



**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, July 7th, 2020, 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
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 February 4th and March 3^d, 2020 Finance Subcommittee Meeting were unanimously approved & will be signed at a later date.

OLD BUSINESS

None

F0720-01 – Review & Discuss Fuel Contract by and between Barnstable Municipal Airport and World Fuel Services for Fuel Supply and Fuel Vehicle Rental.

- This will be a 3-year contract with two one year extensions.
- The contract is to replace our three existing 10 year old vehicles with three new vehicles.
- Discussed the three year rental cost:
 - Year 1 (FY2021) = \$67,080 (\$100,620 -waived \$33,540)
 - Year 2 (FY2022) = \$100,620
 - Year 3 (FY2023) = \$100,620
- Motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move item to the July 21st, 2020 Full Commission Meeting.

Action : The agenda item was moved to the July 21st, 2020 Full Commission meeting for approval

F0720-02 – Review & Discuss Standard License Agreement by and between Barnstable Municipal Airport and HMI Parking Services LLC.

- We have had an agreement with HMI over the past few years to use the main terminal parking lot for parking seasonal cars and year-round residents that live on Nantucket but have a car in Hyannis.
- On average he has parked 80 cars in season and about 40 off season.
- With no further discussion this agenda item was tabled.

Action : The agenda item was tabled.

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

F0720-03 – Review & Discuss supplemental appropriation and transfer order for the fiscal year 2020 airport capital budget in the amount of \$277,600.00 be appropriated and added to the original amount of \$250,000 appropriated under Town Council Orders (A.O. 2019-110 for \$100,000) and (A.O. 2020-052 for \$150,000) for the purpose of funding mitigation for the impacts of per and Polyfluoroalkyl substances (PFAS) and 1,4-dioxane in soil and groundwater associated

- Manager Servis stated the original Bid went out on March 27, 2020 with bid due on April 15, 2020.
- At that time the Bids we received were more than double the estimated price of \$250,000.
- The rebid was issued May 11, 2020 with bids due on June 12, 2020.
- The bids still came back higher then estimated.
 - The lowest bid we received was \$448,000.00
 - Lowest bid plus bid development and admin fees totaled \$79,600.00
 - The total Project Cost is \$527,600.00
 - Appropriation is short by \$ 277,600.00
 - Motion was made by Commissioner Weill and seconded by Commissioner Flores to approve and move item to the July 21st, 2020 Full Commission Meeting.

Action : The agenda item was moved to the July 21st, 2020 Full Commission meeting for approval

F0720-04 – Review & Discuss Professional Services Agreement by and between Barnstable Municipal Airport and Vector Airport Systems, LLC.

- We have had an agreement with Vector Airport Systems, LLC f Vector since July 1, 2015.
- The agreement is a sole source which includes:
 - Landing fee tracking and billing
 - Noise/aircraft tracking and web-based interface
 - Committee discussed the fee structure for the 5-years term of the agreement.
 - Aircraft ID System Annual Processing & Maintenance Fee \$ 16,230.00
 - VNOM Software \$ 40,000.00
 - NextGen HYA DATA \$ 20,867.00
 - Total cost \$ 77,096.00 yearly
 - Motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move item to the July 21st, 2020 Full Commission Meeting.

Action : The agenda item was moved to the July 21st, 2020 Full Commission meeting for approval

F0720-05 – Review & Discuss Fuel Pricing Agreement by and between Barnstable Municipal Airport and NetJets Services, Inc., for guaranteed 200,001 gallons annually.

- Net Jets have been part of the airport's discount fuel program since 2012.
- They purchase the largest quantity of fuel than any other of our discount fuel program participants.
- Discussed including our new rates and charges approved by the commission in February 2020 into the agreement.
- Motion was made by Commissioner Flores and seconded by Commissioner Weill to approve and move item to the July 21st, 2020 Full Commission Meeting.

Action : The agenda item was moved to the July 21st, 2020 Full Commission meeting for approval

Update Discussion:

- On-call Airport Environmental 3-year contract

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

- A review committee is needed.
- Airport Tree Clearing Project Update:
 - All trees have been removed & chipped.
 - Landscapers are on site.
 - A Hydrant Meter has been installed to aid us in watering the seedlings and trees
- ARFF/SRE Roof Replacement Update
 - Awaiting FAA Grant Award
- Airport Marketing
 - Business Plan FY2021 – Infrastructure July Meeting
- Airport Master Plan Update
 - Inventory Chapter Review-Completed
 - Forecast Chapter – Completed
 - Environmental Chapter – Completed
 - Interim Report - Completed
 - Planning Advisory Group (PAG) Development - A Virtual Meeting is was held on June 9 2020 1:00-3:00
- Airport Tenant Construction Policy & Green Technologies Implementation –
 - This will be discussed at the June 2020 Infrastructure meeting & June 2020 Full Commission Meeting
- FY2022 CIP – Planning underway
- FY2022 Budget - Planning underway
- 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 12
 - Additional Funding July 16
 - Project completion September 30/October 30
- Do not forget:
 - Terminal Mobile and/or Tee-shirt (Howard Boddington) - Discussion of Pilot Incentive Gear and Marketing Material during Infrastructure
 - 90th Anniversary for Boardman/Polando Flight (date?)

Meeting was adjourned at 9:47

The next Finance Subcommittee Meeting is scheduled Tuesday, August 4th, 2020 @ 8:30 am.

Norman Weill

Norman E. Weill, Chairman