



BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD
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BARNSTABLE MUNICIPAL AIRPORT COMMISSION
MINUTES OF THE SPECIAL SESSION
TUESDAY, November 14, 2017

Barnstable Municipal
Airport Commission:

John T. Griffin, Jr.,
Chairman

Mary F. Smith,
Vice Chairman

Stephen P. Cobb,
Clerk

Elizabeth Young,
Commissioner

James DellaMorte,
Commissioner

Zachery Lesinski,
Commissioner

Commissioners Present:

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

Commissioners not present:

James DellaMorte, and Zachery Lesinski

Yarmouth Representative:

Not present

Airport Staff Present:

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

Public Members:

Jan Aggerbeck, Cape Cod Coffee and Philip Geraci, Rectrix

Call To Order:

Chairman Griffin called the special meeting of the Barnstable Municipal Airport Commission to order at 5:15 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

Old Business:

None

New Business:

BMA1117-01 – Approval of the Appropriation Order in the reduced amount of \$6,468,537.00 for FY2018 Operating Budget.

MOTION to approve Appropriation Order 2018-038 to adjust the FY2018 Airport Operating Budget by a reduction of \$40,000 and to increase the transfer of an additional \$168,905 from the Airport Enterprise Fund reserves, due to a reduction of projected revenues, for a new total operating budget of \$6,468,537.00 **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Young, and seconded.
- Revenues continue to decline. The original budget was based upon projected revenues for 2017. After reviewing the actual FY2017 revenues, the budget was reduced further and additional reserves were needed to cover the deficit.
- See attached table.
- With this reduction the reserves will be \$2.2 Million.
- This agenda item was unanimously approved by verbal vote.

BMA1117-02 - Approval of the Commercial Activity Permit for Cape Cod Coffee, LLC.

MOTION to approve the Commercial Activity Permit application for Cape Cod Coffee LLC and to negotiate a lease with the Barnstable Municipal Airport to operate in the terminal.

SPONSOR: Finance Subcommittee (May be acted upon)

- This agenda item was moved and read by Commissioner Cobb, and seconded.
- This is for the activity permit.
- This agenda item was unanimously approved by verbal vote.

BMA1117-03 - Approval of the Hangar Sublease and Addendum No. 1 between Cape Flight Instruction, Inc. and SpectaculAir, LLC.

MOTION to approve the Hangar Sublease dated October 1, 2017 and Addendum No. One between Cape Flight Instruction, Inc. and SpectaculAir LLC for the hangar at 150 Mary Dunn Way for the purpose of allowing SpectaculAir LLC to operate on-demand charter service. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Smith, and seconded.
- This is to authorize the approval of the sublease and addendum between Cape Flight Instruction and SpectaculAir to move their operation from Griffin Avionics to the East Ramp for maintenance and hangaring of the aircraft. Passengers will still be picked up at the Griffin Avionics location until he meets the security requirements for hangar modification.
- The addendum was added to cover items that were missing from the sublease that were required by the Airport and the FAA.
- This agenda item was unanimously approved by verbal vote.

BMA1117-04 - Approval of the MassDOT Standard Contact Grant in the amount of \$ 55,555.44.

MOTION to approve the MassDOT Standard Grant Contract in the amount of \$55,555.44 for the additional funds necessary to complete the Rehabilitation and Reconstruction of Runway 15-33 project. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Young, and seconded.
- This is for the MassDOT 5% share of the Change Order No. 1 to the Reconstruct 15-33 AIP Project.
- This is a standard contract that the Airport must approve for funding for every project.
- This agenda item was unanimously approved by verbal vote.

BMA1117-05 - Approval of the Fuel Pricing Agreement for Fly Exclusive.

MOTION to approve the Fuel Pricing agreement effective November 15, 2017 between the Barnstable Municipal Airport and Fly Exclusive under the terms of the October 1, 2017 Barnstable Municipal Airport Jet Fuel Discount Program. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Chairman Griffin, and seconded.
- This is a new Fuel Pricing agreement between the Airport and a charter company out of North Carolina.
- As they purchase more fuel, their discount will increase.
- This agenda item was unanimously approved by verbal vote.

BMA1117-06 – Approval of the Draft Lease with Cape Cod Coffee, LLC.

MOTION to approve the Draft Lease between the Barnstable Municipal Airport and Cape Cod Coffee LLC to lease the vacant café' space in the terminal for a term of five years with two five-year options to renew. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Cobb, and seconded.
- This is the new Café tenant. They will hopefully open prior to the end of the month.
- Jan Aggerbeck spoke briefly about the opening, listed the products (locally sourced) and hours. There will be free parking for patrons of Cape Cod Coffee.
- This agenda item was unanimously approved by verbal vote.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:30 PM