



# BARNSTABLE MUNICIPAL AIRPORT

BOARDMAN-POLANDO FIELD  
480 BARNSTABLE ROAD, 2ND FLOOR  
HYANNIS, MA 02601  
[www.town.barnstable.ma.us](http://www.town.barnstable.ma.us)



Office: 508-775-2020  
Fax: 508-775-0453

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

## BARNSTABLE MUNICIPAL AIRPORT COMMISSION FINANCE SUBCOMMITTEE MEETING MINUTES

Wednesday, April 6<sup>th</sup>, 2016  
Airport Conference Room 8:30 a.m

### LACK OF QUORUM ~ Informal Minutes

Barnstable Municipal  
Airport Commission:

Ronald Persuitte,  
Chairman

John T. Griffin, Jr.,  
Vice Chairman

Robert L. O'Brien,  
Commissioner, Clerk

Michael A. Dunning,  
Commissioner

Timothy R. Luziatti,  
Commissioner

Mary F. Smith,  
Commissioner

Stephen P Cobb,  
Commissioner

#### Commissioners Present: (Roll Call)

Michael A. Dunning, Co-Chairman

#### Commissioner Not Present:

Robert L. O'Brien, Co-Chairman  
Timothy R. Luziatti, Commissioner

Also, in attendance, Commissioner John Griffin, Commissioner Mary Smith and  
Commissioner Stephen Cobb.

#### Airport Staff:

R.W. (Bud) Breault, Jr., Airport Manager  
Katie R. Servis, Assist. Airport Manager  
Mary McDonald, Principal Financial Admin. Assistant

#### Public Members:

Jeff Myers, MCG, and Richard Araujo, Island Shuttle, Inc.

Meeting was called to order at 8:35 a.m. Roll call was taken.

**Minutes of the March 9<sup>th</sup>, 2016 were not approved, and signed due to lack of quorum.**

*Discussion of Month to Month Snap-Shot Comparison Financial Sheet.*

#### NEW BUSINESS

**0416-01 Discussion of possible withdrawal of Application for Development Agreement with the Cape Cod Commission.**

➤ No discussion at this time.

**Action: Agenda item tabled.**

**0416-02 Status of Reserve Fund Balance**

- **Funds Available for Marketing and Air Service Development.**
- **Possible presentation by Jeff Meyers, Marketing Consultant.**
  - Jeff Meyers, Marketing Consultant presented handout for review. Also, he provided a power point presentation which was identical to handout.
  - Mr. Myers has general marketing and aviation experience and is volunteering his time to promote the Barnstable Municipal Airport.
  - He will perform a SIC (Standardized Industrial Classification) review and an AIR PAC Review

- He will devise concepts and create selling strategies to present to Commission.
- He will be attending a meeting on Nantucket April 20<sup>th</sup> with Airport Management to plan for regional service.

**Action: Agenda item tabled.**

**0416-03 FY17 Operating Budget in the amount of \$6,091,924.00, including Decision Packages.**

- No discussion at this time.

**Action: Agenda item tabled.**

**0416-04 FAA Reimbursable Agreement for Tower Equipment Maintenance.**

- Manager Breault stated we do not have a contract to date.

**Action: Agenda item tabled.**

**0416-05 Approval of Appropriation of Council Order for Reimbursement to Operating Budget for Insurance Settlement for VASI Damages in the amount of \$ 22,990.00.**

- No discussion at this time.

**Action: Agenda item tabled.**

**OLD BUSINESS**

**FY0116-01 New Cape Air Tenant at Will Terminal Lease for Temporary Freight Operation Update**

- No discussion at this time.

**Action: Agenda item tabled**

**FY0116-02 New Rectrix Aviation, Inc. Terminal Lease for Commuter Air Service Update.**

- No discussion at this time.

**Action: Agenda item tabled.**

**Additional Discussion:**

- Richard Araujo, Island Shuttle introduced himself and stated he is pursuing opening an Air Commuter Service to be run out of the Main Terminal. His vision is to tie together New Bedford, Hyannis and Nantucket. Manager Breault will be working on lease for Terminal Space, tentatively Island Airlines old space.

**Updates:**

- Airport Fee Structure Review Status Update.
- Business Software Update.
- Solar Funding Update.
- **Jet Blue Update.**
  - **Start date May 12<sup>th</sup>, 2016 through October 11<sup>th</sup>, 2016.**
- Air Service Development Marketing Update
- Airport De-Icing Program?
- Island Airline Update.
- Open Meeting Law Update.
- Status on Constant Contact List for Jet Fuel Marketing.
- Ten Year Financial Forecast 2017-2026.

**Adjournment: Voted and moved to adjourn at 9:12 a.m.**

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*Robert L. O'Brien, Co- Chairman*

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*Michael A. Dunning, Co-Chairman*

## BARNSTABLE MUNICIPAL AIRPORT

### Finance Sub-Committee Sign-in Sheet

8:30 p.m.

April 6<sup>th</sup>, 2016

Name (Print)	Organization	Phone
JEFF MYERS	MCG	240 285 1111
Richard Araujo	ISland Shuttle	(508) 989-1644
TOWN GRIFFIN	BMAC	(617-971-9971)
STEPHEN P. COSS	BMAC	508-221-2611 MOBILE
MARY SMITH	BMAC	508-237-9158

