



## BARNSTABLE MUNICIPAL AIRPORT

BOARDMAN-POLANDO FIELD  
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R.W. "Bud" Breault, Jr., Airport Manager  
Katie R. Servis, Assistant Airport Manager

### BARNSTABLE MUNICIPAL AIRPORT COMMISSION FINANCE SUBCOMMITTEE MEETING MINUTES Wednesday, November 2nd, 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  
James DellaMorte, Commissioner

#### **Commissioners Absent:**

None

#### **Airport Staff:**

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

#### **Public Members:**

None

Meeting was called to order at 8:33 a.m. Roll call was taken.

***Minutes of the September 7th, 2016 Finance Subcommittee meeting were unanimously approved, and signed.***

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

- Jet Blue's schedule next season may not run May thru October, as they did this year. It was discussed that they would start June 8<sup>th</sup>, 2017.
- Enplanements and Deplanements are still on a downward incline.
- Rectrix Shuttle is discussing having additional destinations. Also to add additional King Airs to expand their fleet.
- We are considering "Multi Branding" to allow another Car Rental Agency to come in to the Terminal.
- Republic Parking is continuing to decline. They have not asked for a force majeure to date.
- Solar revenue is slightly down compared to last year. The NMC rate is down 1¢ and that could contribute to the decrease.

## **NEW BUSINESS**

### **F1116-01 – Review and Discuss Clear Channel Advertising Concession Lease Extension.**

- Their current 5 year extension expires March 1<sup>st</sup>, 2017
- Discussed another 5 year extension.
- Motion was made by Co-Chairman Luzietti and seconded by commissioner DellaMorte to approve and move item to the November 15th, 2016 Full Commission Meeting.

***Action: Agenda items moved to Full Commission for approval.***

### **F1116-02 – Discuss Proposed FY18 Town of Barnstable Personnel Changes**

- Discussed the Executive Assistant to the Airport Manager proposed reclassification request.
- Also, discussed part time (20 hr week) Marketing Manager position to aid in improving airport revenues.
- Commissioners would like further discussion and research on this agenda item.

***Action: None at this time.***

### **F1116-03 – Discuss proposed Draft Barnstable Municipal Airport Rates & Charges.**

- The last review and changes to rate and fees were made in 2010.
- We will be comparing our rates and fees to Nantucket Airport and Martha's Vineyard Airport's rates.
- Management allowed Cape Air to temporarily operate Freight out of the Terminal. Due to security this was not a long term agreement. Cape Air is objecting to moving and running freight through Airline Realty Trust.
- Allies Air will also be doing freight.
- Rectrix Shuttle has approached management regarding running freight out of Air Cape Cod location.
- Commissioner Dellamorte suggested minimum rate for freight should be 3% or a flat monthly, whichever one equates higher.
- Freight is measured by cubic rate not weight.
- Further discussion and research on this agenda item is needed.

***Action: None at this time.***

## **OLD BUSINESS**

### **F0916-05 – Review and Discuss the first 5-year extension option for the lease with Republic Parking System for the lease and management of the public parking lot.**

- It would be to our benefit to extend another 5 years. If we do not we will owe Republic Parking roughly \$ 300,000.00 in parking lot equipment and improvements.
- Manager Breault, highlighted "Article 2 of the contract which calls for an adjustment to the Lease rent, RPS suggests that the calculation of this adjustment be made using the June 2016 CPI number. This would result in an increase to the lease rent of 0.06%. The new rate would be \$0.1919 per square foot based upon 240,586 square feet and equates to an annual lease rent of \$ 46,168.45. This would become effective January 1<sup>st</sup>, 2017."
- Motion was made by Co-Chairman Luzietti and seconded by Commissioner O'Brien to approve and move item to the November 15th, 2016 Full Commission Meeting.

***Action: Agenda items moved to Full Commission for approval.***

**Updates:**

- Airport Fee Structure Review Status Update.
  - Refer to agenda item F1116-03 – Discuss proposed Draft Barnstable Municipal Airport Rates & Charges.
- Jet Blue Update.
- Air Service Development Marketing Update.
  - Manager Breault and Assistant Manager Servis will be attending quarterly meetings with MVY & ACK regarding the SCASI Grant.
- Island Shuttle Update.
- Development Agreement Update.
- Airport Overflow Parking Options
- Air Freight / Cargo Options
  - Refer to agenda item F1116-03 – Discuss proposed Draft Barnstable Municipal Airport Rates & Charges.
- Deicing Update

**Addition Discussion:**

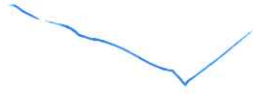
- **Kmart Plaza/ WS Development Lease**
  - Management has requested a workshop be scheduled to discuss Kmart Plaza's/WS Development lease.
- **Volta Oil Property**
  - Manager Breault discussed sending documents that were sent to out to our consultant Horsley & Witten for the environmental standpoint.
- **Bob's Discount Furniture**
  - Manager Breault stated that it was on the market again for one million dollars.

**Adjournment: Voted and moved to adjourn at 9:40 a.m.**



Robert L. O'Brien, Co- Chairman

Timothy R. Luzietti, Co-Chairman



**BARNSTABLE MUNICIPAL AIRPORT**

**Finance Sub-Committee Sign-in Sheet**

**8:30 am**

**November 2nd, 2016**

Name (Print)	Organization	Phone

