



**BARNSTABLE MUNICIPAL AIRPORT  
BOARDMAN-POLANDO FIELD**

480 BARNSTABLE ROAD, 2ND FLOOR

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Frank Sanchez, Airport Manager

**BARNSTABLE MUNICIPAL AIRPORT COMMISSION  
MINUTES OF THE REGULAR SESSION  
TUESDAY, December 16, 2008**

Barnstable Municipal  
Airport Commission:

Daniel W. Santos, P.E.  
Chairman

John T. Griffin, Jr.,  
Vice Chairman

Robert L. O'Brien,  
Commissioner, Clerk

Donald E. Megathlin,  
Commissioner

Michael A. Dunning,  
Commissioner

Ronald Persuitte,  
Commissioner

Timothy R. Luziatti,  
Commissioner

**Commissioners Present:**

Daniel W. Santos P.E, Chairman, Robert L. O'Brien, Clerk, Michael A. Dunning, Donald E. Megathlin, Ronald Persuitte, John T. Griffin, Jr., and Timothy R. Luziatti. The meeting was held at the Barnstable Municipal Airport in the Gourley Conference Room, 480 Barnstable Rd., Hyannis, MA.

**Yarmouth Representative Present:**

Robert Howard

**Airport Staff Present:**

Frank Sanchez, Airport Manager, Suzanne Kennedy, Executive Assistant to the Airport Manager, Christina Lounsbury, Noise Abatement Specialist

**Public Members:**

Bill Richardson, Jacobs Engineering; Hank Farnham and Leah Curtis, Town of Barnstable Councilors, David Still II, Barnstable Patriot; and Steven Schrader.

**Call To Order:**

Chairman Santos called the regular meeting of the Barnstable Municipal Airport Commission to order at 6:00 p.m. Attendance roll call was taken.

**Minutes of the previous meetings:**

Chairman Santos moved to approve the minutes of the November 18, 2008 Airport Commission Meeting. This was seconded and unanimously approved.

**Public Comment:**

None

**Commissioners Response to Public Comment:**

None

**Correspondence and Communications from Staff:**

None

**Reports from Subcommittees**

**Finance Subcommittee (Commissioners Megathlin, Dunning, Persuitte)**

The Finance subcommittee met on Tuesday, December 2, 2008. The following items were discussed:

- Jet Fuel Sales, purchases, sales, percent of profit, and the gallons sold
- Island Airlines request for a discount bulk fuel rate for the Caravan.
- Passenger Facility Charges (PFCs) and the opposition of the Nantucket Airport Commission

*Commission Griffin joined the meeting at 6:04 pm.*

**Real Estate & Contracts Subcommittee: (Commissioners Dunning, Megathlin, Persuette)**

The Real Estate subcommittee met on Tuesday, December 2, 2008. The following items were discussed:

- Rectrix request was tabled until the February 2009 subcommittee meeting
- Griffin Avionics ramp lease request site improvements are being completed. This was recommended for approval by the full Commission.
- Hyannis Air Service Lease extension and construction improvement request will be discussed at the January 2009 subcommittee meeting once additional information is provided.
- The OTA-Control Tower Project contract. The language in the OTA document was amended to allow the planning and architectural phases of the project to be completed with no risk to the airport in the event that construction can not be completed at this time.
- Circuit City request for a permanent access gate was not favorable. There has been no reply from the Berkshire Development attorney. The access gate at the rear of the property has been locked.
- Republic Parking Lease Agreement was recommended for approval by the full Commission.

**Environmental Subcommittee (Commissioners Griffin, O'Brien, Luzietti, Santos)**

The Environmental subcommittee met on Wednesday, December 12, 2008. The following items were discussed:

- Early morning flights/Noise Report for November 2008
- ERA Flight Tracking System – with live demo to be held at the January subcommittee meeting
- Blackburn's Property escrow has been released and all of the reimbursement documents have been finalized
- DEP Consent Order Summary reports have been sent, and the response has not been received yet.
- The Cape Cod Commission DRI update, the 30% Design documents are finalized and the DRI Modification will be submitted in early January. It is awaiting MEPA review of the Modification.
- Tree Clearing RVZ necessity as it is a non-compliance safety issue
- Lewis and Upper Gate Pond Discharge Remediation is 2/3 complete

**Planning and Development Subcommittee: (Commissioners O'Brien, Griffin, Luzietti, Santos)**

The Planning & Development subcommittee met on Wednesday, December 12, 2008. The following items were discussed:

- Development Agreement with the Cape Cod Commission, also referred to as the Master Plan, and the need to have a consultant prepare documents that would satisfy both the Town of Barnstable Resolve requirements as well as the Airport Commission's requirement for a Master Plan.
- Hilton Garden Hotel Proposal and subsequent letter to Growth Management for traffic study information
- Tree Clearing RVZ and the environmental aspects
- CIP and Budget update discussions

It was stated that the Hilton Garden Hotel is within the Growth Incentive Zone and does not have to go before the Cape Cod Commission for approval.

**Terminal Building Committee: (Commissioners Santos, O'Brien, Megathlin)**

The Terminal Building committee met Tuesday, December 16, 2008. The following items were discussed:

- Property Acquisition review. Attorney Gilmore is pursuing the MacGregor Property Acquisition and should produce a Purchase & Sales Agreement in January.
- The Cape Cod Commission DRI Permit Modification is on schedule. The 30% Design and the Traffic Analysis are complete. Staff has set a December 31, 2008 deadline for Horsley Witten Group to submit the DRI Modification.
- The 30 % Terminal Design is completed, and the 60% design submittal should be available for the Airport Commission by the end of January 2009. Facility Design, budgeting and cost estimating have been continuously revised.
- There was no update to the project schedule.
- The construction manager selection will be discussed as an agenda item in tonight's meeting.

**Unfinished Business:**

**BMA 1108-02 – Parking Concession Contract Approval**

**MOTION** to approve the Parking Concession Contract Agreement from Republic Parking, Inc. Based upon the review of the Purchasing Agent, Johanna Boucher, and the Airport Manager, Frank Sanchez, it is recommended that the Barnstable Municipal Airport Commission accept the one year contract with two one-year options to renew with Republic Parking, Inc. This contract has been reviewed by airport legal counsel. **SPONSOR:** Real Estate Subcommittee (**May be acted upon**)

This agenda item was moved and read by Commissioner Megathlin, and seconded. There was no discussion. The motion was approved by roll call vote as follows:

Santos	yes	Griffin	yes
O'Brien	yes	Dunning	yes
Megathlin	yes	Persuitte	yes
Luzietti	yes		

**New Business:**

**BMA1208-01 – Griffin Avionics Land Lease Agreement Approval**

**MOTION** to approve the Second Amendment to the Lease for Griffin Avionics. This amendment, to lease an area of 36,900 square feet located on the North Ramp of the airfield described as Parcel B, shown in Exhibit B as attached to aforesaid Lease Amendment, is for a three year term with one five-year option to renew. Pursuant to the Town of Barnstable Resolve, this lease amendment has been reviewed by the Town of Barnstable, and Airport legal counsel. **SPONSOR:** Real Estate Subcommittee (**May be acted Upon**)

This agenda item was moved and read by Commissioner Dunning, and seconded. Mr. Santos stated that the Town of Barnstable was still reviewing the lease agreement. Attorney Gilmore previously stated that the Airport Commission may vote on the agreement subject to the Town's ratification. The motion was amended to include the following language:

*Approval of the Airport Commission is conditional upon review and approval by the Town of Barnstable.*

The amended motion was seconded, and was approved by roll call vote as follows:

Santos	yes	Griffin	yes
O'Brien	yes	Dunning	yes
Megathlin	yes	Persuitte	yes
Luzietti	yes		

**BMA 1208-02 – Construction Manager RFP Selection**

**MOTION** to approve the construction manager Selection Committee's recommendation for award to the highest ranked firm based upon the RFP submittal criteria, to proceed with the notification of selection of the Construction Manager at Risk for the new airport terminal, and to commence contract negotiations. Funding has been appropriated for the pre-construction services phase of the construction manager contract not to exceed \$260,000.00. **SPONSOR:** Terminal Building Committee (**May be acted Upon**)

This agenda item was moved and read by Commissioner O'Brien, and seconded. Chairman Santos briefed the Commission on the selection process for the Construction Manager at Risk. Based on the pre-selection process, the RFP was released to five firms. Four of the five submitted proposals were reviewed by the selection committee and then ranked and interviewed; and ranked again after the interviews. The price proposals were then opened and all of the price proposals fell within the budgetary amount. The highest ranked firm was Suffolk, followed by Morganti Consigli Joint Venture, Skanska, and then J. K. Scanlon. If the Airport Commission chooses to endorse the selection, Suffolk, then negotiations pre-construction services costs will commence. The motion was approved by roll call vote as follows:

Santos	yes	Griffin	yes
O'Brien	yes	Dunning	yes
Megathlin	yes	Persuitte	yes
Luzietti	yes		

Chairman Santos commented on the benefits of Suffolk and publicly thanked Johanna Boucher, Town of Barnstable Purchasing Agent, for her competency and organization in this process.

**Noise Report:**

There were a total of 6 complaints made by 2 noise complainants in November 2008, all from the Town of Yarmouth. Only two of the six noise complaints were outside of the noise abatement flight path. The total quiet hour flights for November 2008 were 119 operations, reduced 38 from October 2008. Departures and arrivals prior to 5:30 am were reduced by 19 from the previous month. The time of year, as well as the economy, has contributed to these reductions. Noise monitoring was conducted on November 6, 2008 at Trowbridge Path. Monitoring was from 5:30 am to 7:30 am. Ten aircraft were monitored, and it was on par with previous monitoring in this area.

Commissioner Griffin commented on the advent of Island Air providing Caravan service at Barnstable Municipal Airport. He requested that Mr. LaForge, Island Airlines, be invited before the Airport Commission to report on the benefits of the impact of reduction of noise and early morning flights.

**Yarmouth Representative's Report:**

Robert Howard asked Ms. Lounsbury about the letters written to the airlines for aircraft outside of the voluntary flight paths. Ms. Lounsbury responded that the letter is a general form letter to let the airlines know of complaints outside the flight path. All complaints are listed in the Complaint List Report monthly.

Mr. Howard stated he was very excited about the Island Air Caravan acquisition. He applauded Mr. LaForge for pursuing this.

**Airport Manager's Report:**

Manager Sanchez reported the following:

- Under FAA Part 139, The Snow Removal Operations Plan training has been completed and all of the Snow Removal Equipment is operational, and the staff is fully prepared for snow removal.

**Announcements - Commissioner's Comments:**

Chairman Santos recognized Hank Farnham and Leah Curtis, Barnstable Town Council liaisons, and welcomed their comments. Mr. Farnham commented that he had a ride in the new Caravan and stated that it is an extremely comfortable, quiet and rugged aircraft. Ms. Curtis requested a ride in the aircraft, and was please that it would impact the community in a positive manner. She asked about difficulties in June or July with the Access Road construction impacting availability to the Airport. Chairman Santos responded that the bulk of the construction during that time would be away from the Terminal.

Commissioner Griffin also requested a ride on the Caravan, and he thanked Mr. Sanchez and gave him commendations for his accomplishments in filling the Management position. Mr. Sanchez commented that he had good people working with him, and he appreciated all their help.

Chairman Santos stated that the Commission met with Ms. LaVerne Reid, FAA, at a workshop on December 5, 2008. PFCs, funding and finance, and forecasts for upcoming project budgets were discussed. She was optimistic about funding at this airport, and the Commission looks forward to a continued relationship with Ms. Reid.

The FAA will host a meeting at the Barnstable Municipal Airport to discuss PFCs with the regional airports on January 23, 2008.

Chairman Santos met with Mark Forest of Congressman Delahunt's office to update him on the Airport projects. Chairman Santos and Chip Bishop have also scheduled meetings with the Hyannis Park Association Steering Committee, the Hyannis Chamber of Commerce, and the Cape Cod Chamber of Commerce to promote the Airport and the necessary improvements.

The Airport Manager Search Committee which consists of Dan Santos, Robert O'Brien, Robert Howard, Frank Sanchez, Town Councilor Janet Joakim, and Human Resource Director Bill Cole has met. A preliminary review of the 38 applicants has been completed, and seven will be interviewed in early January with a goal of three applicants to be chosen for final interviews.

He wished everyone a Merry Christmas, and Happy Holidays.

The next meeting will be held on Tuesday, January 20, 2009.

**Adjournment:**

Upon Motion duly made and seconded, it was voted to adjourn the meeting at 6:58 p.m.

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ROBERT L. O'BRIEN, CLERK