



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
MINUTES OF THE REGULAR SESSION
TUESDAY, March 22, 2011

Barnstable Municipal
Airport Commission:

Daniel W. Santos, P.E.
Chairman

Donald E. Megathlin,
Vice Chairman

Robert L. O'Brien,
Clerk

John T. Griffin, Jr.,
Commissioner

Michael A. Dunning,
Commissioner

Ronald Persuitte,
Commissioner

Timothy R. Luzziati,
Commissioner

Commissioners Present:

Daniel W. Santos P.E, Chairman, Robert L. O'Brien, Clerk, John T. Griffin, Jr., Michael A. Dunning, 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 Officer

Public Members:

Chip Bishop, Chip Bishop Communications; Bill Walker, Jacobs Engineering; Jim Kinsella, Barnstable Enterprise; Hank Farnham, Barnstable Town Council; Jason Richards, Suffolk Construction; Lou Masiello, WS Development; Mike Ford, Attorney; David Still II, Barnstable Patriot; Jim Kubat, AECOM

Call To Order:

Chairman Santos called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:03 p.m. Attendance roll call was taken.

Minutes of the previous meetings:

Chairman Santos moved to approve the minutes of the February 15, 2011 Airport Commission Meeting. This was seconded and unanimously approved.

Public Comment:

None

Commissioners Response to Public Comment:

None

Commission Dunning joined the meeting at 4:05 p.m.

Reports from Subcommittees

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

The Finance subcommittee met on Tuesday, March 1, 2011. The following was discussed:

- Review of FY 2010 Financial Statements, Jet Fuel, CFCs and PFCs.
- Enplanements have gone down, probably due to the construction at the Airport.
- The CFC ceiling to collect is approx \$631,000, \$252,000 already collected.
- PFCs were implemented March 1, 2011.
- WS Development's request for assignment of the ground lease for the Capetown Plaza.
- Review of new format for financial reporting of a snapshot of financial position.

- Republic Parking funding for completing parking area
- ATCT and cost overruns
- FY 2012 Budget revisions and approval for Commission agenda
- Jet Fuel Sale incentives
- Vector proposal to track and collect landing fees

Infrastructure Subcommittee (Commissioners Griffin, Dunning, Luzietti)

The Infrastructure subcommittee met on Wednesday, March 2, 2011. The following was discussed:

- Master Plan & Development Agreement review
- Allied Waste Recycling and Trash contract which is a condition of the DRI
- In the future, the Infrastructure Subcommittee will only meet when necessary, not on a monthly basis. It will be held directly following the Finance Subcommittee meeting on Tuesdays.

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

The Construction Committee met today, and the following was discussed:

- Chairman Megathlin is away, so Commissioner Santos Chaired the meeting.
 - Construction Phasing, Schedules and Change Order Management progress reports.
 - ATCT is near completion which is scheduled for April 29, 2011.
 - Terminal roofing and insulation work is moving along.
 - Change Orders were reviewed for approval by the full Commission.
 - Value Engineering Budget Review (continuous review)
 - The Suffolk Construction Project Manager, Tony Crugnale, has been replaced with Jason Richards.
 - Recommend the Access Road Bid to be awarded to Lawrence Lynch.
 - Review of the reconfiguration of plans for the conference room and office space in the new terminal. Jim Kubat, AECOM reviewed all of the changes. It was necessary to make these changes prior to the construction. Manager Breault will be requesting funding from the Town Manager for installation of equipment to allow live broadcasts from the conference room. There were no objections to the changes, so management will proceed to the next step of the design phase.

Unfinished Business:

BMA0211-04 – Approval of Hyannis Air Service Hangar II Lease

MOTION to approve the proposed Hyannis Air Service Hangar II Lease for a portion of the building and parking areas for a period of 10 years with two five year extension options at the rate of \$22,087.55 annually with annual CPI increases. Hyannis Air Service may make certain leasehold improvements to the building and perform general maintenance to the facility subject to the provisions of the lease. **SPONSOR: Finance Subcommittee (May be acted upon)**

This agenda item was not ready for approval and was tabled.

BMA0211-02 – Approval of Republic Parking Systems new 10-year Lease Proposal

MOTION to approve the Republic Parking Systems new 10 year lease from 2012 through 2021 with a minimum annual guarantee of \$504,000 per year for the Vehicle Parking Concession at the Barnstable Municipal Airport. This lease includes a Republic Parking Systems leasehold improvements for the buildout of a new parking lot, and for new automated parking equipment subject to the provisions of the lease. **SPONSOR: Finance Subcommittee (May be acted upon)**

This agenda item was not ready for approval and was tabled.

New Business:

BMA0211-01 – Approval of Suffolk Construction Change Orders for Proposed Change Orders approved in March 2011

MOTION to approve the Suffolk Construction Change Order # 10017 in the amount of \$14,019.08 for the listed Proposed Change Orders (PCO) to the Air Traffic Control Tower Project. This will increase the total contract cost to \$4,569,050.40. **SPONSOR: Construction Committee (May be acted upon)**

Due to a discrepancy between the amount of the total contact figures stated in the motion, and the one on the actual change order this agenda item was tabled. The discrepancy is due to the pre-construction CMR amounts being included in the figures.

MOTION to approve the Suffolk Construction Change Order #20012 in the amount of \$44,110.46 for the listed Proposed Change Orders (PCO) to the New Passenger Terminal Project. This will increase the total contract cost to \$15,328,443.78. **SPONSOR:** Construction Committee (**May be acted upon**)

Due to a discrepancy between the amount of the total contact figures stated in the motion, and the one on the actual change order this agenda item was tabled. The discrepancy is due to the pre-construction CMR amounts being included in the figures.

BMA0311-02 – Approval of CINTAS Uniform Contract

MOTION to approve the CINTAS Corporation Contract to provide uniform rental and cleaning services for the Barnstable Municipal Airport as a result of the invitation for bid issued January 20, 2011. This contract is for a three year term commencing on April 1, 2011 for a not to exceed total value of \$21,000.000. **SPONSOR:** Management (**May be acted upon**)

This agenda item was moved and read by Commissioner Griffin, and seconded. Mr. Sanchez stated that CINTAS was the lowest of three bidders in response to the request for bids. The current vendor, Unifirst, was the highest bidder, so this will reflect a savings of about \$8,000.00. This agenda item was unanimously approved by roll call vote as follows:

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

BMA0311-03 – Approval of Award of Contract to Lawrence Lynch Co. for Access Road Construction

MOTION to approve the award of the contract in the amount of \$3,138,018.52 to Lawrence Lynch Co. to construct the new Airport Access Road and Parking Area, and (Schedule A) and the Airport Road/Attucks Lane Intersection Design (Schedule B) as noted in the Notice to Bidders dated January 19, 2011. **SPONSOR:** Construction Committee (**May be acted upon**)

Chairman Santos stated that this agenda item was not necessary until staff proceeds with the contract documents.

BMA0311-04 – Approval of Cape Town Plaza Assignment of Ground Lease

MOTION to approve transfer and assignment of the ground lease for the Cape Town Plaza property from Cape, LLC to a new entity, Cape Town Plaza LLC; and that this consent shall not modify, amend or otherwise alter any terms or provisions of the lease dated June 1, 1968 as per the Ground Landlord's Consent Document. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

This agenda item was moved and read by Commissioner O'Brien, and seconded. This was recommended for approval by the Finance Subcommittee. The motion was unanimously approved by verbal vote.

BMA0311-05 – Approval of Allied Waste Contract for Recycling and Trash Pick-up

MOTION to approve the contract with Allied Waste System to provide trash and recycling collection services at the Barnstable Municipal Airport effective April 1, 2011 as specified in the contract documents. The cardboard recycling program will commence on April 1, 2011 and the trash and remainder of the recycling collection will commence on July 1, 2011. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

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

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

BMA0311-06 – Approval of Modification to FY2012 Operating Budget

MOTION to approve modifications to the Barnstable Municipal Airport FY 2012 Operating Budget which increased the total budget from \$6,613,939 to \$6,639,611 for submittal to the Barnstable Town Council. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

This agenda item was moved and read by Commissioner Pursuitte, and seconded. Manager Breault stated that the original submitted budget was modified with better numbers. The motion was unanimously approved by verbal vote.

MOTION to accept and approve three (3) FY 2011 Supplemental Appropriation Orders in the total amount of \$1,108,000.00 for submittal to the Town of Barnstable. These requests are for additional funds for Legal Expenses, Jet Fuel cost increases, and mandated water quality units. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

This agenda item was moved and read by Commissioner O'Brien, and seconded. Manager Breault reviewed the following:

- o Jet Fuel - An additional \$550,000 was needed through the end of FY 2011 for the rising costs of jet fuel. Originally the cost was \$2.60/gal., and now it is \$4.70/gal. This projected amount was based upon the number of anticipated loads of fuel. These funds would come out of Airport reserves. The fuel is still sold at the same current profit margin so the revenues would go back into the reserves.
- o Legal Expenses – the Airport has been involved in a large law suit and therefore an additional \$170,000 is needed for the remainder of FY 2011.
- o Mandatory Water Quality Units – as part of the Cape Cod Commission DRI checklist these four units need to be installed between the runway/ramp runoffs to the ponds at a cost of \$388,000. This will be an add alternate to the ramp project and should be 95% eligible for FAA reimbursement. This needs to be completed now to receive the final Certificate of Compliance from the Cape Cod Commission.

This agenda item was unanimously approved by verbal vote.

Noise Report:

Ms. Lounsbury reported that there were a total of 4 complaints made by 2 complainants in December 2010, in January 2011 there were 4 complaints made by 3 complainants, and in February 2011 there were 5 complaints made by 5 complainants; totaling 11 over the past 3 months. For the year 2010 there were an overall 125 complaints from 26 complainants, which are 99 less than 2009. Recently Island Air informed the Airport they were no longer doing the early morning runs, which has made a large decrease in the quiet hours report. In December 2011 there were 50 operations, and in February 2011 it was only 27 operations. The year end report for 2010 was included in the commissioner's packets. Noise monitoring must be done when the wind is below 10 mph, so it will resume in the spring.

Yarmouth Representative's Comments:

Mr. Howard commented that it was a good end of year report and lots of progress has been made with noise. He was very pleased with the Island Airlines progress with the early morning flights.

Manager Breault requested that agenda item BMA0311-01 be modified and revisited for approval to allow the construction to move forward. The motions were modified to strike the second sentences of each motion.

MOTION to approve the Suffolk Construction Change Order # 10017 in the amount of \$14,019.08 for the listed Proposed Change Orders (PCO) to the Air Traffic Control Tower Project. **SPONSOR:** Construction Committee (**May be acted upon**)

This agenda item was moved and read by Commissioner O'Brien, and seconded. There was no discussion. This agenda item was unanimously approved by verbal vote.

MOTION to approve the Suffolk Construction Change Order #20012 in the amount of \$44,110.46 for the listed Proposed Change Orders (PCO) to the New Passenger Terminal Project. **SPONSOR:** Construction Committee (**May be acted upon**)

This agenda item was moved and read by Commissioner O'Brien, and seconded. There was no discussion. This agenda item was unanimously approved by verbal vote.

Airport Manager's Report:

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

- The Land Court Case in Boston was continued until this Thursday. At that time the judge will request a site visit. On the advice of council he had no further comment. Chairman Santos is very optimistic.

Announcements – Commissioner’s Comments:

- Commissioner Griffin noted that 2011 is the 100th anniversary of Naval Aviation and this field was at one time a training field for the Navy.
- He reiterated that the Airport and the Commission, by vote, has remained steadfast in their opposition of the Cape Wind Project.

The next meeting will be held on April 19, 2011.

Adjournment:

Upon Motion duly made and seconded, it was voted to adjourn the meeting at 4:53 p.m.

ROBERT L. O’BRIEN, CLERK