



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

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BARNSTABLE MUNICIPAL AIRPORT COMMISSION
FINANCE SUBCOMMITTEE MEETING MINUTES
 Wednesday, March 1st, 2017
 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
 James DellaMorte, Commissioner
 Stephen P. Cobb, Commissioner

Commissioners Absent:

Timothy R. Luzietti, Co-Chairman

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 8:35 a.m. Roll call was taken.

Minutes of the January 4th, 2017 Finance Subcommittee meeting were unanimously approved, and signed.

Commissioner O'Brien requested agenda items F0217-01; F0217-02 and F0217-04 be taken out of order.

F0217-01 Review and Approve Jacob's Engineering Contract "Rehabilitate Runway 15-33, Replace Runway 15-33 VASI with PAPI, Re-Align a portion of Taxiway B & Re-Align a portion of Taxiway C and Replace Emergency Back up Generator in Airfield Lighting Vault."- Amendment #3 to amend value of contract from \$ 693,813.00 to \$750,027.00.

- With no discussion a motion was made by Chairman O'Brien and seconded by Commissioner DellaMorte to approve and move item to the March 21st, 2017 Full Commission Meeting.

Action: Agenda items moved to Full Commission for approval.

F0217-02 Review and Approve Jacob's Engineering Contract "Slurry Seal and Mark Terminal Apron (Aprox. 300,000 SF) in the amount of \$44,128.00 to Provide Consulting Services for this Airfield Improvement Project.

- With no discussion a motion was made by Commissioner Cobb and seconded by Chairman O'Brien to approve and move item to the March 21st, 2017 Full Commission Meeting.

Action: Agenda items moved to Full Commission for approval.

F0217-04 Review and Approve Horsley Witten Group Environmental Solutions Notice of Responsibility (NOR) contract in the amount of \$ 95,000.00.

- This is a Department of Environmental Protection (DEP) Mandated Requirement.
- With no discussion a motion was made by Chairman O'Brien and seconded by Chairman DellaMorte to approve and move item to the March 21st, 2017 Full Commission Meeting.

Action: Agenda items moved to Full Commission for approval.

F0217-03 Discuss Draft FY18 Operating Budget.

- Proposed Expenses \$ 6,800,226.16
- Proposed Revenues \$ 6,460,883.00
- Manager Breault noted a one time transfer from Reserves to "catch up" OPCAP backlog for FY2018 in the amount of \$ 170,100.00.

Action: None

F0217-05 Review and Approve 2017 Barnstable Municipal Air Service Incentive Program #3.

- Manager Breault highlighted the changes to the Air Service Incentive Program
Category 1 Program 2 - 2016 Summary vs Category 1 Program 3 - 2017 Summary

| | |
|-----------------------------------|---|
| Landing Fees: Waived 1 - 6 months | Landing Fees: 50% Discount 1 - 6 months |
| 50% Discount -6-12 months | 25% Discount 7 - 12 months |
| Parking: \$25.00 & \$ 50.00 | Parking: \$ 50.00 & \$ 100.00 |
| Jet Fuel: Airport Cost + 90¢ | Jet Fuel: Airport Cost + \$ 1.25 |

- Commissioner Cobb suggested a copy of the Barnstable Municipal Air Service Program 3 be included in any packets given out to potential Air Carriers.
- A motion was made by Chairman O'Brien and seconded by Chairman Cobb to approve and move item to the March 21st, 2017 Full Commission Meeting.

Action: Agenda items moved to Full Commission for approval.

OLD BUSINESS:

F1216-01 Discuss Airport FY2018 to FY2022 Capital Project Data Sheets.

- No discussion.

F1116-03 Discuss proposed Draft Barnstable Municipal Airport Rates & Charges & Workshop date.

- Rates & Fees Workshop is scheduled for March 21st, 2017
- This will be part one of two workshops

Action: None

YTD financial statements:

Month to Month Snap-Shot Comparison Financial Sheet

- Republic Parking has a meeting scheduled week to discuss a possible Force Majeure.
- Net Jets sales are down by 8,000 gallons.
- Car Rental Concessions are slightly down as well.
- Solar revenue price point is down but production is the same.
- Car Rentals are starting to inquire about lowering the Minimum Annual Guarantee. Manager Breault will schedule a meeting to discuss their concerns.

UPDATES

- Jet Blue Update. – No Update
- Air Service Development Marketing Update. – No Update
- Island Shuttle Update. – No Update
- Development Agreement Update. – No Update
- Air Freight / Cargo Options. – No Update
- Remote Participation Airport Fee Structure Review Status Update. – No Update

Adjournment: Voted and moved to adjourn at 9:35a.m.

Robert L. O'Brien, Co- Chairman

Timothy R. Luzietti, Co-Chairman