



BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD
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BARNSTABLE MUNICIPAL AIRPORT COMMISSION
MINUTES OF THE REGULAR SESSION
TUESDAY, February 16, 2016

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, Mary F. Smith, and Stephen P. Cobb. 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

Yarmouth Representative:

Not present

Airport Staff Present:

Roland W. Breault, Jr., Airport Manager, Katie Servis, Assistant Airport Manager, Suzanne Kennedy, Executive Assistant to the Airport Manager, and Christina Lounsbury, Noise Abatement/Security Coordinator.

Public Members:

Sarah Beal, TOB

~~Christina Lounsbury, BMA Noise/Security Coordinator~~

Call To Order:

Chairman Persuitte called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:05p.m. Attendance roll call was taken ~~followed by the~~ Pledge of Allegiance.

Minutes of the previous meetings:

Chairman Persuitte moved to approve the minutes of the December 15, 2015, the January 19, 2016, and the January 22, 2016 meetings. These were seconded and unanimously approved.

Public Comment:

None

Commissioners Response to Public Comment:

None

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

The Finance subcommittee met on January 19, 2016. The following was discussed:

- New Cape Air Terminal Lease for temporary freight operations-tabled
- New Rectrix Terminal Lease for commuter air service-tabled
- New Commuter Airline Incentive Program
- Cape Air Car Port Solar Plan

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

The Infrastructure & Marketing subcommittee met January 19, 2016. The following was discussed:

- Cape Air Revise Car Port Solar Plan-letter of intent-moved to full Commission

- Cape Air New Tenant at Will for terminal lease for freight service-tabled
- Rectrix Aviation Terminal Lease-tabled
- Possible New Commuter Air Service Incentive Program- deferred to Finance Subcommittee
- Renewal of Air Service Development Program with Dan Fortnam - tabled

Old Business:

BMA0116-02 – Revision of Terminal Counter Space Leases

MOTION to revise the existing Cape Air Terminal Lease for Counter Space and issue a new lease to Rectrix Aviation Inc. for Terminal Counter Space and fees. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner O'Brien and seconded.
- This Commuter Incentive Program is being reviewed by the FAA at headquarters, which ties in with the two special leases. The regional FAA has no problem with the incentive program, but it needs approval by headquarters.
- The meeting scheduled for tomorrow with Rectrix to discuss the lease has been postponed.
- This agenda item was tabled.

BMA0116-03 – Approval of New Air Service Incentive Program

MOTION to approve the final new Air Service Incentive Program for CY2016 to include provisions for both commuter and air carrier service. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was tabled.

New Business:

BMA0216-01 – Approval of Cape Air Solar Car Port Plan

MOTION to accept the Cape Air proposal for the plan to install a Solar Car Port on the parking area that they lease from BMAC. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Smith and seconded.
- There was discussion of procedures concerning approval of this agenda item as it now does not involve an amendment to the lease, only an improvement as outlined in the existing lease.
- Chairman Persuitte requested a vote on this specific language as brought forward by the Finance Subcommittee; which was the extension of the lease, which should no longer apply.
- This agenda item was unanimously disapproved by verbal vote.
- A new agenda item will be brought before the Infrastructure subcommittee for review of the engineered plans.

BMA0216-02 – Approval of Amendment No. 3 to the Horsley Witten Group On-call Environmental Engineering Agreement for the Hangar II Drainage Improvements in the amount of \$15,500

MOTION to approve Amendment No. 3 to the Horsley Witten Group On-call Environmental Engineering Agreement for services associated with the Hangar II Drainage in the amount of \$15,500. This was previously approved during the December 2015 Commission meeting as an agreement under the Fuel Farm Project in the amount of \$14,631.73. As this amount will be reimbursed by the tenant, this expense should not be reflected under the project total cost. **SPONSOR:** Management (**May be acted upon**)

- This agenda item was moved and read by Assistant Manager Servis and seconded.
- This agenda item was unanimously approved by verbal vote.

BMA0216-03 – Approval of the Agreement with Jacobs Engineering for the Rehabilitate Runway 15-33, PAPI installation, Realignment of a portion of Taxiway B & C, and replacement of Generator in Airfield Lighting Vault Project in the amount of \$693,813

MOTION to approve the Agreement with Jacobs Engineering Group for services associated with the Rehabilitate Runway 15-33, PAPI Installation, Realignment of a portion of Taxiway B & C, and Replacement of Generator in Airfield Lighting Vault Project in the amount of \$693,813. **SPONSOR:** Management (**May be acted upon**)

- This agenda item was moved and read by Assistant Manager Servis and seconded.
- There is an existing appropriation in the amount of \$490,000 that was previously approved by the Town Council. \$400,000 was appropriated for the Design & Permitting phase of the project, and \$90,000 for the vault generator.
- The remaining amount of \$ is on the agenda for approval by the Town Council under FY2017 CIP requests.

- Because this the construction portion of this project was moved forward on the FAA MassDOT CIP earlier, the remaining funding still needs approval from the Town Council.
- \$98,000 has been expended out of the original \$400,000 to provide the funds up front for the replacement of the PAPI. This lowers the available funds to approximately \$300,000 for the Design & Permitting portion of the existing contract, which is not enough.
- At this time management would like to table this agenda item until Jacobs Engineering can modify the contract to stay within the existing appropriation amount..
- Then Management will move forward with the Town Council process and, once approved, will request approval from the Airport Commission for the construction phase of the contract.
- Assistant Manager Servis explained the difference between the PAPI system and the VASI system.
- This agenda item was tabled.

Noise Report:

Christina Lounsbury reviewed highlights of the 2015 year end noise report:

- There were a total of 30 calls, which is a decrease of 19 from 2014. Operations were also down by about 3200.
- Of those calls, 11 were made by one caller in Centerville. This area actually has the majority of over flights from other airports.
- Yarmouth area had the greatest amount of calls; 13 calls from 7 people.
- Many calls were concerning altitude, which is usually a perception discrepancy. Of the 13 calls for altitude, 3 were actually verified as being low altitude but were not violating any regulations.
- There were calls concerning excessive traffic, this occurred during the temporary flight restriction period when the President visited Martha’s Vineyard and our airport.
- There have been some issues with using the noise Abatement Flight Paths. Island Airlines hired a new chief pilot and an abundance of new pilots and they were not familiar with the policy. Ms. Lounsbury met with them and they have corrected this issue.
- All other complaints that were addressed were all within procedures.
- The airport switched from Excelis to Vector for flight tracking information. The flight information still comes from Excelis, but is purchased through Vector. Vector is very user friendly and the general public really likes using it.
- Goals for the future include continuing with procedures, with spring’s arrival, there may be an increase in noise complaints due to increasing flights and open windows, etc.
- Commissioner Smith asked about some night time overflights that seemed to be louder than during the daytime. Ms. Lounsbury stated that without ambient noise, the sounds of aircraft are actually 10 decibels higher.
- Commissioenr Griffin commented this was a good report.

Air Service Development Update:

- Assistant Manager Servis commented that staff received information from Christian Perreault, Explorer Solutions, and from a new entrant, Plane Clear, for air service development at this airport. This company had partnered with Sundance Aviation and they are interested in providing service from HYA to ACK. They have a Beechcraft Baron, a King Air, and two jets. They want to set up a meeting and are aware that Recrix is interested as well.
- Procurement and Bidding procedures need to be reviewed for providing air service development. Explorer Solutions services are just under \$300,000 for all three phases of the services. Is this a specialized service being provided to an aviation entity and does this fall under 30B regulations, or does this service need to go out to bid. The budget needs to be reviewed to see if the funds will be available and when is the proper time to move forward.

Yarmouth Representative Comments:

- William Morasco, Yarmouth Representative, was not present.
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Airport Manager’s Report:

Assistant Manager Servis reported on the following:

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- Taxiway C project is complete for the winter, they will return in the fall to complete punch list items and final painting and thermoplastic painting.
- Fuel Farm- the final insets of the sensors are being installed, then a final inspection with the State Fire Marshall will be scheduled.
- RVZ project is complete. Site cleanup and a final inspection will be conducted.
- Runway 15/33 Rehab Project phasing is being planned for the closure of both runways for a 72 hour period. Once the intersection is complete it will not need to be disturbed during the Runway 6-24 rehab process. Staff wants to make sure that the reduced threshold will be a usable length for the tenants.
- The staff is in the process of compiling the claim for the Island Airlines bankruptcy. Attorney Johnson did not attend the hearing last week; he felt it was not critical to attend a corporate bankruptcy hearing. The auction will be held next week at the hangar. The airport will remove the remaining equipment in the terminal office. Ms. Lounsbury reviewed some of the items for sale, and gave the auctioneer's information to the Commission.

Commissioner's Comments:

Commissioner Griffin asked about the Budget Wash Rack RFP.

- The Airport did not receive any bids because the existing car rental agencies complained that the current four tenants are the only ones to provide service at the Airport and the minimum annual guarantees reflected their leases were based upon this limited competition. Management would have had to modify the current leases to allow a fifth company. The RFP may be reissued to allow off airport services to apply.

Cape Air is currently providing freight services, but not carrying as much as Island Airlines had been carrying. They are temporarily receiving the freight through the terminal, but will need to look at a more appropriate location eventually.

Attorney Gilmore will be continuing to provide legal counsel for the Airport through the end of June 2016. It was suggested that an RFP be issued for an attorney with municipal and Airport experience. Anderson & Kreiger has always represented the airport very well, they should be considered as well. Commissioner Dunning will assist with the search.

There is a video of the construction of the Fuel Farm that will be completed and put on the Airport Facebook page and Website. Links can be added from other marketing tools. Ascent and World Fuel will also do a spotlight of the Fuel Farm on their website. Staff can use Constant Contact to send a news brief via email of the new system and availability of fuel. Commissioner Cobb requested that the Commission be copied when promotional information is released.

Commissioner Smith recommended that someone from the Airport attend the next meeting of the Cape Cod Chapter of the Military Officers Association as they are having a presentation on drones.

There was an editorial in the Sunday edition of the Cape Cod Times concerning the pilot shortage.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:03 p.m.

The next meeting will be held on March 15, 2016.

ROBERT L. O'BRIEN, CLERK