



**BARNSTABLE MUNICIPAL AIRPORT  
BOARDMAN-POLANDO FIELD**  
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Katie R. Servis, Airport Manager  
Matthew T. Elia, Assistant Airport Manager

**BARNSTABLE MUNICIPAL AIRPORT COMMISSION  
FINANCE SUBCOMMITTEE MEETING MINUTES  
Tuesday, February 4<sup>th</sup>, 2020  
Airport Conference Room 8:30 a.m.**

**Commissioner's Present: (Roll Call)**

Norman E. Weill, Chairman  
Wendy Bierwirth, Commission  
John G. Flores, Commissioner

**Airport Staff:**

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

*Minutes of the September 2019 and October 2019 Finance Subcommittee meeting were unanimously approved & signed.*

**NEW BUSINESS:**

F0220-01 – *Review and discuss the three year on-call contract for Airport Marketing Services by and between Barnstable Municipal Airport and The Quotient Group for a total Not To Exceed Value of \$75,000 for all three years.*

- Management requested the approval of the contract under the following terms:
  - FY20-December 2019 – June 30, 2020) = \$15,000.
  - FY21 -July 1, 2020 – June 30, 2021 = \$20,000
  - FY22 -July 1, 2021 – June 30, 2022 = \$20,000;
  - FY23- July 1, 2022 – December 31, 2022 = \$20,000
  - A total Not To Exceed Value for the contract of \$75,000, unless the consultant agreement is otherwise modified in writing by the Airport Commission
- The Quotient Group is also in the process of hiring local talent with background in Public Relations/Media Services on Cape Cod.
- Commissioners requested a 60 day termination clause be added to the contract to allow management to terminate at their discrepancy.
- Motion was made by Commissioner Flores and seconded by Commissioner Bierwirth to approve and move item to the February 18<sup>th</sup>, 2020 Full Commission Meeting contingent on the 60 day termination clause be added to contract.

***Action: The agenda item was moved to the February 18<sup>th</sup>, 2020 Full Commission meeting for approval***

**F0220-02 – Review and Discuss Revised Jet Fuel Program**

- Manager Servis stated that during the workshop on January 7<sup>th</sup>, 2020 it was discussed that NetJets and Everest purchase the most amount of fuel. They are in the 200,001 gallon uplift tier, and have purchases over 503,331 gallons of fuel in FY19.
- Based on the subcommittee discussion the program was modified to include the following changes:
  - Continue discount fuel program providing the same discount per gallon but only to those contracting at least 100,001 gallons or more such as NetJets and Everest Fuel.
  - Discontinue contracts below 100,001 gallons.
  - Discontinue “Agreements” and offer only Contracts.
- Committee discussed scheduling a meeting in March 2020 to review and reevaluation our retail margin for all users as part of the rates & charges evaluation.
- Motion was made by Commissioner Flores and seconded by Commissioner Weill to approve and move item to the February 18<sup>th</sup>, 2020 Full Commission Meeting

**Action: The agenda item was moved to the February 18<sup>th</sup>, 2020 Full Commission meeting for approval**

**F0220-03 – Review and Discuss the CY2020 Revised Airline Incentive Program**

- Manager Servis stated we have been approached by Southern Airways Express to provide service to Hyannis and Nantucket.
- Southern Airways Express anticipated start date is April 17, 2020.
- In June Airport Management will be attending the annual Jumpstart event and is requesting a modification to the existing program.
- We will be supplying a draft to our on-call marketing team, once their contract is signed and approved.
- A final draft will be provided to the Commission.
- Manager Servis stated the Finance Subcommittee is being asked to review from a monetary and fiscal standpoint. The incentive program will be reviewed by the Marketing and Infrastructure Subcommittee for their input from a marketing standpoint.
- Motion was made by Commissioner Flores and seconded by Commissioner Weill to approve and move item to the February 18<sup>th</sup>, 2020 Full Commission Meeting

**Action: The agenda item was moved to the February 18<sup>th</sup>, 2020 Full Commission meeting for approval of the draft Airline Incentive Program.**

**OLD BUSINESS:**

None

**UPDATES:**

- ARFF/SRE Roof Replacement Update
  - Amendment to contract completed
  - March 2020 Bid documentation will go out.
- ARFF/SRE Phase I Improvements Update
  - On January 28<sup>th</sup>, 2020 we met with MassDOT Aeronautics Division to request funding for the construction of the door as well as for two other projects.
  - Even though they seemed less agreeable to the door project, management submitted a grant request.
  - Management asked Fennick McCredie to attend the Full Commission meeting on February 18<sup>th</sup>, 2020 to discuss options for improvement of the Operations space.
  - Airport Management also requested a proposal from Fennick McCredie for full buildout design of the ARFF/SRE/Facilities Building.

- Airport Marketing
  - The Quotient Group Contract moved to the Full Commission.
  - Jumpstart 2020
    - Planning discussion - March 2020 Meeting
    - Draft Presentation for review- April 2020 Meeting
    - Final Presentation for review -May 2020 Meeting
- Airport Master Plan Update
  - Visioning Sessions (October 21/22)
  - Inventory Chapter Review – Completed
  - Forecast Chapter – Under review
  - Planning Advisory Group (PAG) Development – invitations went out with meeting planned for February 18, 2020 @ 1300
- Airport Business Plan Update
  - FY20 Q3 (March 2020)
  - Meeting with the Marketing & Infrastructure Subcommittee to discuss new developments and shifts
- Cape Air Rooftop Solar Array Update
  - Glare study complete
  - Federal Aviation Administration obstruction analysis complete
  - Pre-construction meeting complete
  - Insurance requirements - complete
- RFP Land Development Update on hold until reviewed as part of Airport Master Plan Update
- Financial Update on hold until we have a new data processing resource developed
- CIP – FY2021 has been submitted to Town of Barnstable
- Budget – FY2021 in process
- Airport Rates & Charges Update (March 2020 review)
- PFOS/Public Involvement Plan & Update
  - Meeting with the Town of Barnstable on February 12th, 2020 to discuss most recent findings.

*Commissioner Weill welcomed Commissioner Flores to the Finance Subcommittee and stated he looks forward to his expertise he will bring to the committee.*

***Meeting was adjourned 10:17 a.m.***

***The next Finance Subcommittee Meeting is scheduled Tuesday, March 3<sup>rd</sup>, 2020 @ 8:30 am.***

*Norman Weill*

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***Norman E. Weill, Chairman***