



BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD
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Katie R. Servis, Airport Manager
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Barnstable Municipal
Airport Commission:

John T. Griffin, Jr.,
Chairman

Stephen P. Cobb,
Vice Chairman

James DellaMorte,
Clerk

Elizabeth Young,
Commissioner

Zachary Lesinski,
Commissioner

Joseph J. Berlandi,
Commissioner

Norman Weill,
Commissioner

BARNSTABLE MUNICIPAL AIRPORT COMMISSION
MINUTES OF THE SPECIAL SESSION
TUESDAY, September 18, 2018

Commissioners Present:

John T. Griffin, Jr., Chairman, Stephen P. Cobb, Vice Chair, Joseph Berlandi, Elizabeth Young, and Norman Weill. The meeting was held at the Barnstable Municipal Airport in the Airport Conference Room, 480 Barnstable Rd., Hyannis, MA.

Commissioners not present:

James DellaMorte, Clerk and Zachery Lesinski.

Yarmouth Representative:

Not present

Airport Staff Present:

Katie R. Servis, Airport Manager, Matthew Elia, Assistant Airport Manager, Suzanne Kennedy, Executive Assistant to the Airport Manager

Public Members:

David Anthony, Town of Barnstable Director of Property and Risk Management

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 1:30 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

Chairman Griffin welcomed new Airport Commissioner Norman Weill.

BMA0918-01 – Approval of responses to questions from prospective bidders on Addendum #3 of the Capetown Plaza RFP

MOTION to approve the responses as reviewed by the Airport Commission to questions from prospective bidders on Addendum #3 of the Capetown Plaza RFP. **SPONSOR:** Commissioner Berlandi (**May be acted upon**)

- This agenda item was moved and read by Commissioner Berlandi, and seconded.
- Capetown Plaza parcel is managed by the Airport and there are concerns over the direction of development. This is a great opportunity to have a non-aviation commercial entity for revenue potential.
- The Town of Barnstable Procurement Department processes are being followed for the Request for Proposal (RFP) and Airport Commissioner Berlandi has been instrumental in the development of the RFP as well as assisting with responses to comments for the addendums.
- The Airport and the Town have aligned interests in the development of this parcel. The Airport Commission wants to ensure that this is meeting Town and Airport requirements and obligations to the FAA and MassDOT.
- The Airport has conferred with the Airport Attorneys to assist with the best response to these questions.
- Addendum #1 and #2 were for typical questions of the procurement process.

- Questions posed in Addendum #3 have to do with the ground lease, agreement in place under the RFP, and oversight to meet the Airport obligations.

Commissioner Berlandi thanked the Town for all of their assistance through this difficult process. He gave the following overview:

- Developer's submissions are now supposed to be in by October 12th (changed in addendum #3).
- An evaluation committee will be established consisting of three members of the Town and three members of the Airport Commission.
- The evaluation committee will review the submissions and make recommendations to the Airport Commission and then to the Town based upon several factors.
- The operating agreement with the developer will be the first step.
- Once the developer is chosen, the Commission will be responsible for overseeing the negotiation of the lease and contract terms.
- The Town will be involved with the permitting and building stages.
- The final draft will be posted on the procurement website on Thursday. The revised copy of the ground lease will be included. Anyone that previously logged in will get an email notification of the addendum #3.
- Commissioner Berlandi, Management and Airport legal counsel met to review the final draft and they are satisfied with the result.
- Feedback was received from the Town as to how the Airport can receive the greatest number of potential bidders and respond to the questions to allow a little flexibility in their presentations.
- Mr. Anthony discussed the procurement process and procurement law. He gave examples of questions posed by prospective bidders.
- 27 acres on Rte. 132 is a very significant piece of land in a prominent part of town. The contract will have an impact on the next 50+ years of development and economy.
- Procurement will not be a voting member of the evaluation committee, but will be participating to help guide the process with valuable input.
- This agenda item was unanimously approved by verbal vote.

Airport Manager Notifications:

- The RFP for On-call Planning and On-call Engineering are both due on September 24th. The FAA has specific requirements for each of these as separate RFPs. One proposer can apply for both PFP separately. The evaluation process must be followed, and if the same company is chosen for both, that is acceptable to the FAA. Commissioner Cobb volunteered to be on the evaluation committee.
- The Capital Improvement Plan meetings are held with both the FAA and MassDOT to review an overview of the proposed projects at the Airport. In the past Commissioners have not been part of the process, but it is important for them to meet the decision makers for these projects. She asked for one or two to participate for approximately two meetings in October. Chairman Griffin volunteered.

Announcements – Commissioner's Comments

Commissioner Norman Weill will fill the vacancy on the Infrastructure & Marketing Subcommittee.

The Airport Rules & Procedures will be addressed at the next subcommittee meetings.

The Cape Cod Young Professionals Back to Business Bash will be held on September 20th. Commissioners are welcome to attend.

Commissioner Young congratulated the Airport on the TSA inspection. Ms. Lounsbury is very organized and very detail orientated. Because of her diligence and there was only one discrepancy.

Chairman Griffin thanked Commissioner Young for being an evaluator during the Mass Casualty Incident. The critique will be held October 4th.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 2:00 PM

The next meeting will be held on September 25, 2018.

JAMES DELLAMORTE, CLERK