



**BARNSTABLE MUNICIPAL AIRPORT**  
**BOARDMAN-POLANDO FIELD**  
480 BARNSTABLE ROAD, 2ND FLOOR  
HYANNIS, MA 02601  
[www.town.barnstable.ma.us](http://www.town.barnstable.ma.us)



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

R.W. "Bud" Breault, Jr., Airport Manager  
Frank Sanchez, Jr., Assistant Airport Manager

**BARNSTABLE MUNICIPAL AIRPORT COMMISSION**  
**MINUTES OF THE REGULAR SESSION**  
**TUESDAY, July 26, 2011**

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

**Commissioners Present:**

Daniel W. Santos P.E, Chairman, Donald E. Megathlin, Vice Chairman, Robert L. O'Brien, Clerk, John T. Griffin, Jr., Ronald Persuitte, Michael A. Dunning, 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, Christina Lounsbury, Noise Abatement Specialist

**Public Members:**

Bill Walker and Bill Richardson, Jacobs Engineering; Jim Kinsella, Barnstable Enterprise; Neha Dugal, Cory Belcufine and Mark Rossi, Suffolk Construction; Jim Kubat, AECOM; Paul Rumul and Christian Davenport, Davenport Companies; Chip Bishop, Chip Bishop Communications; Hank Farnham, Barnstable Town Council Liaisons; and Maggie Downey and Charlie McLaughlin, CVEC.

**Call To Order:**

Chairman Santos called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:03 p.m. Attendance roll call was taken.

**Minutes of the previous meetings:**

Chairman Santos moved to approve the minutes of the June 21, 2011 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, July 5, 2011 and the following was discussed:

- A workshop will be held in August to discuss the best use of Airport properties
- The Republic Parking contract and terms
- Jet Fuel Discounts
- Airport Restaurant RFP

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

The Infrastructure subcommittee met on July 5, 2011 and the following was discussed:

- The revised AMA/Marine Lumber fencing plans were reviewed and conceptually approved by the subcommittee to allow for ease of operations for Marne Lumber. This will require FAA approval as it is a permanent change to the fence.

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

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

- The July Suffolk Construction change orders for the Terminal and ATCT will be before the Commission at this meeting.
- Financial status of the Terminal and the ATCT projects.
- The occupancy permits should be received in October for the ATCT.
- The ATCT punch-list is complete, with only the demolition of the existing Tower remaining.
- Access Road is about 30% complete. There are six phases of constructing the Access Road, and Phase I from Cit Ave. to Rectrix Road. Road binder will be put down this week.
- The Terminal Apron, Phase I is about 80% complete.
- The impact of the FAA shutdown has affected two projects at the Airport. The RW24 PAPI and the FAA Equipment in the ATCT, and the equipment Inspection for the occupancy permitting have all been delayed.

**Unfinished Business:**

**BMA0211-02 – Approval of Republic Parking Systems new 15-year Lease Proposal**

**MOTION** to approve the Republic Parking Systems new 15 year lease from 2012 through 2026 as outlined in the lease agreement with a minimum annual guarantee per year as negotiated for the Vehicle Parking Concession at the Barnstable Municipal Airport. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

This agenda item was moved and read by Commissioner Pursuitte, and seconded. He reported that this lease is a conclusion of a number of months of negotiations. It is a 15 year lease (5yr/5yr/5yr) with the potential for the Airport to make a substantial sum of money. Commissioner Pursuitte explained the percentage of the concession amounts that were reduced up front, but then recouped at the end of the revenue sharing schedule. He thanked the staff and subcommittee for all of the efforts to bring together a win/win contract. The motion was unanimously approved by roll call vote as follows:

|           |     |           |     |
|-----------|-----|-----------|-----|
| Santos    | yes | Megathlin | yes |
| O'Brien   | yes | Dunning   | yes |
| Griffin   | yes | Luzietti  | yes |
| Pursuitte | yes |           |     |

**New Business:**

*This agenda item was taken out of order:*

**BMA0711-05 – Presentation and conceptual approval regarding Photovoltaic (PV) Request for Proposals for ground mounted/roof mounted solar panels on municipal land and buildings**

Manager Breault introduced Maggie Downey, Cape Light Compact Director; Richard Elrick, Town of Barnstable Energy Coordinator; Attorney Charlie McLaughlin, President of CVEC; David Anthony, Town of Barnstable Energy Coordinator and Chief Procurement Officer; and Bill Richardson, Jacobs Engineering. Ms. Downey handed out a power point presentation (see attached).

Ms. Downey reviewed their current project, Round II Photovoltaic (PV) RFP, and the background and participating towns of the Cape and Vineyard Electric Cooperative, Inc (CVEC). She reviewed the benefits of the cooperative and joining the CVEC, and the need to have a private entity install the PV to reap the tax benefits of solar energy. She reviewed the Initial Round in 2009 for an RFP for 8 KW on 8 municipal buildings, and Round I of the CVEC PV PPA with American Capital Energy for a PPA to install 16.53 MW on municipal landfills. Round II CVEC PV RFP will be released in August 2011. This will be a combination of ground/roof mounted PV. Currently the CVEC is working with member towns on a non-binding identification of potential sites. They are hopeful that there will be a Round III late in the fall, but there is a cap on the total amount of renewable energy that can be developed in Southeastern Massachusetts and eligible for net metering. Ms. Downey reviewed the two possible sites on the Airport property, the flat roof tops on the new terminal, and ground mounted units alongside the runways. If the Airport and the Town of Barnstable wish to participate in Round II, the Commission and the Town Council must

C:\Users\decollik\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\INNI52SQ\MinutesCom07-26-11.doc

sign a Letter of Intent which will allow CVEC to exclusively work on pursuing a contract for solar energy installation and will outline the necessary information required and responsibilities of the Airport.

Attorney McLaughlin stated that the CVEC would have to work with the Airport and the Town to determine the appropriate distribution of installations for the best benefit of the Town overall. There is a lot of acreage that has been identified as being available for PV installations. The Legislature put a flat 10 MW cap on new metering for each town, and the Town has already committed to 5 MW at the landfill. Commissioner Persuitte asked about the financing at low interest rates. The installation is wholly financed by the developer; the CVEC obligation is to pay the contract purchase price for the KW production. The advantages and disadvantages of the two potential sites at the Airport were reviewed. Mr. Elrick stated the proposed total ground-mounted site is 30 acres, with a potential of 5 acres per MW. There is additional research for the roof top metering to determine the benefits. Commissioner Griffin questioned the impact of the mirror effect if a pilot is flying over. Ms. Downey stated that the FAA would have to approve the site and installation. All of the sites are outside of the Runway Safety Area and there should be no wind current effects due to the slope of the panels either. The Commission discussed the building mounted application. Ms. Downey suggested that the site be included in the RFP with a notation that the site had not been finalized as it was possible to delete a site, but not add a site to the RFP. The Letter of Intent would need to be submitted to the CVEC at their August 21, 2011 meeting. Calculation of projected savings was discussed. The Town, the Airport and the FAA will need to work closely to determine how the energy savings would be dispersed.

Chairman Santos thanked everyone for their presentation, and stated that the Infrastructure Subcommittee would address the Letter of Intent details at the August 2, 2011 meeting.

*Mr. Sanchez left the meeting at 4:45 P.M.*

**BMA0711-01 – Approval of Suffolk Construction Change Orders for Proposed Change Orders approved in July 2011**

**MOTION** to approve the Suffolk Construction Change Order #10030 in the amount of \$9,963.10 for the listed Proposed Change Orders (PCO) to the Air Traffic Control Tower Project. **SPONSOR:** Construction Committee **(May be acted upon)**

This agenda item was moved and read by Commissioner Megathlin, and seconded. Neha Dugal, Suffolk Construction, gave a detail analysis of the changes. This will be paid out of the Owner's Construction Contingency. This agenda item was unanimously approved by verbal vote.

**MOTION** to approve the Suffolk Construction Change Order #20022 in the amount of \$10741.88 for the listed Proposed Change Orders (PCO) to the New Passenger Terminal Project. **SPONSOR:** Construction Committee **(May be acted upon)**

This agenda item was moved and read by Commissioner O'Brien, and seconded. A detail analysis of the changes was given by Neha Dugal, Suffolk Construction. This agenda item was unanimously approved by verbal vote.

*The next agenda item was taken out of order:*

**BMA0711-06 – Approval of assignment of Silvia & Silvia Aviation I & II Leases to Kingsbury Aviation LLC**

**MOTION** to approve the assignment of the Silvia Aviation I and Silvia Aviation II leases to Kingsbury Aviation LLC effective July 8, 2011. **SPONSOR:** Infrastructure Subcommittee **(May be acted upon)**

This agenda item was moved and read by Commissioner Griffin, and seconded. Mr. Rumul introduced himself and Christian Davenport as representatives of Kingsbury Aviation LLC. Manager Breault stated this is to assign the two leases as they currently exist to Kingsbury Aviation, LLC. These leases may be negotiated for modification at a later date. These assignments have been reviewed by Airport Counsel and approved as to form. The motion was unanimously approved by verbal vote.

**BMA0711-02 – Approval of the Non-Federal Reimbursable Agreement in the amount of \$150,794.72 for the new Air Traffic Control Tower**

**MOTION** to approve the Non-Federal Reimbursable Agreement between the FAA and the Barnstable Municipal Airport in the amount of \$150,794.72 for the five year maintenance agreement to operate and maintain the communications systems in the new Air Traffic Control Tower. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

This agenda item was moved and read by Commissioner O'Brien, and seconded. Manager Breault stated that this is a 5-year maintenance agreement that the Airport was required to have in place prior to assuming operation of the new tower. It seemed to be the most expedient and practical to have it with the FAA to have them be able to respond to an outage within minutes. The total amount is for the entire 5-year period, with the first year payment being \$71,021.00 (includes cost of training technicians) and subsequently just below \$20,000 each year thereafter. This is included in the operating budget. The motion was unanimously approved by roll call vote as follows:

|           |     |           |     |
|-----------|-----|-----------|-----|
| Santos    | yes | Megathlin | yes |
| O'Brien   | yes | Dunning   | yes |
| Griffin   | yes | Luzietti  | yes |
| Persuitte | yes |           |     |

**BMA0711-03 – Approval of the Airport Community Relations and Communications Consultant contract with Chip Bishop Communication and Management, Inc.**

**MOTION** to approve the Airport Community Relations and Communications Consultant contract with Chip Bishop Communication and Management, Inc. for a one (1) year term commencing July 1, 2011 with two one (1) year renewal options subject to the yearly appropriations for this purpose and at the sole discretion of the Town. Services are for a not to exceed value of \$25,000 per year. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

This agenda item was moved and read by Commissioner Persuitte, and seconded. This is for a three year contract, initially one year with two one-year options, not to exceed \$25,000 per year. The Airport went out to bid and received three proposals. It was a unanimous decision to remain with Chip Bishop Communications from these services. The motion was unanimously approved by roll call vote as follows:

|           |     |           |     |
|-----------|-----|-----------|-----|
| Santos    | yes | Megathlin | yes |
| O'Brien   | yes | Dunning   | yes |
| Griffin   | yes | Luzietti  | yes |
| Persuitte | yes |           |     |

**BMA0711-04 – Approval of the On-Call Environmental Engineering, Permitting and DEP Remediation Consultant Services Contract with Horsley Witten Group**

**MOTION** to approve the three-year On-Call Environmental Engineering, Permitting and DEP Remediation Consultant Services Contract with Horsley Witten Group commencing on July 1, 2011 for an estimated amount of \$48,000 per year subject to the yearly appropriations for this purpose and at the sole discretion of the Town; for a three year potential value of \$144,000 plus additional on-call work as funded and approved by the Barnstable Municipal Airport Commission. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

This agenda item was moved and read by Commission Luzietti, and seconded. The contract with Horsley Witten Group expired at the end of June 2011. The Airport elected to go out to bid for these services and received three responses. After reviewing the submittals, it was the unanimous decision to remain with Horsley Witten Group. The motion was unanimously approved by roll call vote as follows:

|           |     |           |     |
|-----------|-----|-----------|-----|
| Santos    | yes | Megathlin | yes |
| O'Brien   | yes | Dunning   | yes |
| Griffin   | yes | Luzietti  | yes |
| Persuitte | yes |           |     |

**BMA0711-07 – Approval of the Airscene Annual Software License Agreement with ITT Corporation in the amount of \$61,515**

**MOTION** to approve the Airscene Annual Software License Agreement between ITT Corporation and the Barnstable Municipal Airport in the amount of \$61,515 for Fiscal Year 2012. **SPONSOR** Management (**May be acted upon**)

This agenda item was moved and read by Commission Luzietti, and seconded. Manager Breault reported that this is the annual license agreement for the Airscene and Flight Tracking System. This amount is about \$20,000 less than what was budgeted for the license. This agenda item was unanimously approved by verbal vote.

**Noise Report:**

Ms. Lounsbury reported that there were a total of 3 complaints made by 5 complainants in June 2011. In the past four months, March through June, there have only been 10 complaints made by 7 complainants. Compared to last year, the complaints have been reduced by a total of 37. She has not been completing the early morning reports, as

there have not been any significant flights prior to 5:30 am on a regular basis. She introduced Ashley Luke, a recent graduate of Daniel Webster College, who has been conducting noise monitoring as a seasonal employee of the Airport. Ms. Luke produced a report of the results reflecting the average decibel level. (see attached).

**Yarmouth Representative's Comments:**

Mr. Howard was pleased that Ashley was here and conducted the noise monitoring. He commented on all of the other types of noise that was also recorded at these sites.

**Airport Manager's Report:**

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

- The Airport received a Minor Modification to the Cape Cod Commission DRI to extend the date to January 1, 2012.
- Neha Dugal, Suffolk Construction Company, will be moving to Atlanta, Georgia with her husband. She will be leaving our team, but will help with the transition. He thanked her for all her hard work and effort on the projects.
- The annual Part 139 Inspection de-brief cookout will be held on Thursday, July 28, 2011 at noon. All Commissioners were invited to attend.
- The "Cape Cod Over Istanbul" film premier will be held at the Cape Cod Cultural Center on Sunday, July 31, 2011 at 5:30 pm.

Mr. Bishop briefed the Commission on the film. The world premier of this documentary film, produced by a Turkish Filmmaker, tells the story of Boardman and Poland, after whom this airport is named. It documents their historic non-stop flight that took place 80 years ago from New York to Istanbul, Turkey. They flew across the Atlantic and across the European continent in a world record smashing flight in a single engine plane named Cape Cod. Members of the Boardman and Polando families will be in attendance.

**Announcements – Commissioner's Comments:**

Chairman Santos reminded that the Airport Manager appraisal forms were distributed to all Commissioners to complete and return to him for consolidation.

The next meeting will be held on August 16, 2011.

**Adjournment:**

Upon Motion duly made and seconded, it was voted to adjourn the meeting at 5:25 p.m.

---

ROBERT L. O'BRIEN, CLERK