



# 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, May 4<sup>th</sup>, 2016

Airport Conference Room 8:30 a.m

### 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

Y. F. Smith,  
Commissioner

Stephen P Cobb,  
Commissioner

### Commissioners Present: (Roll Call)

Michael A. Dunning, Co-Chairman

Timothy R. Luziatti, Commissioner

### Commissioner Not Present:

Robert L. O'Brien, Co-Chairman

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

### Airport Staff:

R.W. (Bud) Breault, Jr., Airport Manager

Katie R. Servis, Assist. Airport Manager

Mary McDonald, Principal Financial Admin. Assistant

### Public Members:

None

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

***Minutes of the March 9<sup>th</sup>, 2016 Finance Subcommittee meeting were unanimously approved, and signed.***

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

### NEW BUSINESS

**F0516-01 Review and Approve Appropriation Council Order of estimated \$ 800,000.00 for the purpose of funding the Rehabilitation of Runway 15-33, Replace Runway 15-33 VASI with PAPI, Re-Align a portion of Taxiway Bravo and Charlie, Replace Emergency Back up Generator in the Airfield Lighting Vault.**

- Bid opening was held on April 29<sup>th</sup>, 2016 with the following results:
  1. Lawrence-Lynch Corp \$ 6,186,961.40
  2. C.J. MaBardy \$9,846,562.65
  3. Engineer's Estimate \$ 6,440,990.00
- Lawrence- Lynch Corp won the Bid Acceptance in the amount of \$ 6,186,961.40.
- Commissioner Luziatti motioned to approve Bid Acceptance in the amount of \$ 6,186,961.40, Commissioner Dunning second motion.

- In addition, reviewed Appropriation Council Order in the amount of \$ 645,090.00 for the purpose of funding the Rehabilitation of Runway 15-33, Replace Runway 15-33 VASI with PAPI, Re- Align a portion of Taxiway Bravo and Charlie, Replace Emergency Back up Generator in the Airfield Lighting Vault.
- Commissioner Luzietti motioned to approve Appropriation Order in the amount of \$ 645,090.00, Commissioner Dunning second motion.

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

**F0516-02 Review and Approve Hi Way Safety Systems Bid Acceptance, Inc in the amount of \$ 43,526.40.**

- An Invitation for Bid was issued for the Airport Pavement Marking Project with the following four bids received:
  1. Hi Way Safety Systems, Inc \$ 43,526.40
  2. TMI Services \$ 51,336.00
  3. Axtell's Inc \$ 52,285.00
  4. Markings, Inc. \$ 105,402.75
- Commissioner Luzietti motioned to approve Hi Way Safety Systems, Inc., Bid Acceptance in the amount \$ 43,526.40, Commissioner Dunning second motion.

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

**F0516-03 Approval of Anderson & Kreiger Proposal to provide legal council to the Barnstable Municipal Airport.**

- Manager Breault stated Anderson & Kreiger hourly rate is higher than what we have budgeted in the past, however they have many attorney's on staff that specialize in different areas of law including Enviromental. In addition, we have used them in the past so they are familiar with the Airport.
- We will continue to utilize Attorney Bruce Gilmore when we can.
- Manager Breault stated he will bring proposal to Town of Barnstable Attorney, Ruth Weil for review and input.

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

**F0516-04 Review and Approve the Jet Blue Lease Amendment Number 1, dated May 12<sup>th</sup>, 2016.**

- Commissioners were given handout of Draft Lease Amendment Number One to Agreement, which included Jet Fuel Discount Program and Air Service Incentive Program 2 for CY2016 for review.
- Manager Breault discussed page 5 Table 1, which highlights the following:
  - **05/12/16 to 06/25/16**- Terminal Rent will have a reduction of 50%, Landings Fee waived, Jet Fuel Cost will be BMA cost + .90 cents.
  - **06/26/16-09/08/16** – Terminal Rent \$ 36.00/Sq. Ft., monthly total \$ 1,741.50 or \$ 58.05 per day of usage; Landing Fees will be based on our structured rate of \$ 2.50 Minimum Gross take off weight; Jet Fuel will be our weekly price unless it is subject to Volume discount price.
  - **09/09/16-10/11/16**- Terminal Rent will be reduced by 50%; Landing Fees will be waived; Jet Fuel Cost will be BMA cost + .90 cents.
  - **Off Season 10/12/16 to 05/11/17**- 75% reduction in Terminal Rent to reserve space; Landing Fees and Jet Fuel cost is Not Applicable.

**OLD BUSINESS**

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

- Manager Breault stated we have contacted Attorney Michael Ford to assist us with the process. However, he has not responded to date.
- We will be consulting with Attorney Bruce Gilmore regarding this item

***Action: This agenda item was tabled.***

**Updates:**

- Airport Fee Structure Review Status Update.
- Business Software Update.
- Solar Funding Update.
  - To date we are \$ 60,000.00 over our Guaranteed Annual Output.
  - Commissioner Dunning asked if we could pursue locations on Airport property for additional Solar Projects.
  - Also, requested this agenda item be discussed monthly.
- Jet Blue Update.
  - Will arrive May 12<sup>th</sup>, 2016 for season.
- Air Service Development Marketing Update.
  - Discussed Nantucket and Hyannis apply for a joint Scasi Grant with funds predominately utilized in Hyannis.
- Island Airline Update.
- Open Meeting Law Update.
- Status on Constant Contact List for Jet Fuel Marketing.
  - Judith Goetz, Airport Public Relations Consultant has put together a post card with New Fuel Farm featured on the front. The postcard will be sent out to the Constant Contact List which is derived from Vector Airport Systems.

**Additional Discussion:**

- Discussed moving June 1<sup>st</sup>, 2016 Subcommittee meetings to June 8<sup>th</sup>, 2016. Commissioners unanimously approved change of date.

**Adjournment: Voted and moved to adjourn at 9:28 a.m.**

  
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Robert L. O'Brien, Co- Chairman

  
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Michael A. Dunning, Co-Chairman

