



BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD
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R.W. "Bud" Breault, Jr., Airport Manager
Katie R. Servis, Assistant Airport Manager

BARNSTABLE MUNICIPAL AIRPORT COMMISSION
MINUTES OF THE REGULAR SESSION
TUESDAY, May 16, 2017

Barnstable Municipal
Airport Commission:

John T. Griffin, Jr.,
Chairman

Timothy R. Luziotti,
Vice Chairman

Robert L. O'Brien,
Clerk

Mary F. Smith,
Commissioner

Stephen P. Cobb,
Commissioner

Elizabeth Young,
Commissioner

James DellaMorte,
Commissioner

Commissioners Present:

John T. Griffin, Jr., Chairman, Timothy R. Luziotti, Vice Chairman, Mary F. Smith, Stephen P. Cobb, Elizabeth Young, and James DellaMorte. The meeting was held at the Barnstable Municipal Airport in the Airport Conference Room, 480 Barnstable Rd., Hyannis, MA.

Commissioners not Present:

Robert L. O'Brien, Clerk

Yarmouth Representative:

William Marasco

Airport Staff Present:

Roland W. Breault, Jr., Airport Manager, Katie R. Servis, Assistant Airport Manager, and Suzanne Kennedy, Executive Assistant to the Airport Manager

Public Members:

None

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 5:18 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

Minutes of the previous meetings:

Chairman Griffin moved to approve, as modified, the minutes of the March 21st, 2017 Airport Commission Meeting. This was seconded and unanimously approved.

Chairman Griffin moved to approve the minutes of the April 18th, 2017 Airport Commission Workshop. This was seconded and unanimously approved.

Public Comment:

None

Commissioners Response to Public Comment:

None

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

The Finance Subcommittee met on Wednesday, May 3, 2017. Commissioner Luziotti read a review of the minutes of the meeting in which the following was discussed:

- Reviewed the Jet Sales, the financial sheets, solar revenue and air traffic.
- Reviewed and forwarded agenda items to the full commission for approval for the modified FY2018 Operating Budget, the MassDOT Grant awards for the Tractor with Mower deck, and the Rotary Cutter with Flail Attachment. Updates on Airport properties, Air Freight/Air Cargo possibilities, 316 Iyannough Road Sheriff's sale, GJets, and parking possibilities. Asst. Manager Servis updated the commission on the Hertz Car Rental Fuel System Alarm status.

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

The Infrastructure & Marketing subcommittee met on Tuesday, May 2, 2017. Commissioner Smith

read a review of the minutes of the meeting in which the following was discussed:

- Griffin Avionics failed septic system, updates on the Runway 15-33 Project, Airport Properties, Solar Carports, Centerville Pie, surrounding development and possible aviation overlay district, Air Service Development, Marketing, Air Freight & Air Cargo, Minimum Standards review, rates and fees review, and parking at the airport.

Old Business:

BMA0217-03 – Hertz Car Rental Fuel System Upgrade- Update

- Ms. Servis contacted Hertz to remind them the Commission was still waiting for alarm installation.
- She gave them a deadline of the end of May to complete the installation and requested that they attend the June Infrastructure & Marketing Subcommittee meeting.

New Business:

BMA0517-01 – Approval of the Town of Barnstable Modifications to the FY18 Barnstable Municipal Airport Operating Budget

MOTION to approve the Town of Barnstable modifications to the proposed FY2018 Barnstable Municipal Airport Operating Budget for submission to the Town Council. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner DellaMorte, and seconded.
- This agenda item is being brought back to the Commission as a revised total of \$6,508,537.00 due to a Finance Department change of \$3,923.00 for several small changes to various line items.
- This agenda item was unanimously approved by verbal vote.

BMA0517-02 – Approval of the MassDOT Grant Award; Standard Contract & Grant Assurances for the Purchase of Tractor with Mower Deck Flex Wing Project in the amount of \$ 74,560.00.

MOTION to approve the MassDOT Grant Award, Standard Contract and Assurances associated with the ASMP-2017-HYA-17 Project for the purchase of a Tractor with a mower deck and flex wing in the amount of \$74,560.00.

SPONSOR: Finance Subcommittee (May be acted upon)

- This agenda item was moved and read by Commissioner Luziotti, and seconded.
- This is one of the few ASMP projects that was approved by the MassDOT for this year. The second part is the next agenda item for a rotary flair attachment for the mower.
- The MassDOT will pay for 80% of these purchases. The approval is for the Standard Contract and the Grant Assurances. This Grant Assurance, along with others, will be brought before the Town Council as soon as the Town Legal Department approves the format of the Grant Assurances.
- The airport cost will be approximately \$14,000.00.
- This is the only type of mower that can get in close to cut the vegetation around the solar array and at the fence line.
- This agenda item was unanimously approved by verbal vote.

BMA0517-03 – Approval of the MassDOT Grant Award; Standard Contract & Grant Assurances for the Purchase of Rotary Cutter w/Flail Attachment Project in the amount of \$ 24,000.00.

MOTION to approve the MassDOT Grant Awards Contracts and Assurances associated with the ASMP-2017-HYA-16 Project for the purchase of a Rotary Cutter with Flail Attachment in the amount of \$24,000.00.

SPONSOR: Finance Subcommittee (May be acted upon)

- This agenda item was moved and read by Commissioner Cobb, and seconded.
- This is for the attachment to the previously approved agenda item.
- This agenda item was unanimously approved by verbal vote.

BMA0517-04 – Approval of the 2017 Barnstable Municipal Airport – Boardman/Polando Field Tarmac Delay Contingency Plan

MOTION to approve the 2017 Barnstable Municipal Airport Boardman/Polando Field Tarmac Delay Contingency Plan. **SPONSOR: Management (May be acted upon)**

- This agenda item was moved and read by Manager Breault, and seconded.
- Every 3 to 5 years the Tarmac Contingency Plan must be modified and resubmitted.
- This is Version #3 (see handout) that he has been working on with the US Department of Transportation.
- Additions were added for an aircraft that is stuck on the tarmac to return to the terminal to disembark and contingencies for Customs and US Border Patrols that may be needed for an international flight.
- This agenda item was unanimously approved by verbal vote.

BMA0517-05 - Approval of the Bid Acceptance Letter and Subsequent Contract for the 2017 Airport Pavement Marking Project for Safety Marking, Inc. in the amount of \$35,845.00

MOTION to approve the Bid Acceptance Letter, and subsequent contract for services, for the 2017 Airport Pavement Marking Project at the Barnstable Municipal Airport for Safety Marking, Inc. in the amount of \$35,845.00. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Young, and seconded.
- This is the annual paint project contract which needs to be completed by the end of May.
- There were a total of four bids, this being the lowest bidder.
- This agenda item was unanimously approved by verbal vote.

BMA0517-06 - Approval of the Bid Acceptance Letter and Subsequent Contract for the 2017 Slurry Seal & Paint Terminal Apron Project for Sealcoating, Inc. in the amount of \$99,474.00

MOTION to approve the Bid Acceptance Letter, and subsequent contract for services, for the 2017 Slurry Seal & Paint Terminal Apron Project at the Barnstable Municipal Airport for Sealcoating, Inc. in the amount of \$99,474.00.

SPONSOR: Finance Subcommittee (May be acted upon)

- This agenda item was moved and read by Commissioner Smith, and seconded.
- This is a separate Grant and Contract to do the Slurry Seal on the terminal apron.
- There were two bidders, this being the lowest bidder and they were recommended by Jacobs Engineering.
- The project will commence after JetBlue finishes service for the season.
- The life expectancy for this slurry seal is 5 to 7 years.
- This agenda item was unanimously approved by verbal vote.

Yarmouth Representative Comments:

- Mr. Marasco commented that Airport management was going to attend the May 23rd Yarmouth Selectman's meeting. He invited any commissioners to attend as well. Items that will be discussed, in addition to the construction projects, will be monitoring wells, noise complaints and the use of the website to register these, mitigations for noise, and economic development for regional purposes. He was interested in what Yarmouth could offer the Airport and what the Airport could offer Yarmouth. Yarmouth does have monies that fund the Chamber of Commerce. He suggested the airport submit a proposal to the Chamber for marketing assistance.

Airport Manager's Report:

Manager Breault reported on the following:

- The Runway 15-33 project phases I & II are complete. The intersection of the two runways was Phase II. Now Phase V will commence while the approval to combine the remaining phases is requested. 90,000 cubic yards of soil have been removed to make the runway higher than its surroundings. The runways themselves are only 3.5" of pavement in some areas, where a solid 4" of pavement are needed to mill 2" and repave 2". This is creating an issue with the crack sealing material. So now the project will require removal of existing pavement and replacing 4" of the pavement. This will be a significant increase in the cost of the project. This may necessitate going before the Town Council for an additional appropriation, and canceling the previously approved appropriations for the new snow blower, plow, and ARFF Truck to help pay for this increase in cost. Staff will also look at the possibility of short term or long term borrowing.
- Management has been meeting every week with the RTA and the Town to discuss parking and a shuttle bus service. Starting on Memorial Day weekend there will be a new free Trolley service that will run from the RTA parking lot around the town, but will not be able to include the Airport on the route this year due to funding. Discussions are ongoing with Peter Pan Bus to service the Airport to help alleviate the parking at the commuter lots.
- Management met with W.S. Development to continue discussions on the Kmart plaza. The goal is to put together enough information for an RFP to hire a real estate consultant to appraise the property and possibly put the property out to bid.

Commissioners Comments:

Chairman Griffin stated that the Collings Foundation will be back in mid-September with the Bombers for display and flights. He met with Commissioner O'Brien who is in rehab and hopes to be back soon.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:57 p.m.

The next meeting will be held on June 20, 2017.

ROBERT L. O'BRIEN, CLERK