



BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD
480 BARNSTABLE ROAD, 2ND FLOOR
HYANNIS, MA 02601
www.town.barnstable.ma.us



Office: 508-775-2020
Fax: 508-775-0453

R.W. "Bud" Breault, Jr., Airport Manager
Katie R. Servis, Assistant Airport Manager

BARNSTABLE MUNICIPAL AIRPORT COMMISSION
MINUTES OF THE REGULAR SESSION
TUESDAY, June 20, 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, 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 and Stephen P. Cobb,

Yarmouth Representative:

William Marasco

Airport Staff Present:

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

Public Members:

Judith Goetz, Regan Communications

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:04 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

Minutes of the previous meetings:

Chairman Griffin moved to approve for release the executive session minutes of 1/8/2010, 8/24/2010, 9/23/2010, 1/18/2011, 9/15/2011, 11/15/2011, and 11/22/2011. 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, June 7, 2017. Commissioner DellaMorte 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, car rental concessions, and the Peter Pan Bus service.
- Reviewed and forwarded agenda items to the full commission for approval for the Bortolotti Construction Bid acceptance letter and the Property damage release for the Insurance reimbursement for Aircraft incident damages.
- Updates were give non Runway 15-33 change orders, seasonal return of JetBlue, minimum standards, Air Freight, and the deferral of the sale of 316 Iyannough Road property.

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

The Infrastructure & Marketing subcommittee met on Tuesday, June 6, 2017. Commissioner Smith read a review of the minutes of the meeting in which the following was discussed:

- Discussion of freight operations, the bid acceptance letter for Bortolotti Construction for the

sewer connection at Griffin Avionics, updates on ongoing projects, Hertz Fuel Farm system alarm, parking, JumpStart presentation updates, and the Runway 15-33 project change orders.

Old Business:

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

- Hertz has had the alarm company come out three times to fix the fuel farm alarm system connectivity and it is still not complete. They will be asked to appear at the next meeting.

New Business:

BMA0617-01 – Approval of bid acceptance letter for Bortolotti Construction, Inc. to install the sewer connection for the BMA GSE Building at 610 Barnstable Road subject to funding

MOTION to approve the Bid Acceptance Letter for Bortolotti Construction, Inc. to install the sewer connection at 610 Barnstable Road in the amount of \$19,895.00 subject to funding. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Luziatti, and seconded.
- Bortolotti Construction was the low bidder and the bid is good for 60 days.
- This is subject to funding as this is not in the budget until FY2018; and also under the premise that Griffin Avionics will pay for half of the cost.
- A meeting is scheduled for June 23rd to discuss this with Griffin Avionics. If an agreement cannot be reached, the bid will be canceled.
- This agenda item was unanimously approved by verbal vote subject to approved funding.

BMA0617-02 – Approval of Property Damage Release in the amount of \$18,878.20 for the Insurance Reimbursement for the July 24, 2016 Aircraft Incident Damages

MOTION to approve the Property Damage Release in the amount of \$18,878.20 for the Insurance reimbursement for the July 24, 2016 aircraft incident damages to Barnstable Municipal Airport property. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner DellaMorte, and seconded.
- This is the property damage release requested by the insurance company for the pilot of the July 24th aircraft incident.
- The Airport will recoup the cost of damages that we have expended.
- This amount is acceptable to all parties.
- This agenda item was unanimously approved by verbal vote.

BMA0616-03 – Annual Election of Officers

Chairman Griffin stated he would entertain nominations.

CHAIRMAN:

Commissioner Smith nominated John Griffin Jr. to serve as Chairman of the Commission. The motion was seconded by Commissioner Luziatti. Nominations were closed. This motion was unanimously approved by verbal vote.

Chairman Griffin recognized Commissioner Luziatti for his service to the Airport Commission and as Vice Chair. Commissioner Luziatti was presented with a Certificate of Excellence. He stated it was an honor to be a commissioner and a privilege to work with the staff and fellow commissioners. He said the nine years had passed quickly; he thanked everyone and wished the airport good luck in the future.

VICE CHAIRMAN:

Commissioner Luziatti motioned to nominate Mary Smith to serve as Vice Chairman. The motion was seconded by Commissioner Young. Nominations were closed. This motion was unanimously approved by verbal vote.

CLERK:

Commissioner Griffin motioned to nominate Stephen Cobb to continue serving as Clerk. The motion was seconded by Commissioner Griffin. Nominations were closed. This motion was unanimously approved by verbal vote.

Chairman Griffin will reassign the subcommittee members prior to the next meeting.

Air Service Development Update:

- There is a summary of Ms. Servis' report on the JumpStart seminar in each commissioner's packet. Katie is in Boston for training. The statistics for JetBlue's first 4 days were approximately 80 deplanements and 60 enplanements on average.

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 4:58 p.m.

The next meeting will be held on July 25, 2017.

ROBERT L. O'BRIEN, CLERK