



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

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. Luzziatti,  
 Commissioner

**BARNSTABLE MUNICIPAL AIRPORT COMMISSION**  
**MINUTES OF THE REGULAR SESSION**  
**TUESDAY, JULY 8, 2010**

**Commissioners Present:**

Daniel W. Santos P.E, Chairman, Donald E. Megathlin, Vice Chairman; Robert L. O'Brien, Clerk, John T. Griffin, Jr., Michael A. Dunning, Timothy R. Luzziatti, and Ronald Persuitte. 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, Suzanne Kennedy, Executive Assistant to the Airport Manager

**Public Members:**

Barry Hammer and Dave Chamberlain, Jacobs Engineering; Joe Longo, Horsley Witten Group; Chip Bishop, Chip Bishop Communications; and Anthony Crugnale, Suffolk Construction Company, Inc.

**Call To Order:**

Chairman Santos called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:12 p.m. Attendance roll call was taken.

**Minutes of the previous meetings:**

Chairman Santos moved to approve the minutes of the June 15, 2010 Airport Commission Meeting. This was seconded and approved by majority. Commissioner O'Brien abstained.

**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 6, 2010. The following was discussed:

- Review of FY 2010 Financial Statements and a discussion of the decreases in enplanements and parking revenues
- Discussed proposals from five jet fuel suppliers
- Discussed PFCs and repayment of the general obligation bond. The notice of a public meeting on August 10, 2010 for PFCs was sent to the air carriers today. The Air Carriers will retain \$.11 of the \$2.00 for administrative costs.

*Commissioner Griffin joined the meeting at 4:17 p.m.*

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

- The Infrastructure subcommittee has not met since the May 5, 2010 meeting.

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

The Construction Committee has not met since the June 15, 2010 meeting.

**Unfinished Business:**

**BMA0310-03 – Approval of Jacobs Engineering Contract for Airfield Surface Painted Holding Position Sign Project**

**MOTION** to approve the Jacobs Engineering Contract in the amount of \$27,223.00 for the consulting services required to comply with the mandated change to the AC150/5345-1K for all 14 CFR Part 139 certificated airports by the December 31, 2010 compliance date. The surface painted holding position sign is part of the standard sign requirements. **SPONSOR: Management (May be acted upon)**

This agenda item was moved and read by Commissioner Griffin, and seconded. This was unanimously approved by verbal vote.

**New Business:**

**BMA0710-01 – Approval of Clerk of the Works Contract for the New Terminal and ATCT Projects**

**MOTION** to approve the contract between the Barnstable Municipal Airport and William Allen Kealy for Clerk of the Works Representation Services for the New Passenger Terminal and Air Traffic Control Tower Construction Projects for a total not to exceed amount of \$134,400 as specified in the contract. **SPONSOR: Construction Committee (May be acted upon)**

This agenda item was moved and read by Commissioner Luzietti, and seconded. Manager Breault briefed the Commission on the RFP process and subsequent interviews. Mr. William Allen Kealy was the most experienced with the lowest cost proposal.

This agenda item was approved by unanimous roll call vote:

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

**BMA0710-02 – Approval of the Horsley Witten Group DRI Monitoring Contract**

**MOTION** to approve the contract between the Barnstable Municipal Airport and Horsley Witten Group, Inc. for Environmental DRI Compliance Consulting Services for a total not to exceed amount of \$44,930.00 as specified in the contract. **SPONSOR: Construction Committee (May be acted upon)**

This agenda item was moved and read by Commissioner O'Brien, and seconded. This is a contract for monitoring of the DRI and to prepare all data to ensure that the Airport meets the preliminary Certificate of Compliance and the final Certificate of Compliance within a year. Also to conduct Hazardous Waste Inventories on the Airport over the next several years. Horsley Witten has been working on this constantly for the past several weeks without a contract and because of this the Preliminary Certificate was received from the Cape Cod Commission today.

This agenda item was approved by majority roll call vote:

Santos	abstain	Megathlin	yes
O'Brien	yes	Griffin	yes
Dunning	yes	Persuitte	yes
Luzietti	yes		

*This agenda item was taken out of order:*

**BMA0710-04 – Approval of the Hyannis Air Service Lease Agreement for the 660 Barnstable Road property**

**MOTION** to approve the 20 year lease effective July 1, 2010 for the Hangar Building and Associated Land at 660 Barnstable Road between the Barnstable Municipal Airport and Hyannis Air Service, Inc. **SPONSOR: Finance Subcommittee (May be acted upon)**

This agenda item was tabled until the next Commission meeting. Manager Breault briefed the Commission that the lease is in the final negotiation stages and the final points are being discussed with the attorneys. This lease will eventually be used as a boiler plate for future leases.

**BMA0710-05 – Approval of Chip Bishop Communications, Inc. Contract Extension**

**MOTION** to approve the Amendment Number 1 to the Contract Agreement between the Barnstable Municipal Airport and Chip Bishop Communications, Inc. for the one year extension of professional community relations and communications consulting services for a total not to exceed amount of \$24,999.00 as specified in the amendment. All other terms and conditions of the original contract shell remain in full force and effect. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

This agenda item was moved and read by Commissioner Dunning, and seconded. This is a one year extension of the existing contract. As Mr. Bishop is in the midst of working on several venues, the airport was able to use a Sole Source justification to extend this contract. The cost has been budgeted within the operating budget.

This agenda item was approved by unanimous roll call vote:

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

**Noise Report and Yarmouth Representative's Comments:**

Christina Lounsbury was not present to give a report. Mr. Howard noticed on the noise report that the Island Air Caravan has been used extensively again. Manager Breault noted that the noise reports had not been completed as of this early date, but there was one egregious complaint this past month and the staff was able to use the Flight Tracking equipment to validate the information. The Cape Cod Hospital met with the Airport staff to discuss noise and safety issues. Staff is researching their concerns and responding to their Freedom of Information request and communicating on ongoing concerns. The new Noise Monitoring Equipment has been ordered.

**Airport Manager's Report:**

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

- The Airport reduced the FY2011 Budget by 17%, but is also maintaining an operational reserve of 5% of each budget line item except for mandated or contracted costs.
- The preliminary Certificate of Compliance was received today from the Cape Cod Commission for the ATCT and Terminal projects. This is credited to the hard work of Joe Longo, Horsley Witten Group.
- Chevron/Texaco notified the Airport that they are no longer providing retail Jet-A sales. Five Jet-A supplier proposals have been reviewed and once interviews are conducted, a contract for a supplier should be ready for approval at the next Commission meeting.
- The Groundbreaking Ceremony scheduled for July 19, 2010 is proceeding on track. All the invitations were sent out today.

**Announcements - Commissioner's Comments:**

Commissioner Griffin requested a brief assessment of the Holiday weekend. Manager Breault stated that the fuel sales were up 20% over June 2009. The parking lots were full over the holiday weekend and Island Air stated that their business was up 28% in comparison to 2009 for the weekend.

*This agenda item was taken out of order.*

**BMA0710-03 – Approval of the Suffolk Construction Guaranteed Maximum Price for the New Terminal and ATCT Projects**

**MOTION** to approve the Suffolk Construction Guaranteed Maximum Price in the amount of \$19,442,638.00 for the Construction Manager at Risk Services for the construction of the New Terminal and Air Traffic Control Tower Projects at the Barnstable Municipal Airport. **SPONSOR:** Construction committee (**May be acted upon**)

These change orders are amendments to the original contract for the construction phase services and the Guaranteed Maximum Price) GMP under the CM at Risk program. If the Commission approves these amounts tonight, the GMP will be submitted tomorrow to the Mass DOT.

Anthony Crugnale, Suffolk Construction, handed out a binder containing all the GMP information. He referenced Tab #1 and Tab 32 that would be reviewed at this meeting. (see attached). The original budgeted construction costs, not including add alternates, was \$20,140, 865 for both projects combined. The Suffolk Construction GMP included the demolition of six buildings, low-bid on an HVAC bid, all six add alternates, and one voluntary add alternate for a total cost of \$19,442,638.00 (\$15,329,967.00 for the Terminal and \$4,112,671.00 for the ATCT). This is approximately \$700,000.00 below the budgeted cost and includes the add alternates.

Mr. Crugnale briefed the Commission on the Trade Contractors and Subcontractors competitive bid process. He explained the Guaranteed Maximum Price and that the Construction Manager at Risk guarantees these numbers, and is responsible, with a certain amount of contingency, to build the projects. A comparison and analysis of all the bids was done to verify the accuracy of the bids. A Performance Bond is supplied based on the GMP amount. Jacobs Engineering has also been working diligently on this as well to finalize accurate costs.

The Construction Contingency amount is for risk within the GMP and not for change of scope or change orders. Manager Breault stated if the change order is less than \$5,000 Suffolk Construction and the OPM can move forward with the changes out of the Construction Contingency. If the cost is over \$5,000 they must consult with Management prior to moving forward. If it is a change in the scope of services, costs would not come out of the GMP. Procedures for all change orders will be discussed at the next Construction Committee meeting. Mr. Crugnale answered questions from the Commissioners. The weather contingency was for one winter season. The Tenant fit-out is an estimated cost for restaurant requirements that was not originally in the AECOM design. Planting plans were requested by the Commission for the next meeting. Detailed invoices for the GMP will be submitted based on a completion percentage and reviewed by the OPM and Architect for approval. Recommendation to Award (RTA) documents will be prepared for each subcontractor for approval from the Airport. Signage changes will be negotiated with the subcontractor, and may be a minor change to the cost.

Chairman Santos requested a listing of all of the subcontractor business locations.

Mr. Crugnale reviewed the Qualifications and Assumptions document from the GMP (tab #2-see attached). He reviewed security responsibilities, third party acceptance testing, systems commissioning, demolition of the existing terminal and ATCT, Performance Bonds and Sub-guard Insurance, Shared Incentive Percentage Performance Contingency/Procurement Program, Notice to Proceed dates, and Site work exclusions.

Under Article #4, Chairman Santos thought the designer in the area of drywall framing issues was not thorough and not dealt with properly and now had to be dealt with.

Article #9, Shared Incentive Percentage Performance Contingency, will not affect the GMP, but Suffolk would like to discuss this with the Airport within 45 days of the GMP approval.

Article #10, request for a change in personnel, was a result of the lengthy delay in the start of the projects. It was agreed Article #10 was removed from the Qualifications & Assumptions document. This cost is not allotted within the GMP. After much discussion, it was agreed that the Construction Committee will review the rate changes and corresponding cost change of \$188,000 for the change of two personnel at a later date.

Commissioner Megathlin stated that it is difficult to agree on the Qualifications & Assumptions document with such short notice, but he feels these issues can be worked out. Utilities and Shared Services are an area of concern and will be discussed as to the particulars of certain items that are not covered in the GMP. It was noted that Massachusetts General Law dictates that the shared savings can be no more than 1% of the project and there is a fairly good contingency amount for the projects based on the GMP figure. The addendums and schedules are included in the GMP binder.

Mr. Crugnale outlined the Change order No. 3 for the ATCT in the amount of \$3,986,495.00 and Change Order No. 4 for the Terminal in the amount of \$15,063,147.00.

Manager Breault stated that if the GMP is approved tonight, staff is confident that the Airport will receive the Grant from the Mass DOT. The appropriation order has previously been approved and there is the contingency of the sale of property if the grant is not received.

This agenda item was moved and read by Commissioner Megathlin, and seconded. This agenda item was unanimously approved.

Additional Agenda item for the Mass DOT Application for assistant for the \$13, 083,900.00 remaining funds of the promissory note over a three fiscal year period. It is possible additional funds may be available in each of the fiscal years.

Commissioner Dunning moved to accept the MASS DOT Grant Application dated July 9, 2010 in the amount of \$13,083,900.00. This was seconded and unanimously approved.

Mr. Crugnale gave the Commission a brief review of the Suffolk Construction Company and stated that this has been a team effort between Jacobs Engineering, AECOM, and staff.

A moment of silence was held to memorialize the passing of former Airport Commissioner Art Kimber.

Commissioner Pursitte moved to change the Airport Commission meeting to 4:00 p.m. on the third Tuesday of each month. This was seconded and unanimously approved.

There will be a special PFC public meeting held on August 10, 2010.

The next meeting will be held on Tuesday, August 17, 2010.

**Adjournment:**

Upon Motion duly made and seconded, it was voted to adjourn the meeting at 6:15 p.m.

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ROBERT L. O'BRIEN, CLERK