



BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD
480 BARNSTABLE ROAD, 2ND FLOOR
HYANNIS, MA 02601
www.town.barnstable.ma.us



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

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 Pursuite,
Commissioner

Timothy R. Luzietti,
Commissioner

BARNSTABLE MUNICIPAL AIRPORT COMMISSION
SUBCOMMITTEE AD HOC COMMITTEE MEETING
Thursday, September 10, 2009

Call to Order

8:32 a.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; Executive Assistant to the Airport Manager, Suzanne Kennedy

Others Present:

None

Order of the Day:

Upon motion duly made and seconded the minutes of the August 11, 2009 subcommittee meeting were unanimously approved and signed.

Realignment of Standing Subcommittees

- Commissioner Griffin reviewed the two scenarios discussed at the regular Commission meeting on August 18, 2009. The subcommittee discussed the various issues surrounding the number of Standing Subcommittees necessary and the number of members to be assigned to each subcommittee.
- It was determined that the Terminal Building Committee would remain an Ad Hoc Committee until such time as it was deemed un-necessary by the Chairman of the BMAC.
- Commissioner Luzietti moved to realign the Standing Committees to only two committees to be titled Finance Subcommittee and Infrastructure Subcommittee. This motion was seconded and unanimously approved for presentation to the full commission.

Discuss possible Public Relations Ad Hoc Committee

- It was determined that public relations is always a consideration of the Airport Commission and therefore it may not be necessary to form a separate Public Relations Ad Hoc Committee at this time.
- The proposals from the RFP for a Public Relations consultant are due on Friday. Only two responses are expected.

Develop written responsibilities and proposal of implementation of each subcommittee

- The Finance Subcommittee will address the following:
 - Budget, Rates and Fees, Revenue Income, CIP, Finances, and any other financial matters

- The Infrastructure Subcommittee will address the following:
 - Real Estate, Planning, Development, Environmental, Capital Improvement Planning including FAA/MAC and Town submittals, and any other development of the airport and tenants
 - The Noise Reports will be given at the Regular Commission meeting, and no longer reported at a subcommittee meeting
- It was determined that each subcommittee will consist of three commission members
- It was determined that one subcommittee would meet on the first Tuesday of each month (preferably Infrastructures) and the other would meet on the first Wednesday of each month commencing in October 2009 at 8:30 a.m.
- The Airport Commission Rules & Procedures will be changed to reflect these Standing Committees and will be brought before the Airport Commission for approval.
- Benefits of this structure include:
 - Contracts would be handled by each Subcommittee concerning matters under their purview
 - Meeting on successive days will eliminate scheduling issues
 - Will reduce time and will have better efficiency
 - Consistent with prior Subcommittee charges
 - Streamline support staff requirements
 - Matters needing further input would be referred to the Barnstable Municipal Airport Commission.

Manager Breault mentioned the Wings of Freedom ceremony on September 16, 2009. Commissioner Griffin will speak on behalf of the Commission, and it was suggested that Mr. Ed Lambert and Mr. Hank Farnham should be invited to attend.

Manager Breault informed the subcommittee that he and Chairman Dan Santos will be attending a Court of Appeals hearing on October 6, 2009 concerning the Rectrix Lawsuit.

There being no further business, the meeting was adjourned at 9:25 a.m.

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

Date