



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

Donald E. Megathlin,  
Commissioner

Ronald Persuite,  
Commissioner

Timothy R. Luzietti,  
Commissioner

BARNSTABLE MUNICIPAL AIRPORT COMMISSION  
SUBCOMMITTEE AD HOC COMMITTEE MEETING  
Tuesday, August 11, 2009

**Call to Order**

8:30 p.m.

**Commissioners present: (Roll Call)**

Commissioner Michael Dunning, Commissioner John Griffin, Commissioner Timothy Luzietti

**Airport Staff Present:**

Airport Manager, Roland W. Breault, Jr., Assistant Airport Manager, Frank Sanchez; Security Coordinator, Christina Lounsbury

**Others Present:**

None

**Order of the Day:**

**Realignment of Standing Subcommittees**

- The Ad Hoc Subcommittee discussed the current number of subcommittee and information discussed. The committee agreed that the staff should handle the day to day operations and the subcommittees should focus on the bigger picture and not micromanage the staff.
- The subcommittee asked Manager Breault to review his prior recommendations regarding reorganization. Manager Breault stated he felt there should be three subcommittees: Finance, Airport Development (including Real Estate, Planning & Development and Environmental).
- After some discussion, the subcommittee agreed that based on the complexity of issues that **Finance** should continue to be a stand alone committee. They also agreed to recommend that the other two **committees be as follows: Real Estate/Planning and Development and Building/Environmental** (to include the Terminal Ad Hoc Committee).
- Another key issue was that contracts need only go to the appropriate committee before being brought to the full commission. Each contract would not have to also be reviewed by the Finance committee which would expedite the process.
- The subcommittee also recommended that the Finance and RE/P&D meeting be on the first Tuesday or Wednesday of the month. The Building/Environmental would meet in the afternoon on the third Tuesday of the month at 4:00 pm.
- Each committee will continue to have three commissioners as members, the chairman may attend as a non-voting member and as per the by-laws, the committee members will be appointed by the chairman.

- Manager Breault will submit to the Ad Hoc members an outline of the new committee alignment for approval and recommendation to the full commission on August 18, 2009.
- Lastly, the subcommittee was in agreement that public relations are a vital component of improving the relationship between the public and the airport. It was recommended that public relations become a priority and that the commission set a written policy to handle this. It was also discussed that being included in the Town of Barnstable monthly newsletter and Town Manager John Klimm's weekly update would help the community understand the progress of the airport and our public outreach.

There being no further business, the meeting was adjourned at 9:44 a.m.

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*John T. Griffin, Jr., Chairman*  
*Subcommittee Ad Hoc Committee*

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*Date*