



# BARNSTABLE MUNICIPAL AIRPORT BOARDMAN-POLANDO FIELD

480 BARNSTABLE ROAD, 2ND FLOOR

HYANNIS, MA 02601

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

Barnstable Municipal  
Airport Commission:

John T. Griffin, Jr.,  
Chairman

Mary F. Smith,  
Vice Chairman

Stephen P. Cobb,  
Clerk

Elizabeth Young,  
Commissioner

James DellaMorte,  
Commissioner

Zachary Lesinski,  
Commissioner

Joseph J. Berlandi,  
Commissioner

## BARNSTABLE MUNICIPAL AIRPORT COMMISSION MINUTES OF THE REGULAR SESSION TUESDAY, April 17, 2018

### **Commissioners Present:**

John T. Griffin, Jr., Chairman, Mary F. Smith, Vice Chairman, Stephen P. Cobb, Clerk, Elizabeth Young, James DellaMorte, Zachery Lesinski, and Joseph J. Berlandi. The meeting was held at the Barnstable Municipal Airport in the Airport Conference Room, 480 Barnstable Rd., Hyannis, MA.

### **Commissioners not present:**

None

### **Yarmouth Representative:**

Not present

### **Airport Staff Present:**

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

### **Public Members:**

Brad Schiff, Pierce-Cote

### **Call To Order:**

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:00 p.m. Attendance roll call was taken followed by the Pledge of Allegiance. A moment of silence was held for K9 Patrolman Sean Gannon.

### **Minutes of the previous meetings:**

None

### **Public Comment:**

None

### **Commissioners Response to Public Comment:**

None

### **Finance Subcommittee (Commissioners DellaMorte, Lesinski, Berlandi)**

The Finance Subcommittee met on Wednesday, April 4, 2018. Commissioner Cobb read a review of the meeting. (attached)

### **Infrastructure & Marketing Subcommittee (Commissioners Smith, Cobb, Young)**

The Infrastructure & Marketing subcommittee met on Tuesday, April 3, 2018. Commissioner Smith read a review of the meeting. (attached).

**Old Business:**

**BMA0318-03 – Approval of FY2019 Revised Draft Operating Budget**

MOTION to approve the FY2019 Revised Draft Operating Budget. This includes a reduction over last year's budget, with a projected revenue shortfall to be transferred out of short term reserves to balance the budget.

**SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Smith, and seconded.
- Ms. Servis did a great job for her first year doing the budget.
- A two page summary of the operating budget was provided (attached).
- Projected Revenues are 5.8 million and projected expenses are 6.1 million. Extensive reductions have already been taken in various programs.
- It is possible that a grant for the LEO Program may be received to continue to fund the Law Enforcement Officers at the Airport.
- If the RFP with the Kmart parcel is successful, some of these items may come back. We are continuing to seek additional funds.
- There was a discussion of the depreciation costs, deicing costs exceeding revenues, and other sources of non-aviation revenues.  
Management would like to hire a personnel specialist to do a staff study for reorganization.
- This is what has been submitted for FY2019, the shortfall for FY2018 was greater than this budget.
- This agenda item was unanimously approved by verbal vote.

**BMA0318-07 – Approval of the Fennick McCredie Architecture, Ltd. Contract Amendment #4 for the ARFF/SRE Building Garage Door Replacement Project in the amount of \$7,340.00**

MOTION to approve the Fennick McCredie Architecture, Ltd. Contract Amendment #4 for services associated with the ARFF/SRE Building Garage Door Replacement Project in the amount of \$7,340.00. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Cobb, and seconded.
- This is an amendment with the on-call architect under contract to complete the specs and plans for the replacement of 11 doors for the ARFF building. Six have already been replaced.
- An asbestos study is mandatory no matter what the age of the building.
- This agenda item was unanimously approved by verbal vote.

**New Business:**

**BMA0418-01 – Approval of the AECOM Independent Fee Estimate Contract for the Comprehensive Master Plan in the amount of \$3,500.00**

MOTION to approve the AECOM Independent Fee Estimate Contract for the Comprehensive Master Plan Project in the amount of \$3,500.00. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Young, and seconded.
- This is a standard Independent Fee Estimate that needs to be done for FAA requirements on major projects.
- Staff has worked with AECOM previously.
- This amended agenda item was unanimously approved by verbal vote.

**BMA0418-02 – Approval of the Horsley Witten Group Scope of Work for the Hangar II Drainage Project**

MOTION to approve the Horsley Witten Group Contract Amendment to provide permitting consultation, supplemental survey, stormwater design, public bid support and construction oversight for the proposed Hangar II Drainage Improvement Project. The work will be billed based on time and materials with an estimated budget of \$16,400.00. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner DellaMorte, and seconded.
- This is for the design plans and project oversight for the Hangar II Drainage Project.
- Two companies attended the pre-bid meeting today.
- This agenda item was unanimously approved by verbal vote.

**BMA0418-03 – Approval of the Memorandum of Agreement between the Town of Barnstable and the Teamsters Local Union No. 59**

MOTION to approve the three year Memorandum of Agreement between the Town of Barnstable and the Teamsters Local Union No. 59 retroactive to July 1, 2017. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Lesinski, and seconded.
- During negotiations, the teamsters agreed to accept the current contract with no changes, the COLA will be 2% per year for the three years, and administrative language changes. This matches all other contracts within the Town.
- This agenda item was unanimously approved by verbal vote.

**Noise Report:**

- Ms. Lounsbury reported on the noise reports for January through March 2018.
- January there were six complaints made by four complainants.
- February there were two complaints made by one complainant.
- March there were two complaints by one complainant.

There have not been any significant changes since the last noise monitoring, so there is nothing scheduled at this time.

**Yarmouth Representative Comments:**

Mr. Marasco was not present

**Airport Manager's Report:**

Manager Breault reported the following:

- Interviews for the Assistant Airport Manager start tomorrow. There were 10 candidates selected, but two have withdrawn. These will be narrowed to three for second interviews.
- The preliminary RFP for the Kmart Plaza has been drafted and is being reviewed by the Airport attorneys. Manager Breault has a meeting Tuesday with the Town for review and hopes it will be ready for release on Thursday. Comments from a real estate consultant hired by the town will also be sent to the attorneys.
- Staff met with Cape Cod Aggregates, Horsley Witten, and Lawrence Lynch to discuss the impact of the soil disposal. DEP should have an imminent decision on state standards.
- Bids are being received on the four MassDOT projects and the June 30<sup>th</sup> deadline should be able to be met.
- Cape Cod Commission will meet tomorrow at 3:00 PM to discuss the Growth Incentive Zone.
- The annual Republic Parking financial statement reflected an increase in revenues.

**Commissioners Comments:**

Commissioner Young requested a copy of the real estate consultant report concerning the Kmart Plaza.

Commissioner Griffin asked about the soil standards. At the current state standard, the soil from the Airport is the cleanest in Town, but there will be new state standards released.

**Adjournment:**

Upon Motion duly made and seconded, the meeting was adjourned at 4:37 PM

The next meeting will be held on May 15, 2018.

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STEPHEN P. COBB, CLERK