



**BARNSTABLE MUNICIPAL AIRPORT**  
**BOARDMAN-POLANDO FIELD**  
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R.W. "Bud" Breault, Jr., Airport Manager  
Frank Sanchez, Jr., Assistant Airport Manager

Barnstable Municipal  
Airport Commission:

Daniel W. Santos, P.E.  
Chairman

Donald E. Megathlin,  
Vice Chairman

Robert L. O'Brien,  
Clerk

John T. Griffin, Jr.,  
Commissioner

Michael A. Dunning,  
Commissioner

Ronald Persuitte,  
Commissioner

Timothy R. Luzietti,  
Commissioner

**BARNSTABLE MUNICIPAL AIRPORT COMMISSION**  
**MINUTES OF THE REGULAR SESSION**  
**TUESDAY, October 19, 2010**

**Commissioners Present:**

Daniel W. Santos P.E, Chairman, Donald E. Megathlin, Vice Chairman, Robert L. O'Brien, Clerk, John T. Griffin, Jr., Michael A. Dunning, Ronald Persuitte, and Timothy R. Luzietti. The meeting was held at the Barnstable Municipal Airport in the Gourley Conference Room, 480 Barnstable Rd., Hyannis, MA.

**Yarmouth Representative Present:**

Robert Howard

**Airport Staff Present:**

Roland W. Breault, Jr., Airport Manager, Frank Sanchez, Assistant Airport Manager, Suzanne Kennedy, Executive Assistant to the Airport Manager, and Christina Lounsbury, Noise Abatement Specialist

**Public Members:**

Anthony Crugnale, Suffolk Construction Company, Inc.; Jim Kubat and John Groves, AECOM; Dave Chamberlain, Barry Hammer, and Mary Kate Toomey, Jacobs Engineering; and Jim Kinsella, Barnstable Enterprise.

**Call To Order:**

Chairman Santos called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:02 p.m. Attendance roll call was taken.

**Minutes of the previous meetings:**

Chairman Santos moved to approve the minutes of the September 23, 2010 Airport Commission Meeting. This was seconded and unanimously approved.

**Public Comment:**

None

**Commissioners Response to Public Comment:**

None

**Reports from Subcommittees**

**Finance Subcommittee (Commissioners Megathlin, Persuitte, O'Brien)**

The Finance subcommittee met on Tuesday, October 5, 2010. The following was discussed:

- Review of FY 2010 Financial Statements and the general decline of revenues.
- Car Rental Companies and the Parking Concession both have to meet minimum annual guarantees.
- Enplanements are below projected totals.
- FY 2011 Annual Budget and possible cuts due to diminishing revenues
- Total costs and expenses for the Cape Cod Commission

- Potential airline service between Cape Cod, New York and Connecticut.
- New Jet fuel provider services and possible volume sale discounts
- PFC preliminary application has been filed with the FAA

*Commissioner Dunning joined the meeting at 4:08 p.m.*

- Terminal Construction funding and delays due to the lawsuit
- Property Management Study was approved to determine best possible use of airport properties.
- The Kmart property lease must be addressed following the Chapter 30B laws, and so staff felt this should not be addressed until the Property Management Study was complete. A workshop was recommended to review the study in a few months.

**Infrastructure Subcommittee (Commissioners Griffin, Dunning, Luzietti)**

- The Infrastructure subcommittee did not meet during October 2010.

It was noted that the preliminary PFC application was sent to the FAA for comment. Once comments are received, then the consultant will prepare a response and final submittal. Staff will request the consultant to move forward quickly.

**Construction Committee: (Commissioners Santos, Luzietti, O'Brien, Megathlin)**

The Construction Committee met today, and the following was discussed:

- The Foundation Ceremony is schedule for October 27, 2010 at 2:30 PM with several dignitaries scheduled to attend.
- All procurement is complete on the Terminal and ATCT.
- The Town of Barnstable is preparing the bids for the Access Road which should go out mid-November to be awarded early next year.
- The Terminal and ATCT project budgets were reviewed
- Final selection of colors and materials for the Terminal were completed with AECOM.
- The ENF was approved by MEPA and now the EIR for the Development Agreement will proceed.
- CIP was discussed and the possible paving of the entire parking area and apron adjacent to the New Terminal.

Manager Breault reported that the ENF required a mandatory EIR. The staff has now requested a scope of work from Horsley Witten Group to complete the EIR. The schedule to complete the EIR will be very aggressive so as not to hinder the Development Agreement. Chairman Santos commented on the progression of these requirements. He wondered who was driving the bus, so to speak. The Airport chose to design a Terminal and to do that was required to submit an ENF, which was accepted by the State. Then the Cape Cod Commission required the Airport to complete a Development Agreement, and as a result of that, the Airport is now required to do an EIR which was not required before by the State. It is an endless frustrating loop of bureaucracy.

**Unfinished Business:**

None

**New Business:**

None

**Noise Report:**

There were a total of 14 complaints made by 2 complainants in September 2010, all from the Town of Yarmouth; and 13 from one individual. There were 120 operations during the quiet hours, down from August by 60 operations, with 44 operations prior to 5:30 am. The Caravan, Island Airlines, flew only 12 out of the 26 flights prior to 6:00 am during the month.

**Yarmouth Representative's Comments:**

Mr. Howard commented that of the 14 complaints he felt that one was legitimate. An Airline had not received permission for a training recertification. He requested a followed-up on some previous complaints about a particular airline that occurred in June and July. Ms. Lounsbury replied that the June incident was handled administratively between the Airport Manager and the Airlines at the Manager's discretion. The second incident

was forwarded to the FAA and the FAA responded and it was forwarded to the complainant. The FAA determination was that there was no infraction. Management will continue to forward further incidents to the FAA.

**Airport Manager's Report:**

Manager Breault reported the following in addition to his weekly report:

- Staff has begun the budget process and he is concerned about the continuing reduction of revenues. Last year there was no cost of living increase and a position was eliminated and another was reduced; he is not sure what measures he will have to take this year to balance the budget. He will keep the Commission advised.
- November 3, 2010 a joint Finance and Infrastructure Subcommittee meeting is scheduled to review the CIP Budget. Then the CIP will be reviewed by the Commission at the Regular meeting on November 16, 2010. Then staff will meet with the FAA on November 18, 2010 to review and approve the CIP and the ACIP, and then on the 19<sup>th</sup> it will be submitted to the Town of Barnstable.
- Barry Hammer, Jacobs Engineering, will be leaving the team. He has a new position with the FAA in Burlington. Manger Breault thanked him for all of his hard work to get the projects to this point, and wished him well in his future position.
- The Manager will be making a presentation for the Mid-Cape Men's club on October 20, 2010 at the Riverway Restaurant and invited anyone interested to attend.
- The Foundation Ceremony will be on October 27, 2010 at 2:30 PM in front of the Terminal. The Stone is complete and will be unveiled at the ceremony. Suffolk Construction has prepared a large banner with a rendering of the new Terminal, and has prepared ball caps with the Airport's new logo as giveaways.
- The Airport annual Holiday party will be held on December 22, 2010 in the Conference Room.
- Staff has received an invitation from Island Air for their seasonal Autumn Night gathering in their hangar.
- The War Bird display was a great success, and more individuals attended this year than last.

**Announcements – Commissioner's Comments:**

- Chairman Santos commented that the Airport was approved for the Mass DOT Grant in September and staff has been working on the grant language.
- The Commission reviewed the material samples fro the exterior of the new terminal.

The next meeting will be held on Tuesday, November 16, 2010.

**Adjournment:**

Upon Motion duly made and seconded, it was voted to adjourn the meeting at 4:45 p.m.

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DANIEL W. SANTOS. P.E., CHAIRMAN