



# BARNSTABLE MUNICIPAL AIRPORT BOARDMAN-POLANDO FIELD

480 BARNSTABLE ROAD, 2ND FLOOR

HYANNIS, MA 02601

[www.town.barnstable.ma.us](http://www.town.barnstable.ma.us)



Office: 508-775-2020  
Fax: 508-775-0453

R.W. "Bud" Breault, Jr., Airport Manager  
Frank Sanchez, Jr., Assistant Airport Manager

Barnstable Municipal  
Airport Commission:

Daniel W. Santos, P.E.  
Chairman

Donald E. Megathlin,  
Vice Chairman

Robert L. O'Brien,  
Commissioner, Clerk

John T. Griffin, Jr.,  
Commissioner

Michael A. Dunning,  
Commissioner

Ronald Persuitte,  
Commissioner

Timothy R. Luzietti,  
Commissioner

## BARNSTABLE MUNICIPAL AIRPORT COMMISSION MINUTES OF THE REGULAR SESSION TUESDAY, February 23, 2010

### Commissioners Present:

Daniel W. Santos P.E, Chairman, Robert L. O'Brien, Clerk; John T. Griffin, Jr., Michael A. Dunning, and Ronald Persuitte. 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:

Roland W. Breault, Jr., Airport Manager, Frank Sanchez, Assistant Airport Manager, Suzanne Kennedy, Executive Assistant to the Airport Manager and Christina Lounsbury, Noise Abatement Specialist

### Public Members:

Jim Kubat, AECOM; Joe Longo, Horsley Witten Group; Barry Hammer and David Chamberlain, Jacobs Engineering; Johanna Boucher Town of Barnstable; Ed Lambert, Botsini, Corp.; Hank Farnham and Janet Joakim, Barnstable Town Councilors; Chip Bishop, Chip Bishop Communications; Jim Kinsella, Barnstable Enterprise; and David Still II, Barnstable Patriot

### 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 January 19, 2010 Airport Commission Meeting. This was seconded and unanimously approved.

### Public Comment:

Ed Lambert, Botsini Corporation Consultant, referenced tonight's agenda item BMA 0210-02 with respect to the Access Road. He stated that the private sector had been working with the Airport Commission regarding the Access situation and did not realize that there was a negotiated agreement already made with the Town of Barnstable that the Commission would be voting on tonight. He felt that the egress onto the Rotary is a step in the right direction, but only a temporary solution. He requested, if approved, a copy of the agreement that was to be voted on at tonight's meeting.

### Commissioners Response to Public Comment:

Chairman Santos stated that this was on the agenda in hopes that there would be an agreement, but it has not been finalized yet so there is not one to distribute. The Commission is working very closely with the Town to resolve issues concerning access and hope to have it in the next day or so. The Commission has worked closely with the abutters and members of the community to come up with a plan that is better than the current one. The input is appreciated, and as a result of this input a modified access plan will be presented once the particulars are finalized.

## Reports from Subcommittees

### Finance Subcommittee (Commissioners Megathlin, Pursuite, O'Brien)

The Finance subcommittee met on Tuesday, February 2, 2010. The following items were discussed:

- Need for an economic analysis to demonstrate the Airport's impact on the region. The Airport Manager will begin this process.
- Concern for consolidation of Airport Rates and Fees. Manager Breault consolidated information into a spreadsheet, and the Finance Subcommittee will begin the review and make recommendations.
- Recommend the acceptance of Hoyle Tanner Associates for the PFC Application Contract services.
- Recommend the acceptance of the Proforma.
- Recommend acceptance of the additional grant funds for the ATCT.

### Infrastructure Subcommittee (Commissioners Griffin, Dunning, Luzietti)

The Infrastructure subcommittee did not meet during February 2010.

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

The Terminal Building committee, which was renamed the Construction Committee, met today at 4:00 p.m.

The following items were discussed:

- The Proforma and the Town Council Resolve were reviewed and a Town Council Workshop has been scheduled for March 4, 2010, to update the Town Council on the status of the Resolve's 19 items.
- The draft Supplemental CIP for the Terminal and Access Road were reviewed.
- The letter to the Town Manager for the sale of surplus property in the event of not receiving grant funds was reviewed.
- The Cape Cod Commission DRI resubmittal was updated and should be submitted by March 1, 2010 with the ATCT as a separate modification.

### Unfinished Business:

None

### New Business:

#### **BMA0210-01 – Approval of the Recommendation of the Designer Selection Board for the Architect for the Air Traffic Control Tower Project**

**MOTION** to review and approve the recommendation of the Designer Selection Board for the Barnstable Municipal Airport's Architectural Services Contract for the new Airport Traffic Control Tower to fulfill the contractual obligations as specified in the RFQ. Upon approval, contract negotiations will commence immediately.

**SPONSOR:** RFQ Designer Selection Board (**May be acted upon**)

Johanna Boucher, Town of Barnstable Purchasing Agent and Contract Compliance Officer, appeared on behalf of the Designer Selection Board that reviewed the responses to the RFQ for Design of the ATCT. The Board consisted of Johanna Boucher, Airport Manager Breault, Robert Burgman, Town Engineer, John Juros, Town's Owner Project Manager, Dave Chamberlain, Jacobs Engineering, John Griffin and Donald Megathlin, BMAC, with Assistant Manager Sanchez and Barry Hammer, Jacobs Engineering as alternates. There were proposals from four qualified firms: AECOM, CTBX Aviation, Mead & Hunt Engineers, and William E. Payne Associates. Based on the reviews and interview process the Board unanimously recommended CTBX Aviation be awarded the contract. If negotiations are unsuccessful with the top ranking firm, then the next ranking firm will be contacted for negotiations.

This motion was moved and read by Commissioner Griffin, and seconded. There was no discussion and the agenda item was unanimously approved by verbal vote to allow negotiations to begin with CTBX Aviation.

Manager Breault requested that the Commission review the renderings for the conceptual design of the ATCT to be used to start the Cape Cod Commission permitting process; and also review and select either site #5 and #6 for the location of the ATCT. He handed out renderings, site locations, and technical information (see attached). Site #6 was recommended as it would allow minimal impact on any construction projects, it is adjacent to the current tower, and has no impact on the safety while being built, and can proceed as a stand alone project. Commissioner Griffin

referenced the list of pros and cons. The Commission members were all in agreement that site #6 is the best location for the ATCT.

The Commission members discussed the various tower renderings. A 36" beacon will be on top of the new tower. The votes for the renderings were as follows: A-none, B-none, C-2, D-none, E-3. The Rendering design E was chosen for the conceptual design to begin the Cape Cod Commission permitting process.

**BMA0210-02 – Review of Proforma and Town Council Resolve**

- **Approve Draft Appropriation Order and Supplemental CIP for Terminal and Access Road**  
Manager Breault handed out the draft CIP and he is currently working on the draft Appropriation Order, and should have it done tomorrow. He commented on the key points and the funding breakdown. He will rework the language so that the funding information will be clear. Chairman Santos requested the document be sent to the Commissioners by the end tomorrow and comments be forwarded to the Manger. Staff hope to have the Appropriation Order on the March 4, 2010 Town Council agenda for a first reading.
- **Approve Agreement between the BMAC and the Town of Barnstable with respect to the Access Road**  
There is no agreement to present at this time.
- **Approve letter to Town of Barnstable for Sale of Surplus Property**  
**MOTION** to approve the Barnstable Municipal Airport Commission letter of commitment to the Town of Barnstable to follow the FAA procedures to seek approval for and to sell sufficient landside properties to obtain the necessary funding to cover the debt obligations, on the basis of receipt of the Mass DOT grant funding, to fully cover the cost of the airport terminal project without impacting the taxpayers of the Town of Barnstable.

This agenda item was moved and read by Commissioner Dunning, and seconded. Chairman Santos commented that this letter was in response to an item on the Town Council Resolve to provide a commitment for the funds from MAC, and without a specific commitment from MAC that this letter would be an acceptable alternative. This agenda item was unanimously approved by verbal vote.

**BMA0210-03 – Approval of Hoyle, Tanner & Associates, Inc. Contract for the PFC Application**

**MOTION** to approve the contract between The Barnstable Municipal Airport and Hoyle, Tanner & Associates to assist in the preparation and submittal of the application to the FAA for authority to impose a passenger facility charge at the Barnstable Municipal Airport. This contract is for a total lump sum not to exceed \$20,700.

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

This agenda item was moved and read by Commissioner O'Brien, and seconded. Manager Breault commented that this was a result of a RFP. Of the four submissions, Hoyle, Tanner & Associates was chosen. This agenda item was approved by roll call vote:

Santos	yes	Griffin	yes
O'Brien	yes	Dunning	yes
Persuite	yes		

**BMA0210-04 – Approval of Supplemental Agreement No. 1 to the OTA between the FAA and BMAC and Draft Council Order to Accept Additional Grant Funds**

**MOTION** to approve the Supplemental Agreement No. 1 to the OTA between the Federal Aviation Administration and the Barnstable Municipal Airport Commission for additional FAA ARRA Stimulus Funding in the amount of \$1,647,786 with a new total not to exceed amount of \$4,662,786. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

Manager Breault had hoped to have the final version ready for vote, but it was not ready. The draft amendment has been critiqued by staff and consultants. The \$1,647,786 in addition to the original amount should be sufficient to pay for the entire project. Should that not be enough, the question of the Airport being able to seek additional funds from other sources needs to be resolved in the language with the FAA. The appropriation order to accept these funds has been prepared. There is nothing to vote on tonight, as the final agreement is not available. There was no objection from the Commission members to having the acceptance of the supplemental grant be presented to the

town Council on March 4, 2010. This Commission will take action on this at the March meeting once they have reviewed the final version.

**BMA0210-05 – Approval of Horsley Witten Group, Inc. Consulting Services Contract for Permitting for the Air Traffic Control Tower Project**

**MOTION** to approve the contract between the Barnstable Municipal Airport and Horsley Witten Group to assist in obtaining the necessary permitting for the proposed new Air Traffic Control Tower. The amount of the contract is \$33,270.00 and will be reimbursable through the OTA between the Barnstable Municipal Airport and the Federal Aviation Administration. **SPONSOR:** Terminal Building Committee (**May be acted upon**)

This agenda item was moved and read by Commissioner Griffin, and seconded. Chairman Santos noted that the permitting for the ATCT was not included in the original DRI and will be a DRI Modification. This agenda item was approved by roll call vote:

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

**BMA0210-06 – Approval of the Pain D'Avignon Agreement Amendment No. 1 for additional employee parking**

**MOTION** to approve the Pain D'Avignon Land Use Agreement Amendment No. 1 effective February 1, 2010 to use approximately 2,900 square feet of additional area for employee parking. Terms of this amendment are set forth in the document based upon the recommendation of management and have been reviewed by Legal Counsel. **SPONSOR:** Infrastructure Subcommittee (**May be acted upon**)

This agenda item was moved and read by Commissioner Dunning, and seconded. Manager Breault commented that staff was approached by Pain D'Avignon for additional parking for their employees. This is based on a square foot cost that is a little higher than other airside parking rates, and is a tenant-at-will lease. This agenda item was approved by roll call vote:

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

**BMA0210-06 – Review of Draft Master Plan**

Manager Breault commented that every Commissioner has a copy of the Master Plan and it is also posted on the Airport Website. A public meeting will be held March 3, 2010. The Town of Barnstable Growth Management Department has reviewed this, and all of their comments have been incorporated to date. There will be a three week public comment period after the public meeting. Any comments would then be incorporated and a semi-final draft from which the application to the Cape Cod Commission for the submittal of an application to create the Development Agreement. Both of these are requirements of the DRI and the Town Council Resolve.

**Noise Report:**

There were a total of 2 complaints made by 1 noise complainants in January 2010, all from Yarmouth. The total quiet hour flights for January 2010 were 38 operations. Departures and Arrivals prior to 5:30 am were fifteen. The Caravan, Island Air, flew 10 out of the 17 flights prior to 6:00 am during the month. Harris, Miller, Miller and Hanson is starting to receive proposals for the new noise monitor and will submit them to us in the near future. They will provide training once we receive the new monitor. Ms. Lounsbury appeared on the February 10, 2010 Edition of Barnstable Today and gave the community information on the Noise Abatement Program and how to submit complaints online.

**Yarmouth Representative's Comments:**

Mr. Howard thanked Ms. Lounsbury for all of the hard work that she does and for keeping him informed of all of the noise reports.

**Airport Manager's Report:**

Manager Breault reported the following in addition to his weekly report:

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- He would appreciate Commissioner Participation at the March 3, 2010 Public Meeting and the March 4, 2010 Town Council Workshop. He appreciates all the help and support from the Commission on the multitude of issues.

**Announcements - Commissioner's Comments:**

Commissioner Griffin complimented Manager Breault on his weekly reports to the Commission.

Chairman Santos commented that the Commission is excited about the Master Plan, and to go before the Town Council to brief them and move ahead to get the terminal built. He is meeting next week with the Hyannis Chamber of Commerce, the Cape Cod Chamber of Commerce, The Rotary, and the Community Working Group, which is a public meeting. It is important that the Commission is out in the community and sharing this information so that they can put together the best plans to move forward in to the future. He thanked everyone for all of their time and effort.

The next meeting will be held on Tuesday, March 16, 2010.

**Adjournment:**

Upon Motion duly made and seconded, it was voted to adjourn the meeting at 7:00 p.m.

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ROBERT L. O'BRIEN, CLERK