



BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD
480 BARNSTABLE ROAD, 2ND FLOOR
HYANNIS, MA 02601
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, August 3rd, 2016
Airport Conference Room 8:30 a.m

**Barnstable Municipal
Airport Commission:**

John T. Griffin Jr.,
Chairman

Timothy R. Luzietti,
Vice Chairman

Robert L. O'Brien,
Commissioner, Clerk

Mary F. Smith,
Commissioner

Stephen P. Cobb,
Commissioner

Elizabeth Young,
Commissioner

James DellaMorte,
Commissioner

Commissioners Present: (Roll Call)

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

Commissioners Absent:

Elizabeth Young, Commissioner

Also, in attendance Commissioner, John T. Griffin, Jr., Commissioner, Mary Smith, and Commissioner James DellaMorte.

Airport Staff:

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

Public Members:

Thomas Collier, Griffin Avionics

Meeting was called to order at 8:30 a.m. Roll call was taken.

Minutes of the July 6th, 2016 Finance Subcommittee meeting were unanimously approved, and signed.

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

- Management has a telephone conference call scheduled later this week with Mercury Fuel regarding Jet Fuel Discount Program.
- Enplanements and Deplanements are continuing to decline due to the lost of Island Airlines. Also the delay in the start up of new airlines.

NEW BUSINESS

F0816-01 Review & Approve Grant Offer for AIP Project No. 3-25-0025-064-2016 to Replace Runway 15-33 VASI with PAPI in the amount of \$ 88,465.00.

- Motion was made by Co-Chairman Luzietti and seconded by Co-Chairman O'Brien to approve and move item to the August 16th, 2016 Full Commission Meeting.

Action: Agenda items moved to Full Commission for approval.

F0816-02 Review & Approve FAA Grant in the amount of \$ 6,294,406.00 for the Rehabilitation of Runway 15-33; Reconstruct 1,300ft of Taxiway C; Realignment of Taxiway B & Replacement of Emergency Generator.

- Manager Breault, stated the Final Grant amount is \$ 6,533,100.00.
- Motion was made by Co-Chairman Luzietti and seconded by Co-Chairman O'Brien to approve and move item to the August 16th, 2016 Full Commission Meeting.

Action: Agenda items moved to Full Commission for approval.

OLD BUSINESS

F0416-01 Discussion of possible withdrawal of Application for Development Agreement with the Cape Cod Commission.

- Manager Breault stated he will be sending the Development Agreement to Attorney Bruce Gilmore and Attorney Anderson & Krieger for review and legal council.

Action: Tabled

F0616-04 Review and Approval of new 10 year (5+5) Terminal Lease Agreement with Island Shuttle, Inc.

- To date Island Shuttle, Inc does not have their certificate.
- Family medical issue has also delayed the opening date.
- They are anticipating starting freight by Mid August.
- There will be subleases that will need Finance Subcommittee's approval.

Action: Tabled

Updates:

- Airport Fee Structure Review Status Update.
 - None
- Business Works Software Update.
 - At this time we will not be moving forward with Business Works Software. We will be adding a module to our present munis software program that will meet our needs.
- Solar Funding Update.
 - We have surpassed the 298,824 GAO.
- Jet Blue Update.
 - None
- Air Service Development Marketing Update.
 - August 2016 meeting is scheduled on Nantucket with HYA, MVY and ACK regarding the SCASI Grant.
- Island Shuttle Update.
 - See above
- Open Meeting Law Update
 - Training scheduled August 16th, 2016 @ 3:00 pm. Town Attorney and Clerk will conduct training.

- Status on Constant Contact List for Jet Fuel Marketing.
 - None
- Rectrix Shuttle Update.
 - None

Addition Discussion:

- Manager Breault updated the commissioners that the FY17 Budget Calendar is out.
- The present schedule of Tuesday subcommittee meeting is a conflict with Commissioner, Elizabeth Young schedule. Manager Breault requested the commissioner consider a modification in the subcommittee meeting day.

Adjournment: Voted and moved to adjourn at 9:18 a.m.



Robert L. O'Brien, Co- Chairman



Timothy R. Luzzi, Co-Chairman

