



**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

Katie R. Servis, Airport Manager
Matthew T. Elia, Assistant Airport Manager

**BARNSTABLE MUNICIPAL AIRPORT COMMISSION
FINANCE SUBCOMMITTEE MEETING MINUTES
Tuesday, December 3rd, 2019
Airport Conference Room 8:30 a.m.**

Commissioner's Present: (Roll Call)

James DellaMorte, Chairman
Norman E. Weill, Commissioner
Wendy Bierwirth, Commission

Airport Staff:

Katie R. Servis, Airport Manager
Matthew T. Elia, Assistant Airport Manager
Mary McDonald, Financial Analyst

Minutes of the November 5th, 2019 Executive Session and July 9th, 2019 Finance Subcommittee Meeting were unanimously approved & signed.

Manager Servis introduced Fidora Rodrigues the Airport's new Finance Administrative Assistant. Also, the December 17th Commission Meeting will be held at 1:00 pm followed by the Airport's holiday party with our tenants.

NEW BUSINESS:

F1219-01 – Review and Discuss a Temporary License Agreement by and between Barnstable Municipal Airport and the Housing Assistance Corporation (HAC).

- Keith Trott, Housing Assistance Corporation (HAC) made a request for the on 11/12/19 for the use of the Mildred's Lot for up to two weeks to stage portions of modular homes while the final eight buildings are being built on Ridgewood Ave.
- Only one or two units will be in the lot at any time.
- Crane authorization has been received from MassDOT and the Federal Aviation Administration (FAA).
- Motion was made by Commissioner DellaMorte and seconded by Commissioner Bierwirth to approve and move item to the December 17th, 2019 Full Commission Meeting.

The agenda item was moved to the December 17th, 2019 Full Commission meeting for approval

Barnstable Municipal Airport Commission

John T. Griffin, Jr., Chairman; Elizabeth Young, Vice Chairman; Norman Weill, Clerk; Zachary Lesinski, Commissioner;
Wendy Bierwirth, Commissioner; John G. Flores, Ph.D., Commissioner

OLD BUSINESS:

F1219-05 – Review and Discuss Easements for Various Properties to MassDOT Highway Division and the Town of Barnstable.

- We are moving forward through the Federal Aviation Administration (FAA) process.
- At this time no action is required for this agenda item.

UPDATES:

- Financial Overview
 - Jet Fuel sales and purchases are tracking slightly lower than last year at this time.
 - We will be looking at our Jet Fuel Discount Program and possible revisions.
 - Vehicle Parking Revenue- will be meeting with Republic Services to discuss way to increase use.
- Airport Master Plan Update.
- Visioning Sessions (October 21/22)
- Inventory Chapter Review
- Planning Advisory Group (PAG) Development.
- Airport Business Plan Update
 - Goal A - 45% completed.
 - Goal B – 23% completed
 - Goal C-21% completed
 - Goal D- 20% completed.
- Cape Air Rooftop Solar Array Update
 - The rooftop array to be installed spring of 2020.
 - We are working through our list of items to be completed prior to installation, including a glare analysis.
- RFP Land Development Update.
 - This is on hold until we get through the Master Plan process and better identify use of airport property.
- Financial Update
 - The Development of Sole Source option for Veoci being reviewed. If Sole Source cannot be implemented then we will need to go out for a Request for Proposal (RFP).
- CIP Update/Next Steps
 - Submitted on November 18, 2019 to the Town of Barnstable.
- Airport Rates & Charges Update
 - Spring review and July 1, 2020 implementation of new plan
- PFOS/Public Involvement Plan & Update
 - Town Council approved additional funding for mitigation and reporting.
 - Working with Horsley Witten Group to gather additional data.

Meeting was adjourned at 9:55 a.m.

The next Finance Subcommittee Meeting is scheduled Tuesday, December 17th, 2019 @ 1:00 pm.



James DellaMorte, Chairman

Barnstable Municipal Airport Commission

John T. Griffin, Jr., Chairman; Elizabeth Young, Vice Chairman; Norman Weill, Clerk; Zachary Lesinski, Commissioner;
Wendy Bierwirth, Commissioner; John G. Flores, Ph.D., Commissioner