



**BARNSTABLE MUNICIPAL AIRPORT**  
**BOARDMAN-POLANDO FIELD**  
480 BARNSTABLE ROAD, 2ND FLOOR  
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**BARNSTABLE MUNICIPAL AIRPORT COMMISSION**  
**MINUTES OF THE REGULAR SESSION**  
**TUESDAY, June 19, 2014**

Barnstable Municipal  
Airport Commission:

Ronald Persuitte,  
Chairman

John T. Griffin, Jr.,  
Vice Chairman

Robert L. O'Brien,  
Clerk

Donald E. Megathlin,  
Commissioner

Michael A. Dunning,  
Commissioner

Timothy R. Luzietti,  
Commissioner

Mary F. Smith,  
Commissioner

**Commissioners Present:**

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

**Commissioners Not Present:**

None

**Yarmouth Representative:**

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

**Public Members:**

Daniel Fortnam, Consultant; Hans Keijer, Town of Barnstable DPW; Mike Stone, Yarmouth Board of Selectmen; Charles McLaughlin, Town of Barnstable Legal Dept.; Eric Steinhilber, Barnstable Town Council; Chip Bishop, CBCM; and Joe Longo, Horsley Witten Group.

**Call To Order:**

Chairman Persuitte called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:00 p.m. Attendance roll call was taken.

**Minutes of the previous meetings:**

Chairman Persuitte moved to approve the minutes of the April 9, 2014, April 29, 2014 and May 20, 2014 Airport Commission Meetings. This was seconded and unanimously approved.

**Public Comment:**

None

**Commissioners Response to Public Comment:**

None

**Reports from Subcommittees**

**Finance Subcommittee (Commissioners Dunning, O'Brien, Luzietti)**

The Finance subcommittee met on June 4<sup>th</sup> and the following was discussed:

- Financial Statements
- Review and move agenda items for approval at tonight's meeting
- Business Works software update
- Review FBO Feasibility Study – sent back for additional information

**Infrastructure & Marketing Subcommittee (Commissioners Griffin, Megathlin, Smith)**

The Infrastructure & Marketing subcommittee met on Wednesday, June 4<sup>th</sup>, 2014.

The following was discussed:

- Review JetBlue Lease and corresponding upgrades in the terminal
- Discuss the possible Cape Cod Community College mechanic's training – a smaller aircraft than the 727 for training was recommended
- Marine Lumber Site Improvements – these were referred to Horsley Witten Group for compliance with requirements (Manager Breault noted: Horsley Witten has completed the review and returned to Marine Lumber)
- Review of current project status'

**Old Business:**

None

**New Business:**

**BMA0614-01 – Review & Approve jetBlue Airways Terminal Lease**

**MOTION to approve the jetBlue Airways terminal lease for a seasonal period of (5) five years commencing June 26, 2014 and terminating June 30, 2019. As a new “qualified Airline Service” the Airport Air Service Incentive Program will apply to the lease terms. SPONSOR: Infrastructure & Marketing Subcommittee (May be acted upon)**

This agenda item was moved and read by Commissioner Griffin, and seconded. Manager Breault reported that this was a standard lease document with the exception of the seasonal aspect and the fact that the Airport is waiving fees for the first two years under the BMA Air Service Incentive Program. This agenda item was unanimously approved by verbal vote.

**BMA0614-02 – Review & Approve the Horsley Witten Group, Inc. On Call Environmental Engineering Contract Amendment 5 year extension in the amount of \$288,761.00**

**MOTION to approve the Horsley Witten Group, Inc. On Call Environmental Engineering Contract Amendment for a 5 year extension in the amount of \$288,761.00 over the term of the extension. SPONSOR: Finance Subcommittee (May be acted upon)**

This agenda item was moved and read by Commissioner O'Brien, and seconded. Manager Breault reported that this is a five year extension of the original contract. Environmental Engineering Services are exempt from the requirement to go out to bid. Staff had been working with the Town of Barnstable Purchasing Department to prepare the document. This agenda item was unanimously approved by verbal vote.

**BMA0614-03 – Review & Approve the FAA Grant Offer for AIP 3-25-0025-59 to purchase Snow Removal Equipment in the amount of \$592,200.00**

**MOTION to approve the FAA Grant Offer for AIP 3-25-0025-59 to Purchase Snow Removal Equipment in the amount of \$592,200.00. SPONSOR: Management (May be acted upon)**

This agenda item was moved and read by Manager Breault, and seconded. Manager Breault stated this is for the new CAT Loader that has been approved under the CIP Program. This agenda item was unanimously approved by verbal vote.

**BMA0614-04 – Review & Approve the FAA Grant Offer for AIP 3-25-0025-60 to Install Airfield Guidance Signs in the amount of \$126,000.00**

**MOTION to approve the FAA Grant Offer for AIP 3-25-0025-60 to Install Mandatory Airfield Guidance Signs in the amount of \$126,000.00 at the Barnstable Municipal Airport. SPONSOR: Finance Subcommittee (May be acted upon)**

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

**BMA0614-05 – Review & Approve the FY 2015 On Call Public Relations Agreement with Chip Bishop for a not to exceed amount of \$9,995.00**

**MOTION** to approve the FY2015 On Call Public Relations Agreement with Chip Bishop to provide advisory consulting services for community and public relations for a not to exceed amount of \$9,995.00

**SPONSOR:** Management (**May be acted upon**)

This agenda item was moved and read by Assistant Manager Sanchez, and seconded. There was no discussion. This agenda item was unanimously approved by verbal vote.

**BMA0614-06 – Review & Approve the Mass DOT Grant Assurances for the Rehabilitate East Ramp Phase I Project**

**MOTION** to approve the Mass DOT Grant Assurances for the Rehabilitation East Ramp Phase I Project at the Barnstable Municipal Airport and to forward to the Town Council for approval. **SPONSOR:**

Finance Subcommittee (**May be acted upon**)

This agenda item was moved and read by Commissioner Dunning, and seconded. Manager Breault stated that this is a standard grant assurance from the state, and must be taken to the Town Council for approval and must also be approved by Attorney Gilmore. This agenda item was unanimously approved by verbal vote.

**BMA0614-07 – Annual Election of Officers**

Chairman Persuittie stated he would entertain nominations.

**CLERK:**

Commissioner Megathlin motioned to nominate Robert O'Brien to continue serving as Clerk. The motion was seconded by Commissioner Griffin. Nominations were closed. This motion was unanimously approved by verbal vote.

**VICE CHAIRMAN:**

Commissioner Megathlin motioned to nominate John Griffin jr. to continue serving as Vice Chairman. The motion was seconded by Commissioner O'Brien. Nominations were closed. This motion was unanimously approved by verbal vote.

**CHAIRMAN:**

Commissioner Dunning nominated Ron Persuittie to continue serving as Chairman of the Commission. The motion was seconded by Commissioner Luzietti. Nominations were closed. Commissioner Dunning commented on many of Chairman Persuittie's attributes in the position. This motion was unanimously approved by verbal vote.

*The following agenda items were taken out of order:*

**Art Jury Report:**

Commissioner Megathlin stated the art jury has changed direction and instead of selecting artists from submissions, they have decided to display art from local art galleries. There are currently six or seven paintings that will be on display for six or seven months. The Arts Foundation of Cape Cod has pulled out of the Art Jury, leaving them without a Chair (Kevin Howard). The Airport owes Mr. Howard a debt of gratitude for all of his help, and Manager Breault would like to have someone to replace him. The art is a great addition to the terminal.

**Yarmouth Representative's Comments:**

Robert Howard commented that he has spread the word about JetBlue's arrival next Thursday. The responses have all been very positive. He, for one, will be flying in September to Washington on JetBlue. It opens up a big vista to go to Florida, Atlanta, etc. from Cape Cod. Hopefully JetBlue will be lengthening their service. He went on vacation the first of April and it cost him a lot of money to travel out of Boston, so he would take the plane to New York, and then on to his final destination. He had only one noise complaint that was addressed.

**Airport Manager's Report:**

Manager Breault reported on the following:

- JetBlue's inaugural flight is next Thursday. Arriving at 1:05 PM. A water canon salute is scheduled for their arrival and hopefully the media will arrive at 12:30 PM for rooftop photos. Invitees will receive gate passes after supplying their full names and Date of Birth. They will need to be screened by the TSA.

There will be a brief ceremony and light refreshments. Right now there are approximately 69 arriving and 38 departing passengers. This is typical for an inaugural flight. The Airport is hoping that these numbers improve so that JetBlue will increase the number of flights and extend the season in the future. This event has been coordinated with JetBlue and the Chambers and the Town of Barnstable.

- The marketing program for JetBlue service, through Chip Bishop, will be on the radio and in the newspaper starting next week. This is a three week intensive program to benefit both the Airline and the Airport.
- Next week is Cape Cod Transportation week. In honor of this there will be a little handout at the ticket booth of foldable paper airplanes.
- The East Ramp Phase II Project Grant Assurances will be arriving soon.
- Marine Lumber proposal for upgrades is currently before Site Plan Review, and then will come back before the Commission for approval. As a result of this request, a new procedure has been established to require any tenant on the airport who would like to do a similar property upgrade to be referred to Horsley Witten Group for compliance review with the Cape Cod Commission, the DRI, the Development Agreement, and the Airport Master Plan prior to coming before the commission for approval.
- Staff is still waiting for the NStar Easement and License for the Solar Interconnect point. The construction continues, and should be complete mid to late July.
- The airport was visited by one of the Assistant Secretaries for the MassDOT. Ned Codd, greenDOT, flew down and took aerial photos of the field and the solar array to highlight all that the state is doing for renewable energy projects.

**Announcements – Commissioner’s Comments:**

Commissioner Griffin stated that JetBlue service is a real opportunity for Cape Cod; and he wanted to assure everyone that the E-190 jet is a modern, quiet, efficient aircraft.

Chairman Pursuitte addressed Commissioner Megathlin to request his decision on seeking reappointment to the Airport Commission, as his term expires June 30, 2014. Commissioner Megathlin has notified the Town Clerk that he will not be seeking reappointment.

**BMA0614-08 – Executive Session**

**MOTION** to go into Executive session under G.L. c. 30A section 21(a)(6), to consider the purchase, exchange, lease or value of real property because I (the Chair) declare that an open meeting may have a detrimental effect on the negotiating position of the Airport commission and to reconvene in open session for the sole purpose of adjournment.

Chairman Pursuitte moved to go into Executive Session under G.L. c. 30A section 21(a)(6), to consider the purchase and value of real property because he declared that an open meeting may have a detrimental effect on the negotiating position of the Airport commission and not to reconvene in open session. This motion was approved by roll call vote:

Pursuitte	yes	Griffin	yes
O’Brien	yes	Dunning	yes
Megathlin	yes	Luzietti	yes
Smith	yes		

**Adjournment:**

Upon Motion duly made and seconded, the meeting was adjourned at 4:37 p.m.

The next meeting will be held on July 22, 2014.

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ROBERT L. O'BRIEN, CLERK