



BARNSTABLE MUNICIPAL AIRPORT
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BARNSTABLE MUNICIPAL AIRPORT COMMISSION
MINUTES OF THE REGULAR SESSION
TUESDAY, March 21, 2017

Barnstable Municipal
Airport Commission:

John T. Griffin, Jr.,
Chairman

Timothy R. Luzietti,
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, Mary F. Smith, Stephen P. Cobb, 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 Timothy R. Luzietti, Vice Chairman.

Yarmouth Representative:

Not present

Airport Staff Present:

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

Public Members:

Judith Goetz, Regan Communication; Philip Geraci, Rectrix; David Chamberlain, Jacobs Engineering; John Clancy, Hertz Car Rental; Bronwen Walsh, Barnstable Patriot; and Daniel Rosenthal, Hyannis Park Association.

~~Christina Lounsbury, BMA Noise/Security Coordinator~~

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:02 p.m. Attendance roll call was taken ~~followed by the~~ and Pledge of Allegiance.

Minutes of the previous meetings:

Chairman Griffin moved to approve the minutes of the January 17th, 2017 Airport Commission Meeting. This was seconded and unanimously approved.

Public Comment:

None

Commissioners Response to Public Comment:

None

Finance Subcommittee (Commissioners O'Brien, Luzietti, DellaMorte, Cobb)

The Finance Subcommittee met on Wednesday, March 1, 2017. Commissioner Cobb read a review of the minutes of the meeting in which the following was discussed:

- Reviewed and forwarded agenda items to the full commission for approval for the Jacobs Engineering Contract Amendment for the Runway 15-33 project, the Jacobs Engineering contract for the Slurry Seal Project, the Horsley Witten Contract Amendment #4 for the

DEP-NOR, and the 2017 BMA Air Service Incentive Program. Reviewed the draft FY2018 Operating Budget, the FY 2018-FY2022 Capital Project Data sheets, the draft of the proposed BMA rates & fees, and the financial sheets.

Infrastructure & Marketing Subcommittee (Commissioners Smith, Young)

The Infrastructure & Marketing subcommittee met on Tuesday, March 7, 2017. Commissioner Smith read a review of the minutes of the meeting in which the following was discussed:

- Griffin Avionics failed septic system, 2017 Air Service Incentive Program III, 2017 Infrastructure goals and Objectives, Review of Airport properties, ongoing projects, and air service development.

Old Business:

BMA0217-03 – Review and Approval of the Hertz Car Rental Fuel System Upgrade

MOTION to approve the Hertz Car Rental documents for the installation of the Fuel System Upgrade at the Wash Rack location on Barnstable Road. This upgrade does not change the original size of the 10,000 gallon fuel tank.

SPONSOR: Infrastructure & Marketing Subcommittee (May be acted upon)

- This agenda item was moved and read by Commissioner Smith, and seconded.
- Staff has received all the related information that has been submitted since he last meeting.
- John Clancy, Hertz Car Rental, stated that the gas dispenser unit was over 20 years old and they were getting water in the tank. There is a Veeder Root System for daily monitoring that prints out information, but the Airport requested that there be an alarm system installed that would send out a notice to a monitoring company. An active phone line will need to be installed for the 24 hour monitoring of the alarm system.
- The system has been installed with the exception of the monitored alarm system.
- This agenda item was unanimously approved by verbal vote subject to the installation of a remotely monitored alarm system.

New Business:

BMA0317-01 – Approval of the Barnstable Municipal Airport Air Service Incentive Program 3 for CY2017

MOTION to approve the Barnstable Municipal Airport Air Service Incentive Program 3 for Calendar Year 2017 as outlined in the document. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner DellaMorte, and seconded.
- This is the third iteration of the incentive program. Rectrix is currently in category #2 of the program. This will also be available to Island Shuttle if they commence service this year.
- This agenda item was unanimously approved by verbal vote.

BMA0317-02 – Approval of Lease Amendment No. 1 for the Centerville Pie Co. to allow for an annual Beer & Wine License

MOTION to approve Lease Amendment No. 1 to the Centerville Pie Co. lease to amend Article 10, subparagraph 10.3 of the lease to allow beer and wine operations with specific restrictions effective March 21, 2017. **SPONSOR: Infrastructure & Marketing Subcommittee (May be acted upon)**

- This agenda item was moved and read by Chairman Griffin, and seconded.
- This is amendment No. 1 to their lease which is adding this article back that was removed from the original lease to meet licensing regulations.
- Centerville Pie Co. plans to reopen in April.
- Manager Breault read the specific restrictions from the amendment.
- This agenda item was unanimously approved by verbal vote.

BMA0317-03 – Approval of the Jacobs Engineering Contract Amendment No. 3 for the Rehabilitate Runway 15-33, VASI/PAPI, Realign portions of Taxiways B & C, and Replace Airfield Lighting Vault Emergency Backup Generator Project in the amount of \$56,214.00

MOTION to approve Amendment No. 3 to the Jacobs Engineering Contract for the Rehabilitate Runway 15-33, VASI/PAPI, Realign portions of Taxiways B & C, and Replace Airfield Lighting Vault Emergency Backup Generator Project in the amount of \$56,214.00 for work associated with fiber optic cable, wind cone, and additional taxiway edge lights. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Young, and seconded.

- Manager Breault introduced Dave Chamberlain, head of the Jacobs Engineering Aviation Division, and announced that Steve Flecchia, our Jacobs Engineering Project Manager, will be leaving the company to move to MassPort effective the end of this week.
- This is an amendment to add additional work to the existing contract.
- This agenda item was unanimously approved by verbal vote.

BMA0317-04 – Approval of the Jacobs Engineering Contract for the Slurry Seal and Paint Terminal Apron Project in the amount of \$44,128.00

MOTION to approve the Jacobs Engineering Contract dated January 29, 2017 for the Slurry Seal and Paint Terminal Apron project in the amount of \$44,128.00. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Smith, and seconded.
- This is a new project that must go out to bid.
- Jacobs Engineering will be providing the specifications and providing engineering services for the bidding and construction process.
- The grants have been approved by the FAA and the Town Council has approved the appropriation orders.
- This agenda item was unanimously approved by verbal vote.

BMA0317-05 – Approval of the Horsley Witten Group Contract Amendment No. 4 to provide remediation services for the DEP Notice of Responsibility in the amount of \$95,000.00

MOTION to approve Amendment No. 4 to the Horsley Witten Group Contract to provide remediation services for the Department of Environmental Protection (DEP) Notice of Responsibility (NOR) in the amount of \$95,000.00.

SPONSOR: Finance Subcommittee (May be acted upon)

- This agenda item was moved and read by Commissioner Cobb, and seconded.
- This is an amendment to the 5 year On-call contract to provide environmental engineering services to the airport.
- Town Council has approved the \$95,000 transfer from the reserves; there will be no grants to assist with this.
- This work is required by the Department of Environmental Protection (DEP) under Notice of Responsibility for an Immediate Response Action Plan.
- This is to follow up on Chemicals of Emerging concern; which are PFOAs and 1-4 Dioxane. Groundwater modeling will be conducted.
- This should be complete by sometime next month and then will be submitted to the DEP. Test wells are currently being installed.
- This agenda item was unanimously approved by verbal vote.

BMA0317-06 – Approval of the Rectrix Air Cargo plans for renovation of the Air Cape Cod building

MOTION to approve the Rectrix Air Cargo plans for renovation of the Air Cape Cod Building to provide new air cargo service. **SPONSOR: Infrastructure & Marketing Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner DellaMorte, and seconded.
- A letter and a plan from Rectrix are included in the commissioner's packets for the modification to the Air Cape Cod building.
- Tentative approval has been given by management, subject to the approval of the BMAC, TSA, and the Building Department Permit. The TSA will be conducting their inspection on Monday at 1:00 pm.
- Mr. Geraci stated that the septic system has been inspected and was in great shape.
- The aircraft for the cargo flights is being painted, and they anticipate having the building ready by the end of April.
- This agenda item was unanimously approved by verbal vote.

Air Service Development Update:

- Management will be meeting tomorrow with three other airports and will be discussing air service development and the proposals that have been received.
- After this meeting Manager Breault will send all of the information from the meeting to the Commissioners.
- He will have tentative costs from all of the consultants.
- A workshop should be scheduled to review the June Jump Start event plans after April 5th and prior to the April 18th commission meeting.

Yarmouth Representative Comments:

- Mr. Marasco was not present

Airport Manager's Report:

Manager Breault reported on the following:

- Due to the IT Department schedule there is a conflict for TV coverage for the April and May Airport Commission meetings. It was decided to move these two meetings to 5:00 pm.
- Manager Breault requested possible dates for a strategic planning retreat in May or June.
- The Runway 15-33 construction project has commenced. Modifications have already begun on Taxiway B by the ARFF building, there is a construction staging area in the Mildred's lot, the runway will be closed for four days until a displaced threshold can be installed for Runway 15-33, and then Phase I of the project will continue for another 53 days.
- Staff is working with Jacobs Engineering to get in a modification so that a displaced threshold can be placed on Runway 6-24 hopefully prior to Phase II. Phase II timeline has now been increased, where both runways are shut down, from 4 days to 9 days. During Phase II the construction will be 24 hours a day and will probably allow usage of the two displaced thresholds during daylight hours and while the tower is open. Completion is now anticipated in October 2017.
- The meeting with representative Whalen has been postponed until May 2017 at his request.
- The Town Council Hearing for the Airport Capital Improvement Plan (CIP) budget is April 6th. Reserves may have to be appropriated for the operating budget; staff is reviewing every option to revise the budget. This will be brought before the Finance Subcommittee.
- Anderson & Kreiger is preparing the scope of work to hire a consultant and Manager Breault is gathering all of the data that was discussed at the workshop for the commissioners to review on Kmart.
- Bob's Discount Furniture building is listed in a legal notice for a sheriff's sale of the property on April 11th. The airport had tried to purchase the property and was rejected by the owner. He has contacted the attorney for the creditor to see if there is some way to delay to see if we can talk to the FAA and perhaps put in another bid. There are FAA airspace and sewer concerns.
- There is a meeting scheduled for March 30th with the Town Manager concerning a parking plan to use the under-utilized Airport parking. There is interest in using this for accessory parking and the Airport needs to make sure that all legal permits are in place. There may be availability of a shuttle bus operation that would serve our parking lots and other areas in the Town. The CCRTA will stop at the Airport on an on-call basis. He is also looking at having Plymouth & Brockton and/or Peter Pan bus lines add the Airport as a stop on their route.
- Several items on the President's budget could affect the Airport:
 - Staff has been working with the State Congressional delegation to continue to support Contract Tower Funding; as the Airport cannot afford to run the tower on our own. This costs approximately \$1 million a year for labor costs. If the contract tower is no longer funded, scheduled air carrier service may not want to service this airport.
 - Privatization of Air Traffic Control System is also a concern that this may be harmful to smaller airports.
 - Potential loss of Essential Air Service subsidies could affect Cape Air, and could possibly affect this Airport as this is their base.
 - TSA funding and the possible elimination of the Visible Inter-modal Prevention and Response Program (VIPR) where they come through with dogs and bring in special teams to do periodic checks of the airfield. They are only here a few times, but this is a very valuable security service.
 - Possible elimination of Behavioral Detection Officers at airports, which is also a deterrent for terrorist activities.
 - Possible elimination of TSA Grants to Airports and Towns for Police patrols. The airport receives \$87,000/year and without this we could not afford to continue with an officer at the airport. These hours have already been reduced due to budget constraints.
- The Teamsters Union contract negotiations commence on March 30th. One member of the commission is needed for the negotiating committee. Manager Breault will send an email to all commissioners for responses.

Commissioners Comments:

Dan Rosenthal, Hyannis Park Civic Association, requested to be heard. Chairman Griffin recognized him and reminded him that he missed the public comment period. Mr. Rosenthal inquired about Osprey and the USDA

Wildlife permit for the airport to take 10 Osprey this year. The radius extends five miles from the airport and he was concerned about the increase from 6 to 10 Osprey.

Manager Breault requested that Mr. Rosenthal attend the Airport Community Working Group meeting scheduled in two weeks and this would be addressed at that meeting.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 4:53 p.m.

The next meeting will be held on April 18, 2017.

ROBERT L. O'BRIEN, CLERK