



**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, June 2nd, 2020
Airport Conference Room 8:30 a.m.
Via Zoom Virtual Meeting

Commissioner's Present: (Roll Call)

Norman E. Weill, Commissioner
John G. Flores, Commissioner

Commissioners Absent

Bradley J. Bailey, Commissioner

Airport Staff:

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

Meeting was called to order at 8:36 a.m. Roll call was taken

Minutes of the December 3rd, 2019 & January 7th, 2019 Finance Subcommittee Meeting were unanimously approved & and will be signed at a later date.

OLD BUSINESS

None

NEW BUSINESS:

F0620-01 – Review and Discuss Bid Award and Contract for Barnstable Municipal Airport Procure and Deliver Class 2 Airport Rescue and Fire Fighting Vehicle Project.

- The lowest bidder was Rosenbauer Minnesota, LLC at \$ 306,006.00
- Manager Servis stated that the piece of equipment in the original Bid that Federal Aeronautics Administration (FAA) allows for our size airport is no longer manufactured; the FAA did not change their bid specifications to reflect this and will need to do so, so the FAA allowed us to purchase the next higher level of vehicle.
- We will need to go back to the Town Council to request additional funds to cover the upfront cost of the vehicle.
- Project funded 100% by the FAA.
- Our local share is 0%
- Motion was made by Commissioner Flores and seconded by Commissioner Weill to approve and move item to the June 16th, 2020 Full Commission Meeting.

Action : The agenda item was moved to the June 16th, 2020 Full Commission meeting for approval.

- F0620-02 – Review and Discuss Bid Award and Contract for Barnstable Municipal Airport Procure and Deliver Equipment for Class 2 Airport Rescue and Fire Fighting Vehicle Project.
- The lowest bidder was Firematic Supply, Inc. in the amount of \$82,945.
 - Project is 100% FAA Funded.
 - Our local share is 0%
 - Motion was made by Commissioner Flores and seconded by Commissioner Weill to approve and move item to the June 16th, 2020 Full Commission Meeting.

Action : The agenda item was moved to the June 16th, 2020 Full Commission meeting for approval.

- F0620-03 – Review and Discuss Amendment #9 to the Horsley Witten Group Contract for on-call engineering services for the Polyfluoroalkyl Substances (PFAS) Mitigation Project in the amount of \$79,600.00
- Amendment #9 is to add additional consulting services associated with the PFAS mitigation project. This would include:
 - Scope of work
 - Bid specification development, which includes plans and specifications
 - Construction oversight services
 - This project is 100% funded by the Airport, but if Commission and FAA approve, we could possibly seek CARES Acts funds for reimbursement to our operating budget or as a Project.
 - Motion was made by Commissioner Weill and seconded by Commissioner Flores to approve and move item to the June 16th, 2020 Full Commission Meeting

Action : The agenda item was moved to the June 16th, 2020 Full Commission meeting for approval

- F0620-04 – Review and Discuss Contract by and Between Barnstable Municipal Airport and Southern Airways Express.
- Manager Servis stated their start date July 3rd, 2020 with weekend flights only, three times daily.
 - They would like to lease the smallest footprint as possible. With one or two employees who will also sheppard baggage.
 - Lease set at fair market value based on other terminal tenants of \$ 38.94 per square foot.
 - The Lease will be consistent with all of our newer leases to include:
 - Year-round lease (no seasonal leases)
 - 5 year term with a 1 year option
 - 3% Increase annually instead of CPI.
 - Airfreight 5 cents per pound
 - 3% Gross Revenue.
 - Motion was made by Commissioner Flores and seconded by Commissioner Weill to approve and move item to the June 16th, 2020 Full Commission Meeting

Action : The agenda item was moved to the June 16th, 2020 Full Commission meeting for approval.

UPDATES:

- Financial Overview - Expense, Revenue reports were reviewed
- ARFF/SRE Roof Replacement Update
 - Awaiting FAA Grant Award
- ARFF/SRE Phase I Improvements Update
 - Project kickoff 5/28/2020
- Airport Marketing
 - Business Plan Q4 Update - June 2020 Full Commission Meeting
- Airport Master Plan Update

Barnstable Municipal Airport Commission

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

- Inventory Chapter Review-Completed
 - Forecast Chapter – Completed
 - Environmental Chapter – Completed
 - Interim Report - Completed
 - Planning Advisory Group Development –Virtual meeting June 9th, 2020 1:00 pm - 3:00 pm.
- Airport Tenant Construction Policy & Green Technologies Implementation
 - June 2020 Infrastructure meeting/June Full Commission Meeting
- FY2021 CIP Approved by Town Council on April 17th 2020
- FY2021 Budget –
 - On docket for June 4th, 2020 Town Council Approval
- Airport Rates & Charges Update (2021 review post-COVID19)
 - Suggest waiting until the Fall 2020 to revisit
- PFOS/Public Involvement Plan & Update/Mitigation
 - Bid opening for project June 5th, 2020
 - Possible Special Commission Meeting on June 9th, 2020 to approve so contractor can begin work.
 - Project completion date September 30th, 2020.
- Airport Events – None
- Do not forget:
 - Terminal Mobile and/or Tee-shirt (Howard Boddington)
 - 90th Anniversary for Boardman/Polando Flight date to be determined.

Meeting was adjourned 9:50 a.m.

The next Finance Subcommittee Meeting is scheduled Tuesday, July 7th, 2020 @ 8:30 am.

Norman Weill

Norman E. Weill, Chairman