from the lab.
- This funding was appropriated by the Town Council. There is no reimbursement for this cost.
- There was a discussion of the lack of standards in Massachusetts for PFOS. The testing done here will help identify standards.
- PFOS are now being discovered in many products and areas of the state.
- There is a meeting on Friday to identify what has been collected and the disposition of the soil samples. We are hoping that the information already provided to the DEP will provide some closure.

- There may be costs involved to remediate the dirt removed from runway 15-33 and costs associated with the runway 6-24 project as well.
- Horsley Witten Group has attended three seminars on PFOS to determine what future remediation may be necessary.
- There was a discussion of the soil samples taken for the runway 6-24 project.
- This agenda item was unanimously approved by verbal vote.

BMA0618-10 – Approval of the Teamsters Local Union #59 Contract for July 1, 2017 through June 30, 2020
MOTION to approve the Agreement Contract between the Teamsters Local Union No. 59 and the Barnstable Municipal Airport for July 1, 2017 through June 30, 2020. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Smith, and seconded.
- Negotiations were completed a couple of months ago.
- This contract is retroactive to July 1, 2017 with minor editorial corrections and the same annual cost of living increases as the previous contract.
- These costs of living have been included in the FY2019 budget.
- Manager Breault reviewed the concessions of both parties.
- This agenda item was unanimously approved by verbal vote.

BMA0618-11 – Approval of the Upgrade for Position #77019 for FY2018 with retroactive pay to July 1, 2017.

- Assistant Manager Servis stated this is for the position of Executive Assistant to the Airport Manager.
- Both the Manager and Assistant Manager looked at the position as it was written and identified additional tasks that over the past several years the position has been asked to perform.
- The Town of Barnstable does a 13 step evaluation of elements of the position, and Bud Breault and Katie Servis did independent evaluations using the same process and determined it should be either a Grade 10 or Grade 11.
- The position was last evaluated in 2005, and has greatly increased in the realm of tasks since then.
- This is about \$1500 annually for this change.
- This was approved previously and is included in the budget for 2018 and 2019.
- Management is asking for the Commission to ratify this for the Town of Barnstable to move forward.
- This agenda item was unanimously approved by verbal vote.

BMA0618-12 – Annual Election of Officers and reorganization of Subcommittees

Chairman Griffin stated he would entertain nominations.

CHAIRMAN:

Commissioner Smith nominated Elizabeth Young to serve as Chairman of the Commission. The motion was seconded by Commissioner Cobb. Nominations were closed. This motion was unanimously approved by verbal vote.

VICE CHAIRMAN:

Commissioner Griffin motioned to nominate Steven Cobb to serve as Vice Chairman. The motion was seconded by Commissioner Smith. Nominations were closed. This motion was unanimously approved by verbal vote.

CLERK:

Commissioner Young motioned to nominate James DellaMorte to serve as Clerk. The motion was seconded by Commissioner Smith. Nominations were closed. This motion was unanimously approved by verbal vote.

Subcommittees will need to be reorganized in July if necessary.

Manager Breault stated that the offices would take effect July 1, 2018.

There was a discussion of the vacancy being created by Mary Smith's leaving the Commission and the process of a candidate being appointed.

Yarmouth Representative Comments:

Mr. Marasco was not present

Airport Manager's Report:

- Manager Breault thanked everyone on the commission for their support over the years. There are four or five Commissioners no longer on the Board that he worked with on previous Boards, and they have all been great teams to work with.
- There is a great team coming in of Katie and Matt, and the Grade 10 Executive Assistant so this will be an awesome team moving forward.
- Bud helped build it, and now Katie will develop it.

- He thanked everyone watching that has lent their support to the Airport.
- He stated he will be watching from Aruba every time it snows!
- The Kmart plaza RFP has been advertised in the New England Real Estate Journal (NEREJ) with a full page ad in two different publications and the July RE Conference. Next week there will be a meeting with prospective bidders. Manager Breault reviewed the steps of the process. If there are no proposals on August 31st, the RFP will be reevaluated and reissued.

Commissioners Comments:

Bud's official retirement will be June 28th with a small gathering in the terminal.

Chairman Griffin presented Mary Smith with a Certificate of Appreciation and an autographed copy of Howard Bonnington's book. Directly after this meeting everyone was invited to the Cape Cod Coffee Café in honor of Mary.

Commissioner Smith thanked everyone and stated this was not a decision she made lightly, but she decided she needed more time for herself. She said it has been an honor and she would like to see the Airport "take off!"

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:18 PM

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

STEPHEN P. COBB, CLERK