



BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD
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BARNSTABLE MUNICIPAL AIRPORT COMMISSION
MINUTES OF THE REGULAR SESSION
TUESDAY, January 17, 2012

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

Michael A. Dunning,
Commissioner

Ronald Persuitte,
Commissioner

Timothy R. Luzietti,
Commissioner

Commissioners Present:

Donald E. Megathlin, Vice Chairman, John T. Griffin, Jr., Ronald Persuitte, and Michael A. Dunning. 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, Frank Sanchez, Assistant Airport Manager, and Suzanne Kennedy, Executive Assistant to the Airport Manager, Christina Lounsbury, Noise Abatement Officer

Public Members:

Chip Bishop, Chip Bishop Communications, Chef Ralph Binder and Robert Lawton, Mad Platter Restaurant, Jim Kinsella Barnstable Enterprise, David Still II, Barnstable Patriot, and Vicki Marchant and Meredith Miller, Cape Light Compact.

Call To Order:

Vice Chairman Megathlin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:02 p.m. Attendance roll call was taken.

Minutes of the previous meetings:

Vice Chairman Megathlin tabled the minutes of the October 18, 2011 meeting.

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, January 3, 2012 and the following was discussed:

- Review financial statements and the status of the Reserves relative to Grant reimbursements
- Potential reductions in Credit Card Fees
- Terminal project currently under budget by \$73,000 pending asbestos abatement, and ATCT is slightly under budget as well.
- Substantial increase in utility costs and addressing conservation of utilities
- Lease rates and reassessment of land lease rates within the Airfield.

- Republic Parking minimum annual guarantee force majeure clause in the lease. The minimum in FY 2011 was not met, so a 50/50 split was negotiated for the difference.
- Personnel changes will be before the full commission for approval to include expanding a part-time custodian to a full time custodian and reclassification of a security noise abatement position to two positions, one part-time noise abatement coordinator and one full time security position.
- Clear Channel contract approval to go before the full Commission
- New restaurant, Mad Platter, contract approval to go before the full Commission
- Review of Airport Manager contract term suggestions
- W.S. Development presentation on Kmart property

Infrastructure Subcommittee (Commissioners Griffin, Dunning, Luzietti)

The Infrastructure subcommittee did not meet during the month of January 2012.

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

The Construction Committee met today, and the following was discussed:

- It was noted that this would be the last meeting of this committee.
- The Construction Committee has been overseeing four projects which are almost complete.
 - Terminal – shades to cover the front glazing have arrived and installation will begin this week. The image printed shades for the multi-purpose room will also be installed.
 - Access Road & Parking – The Access Road utility pole work still needs to be completed; the rest of the work will be delayed until spring.
 - Terminal Apron – The Apron is about 68% complete and will be completed after the demolition of the existing terminal and ATCT.
 - This Committee was officially disbanded and all unfinished agenda items will now be heard before the Infrastructure subcommittee.

Unfinished Business:

BMA1111-05 – Approval of the Easements granted by the Town of Barnstable to Verizon New England Inc. and NSTAR Electric Company, Town Council Order #2012-057

MOTION to approve the Easements granted by the Town of Barnstable to Verizon New England Inc. and NSTAR Electric Company two utility easements. The first easement is in a portion of property located at 480 Barnstable Road, Barnstable (Hyannis), Barnstable County, MA as shown on plan of land entitled, “Plan to accompany easement to NSTAR Electric Company on land of the Barnstable Municipal Airport prepared for: Town of Barnstable prepared by: DPW Survey Section May 12, 2011 Scale : 1” = 30’”, a copy of which plan is on file with the Town Clerk’s Office; the second easement is described as being a portion of the premises described in an Instrument of Taking, dated November 29, 1941, recorded with the Barnstable County Registry of Deeds in Book 587, Page 271. Said property is shown as Lot 9 on a plan recorded in the Barnstable County Registry of Deeds in Plan Book 66, Page 49. The second easement plan is described as “Plan for relocation of pole 1107/3 and Placement of new pole 1107/4 Iyanough Road, to accompany easement for Verizon New England, Inc. and NSTAR Electric Company” dated November 16, 2011 and attached to the proposed easement document as Exhibit A; and to authorize the Acting Town Manager to take any steps necessary to finalize said easement.

SPONSOR: Construction Committee (**May be acted upon**)

This agenda item was moved and read by Commissioner Griffin, and seconded. Commissioner Megathlin referenced the map attached to the appropriation, page 24. The Commission was not aware that the utility poles were going to be installed at the entrance to the terminal at Old Barnstable Road as they thought it was to be installed underground at this location, but they are in. Page 28 references Old Barnstable Road were the pole will be moved near Cape Air. This agenda item was unanimously approved by verbal vote.

New Business:

BMA0112-01 – Presentation of the Barnstable Municipal Airport Energy Incentive Payment and Plaque from Cape Light Compact

PRESENTATION of \$60,571.68 in Energy Efficient Incentive Funds and an Advanced Building Core Performance Plaque to the Barnstable Municipal Airport from the Cape Light Compact for the energy efficiency achieved in building the new Terminal and Air Traffic Control Tower buildings.

Manager Breault introduced Vicki Marchant and Meredith Miller from Cape Light Compact. Ms. Marchant thanked Manager Breault for his commitment to energy efficiency. The Airport projects qualified for the Core Performance Guide Program with a number of steps that had to be met for energy efficiency with a square foot incentive. The ATCT and Terminal combined earned a total of \$60,571.68. Ms. Marchant presented the check to Manager Breault and the Airport Commission. She stated that the plaque has been delayed, but they would come back to present the plaque at a later date. Ms. Marchant spoke a few words to introduce Ms. Miller as a new employee of Cape Light Compact.

The following agenda item was taken out of order:

BMA0112-05 – Acceptance of Proposal for selected Food Service Concession at the Barnstable Municipal Airport

MOTION to accept the recommendation of the evaluation committee to award the Food Service Concession at the Barnstable Municipal Airport Terminal to Chef Ralph Binder d/b/a The Mad Platter and to authorize the BMAC Chair to sign the acceptance letter. Once accepted, contract lease terms will be negotiated. **SPONSOR:** RFP Evaluation Committee (**May be acted upon**)

This agenda item was moved and read by Commissioner Dunning, and seconded. Manager Breault read the letter of recommendation. This was the second time the RFP was advertised. There were three bidders, one was deemed unacceptable. The two remaining, Nirvana Coffee and the Mad Platter were interviewed and presentations were given. It is the recommendation of the committee to award the contract to the Mad Platter as the most advantageous applicant. Chef Ralph thanked the Commission and presented coffee and donuts for the meeting this evening and briefed the members on his plan for the restaurant. He discussed obtaining a beer and wine license and his business hours. He will be catering the joint Chambers and Art Task Force Winter Business After Hours event for the Airport. Bob Lawton was introduced, and he stated that he feels this will be a great opportunity for Chef Ralph and the Airport. This agenda item was unanimously approved by verbal vote.

BMA1211-02 – Approval of Suffolk Construction Change Orders for Proposed Change Orders approved in December 2011

MOTION to approve the Suffolk Construction Change Order #20038 in the amount of \$5,189.83 for the listed Proposed Change Orders (PCO) to the New Terminal Project. **SPONSOR:** Construction Committee (**May be acted upon**)

This agenda item was moved and read by Commissioner Megathlin, and seconded. Manager Breault stated that this was for baggage scale covers in the ticket counter area. This agenda item was unanimously approved by verbal vote.

MOTION to approve the Suffolk Construction Change Order #10043 in the amount of \$355,507.41 for the listed Proposed Change Orders (PCO) to the Air Traffic Control Tower Project. **SPONSOR:** Construction Committee (**May be acted upon**)

This agenda item was moved and read by Commissioner Megathlin, and seconded. Manager Breault stated that there is an appropriation order in the amount of \$365,000 on the Town Council agenda concerning the asbestos for a first reading to cover these additional expenses. This Change Order is a little lower, but allows for any additional contingency during demolition. The initial asbestos study on the buildings was done in 2005 and destructive testing could not be done at that time due to the continued use of the tower. All of this asbestos was located behind the walls and will take approximately six weeks to remediate. A request has been made to the FAA for reimbursement of these additional expenses.

Commissioner Griffin stated that when experts are hired to do an assessment, he expects reasonably accurate expert opinions. He finds it a little disturbing that this was so grossly underestimated, but they have no choice but to move forward. This agenda item was unanimously approved by verbal vote.

BMA0112-03 – Approval of FY 2013 Airport Operating Capital and Service Priority Packages for submittal to the Town Council

MOTION to approve the requested FY2013 Operating Capital Budget totaling \$112,500 for replacement of capital items; and to approve the requested FY2013 Service Priority Packages totaling \$141,042 for submittal to the Town Council. **SPONSOR:** Finance Subcommittee (**May be Acted Upon**)

This agenda item was moved and read by Commissioner Pursuite, and seconded. Manager Breault stated that there are five Service Priority Packages, of which two are for position changes. He has not heard back whether they will be approved or not, but they are required to be submitted on time. The position changes are for a part-time custodian to full-time due to the additional work now required for the new larger buildings, reclassification of the Security/Noise Abatement position, which is Christina's position. There has been a tremendous increase in the workload since 9/11 and most airports have a dedicated security position. Then a new part-time position would be created for the Noise Abatement duties along with Environmental duties. Operating Capital was requested as follows:

- \$36,500 to replace four constant current regulators on the airfield of the twenty that actually need replacing. Staff will come up with a long range plan to replace the rest.
- \$36,000 to replace the CRAFTCO pavement crack sealer. This was approved last year, but a sidewalk snow blower was purchased instead, due to the need with the new terminal sidewalks.
- \$40,000 to upgrade the office space electrical system in the Hangar II building.

There was a brief discussion as to whether the part time position being created could also administer the Boardman-Polando historical exhibit. Manager Breault stated right now it would have to be existing staff to help with the art and historical exhibit work. This agenda item was unanimously approved by verbal vote.

BMA0112-04 – Approval of Non-affiliated Employee stipends

MOTION to approve the one-time Safety Awareness Stipend and the annual SIDA Badge employee stipend that the Teamster members received for the two non-affiliated Airport employees. **SPONSOR:** Finance Subcommittee **(May be Acted Upon)**

This agenda item was moved and read by Commissioner Dunning, and seconded. Manager Breault stated this has been amended to remove the \$125.00 one-time Safety Awareness Stipend after discussions with the Director of Human Resources. This will be for the annual SIDA Badge stipend for \$500.00 per employee for two employees. This was unanimously approved by verbal vote.

BMA0112-06 – Approval of Appropriation Order #2012-060 for Asbestos Abatement in the old ATCT and Appropriation Order #2012-056 for the Emergency Generator for the new Terminal

MOTION to approve the Appropriation Order #2012-060 in the amount of \$365,000 for additional Asbestos Abatement in the old ATCT for submittal to the Town Council. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

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

MOTION to approve the Appropriation Order #2012-056 in the amount of \$545,000 for the purchase and installation of temporary and permanent generators for the new Terminal facility for submittal to the Town Council. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

This agenda item was moved and read by Commissioner Griffin, and seconded. Manager Breault stated that during the 2007 and 2008 Value Engineering process it appears that the size of the Emergency Generator that was originally proposed for the project at that time was downsized for reasons that management does not know and are to be determined. It has not even been determined if it was ever approved. He has reviewed all of the minutes for the Construction Committee and the BMAC meetings and can not find a record of a vote having been taken or of a reduction. However, it did get reduced during the Value Engineering process from a generator of adequate size to the 100 KW Generator that is currently installed and essentially only provides lighting to the Ramp, Emergency Lights in the building, part of the Access Control System and some circuits in the Parking Booth. The assumption from day one was that the Airport's architects would have determined that the new building would have had a generator of sufficient size to power the terminal that is supposed to be open for service 24/7, 365 days per year. This was not realized until staff did some emergency power testing and found out. It immediately became an issue that needed to be corrected as soon as possible. Estimates were obtained by another engineer working for the Airport's Owner's Project Manager, Jacobs Engineering, and also received emergency approval from The Commonwealth of Massachusetts Division of Capital Asset Management to do a sole source bid as an emergency appropriation for the temporary generator. There were three bidders, of which KOBO Electric was awarded the bid. They have installed a temporary 800 KW diesel emergency generator which now powers everything in the Terminal, Ramps, and Parking Lot to full capacity. Staff is proceeding with obtaining a design from the architect to install a permanent gas emergency generator of sufficient size. \$130,000 of the appropriation is for the installation

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of the temporary emergency generator and the rental of the generator for five to six months and \$415,000 is for the purchase and installation of the permanent emergency generator. It is unfortunate that this happened, and right now management is unable to pinpoint the blame. When it was taken off back in 2008 it was never brought to management's attention, it was never put on any Add Alternate list, the Airport Commission never approved it, it just happened through the architects. This also happened about the time that there was a previous management change. If there was more reliable weather, management would not worry about it, but this is necessary. This agenda item was approved unanimously by verbal vote.

BMA0112-07 – Approval of a one-time CY2011 reduction in the Minimum Annual Guarantee for Republic Parking Systems Contract in the amount of \$20,855.51

MOTION to approve the one-time CY2011 reduction in the Minimum Annual Guarantee for Republic Parking Systems Contract from \$504,000 to \$483,177.49. This reduction of \$20,855.51 is a negotiated amount equal to half of their actual deficit for the year. **SPONSOR:** Finance Subcommittee (**May be Acted Upon**)

This agenda item was moved and read by Commissioner Pursitte, and seconded. Commissioner Pursitte stated that revenues are shared with Republic Parking and the contract Minimum Annual Guarantee was \$504,000 for CY 2011. Republic parking fell short of the Minimum Annual Guarantee by approximately \$41,711.00. They asked the BMAC to be lenient with the shortage due to all of the difficulties during the construction process. The Commission agreed to split the difference for a negotiated amount equal to half of their actual deficit for the year. This agenda item was unanimously approved by verbal vote.

BMA0112-08 – Reconsideration of ATCT and Terminal Dedication Plaque language

MOTION to reconsider the previously approved language for the ATCT and Terminal Dedication Plaques and approve the current draft language as discussed. **SPONSOR:** Management (**May be acted upon**)

This agenda item was tabled.

Noise Report:

Ms. Lounsbury briefed the Commission on her quarterly reporting as follows:

- For the month of October 2011 there were 3 complaints made by 2 complainants.
- For the month of November 2011 there were 9 complaints made by 2 complainants.
- For the month of December 2011 there were 3 complaints made by 2 complainants.
- The two complainants were the same two people each month for all three months.
- For 2011 there were a total of 55 noise complaints made by 12 complainants, and for 2010 there were a total of 125 complaints made by 26 complainants; so the total were down by 70 noise complaints by 14 lass individuals comparatively.

The complaints from Centerville are from an individual at Thornberry Lane where the aircraft is still very high, but some people hear aircraft noise differently than others.

Yarmouth Representative's Comments:

Mr. Howard commented that overall good communications have caused the reduction in noise complaints. He stated that he had gone to locations and sat with people himself to determine the viability of the complaints. He praised Ashley Luke and her time spent conducting noise monitoring. He is also proud to be in the new terminal and to see it finally come to fruition.

Ms. Lounsbury commented that Mr. Howard and Mr. Lawton had both been a great help in communicating to the Yarmouth residents about noise issues. Unfortunately there had been a complaint about a low-flying aircraft over the weekend, which was actually an aircraft that had gone down, and other aircraft helping to search for it. It is unfortunate, but emergencies take precedence.

Airport Manager's Report:

Manager Breault reported the following:

- It has been about one month since the move into the new building and staff has distributed suggestion forms to the tenants for input on improvements.
- The staff is continuing to work on the reduction of utility costs.

- Suffolk should begin demolition of the old terminal tomorrow by gutting out the inside of the building. The exterior wall demolition should be January 25, 2012. The ATCT and the generator building will come down at a later date with demolition starting the first week of March.
- A news release will go out tomorrow on the Energy Efficiency Award of Funds from the Cape Light Compact.
- A strategic planning half-day retreat for the Airport Commissioners is being considered.
- A mid-April date has been discussed for the Grand Opening Ceremony.

Announcements – Commissioner’s Comments:

Commissioner Griffin noted the passing of two great aviators in the aircraft that went down over the weekend, Mr. Hughes and Mr. Walker. He also noted that a previous Airport Commissioner and great character, Bob Ferguson, passed away about a month ago. He was a pilot’s pilot and had owned the P-51 that was on the field for years.

The next meeting will be held on February 21, 2012.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:16 p.m.

ROBERT L. O’BRIEN, CLERK