



**BARNSTABLE MUNICIPAL AIRPORT**  
**BOARDMAN-POLANDO FIELD**  
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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. Luziatti,  
 Commissioner

**BARNSTABLE MUNICIPAL AIRPORT COMMISSION**  
**MINUTES OF THE REGULAR SESSION**  
**TUESDAY, June 15, 2010**

**Commissioners Present:**

Daniel W. Santos P.E, Chairman, Donald E. Megathlin, Vice Chairman; Robert L. O'Brien, Clerk, John T. Griffin, Jr., Timothy R. Luziatti, 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, not present

**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:**

Barry Hammer, Jacobs Engineering; James Kubat, AECOM; Hank Farnham, Barnstable Town Councilor; and Jim Kinsella, Barnstable Enterprise.

**Call To Order:**

Chairman Santos called the regular meeting of the Barnstable Municipal Airport Commission to order at 6:03 p.m. Attendance roll call was taken.

**Minutes of the previous meetings:**

Chairman Santos moved to approve the minutes of the May 18, 2010 Airport Commission Meeting. This was seconded and approved by majority. Commissioner O'Brien abstained.

**Public Comment:**

Mr. Kinsella asked about the availability of minutes from prior meetings. Ms. Kennedy replied that they were available on the Town of Barnstable website, the Clerk's Office and the Airport Office.

**Commissioners Response to Public Comment:**

None

**Reports from Subcommittees**

**Finance Subcommittee (Commissioners Megathlin, Persuitte, O'Brien)**

The Finance subcommittee met on Tuesday, June 1, 2010. The following was discussed:

- Enplanement decrease
- Jet Fuel Sales and the solicitation for a new Jet Fuel Supplier
- FY 2010 Budget was predicted to have a slight surplus
- FY 2011 Budget was approved and the BMAC realized the largest decrease of any Town Department.
- Fees and Charges were reviewed except for the vehicle parking

Commissioner Griffin requested information on the Jet Fuel services and costs. Manager Breault reported that the fuel prices have remained the same for the past four months and the Airport is competitive with the neighboring airports. Fuel sales over the Memorial Day Weekend were down from last year. Many aircraft are only taking only the minimum fuel to get them to their next destination. The staff is interviewing five different companies to provide fuel starting after Labor Day. Quantity discounts, point systems, and reduced credit card fees are being reviewed.

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

- The Infrastructure subcommittee did not meet during June 2010.

**Construction Committee: (Commissioners Santos, Luzietti, O'Brien, Megathlin)**

The Construction Committee, met today at 5:00 p.m. The following items were discussed:

- The Cape Cod Commission DRI modification updates. The Cape Cod Commission will meet on the 24<sup>th</sup> of June to review and hopefully the Airport will receive final approval to move forward with the groundbreaking next month.
- The approval of the Line Painting Project contract was tabled
- A number of items that will be addressed tonight for funding and approval
- The Air Traffic Control Tower (ATCT) Design is 100% complete

**Unfinished Business:**

**BMA0310-03 – Approval of Jacobs Engineering Contract for Airfield Surface Painted Holding Position Sign Project**

**MOTION** to approve the Jacobs Engineering Contract in the amount of \$27,223.00 for the consulting services required to comply with the mandated change to the AC150/5345-1K for all 14 CFR Part 139 certificated airports by the December 31, 2010 compliance date. The surface painted holding position sign is part of the standard sign requirements. **SPONSOR:** Management (**May be acted upon**)

This agenda item was tabled. The contract is not ready.

**New Business:**

The following agenda items were taken out of order:

**BMA0610-06 – Approval of the Through the Fence Operation Permit Access Fee**

**MOTION** to approve the Through the Fence Operation Permit Access Fee for a three year term in the amount of \$1200.00/year with a CPI adjustment calculated on the second and third year anniversary dates effective July 1, 2010. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

This agenda item was moved and read by Commissioner Megathlin, and seconded. This fee only affects two entities that use the field, Heritage Turbines and Atlantic Aero Support. Staff has not received any opposition to these increases. The previous fee was \$579.63/year with a 3% increase that expired in February. There had not been an agreement with Atlantic Aero Support previously. This was unanimously approved by verbal vote.

**BMA0610-07 – Approval of ID Processing Charges**

**MOTION** to approve the following BMA Badge Processing Charges effective July 1, 2010:

- Security Threat Assessment Fee - \$5.00
- Fingerprint Processing Fee - \$50.00
- ID Processing Fee - \$25.00 (increase from \$20.00)
- SIDA Badge Deposit - \$100.00 (increased from \$50.00)
- SIDA Badge Return Deposit – either \$50.00 or \$100.00 based upon original deposit paid
- Lost Badge Fee - \$250.00 (fee returned if badge is recovered)

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

This agenda item was moved and read by Commissioner Pursuitte, and seconded. Ms. Lounsbury stated that the fees had remained the same for approximately six years. These increases will allow the Airport to recover actual costs of badging. This agenda item was unanimously approved by verbal vote.

**BMA0610-08 – Approval of the BMA Sewer Line Hookup License Fee**

**MOTION** to approve the BMA Sewer Line Hookup License Fee in the amount of a one time charge of \$500.00 plus all future repair costs if necessary. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

This agenda item was moved and read by Commissioner O’Brien, and seconded. This affects three businesses on the Rte. 28 side of the Airport: Enterprise Rent-a-car, Auto Zone, and Bob’s Furniture Store. New Terminal Construction will require a new sewer line which may predicate more necessity for hook-ups of adjoining businesses. This agenda item was unanimously approved by verbal vote.

**BMA0610-01 – Approval and Acceptance of the FAA OTA Supplemental #2**

**MOTION** to approve the Supplemental Agreement No. 2 to the OTA between the Federal Aviation Administration and the Barnstable Municipal Airport Commission for additional FAA ARRA Stimulus Funding in the amount of \$1,990,000 with a new total not to exceed amount of \$6,652,786.00 **SPONSOR:** Finance Subcommittee (**May be acted upon**)

This agenda item was moved and read by Commissioner Megathlin, and seconded. Manager Breault briefed the Commission on the following:

- Supplemental Agreement Number 1 funds were received last week in the amount of \$1,647,786.00.
- Supplemental Agreement Number 2 in the amount of \$1,990,000 is primarily for security upgrades and to seek LEEDS Silver Certification for the Tower.
- The Town Council Appropriation Order will be added to the next meeting agenda
- The Airport has received a signed copy of the Contract from the FAA, so this agenda item is to ratify the acceptance.

This agenda item was unanimously approved by verbal vote.

**BMA 0610-02 – Approval of the AECOM Supplemental Agreement #3 for ATCT Services**

**MOTION** to approve the AECOM Supplemental Agreement No. 3 in the amount of \$47,666.00 for Design Revision and CM at Risk services due to modifications of schedule, scope of work, and associated fee to accommodate the new ATCT. **SPONSOR:** Construction Committee (**May be acted upon**)

This agenda item was moved and read by Commissioner O’Brien, and seconded. This supplemental agreement is for additional work performed by AECOM due to the added ATCT project and co-ordination between the Terminal and the ATCT projects. \$5190.00 is for CM @ Risk Services, and \$42,476.00 is for Design revisions. This is funded 100% by the ATCT project.

This agenda item was approved by roll call vote:

Santos	yes	Megathlin	yes
O’Brien	yes	Griffin	yes
Persuitte	yes	Luzietti	yes

**BMA0610-03 – Approval of the Jacobs Contract for ATCT OPM Services**

**MOTION** to approve the Jacobs Engineering Contract in the amount of \$253,052.00 for the Owner’s Project Manager Services for the Design and Construction of the ATCT at the Barnstable Municipal Airport. **SPONSOR:** Construction Committee (**May be acted upon**)

This agenda item was moved and read by Commissioner Griffin, and seconded. This is a new contract with Jacobs Engineering for ATCT from Pre-Design through complete Construction. This has been reviewed by an Independent Cost Estimator, and this contract is well below the \$308,000 estimate.

This agenda item was approved by roll call vote:

Santos	yes	Megathlin	yes
O’Brien	yes	Griffin	yes
Persuitte	yes	Luzietti	yes

**BMA0610-04 – Approval of the Suffolk Construction Contract for ATCT CMR Services**

**MOTION** to approve the Suffolk Construction Company Contract in the amount of \$150,000 for the Construction Manager at Risk Services during the pre-construction phase of the Terminal and ATCT projects at the Barnstable Municipal Airport. **SPONSOR:** Construction Committee (**May be acted upon**)

This agenda item was moved and read by Commissioner Griffin, and seconded. It was also moved that the funds be split to reflect \$23,824.00 for the Terminal and \$126,176.00 for the ATCT, and seconded. Manager Breault briefed the Commission that the CM @ Risk contract was previously amended to include the ATCT Project. The \$23,824.00 is to amend the Terminal Pre-construction Costs for a delay and coordination with the Tower Project and will be funded 80%/20% with Mass DOT. The \$126,176.00 is for the ATCT Pre-construction costs and is 100% funded by FAA ARRA funds.

This agenda item was approved by roll call vote:

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

**BMA0610-05 – Approval of the Selection of Clerk of the Works for ATCT and Terminal Projects**

**MOTION** to review and approve the recommendation of the RFP Evaluation Committee for the Barnstable Municipal Airport's Clerk of the Works for the Terminal and ATCT Construction Projects to fulfill the contractual obligations as specified in the RFP. **SPONSOR:** RFP Evaluation Committee (**May be acted upon**)

This agenda item was moved and read by Commissioner Santos, and seconded. Manager Breault read the letter from Johanna Boucher, Purchasing Agent and the RFP Evaluation Committee members (please see attached). The recommendation of the award for the Clerk of the Works for the Terminal Project and the ATCT project is Allen Kealy with a \$134,400 not to exceed contract amount. This agenda item was approved unanimously by verbal vote.

**BMA0610-09 - Annual Election of Officers**

Chairman Santos stated that the Airport Commission Bylaws require annual election of officers for the Chairman, Vice Chairman, and Clerk positions.

**CHAIRMAN:**

Commissioner Griffin nominated Dan Santos to continue serving as Chairman of the Commission. The motion was seconded by Commissioner Megathlin. Nominations were closed. This motion was unanimously approved by verbal vote.

**VICE CHAIRMAN:**

Commissioner Persuitte motioned to nominate Don Megathlin as Vice Chairman. The motion was seconded by Commissioner Griffin. Nominations were closed. This motion was unanimously approved by verbal vote.

**CLERK:**

Commissioner Persuitte motioned to nominate Robert O'Brien to continue serving as Clerk. The motion was seconded by Commissioner Luzietti. Nominations were closed. This motion was unanimously approved by verbal vote.

Manager Breault brought forward an additional agenda item under new business for the Contract for Professional Services with Horsley Witten Group, Inc. for the Cape Cod Commission DRI Compliance monitoring which will require extensive items that will need to be done over the next two years. As this contract was just completed, the Commission tabled the agenda item to allow the Commissioners to review the contract and requested that the staff compile the costs associated to date with the Cape Cod Commission requirements.

**Noise Report:**

Christina Lounsbury stated that there were eight noise complaints made by seven complainants during May 2010; increased from April. There was a response from the public release of the annual report, people stating that they will start calling in complaints again. There were 105 operations during the quiet hours with 37 arrivals and departures. The Caravan was used 15 times out of 25 prior to 0600. The Purchase Order for the new noise monitor was processed, and once it is received Harris, Miller, Miller, and Hansen will provide training.

**Yarmouth Representative's Comments:**

Mr. Howard was not present.

**Airport Manager's Report:**

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

- Rectrix sent out invitations to their annual summer cookout for the Commissioners
- The Cape Cod Regional Transportation Plan workshop requested a speaker for the July 19, 2010 meeting at 3:00 at the Hyannis Transportation Center. He requested a commissioner be present as he will be on vacation.
- A Groundbreaking Taskforce has been created. A tentative date of July 19, 2010 was set.
- A special Airport Commission meeting will be scheduled for July 8, 2010 to review the Guaranteed Maximum Price with Suffolk Construction. This will need to be approved to submit to the DOT on July 9, 2010 to meet their deadline for their Commission meeting on August 11, 2010.
- He has emailed the Manager's job description for the Annual Management Performance Review and requested the Commissioner complete his review.

Chairman Santos requested another Commissioner step into the committee to negotiate the new Union Contract as Commissioner O'Brien has some scheduling conflicts.

**Announcements - Commissioner's Comments:**

Commissioner Griffin was pleased with the Election of Officers and the maintenance of the team. He reminded the staff to limit the use of acronyms without using layman's terms.

Hank Farnham stated that there is only one Town Council meeting in July and one in August so if the Airport requested an agenda late file item, to send a note to the Town Council President and carbon copy himself so he can follow up.

The next meeting will be held on Tuesday, July 20, 2010.

**Adjournment:**

Upon Motion duly made and seconded, it was voted to adjourn the meeting at 7:15 p.m.

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ROBERT L. O'BRIEN, CLERK