



BARNSTABLE MUNICIPAL AIRPORT
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BARNSTABLE MUNICIPAL AIRPORT COMMISSION
MINUTES OF THE REGULAR SESSION
TUESDAY, January 20, 2015

Barnstable Municipal
Airport Commission:

Ronald Persuitte,
Chairman

John T. Griffin, Jr.,
Vice Chairman

Robert L. O'Brien,
Clerk

Michael A. Dunning,
Commissioner

Timothy R. Luzietti,
Commissioner

Mary F. Smith,
Commissioner

Stephen P. Cobb,
Commissioner

Commissioners Present:

Ronald Persuitte, Chairman, John T. Griffin, Jr., Vice Chairman, Robert L. O'Brien, Clerk, Michael A. Dunning, and Mary F. Smith. The meeting was held at the Barnstable Municipal Airport in the Airport Conference Room, 480 Barnstable Rd., Hyannis, MA.

Commissioners Not Present:

Timothy R. Luzietti and Stephen F. Cobb

Yarmouth Representative:

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/Security Coordinator.

Public Members:

Chip Bishop, CBCM; Katie Servis; Mike Stone, Yarmouth Board of Selectmen; Stephen Flecchia, Jacobs Engineering; Daniel Fortnam; and Philip Geraci, Rectrix Aerodrome, Inc.

Call To Order:

Chairman Persuitte called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:00 p.m. Attendance roll call was taken.

Minutes of the previous meetings:

Chairman Persuitte moved to approve the minutes of the November 18, 2014 and the December 16, 2014 Airport Commission Meetings. These were seconded and unanimously approved.

The following agenda item was taken out of order:

BMA0115-01 – Ratification of Selection of Assistant Airport Manager

MOTION to ratify the selection of Assistant Airport Manager as recommended by the members of the selection panel. **SPONSOR: Management (May be acted upon)**

This item was read by Commissioner O'Brien, moved by Commissioner Griffin, and seconded. Chairman Persuitte formally introduced Ms. Servis and asked her to say a few words.

Katie commented that she was extremely excited about taking on this position. She started her career in airport operations and wanted to end her career back in airport operations. Not that the job won't be without its challenges, but there is a good team in place to start off with, and she is looking forward to working with everyone and starting her position on Monday.

Chairman Cobb joined the meeting at 4:03 pm.

Public Comment:

None

Commissioners Response to Public Comment:

None

Reports from Subcommittees

Finance Subcommittee (Commissioners Dunning, O'Brien, Luzietti)

The Finance subcommittee met on Monday, January 12, 2015. The following was discussed:

- Financial statements
- Draft Jet Fuel Sales Discount Program
- TSA Lease Extension #6
- One-year extension of the Air Service Consultant Contract
- MOU-DPW Water Supply Division for the land lease
- Airport Manager Contract
- Jacobs Engineering Contract for Taxiway C Project
- On-call Compensation for the Security Coordinator position
- MUNIS Module update- finance reporting needs

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

The Infrastructure & Marketing subcommittee met on Wednesday, January 7, 2015. The following was discussed:

- One-year extension of the Air Service Consultant Contract
- MOU-DPW Water Supply Division for the land lease
- Jacobs Engineering Contract for Taxiway C Project
- Review and update of ongoing airfield projects

Chairman Persuitte acknowledged all of the attending public members. He also called for a roll-call vote for the ratification of the new Assistant Manager. The agenda item was unanimously approved by roll call vote as follows:

Persuitte	yes	Griffin	yes
O'Brien	yes	Dunning	yes
Smith	yes	Cobb	yes

Chairman Persuitte asked if Mr. Geraci, Rectrix Aerodrome Inc, would like to speak. Mr. Geraci stated he had met with BMA Management that morning to discuss their intent to start 121 scheduled service out of Hyannis. The process is long and cumbersome, but in talking with the FAA, they directed Rectrix to find some airports that they would be interested in flying out of. Rectrix has targeted a number of airports in the area, with Hyannis being number one because there is so much potential that has not been tapped as far as air traffic service. Rectrix is going to pursue having scheduled service year round out of Hyannis to other locations in the country. They would probably be flying Bombardier CRJs with approximately 70 to 90 seats flying into the Washington DC area and possibly on to the Florida area.

Old Business:

BMA0914-04 – Update and Discussion on the NetJets Inc. Fuel Pricing Agreement for a minimum of 50,000 gallons effective September 4, 2014

Manager Breault referenced the draft revised Jet Fuel Volume Discount Program and recommended that the commission take it under advisement to review it further before it is brought before the commission for a vote. There are two contracts pending for NetJets and the Island Airlines.

New Business:

BMA0115-02 – Approval of the TSA (GSA) Lease Extension No. 6

MOTION to approve the one year Lease Extension No. 6 for the TSA (GSA) terminal space area effective November 1, 2014 for an annual amount of \$38,340.93. **SPONSOR:** Finance Subcommittee (**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.

BMA0115-03 – Approval of the Jacobs Engineering Contract for the Reconstruction of Taxiway C & A portion of Taxiway D in the amount of \$599,809.00

MOTION to approve the Jacobs Engineering Group Inc. contract for services for the Reconstruction of Taxiway C and a portion of Taxiway D Project for the Barnstable Municipal Airport in the amount of \$599,809.00.

SPONSOR: Infrastructure & Marketing 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 verbal vote.

BMA0115-04 – Approval of the draft MOU between the BMAC and the Town of Barnstable DPW Water Supply Division

MOTION to approve the final draft MOU between the BMAC and the Town of Barnstable DPW Water Supply Division as amended on 12/31/2014. This MOU will be for a 20 year term commencing on March 1, 2013 with an initial annual rent of \$55,295.06 **SPONSOR:** Finance Subcommittee (**May be acted upon**)

This agenda item was moved and read by Commissioner Dunning, and seconded. Manager Breault stated that this was the third re-write of the MOU. He has tried to include all of the lease requirements in regards to environmental and FAA requirements. With approval tonight, this will be sent back to the DPW Water Supply Division and the Water Board. The DPW has been paying a feeble amount to the airport of approximately \$19,000/year for years. The property has been surveyed and a market value determined to be \$.11/square foot and approximately \$55,000/year. Chairman Persuitte stated it has been almost two years since the old lease expired and the Water Supply Division needs to make full payment within 30 days or the airport will have to take action to prohibit them from accessing the airfield. He suggested a resolution should be drafted and sent along with the MOU to the Water Supply Division for approval so as to avoid a delay in acceptance of the MOU.

Commissioner Dunning moved for a demand resolution to be written by Chairman Persuitte and Manager Breault and sent along with the final MOU to the DPW Water Supply Division for acceptance. This was seconded and unanimously approved. The Draft MOU was unanimously approved by the Commission members.

BMA0105-05 – Approval of the On-Call Compensation for the Airport Security Coordinator Position

MOTION to approve the annual stipend of \$1,500.00 for on-call status compensation for the Airport Security Coordinator Position after normal working hours in addition to overtime compensation for actual time worked from a remote location, and a minimum of four (4) hours of overtime compensation if required to return to work during after-hours time. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

This agenda item was moved and read by Commissioner Cobb, and seconded. Manager Breault stated that this is an hourly position and is literally on-call 24/7/365 days and must be compensated for time worked and at home and if called in. He feels that this is adequate compensation. This agenda item was unanimously approved.

Noise Report:

Ms. Lounsbury stated the 2014 year end noise report was enclosed in the Commissioner's packets. The last noise report was given at the April 2014 Commission meeting. Complaints were lower, but operations were lower as well. There is a breakdown of information based on types of disturbances, phone calls, noise monitoring locations, etc., as well as a summary of what the airport hopes to do in the next year. The flight tracking data will be from the same company, but the software has been updated to a NexGen data system. This is the second update that the airport has done to the system to provide much better information, and will be available on the customer web portal. This new update should lower repair costs and provide better service.

Yarmouth Representative's Comments:

Robert Howard was not present. Yarmouth Selectman Mike Stone declined Chairman Persuitte's offer to make any comments.

Manager Breault requested that an Air Service development update be given by Dan Fortnam. Mr. Fortnam handed out a recap summary of some of the highlights of this year's progress:

- An Air Service Development Plan was developed

- Jet Blue decided to fly seasonal service to NY due to the incentives. Their initial season was very successful and on par with their third year out of Nantucket.
- Airline specific presentations were prepared to hold one-on-one meetings with airlines
- Mr., Fortnam attended five conferences and a few official meetings and presentations as well as conversations to create greater awareness about the potential at the airport
- He provided statistics and information about the passenger and aircraft operations
- Grant funds have been researched, and applying for a SCASD grant has been discussed with local Chambers of Commerce

The year ahead he will work on Jet Blue extension of seasonal service, continuing to try and attract new airlines and additional service, coordinating efforts to apply for a SCASD grant, and talk with Rectrix about their possible future service. Another round of conferences start again next week, and he will continue to pound the pavement for new service.

Manager Breault stated that staff will schedule Dan to make the presentation he gives to the airlines during one of the subcommittee meetings. Commissioner Cobb asked what type of response he was getting from the legacy carriers when he talks to them about potential service in Hyannis. Mr. Fortnam stated that their general response was that they were shrinking all of their regional operations, where small airports have seen a reduction in service; they are not taking any risks. Mr. Fortnam commented that the non-legacy carriers like Silver Airlines may be good candidates, and he will be talking with them at the next conference. Commissioner Griffin asked who was flying out of Hanscom now. There is no one currently, next up would be Rectrix. Commissioner Griffin requested that Rectrix keep in mind that if people can avoid driving over the bridge to fly, it would be a lot easier. Mr. Geraci, Rectrix, stated that their service would begin by being from point to point and then onto a final destination to see where the business is and what works. There are other routes that will be looked at for point to point service as well. This is a start for future service. They are hoping to commence service during the first quarter of 2016.

Airport Manager's Report:

Manager Breault stated he had a Bid Acceptance for the Commission to review for the Fuel Farm Construction. There were six bidders that submitted bids. Lawrence Lynch Corporation was the apparent low bidder for the base bid and both bid alternatives which were for the third tank, and the removal of the old underground tanks. The total bid was \$1,179,900.46. The current appropriation is not enough to pay for the base bid, so there is a need for additional funding. Manager Breault prepared a draft appropriation order to go before the Town Council requesting an additional \$615,000 for this project. He requested that the Commission accept the bid conditional upon receiving the additional appropriation to fund the project. If the additional funding was not approved, then the project would not proceed, or the Commission could reduce the amount of the alternates, which would not be a good idea as the full 60,000 gallon tanks are needed, as well as the removal of the underground tanks. Hopefully this could be submitted to the Town Council for a first reading in the middle of February and second reading the first of March, and then an additional 30 days before a notice to proceed could be issued.

Chairman Persuitte did not want to approve the Bid Acceptance until he had time to review it. Manager Breault just finished the appropriation order today. A special Finance Subcommittee and subsequent full Commission Meeting will be scheduled to address this as time is of the essence.

Manager Breault reported on the following:

- Phil Geraci and Dan Fortnam already announced the information about Rectrix providing future schedule service. Rectrix has been offered the airline incentive package and a tour of the terminal was conducted today. Staff will be working with them on a regular basis to get everything in place to make this work. Rectrix Airways will be the name of the new schedule carrier service.

Announcements – Commissioner's Comments:

None

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 4:53 p.m.

The next meeting will be held on February 24, 2015.

ROBERT L. O'BRIEN, CLERK