



BARNSTABLE MUNICIPAL AIRPORT
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R.W. "Bud" Breault, Jr., Airport Manager
 Katie R. Servis, Assistant Airport Manager

BARNSTABLE MUNICIPAL AIRPORT COMMISSION
MINUTES OF THE REGULAR SESSION
TUESDAY, January 17, 2017

Barnstable Municipal
 Airport Commission:

John T. Griffin, Jr.,
 Chairman

Timothy R. Luzietti,
 Vice Chairman

Robert L. O'Brien,
 Clerk

Mary F. Smith,
 Commissioner

Stephen P. Cobb,
 Commissioner

Elizabeth Young,
 Commissioner

James DellaMorte,
 Commissioner

Commissioners Present:

John T. Griffin, Jr., Chairman, Mary F. Smith, Stephen P. Cobb, and Elizabeth Young.. The meeting was held at the Barnstable Municipal Airport in the Airport Conference Room, 480 Barnstable Rd., Hyannis, MA.

Commissioners not Present:

Timothy R. Luzietti, Vice Chairman, Robert L. O'Brien, Clerk, and James DellaMorte

Yarmouth Representative:

Not Present

Airport Staff Present:

Roland W. Breault, Jr., Airport Manager, Katie Servis, Assistant Airport Manager, and Suzanne Kennedy, Executive Assistant to the Airport Manager.

Public Members:

Judith Goetz, Regan Communication; Philip Geraci, Rectrix; Stephen Flechia, Jacobs Engineering; Michael F. Stone, Yarmouth Board of Selectman; and Peter Farrell, Cape Air.

~~Christina Lounsbury, BMA Noise/Security Coordinator~~

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:05 p.m. Attendance roll call was taken ~~followed by the~~ Pledge of Allegiance.

Minutes of the previous meetings:

None

Public Comment:

None

Commissioners Response to Public Comment:

None

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

The Finance subcommittee met on Wednesday, January 4, 2017. Chairman Griffin and Commissioner Young read a review of the minutes of the meeting in which the following was discussed:

- Financial review, FY18-FY22 Capital Project Spreadsheet Review, MassDOT Grant for VASI/PAPI Project, , MassDOT Grant for the Runway 15-33, Taxiway C & B, MassDOT Grant for the Slurry Seal Project, Rectrix Shuttle application for Air Cargo, MassDOT Grants for Tractor and Side Rotary Cutter Purchase, FY2018 Operating Capital Decision Packages, Appropriation Order for scope of work for response to the MassDEP Notice of

Responsibility, appropriation order for the Slurry Seal Project, Proposed FY18 Personnel changes, Proposed draft Rates & Charges, review of ongoing projects and pending issues.

Infrastructure & Marketing Subcommittee (Commissioners Griffin, Smith, Cobb)

The Infrastructure & Marketing subcommittee met on Tuesday, January 3, 2017. Commissioner Smith read a review of the minutes of the meeting in which the following was discussed:

- Griffin Avionics failed septic system, Review of airport properties, Development of Regional Impact, Air Service Development & Marketing, Island Shuttle update, Deicing, and ongoing project review.

It was recommended that the Commission will no longer read all of the subcommittee minutes during the meeting and only a synopsis will be reported.

Old Business:

None

New Business:

BMA0117-01 – Approval of MassDOT Grant Award Contracts and Assurances for the AIP Project # 63 VASI/PAPI Reimbursable Agreement in the amount of \$4,914.75

MOTION to approve the MassDOT Grant Awards Contracts and Assurances associated with the AIP Project #63 VASI/PAPI Reimbursable agreement in the amount of \$4,914.75. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Cobb and seconded.
- This is part of the Runway 15-33 project.
- The reimbursable agreement is with the FAA to replace the VASI with a PAPI for approximately \$98,000.
- This agenda item is for the approval of the MassDOT Grant Award and Assurances for their portion of this replacement.
- This agenda item was unanimously approved by verbal vote.

BMA0117-02 – Approval of the MassDOT Grant Award Contracts and Assurances for the AIP Project #63 to Rehabilitate and Reconstruct Runway 15-33, Taxiway C, and a portion of Taxiway B in the amount of \$362,950.00.

MOTION to approve the MassDOT Grant Awards Contracts and Assurances associated with the AIP Project #63 to Rehabilitate and Reconstruct Runway 15-33, Taxiway C, and a portion of Taxiway B in the amount of \$362,950.00. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Smith and seconded.
- This project will commence on March 20, 2017.
- This is the MassDOT Grant Award and Assurances for their portion of the total \$7.2 Million project.
- Project completion is projected to be October 2017.
- There is a phase schedule that will be re-reviewed with the tenants several more times to inform them of runway closures during the project. There will be a displaced threshold to maintain operations; however management is trying to maintain the runway length for a portion of time to minimize disruptions. There will be a 4 day closure (approximately end of April) of the intersection of the two runways during which there will be no operation except helicopters.
- The weather and asphalt plant operations effect the start and completion dates.
- This agenda item was unanimously approved by verbal vote.

BMA0117-03 – Approval of the MassDOT Grant Award Contracts and Assurances for the AIP Project #65 to Slurry Seal & Paint the Terminal Apron in the amount of \$6,900.00

MOTION to approve the MassDOT Grant Awards Contracts and Assurances associated with the AIP Project #65 to Slurry Seal & Paint the Terminal Apron in the amount of \$6,900.00. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Young, and seconded.
- This is to slurry seal the main terminal apron that has not been done in about five years.
- This is a new derivative that should preserve the pavement a lot longer.
- This funding was allocated to us by the FAA when the Provincetown Airport could not spend all of their AIP funds.
- This will be done in late summer or early fall.

- This agenda item was unanimously approved by verbal vote.

BMA0117-04 – Approval of the MassDOT Grant Application for a Replacement New Holland Tractor and Mower Deck in the amount of \$86,000.00

MOTION to approve the MassDOT Grant Application for a replacement New Holland Tractor and Mower Deck in the amount of \$86,000.00. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Chairman Griffin and seconded.
- This is funded through the MassDOT Aviation Safety Maintenance Program (ASMP) for 80% of the total cost.
- This application is being submitted should the money become available.
- This is included for funding in the Operation Capital program for FY 2018 as well in case the funding does not become available.
- *This motion was modified to add the following which was moved and read by Chairman Griffin and seconded:*

BMA0117-05 - Approval of the MassDOT Grant Application for a Rotary Side Cutter Attachment for the New Holland Tractor in the amount of \$30,000.00

MOTION to approve the MassDOT Grant Application for a Rotary Side Cutter Attachment for the New Holland Tractor in the amount of \$30,000.00. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item (as modified) was unanimously approved by verbal vote.

BMA0117-06 – Approval of the Rectrix Shuttle Business Application to provide Air Cargo Service from the Air Cape Cod location. (Approval of schematic design still pends).

MOTION to approve the Rectrix Shuttle Business Application to provide Air Cargo Service from the Air Cape Cod location. Additional approval of the schematic design for building renovations to meet customer and security requirements will be needed before implementation. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Cobb and seconded.
- The application was included in the Commissioner's packets.
- Philip Geraci, Rectrix, brought blueprints of the modifications to the Air Cape Cod building to show the Commissioners. The blueprints still need approval from the TSA and BMA.
- Rectrix has not received a building permit.
- There was a discussion of the current, and possible future, air freight operations.
- Rectrix already has a Part 135 Certificate and have purchased a Cessna 402 for the purpose of transporting freight.
- They are anticipating beginning service in April 2017.
- Staff responded that Rectrix will need a 45 day advance notice to the TSA for approval of their plans. The BMA will need to approve the plans prior to submittal to the TSA.
- This agenda item was unanimously approved by verbal vote.

BMA0117-07 – Approval for submission to the Town Council of the Appropriation Order in the amount of \$138,000 for the Slurry Seal & Paint the Terminal Apron Project.

MOTION to approve for submission to the Town Council the Appropriation Order in the amount of \$138,000.00 for the AIP #65 Slurry Seal & Paint the Airport Terminal Apron Project **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Smith and seconded.
- This is the appropriation order to fund the project for the full amount.
- The FAA and MassDOT grant will reimburse the airport for approximately 95% of the project.
- This agenda item was unanimously approved by verbal vote.

Noise Report:

Postponed to February

Air Service Development Update:

- Staff is working on trying to get two new airlines for service: Island Shuttle and OMNI, a charter operation using XTRA Airways as a carrier.
- Staff is evaluating a proposal from SIXEL Company for Air Service Development.
- A phone conference has been scheduled this week with Christian Perreault.

- Staff has met with Dan Fortnam regarding the “Jump Start” program to be held in Providence for airline air service development. He will be submitting a proposal to help management attend the event.
- Staff is meeting with four or five airports during March as a continuation of the quarterly meetings with the airport managers.
- OAG will be submitting a proposal to provide information on routes and airlines.

Yarmouth Representative Comments:

Yarmouth Selectman Mike Stone declined to make any comments.

Airport Manager’s Report:

Manager Breault reported on the following:

- The Fuel Farm was funded 100% at the Airport’s expense. However, other airports have received funding from MassDOT for their fuel farms. Management, with the consensus of the Commission, will submit a grant application, after the fact, for funding; and hopefully recoup some of the funds to go back into the airport reserve fund.
- The Commissioners have a copy of the Annual Town of Barnstable Sexual Harassment Policy and Conflict of Interest Policy in their packets. There is an acknowledgment sheet for each to sign that they have received these.
- The Runway 15-33 project will start in March and should be completed in October.
- He complimented the Assistant Airport Manager and entire crew for the recent exemplary storm snow removal efforts.
- The Airport has been issued a Notice of Responsibility (NOR) by the DEP in regard to PFOAs and PFOSs at the airport as a result of Firefighting Foam. This is a litigation matter so management will be meeting with the Town as to how to proceed and will meet with DEP in a week or so. He will provide details as things progress.

Commissioner Young asked if a grant was originally submitted for the fuel Farm Project. Manager Breault had submitted one that did not receive any funding. Staff was always told that MassDOT was not funding fuel farms. However, other airports have received funds for fuel farms.

Commissioners Comments:

Chairman Griffin stated he is looking forward to a great 2017 and to accomplishing a lot in the New Year.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 4:48 p.m.

The next meeting will be held on February 21, 2017.

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ROBERT L. O’BRIEN, CLERK