



**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, August 4th, 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 8:31 a.m. Roll call was taken

Review and approve minutes of the June 2nd, 2020 and July 7th, 2020 Finance Subcommittee meeting was tabled.

EXECUTIVE SESSION: Executive Session pursuant to G.L. c. 30A, § 21(a)6)) to discuss and consider a future agreement by and Between Barnstable Municipal Airport and HMI Parking Services LLC as an open meeting may have a detrimental effect on the negotiating position of the Finance Sub-Committee.

Action : The agenda item was tabled.

OLD BUSINESS

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

- Manager Servis stated we did not receive the information we needed from Reef Parking.
- No further discussion

Action : The agenda item was tabled.

NEW BUSINESS

F0820-01 Review & Discuss Fuel Pricing Agreement by and between Barnstable Municipal Airport and NetJets Services, Inc.,

- Manager Servis stated that Net Jets have been part of the airport's discount fuel program since 2012.

- They purchase one of the largest quantity of all the discount fuel program participants. Everest currently purchases the most.
- Discussion included implementing our new rates and charges approved by the commission in February 2020 into their agreement.
- Net Jets asked to remove their minimum annual guaranteed gallons purchased.
- Commissioners requested adding a Cancellation Clause to the Agreement.
- Motion was made by Commissioner Weill and seconded by Commissioner Flores to
- approve and move item to the August 18th, 2020 Full Commission Meeting

Action : The agenda item was moved to the August 18th, 2020 Full Commission meeting for approval contingent on adding Cancellation Clause language.

F0820-02 – Review & Discuss the Contract by and Between Barnstable Municipal Airport and Southern Airways Express.

- Modifications have been made to the contract to ensure it meets all Federal Aviation Administration (FAA) and insurance requirements.
- Southern Airways requested that a Force Majeure clause be added allowing for termination of the lease if a catastrophic event were to occur
- Airport attorneys from Anderson and Kreiger reviewed the lease agreement to ensure we are meeting all requirements and updated the document accordingly and added a termination clause
- Management has requested that Southern Airways Express, Mark Cestari, Chief Commercial Officer, review and sign the lease agreement prior to the August 18th, 2020 full Commission meeting.
- A motion was made by Commissioner Weill and seconded by Commissioner Bailey to approve and move item to the August 18th, 2020 Full Commission Meeting

Action : The agenda item was moved to the August 18th, 2020 Full Commission meeting for approval.

F0820-03 – Review and Discuss Revision to the Commission by-Laws.

- The last modification to the By-Laws was October 2018.
- Town Attorney Charlie McLaughlin reviewed the By-Laws to ensure we are meeting the requirements regarding Open Meeting Laws and Chapter 90.
- Commissioners requested a few modifications:
 - To clarify Powers & Purpose.
 - Add language stating what the commissioner's responsibilities are.
 - Add Quarterly Financial Reporting.
- Motion was made by Commissioner Weill and seconded by Commissioner Bailey to move item to the August 18th, 2020 Full Commission Meeting with added revisions and comments .

Action : The agenda item was moved to the August 18th, 2020 Full Commission meeting for approval contingent on revisions and comments added.

F0820-04 – Review and Discuss Bid Acceptance and Award Recommendation for the 3-year on-call ENVIRONMENTAL ENGINEERING, PERMITTING AND DEP REMEDIATION CONSULTANT SERVICES for Barnstable Municipal Airport.

- Manager Servis stated our 3 year on-call contract for airport environmental services has expired.

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

- Requests for Proposals went out on June 19, 2020 and were due on July 14, 2020.
- We received two responses :
 - Horsley Witten Group
 - Environmental Partners
- The Evaluation Committee made up of Airport Management and the Town's Procurement Office reviewed the two Bids and recommended Horsley Witten Group.
- Based on the proposals, the committee determined that Environmental Partners had enough relevant and recent Airport experience; whereas Horsley Witten Group does
- A motion was made by Commissioner Flores and seconded by Commissioner Bailey to move item to the August 18th, 2020 Full Commission Meeting with added revisions and comments

Action : The agenda item was moved to the August 18th, 2020 Full Commission meeting for approval.

UPDATES:

- New Finance Reporting was discussed and reviewed.
 - Based on prior meetings and discussion with Commissioner Weill, Manager Servis presented a new financial report that was well received by all Commissioners present. See attached.
- Wash Rack
 - Proposals were due August 3, 2020
 - No proposals were received
 - The Airport will look at offering the parcel to the existing Incumbent.
- World Fuel Contract-
 - Contract has been reviewed by Anderson & Kreiger and we are waiting on their insurance information.
- Freight in Terminal
 - Cape Air has requested a waiver to do freight out of the Terminal.
- Airport Tree Clearing Project Update
 - MassDot Reimbursement has been submitted.
- ARFF/SRE Roof Replacement Update
 - Awaiting FAA Grant Award
- Airport Marketing
 - Business Plan FY2021 – To be discussed at the July & August Infrastructure Subcommittee Meeting
 - Airport Master Plan Update- reported status
 - Inventory Chapter Review-Completed
 - Forecast Chapter – Completed
 - Environmental Chapter – Completed
 - Interim Report - Completed
 - Planning Advisory Group (PAG) Development - We had a meeting June 9 2020 (virtual) 1-3
 - Public Meetings
- Airport Tenant Construction Policy & Green Technologies Implementation
 - Discussion of the Guidelines for Construction, Alteration and Improvements at the Barnstable Municipal Airport Policy (this includes Green Technologies) . Have been working with Infrastructure and tenants to complete.
- FY2022 CIP
 - Planning underway we have September meetings with FAA and MassDOT for FY2022.
- FY2022 Budget – Planning underway

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Wendy Bierwirth, Commissioner; John G. Flores, Ph.D., Commissioner

- Airport Rates & Charges Update –Jet Fueling pricing will be the first topic of discussion.
- PFOS/Public Involvement Plan & Update/Mitigation
 - Manager Servis stated the original Bid went out on March 27th, 2020 with bid due April 15th, 2020.
 - At that time the Bids we received were more than double the estimated \$250,000.00.
 - We requested additional Funding July 16, 2020
 - Project kickoff August 4
 - Project completion September 30-October 30, 2020
- Airport Events – None
 - Do not forget: 90th Anniversary for Boardman/Polando Flight (date?)

Meeting was adjourned at 10:09

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

Norman Weill

Norman E. Weill, Chairman