



BARNSTABLE MUNICIPAL AIRPORT
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R.W. "Bud" Breault, Jr., Airport Manager
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BARNSTABLE MUNICIPAL AIRPORT COMMISSION
MINUTES OF THE REGULAR SESSION
TUESDAY, DECEMBER 15, 2009

Barnstable Municipal
 Airport Commission:

Daniel W. Santos, P.E.
 Chairman

Donald E. Megathlin,
 Vice Chairman

Robert L. O'Brien,
 Commissioner, Clerk

John T. Griffin, Jr.,
 Commissioner

Michael A. Dunning,
 Commissioner

Ronald Persuitte,
 Commissioner

Timothy R. Luzietti,
 Commissioner

Commissioners Present:

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

Commissioners Absent:

Daniel W. Santos P.E, Chairman

Yarmouth Representative Present:

Robert Howard

Airport Staff Present:

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

Public Members:

Ed Lambert, Botsini Prime; David Chamberlain, Jacobs Engineering; Jim Kubat, AECOM; and David Still II, Barnstable Patriot

Call To Order:

Vice Chairman Megathlin called the regular meeting of the Barnstable Municipal Airport Commission to order at 6:00 p.m. Attendance roll call was taken.

Minutes of the previous meetings:

Vice Chairman Megathlin moved to approve the minutes of the November 11, 2009 Airport Commission Meeting. This was seconded and unanimously approved.

Vice Chairman Megathlin expressed his condolences to the Wheatley family and he requested a moment of silence for the passing of Larry Wheatley.

Public Comment:

None

Commissioners Response to Public Comment:

None

Reports from Subcommittees

Finance Subcommittee (Commissioners Megathlin, Dunning, Persuitte)

The Finance subcommittee met on Tuesday, December 1, 2009. The following items were discussed:

- The DOR Certification of the \$8.7 million Airport Reserve

- Term Sheet for Cape Air has been sent to Cape Air for review and the draft lease is under preparation
- Republic Parking will be voted on tonight
- A particular tenant's delinquency will be addressed with the tenant at a meeting
- Colgan Air has terminated their lease
- The PFC Application is being solicited for proposals
- The possibility of FAA Stimulus funding for the ATCT
- After reviewing the Proforma, consideration of increasing the PFC from \$1.00 to \$2.00. This will be addressed at a Special Session Commission meeting in January 2010.

Infrastructure Subcommittee (Commissioners Griffin, Dunning, Luzietti)

The Infrastructure subcommittee met on Wednesday, December 2, 2009. The following items were discussed:

- Hyannis Air Service, Inc. Lease negotiations are progressing
- Cape Cod Commission DRI Modification Update
- Draft Master Plan & Development Agreement from Horsley Witten Group was reviewed
- Options for new Air Carriers should be investigated
- Moment of silence was held for Mr. Larry Wheatley

Terminal Building Committee: (Commissioners O'Brien, Megathlin, Luzietti)

The Terminal Building committee met today at 4:00 p.m. The following items were discussed:

- The 100% Terminal Design Plans were recommended for approval to the full Commission and an updated rendering was requested and approved.
- The 100% Access Road Design Plans were reviewed, all of the questions were answered by Jacobs Engineering, and the plans were recommended for approval to the full Commission. The budget for the Access Road has increased from \$2.9 to \$3.3 million.
- The DRI Modification and project funding costs.
- Access issues and the objections of some abutters.
- The Terminal Bid documents would be deferred until the first week in January.

Unfinished Business:

None

Jim Kubat, AECOM, showed the Airport Commission the previous rendering of the Terminal Design. This will be updated for the January Airport Commission meeting to reflect the changes.

New Business:

BMA1209-01 – Approval of the AECOM 100% Terminal Design Plans and the Jacobs Engineering 100% Access Road Design Plans

MOTION to approve the 100% complete Design Plans submitted by AECOM for the New Terminal Construction Project and the Jacobs Engineering 100% Access Road Design Plans; and to direct the Airport Manager to issue the respective bid packages. Bid packages will be due on or about January 29, 2010 with all bids to remain in effect for 120 days until on or about May 29, 2010. **SPONSOR:** Terminal Building Ad Hoc Committee

This agenda item was moved and read by Commissioner O'Brien, and seconded. There was no discussion. This agenda item was approved unanimously by verbal vote.

BMA1209-02 – Approval of the Republic Parking Lease Amendment No. 1

MOTION to approve the Amendment No. 1 to the Agreement between the Barnstable Municipal Airport Commission and Republic Parking Systems issued November 24, 2008. This Amendment, effective December 15, 2009, modifies the Minimum Annual Guarantees for the Contract Year One from January 2, 2009 to January 1, 2010; and for the Option Year One from January 2, 2010 to January 1, 2011 to \$504,000 annually, or 50% of the gross receipts, whichever is greater. All other provisions of the Contract remain in full force and effect. This Amendment has been reviewed and Approved to Form by Airport Counsel. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

This agenda item was moved and read by Commissioner Pursuite, and seconded. Manager Breault reported that at the request of Republic Parking, under the provisions of Force Majeure their Minimum Annual Guarantee was negotiated down to the original \$504,000 for each year, as opposed to the \$610,000/second year, \$630,000/third year stated in their lease. This agenda item was unanimously approved by roll call vote as follows:

Megathlin	yes	O'Brien	yes
Dunning	yes	Griffin	yes
Persuite	yes	Luzietti	yes

BMA1209-03 – Approval of the Fiscal Year 2011 Operating Budget

MOTION that the BMAC accept and approve the Barnstable Municipal Airport Fiscal Year 2011 Operating Budget in the amount of \$5,647,124.10 for submission to the Town of Barnstable for inclusion in its FY 2011 Annual Budget Report. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

This agenda item was moved and read by Commissioner Pursuite, and seconded. Commissioner Pursuite and Megathlin had previously reviewed the annual budget and reduced some of the Landing fee, Concession fee, and Terminal fee revenue budgets. Manager Breault reviewed the budget as follows:

- FY 2010 Revenues reflect a \$210,000 shortfall from the original projected budget. This shortfall will be taken from the Enterprise Reserve Fund, but must be accounted for in the 2011 Budget.
- The spreadsheets with line-item detail were given to the Commissioners and reflected a total reduction of over \$1 million in the Revenue Budget from FY 2010.
- The draft budget submittal for the budget manual was given to the Commissioners.
- Three Service Priority Packages were submitted, one for a \$15,000 increase to Over time, and two for Operating Capital Equipment purchases of \$82,000 total.
- The FY 2011 Budget must be submitted to the Town Council by December 18, 2009.

This agenda item was unanimously approved by verbal note.

Noise Report:

There were a total of 21 complaints made by 3 noise complainants in November 2009. All three were from the Town of Yarmouth, and 19 were from one complainant. One complainant utilized the online tracking program to log the complaint. At the request of the Commissioners, ERA will add in a future upgrade to count the number of hits on the flight tracking online system. The total quiet hour flights for November 2009 were 65 operations, reduced by 54 from November 2008. There were thirty Departures and Arrivals prior to 5:30 am. The Caravan, Island Air, flew 15 out of the 21 flights prior to 6:00 am during the month.

Yarmouth Representative's Comments:

Mr. Howard stated he was looking forward to the Spring-time to see how the On-line Flight Tracking System will be utilized by the Town of Yarmouth. He appreciated the co-operation and thanked the Airport Commission of behalf of the Town of Yarmouth on their commitment to doing something about the noise issues. The Community meetings are ongoing and recently Ms. Lounsbury gave a demonstration of the Flight Tracking System.

Airport Manager's Report:

Manager Breault reported the following:

- Thanked all of the members of the Commission, particularly the Finance Subcommittee, for all of their help and support in all of the financial matters.
- Merry Christmas and Happy New Year to all.

Announcements - Commissioner's Comments:

Commissioner Pursuite wished everyone a Merry Christmas and requested no further Finance Subcommittee meetings until after the first of the year.

The next meeting will be held on Tuesday, January 19, 2010.

Adjournment:

Upon Motion duly made and seconded, it was voted to adjourn the meeting at 6:33 p.m.

