



# BARNSTABLE MUNICIPAL AIRPORT

BOARDMAN-POLANDO FIELD

480 BARNSTABLE ROAD, 2ND FLOOR

HYANNIS, MA 02601

[www.town.barnstable.ma.us](http://www.town.barnstable.ma.us)



Office: 508-775-2020  
Fax: 508-775-0453

R.W. "Bud" Breault, Jr., Airport Manager  
Katie R. Servis, Assistant Airport Manager

## BARNSTABLE MUNICIPAL AIRPORT COMMISSION FINANCE SUBCOMMITTEE MEETING MINUTES

Wednesday, September 6<sup>th</sup>, 2017

Airport Conference Room 8:30 a.m

### Barnstable Municipal Airport Commission:

John T. Griffin Jr.,  
Chairman

Mary F. Smith,  
Vice Chairman

Stephen P. Cobb,  
Clerk

Robert L. O'Brien,  
Commissioner

Elizabeth Young,  
Commissioner

James DellaMorte,  
Commissioner

Zachary Lesinski,  
Commissioner

### **Commissioners Present: (Roll Call)**

James DellaMorte, Commissioner  
Stephen P. Cobb, Commissioner

### **Airport Staff:**

R.W. (Bud) Breault, Jr., Airport Manager  
Katie R. Servis, Assist. Airport Manager  
Mary McDonald, Financial Analyst

### **Public Members:**

None

Meeting was called to order at 8:40 a.m. Roll call was taken.

### ***Minutes of the August 2nd, 2017 Finance Subcommittee meeting were unanimously approved, and signed.***

#### *Discussion of Month to Month Snap-Shot Comparison Financial Sheet.*

- Jet Fuel Sales are roughly the same as last year for the month of August.
- Jet Fuel Purchases are up for the same month.
  - Net Jets fuel purchases at this time are 11,500 gallon below last year for the month of August. Historically, they have increased by the end of the year so Manager Breault is not concerned.
  - Jet Blue Fuel purchases are well below last year. Next year based on the gallons purchased this year we will not be giving a discount.
  - Commissioner Dellamorte suggested JetBlue prepay a set amount based on projected gallons purchased, in order to continue to receive a discount.
- Enplanements and Deplanements are trending downward. At present time they are based on Airlines only. We will be making a change in reporting in the near future to include all Charters and Part 135 Air Taxi Service.
- FAA Air Traffic numbers are down 2000 operations from last year.
- Car Rental numbers are as follows: Enterprise & Budget numbers are up. Avis & Hertz numbers are down.

- Republic Parking numbers are up from last year. This could be due to parking contracts recently acquired.
- Solar Revenues are down \$322,000.00 from last year. However, we are \$ 13,000.00 over Guaranteed Annual Output (GAO).

## **NEW BUSINESS**

### **F0917-01 Discuss Potential Business Opportunities for Food Service.**

- Centerville Pie has given formal notice they will be leaving the Terminal as of September 30th, 2017 and not returning.
- We are now searching for other options for the space.
- Some options that were discussed are, Cape Place-"rent out space", Coffee Shop, Kitchen Culinary Incubator, Dunkin Donuts.
- Manager Breault stated Colombo's restaurant has been looking in to the Mildred's property. Possibly make a package deal where they would also have some type food service in the Terminal.
- Manager Breault suggested we put together a panel of restaurant owners or Managers to recommend what we should do with the space.

***Action: None at this time***

### **F0917-02 Review & Approve Draft Rates & Fees.**

- There were a few items that were not discussed at the last Rates & Fees Workshop on August 28<sup>th</sup>, 2017.
- Discussed holding another workshop the week of September 11<sup>th</sup>, 2017 to finalize the information, prior going to Town of Barnstable for final approval.
- Assistant Manager, Katie Servis will update FY17 information and send out to the commissioners prior to workshop.

***Action: Management will set up another Rates & Fees Workshop for the week of September 11<sup>th</sup>, 2017.***

### **F0917-03 Discuss Flooding at Hangar II .**

It has been a continuing problem that Cape Air's Hangar floods during heavy rain.

Manager Breault stated we have done work to correct the problem but it continues to flood.

- We have new drainage in the road area and a new Recharge System.
- One of the issues has been the Hangar elevation is too low. It's approximately a foot lower than the ground surrounding it, causing the storm drains to overflow and then flows to hangar area.
- Assistant Manager, Katie Servis stated we will be putting brems around the building for the upcoming storm.
- We have asked Horsley & Witten Group to analyze the problem and give possible solutions to the problem.
- Assistant Manager, Katie Servis stated Peter Farrell, Managing Director, Supply Chain and Facilities for Cape Air has looked into installing concrete wall around the building. The estimated cost would be \$80,000.00 and it's not guaranteed it would solve the problem.
- Cape Air has had roughly \$ 45,000.00 in damages to date, due to the flooding.

***Action: None at this time***

**F0917-04 Review & Approve Everest Fuel Management, LLC Jet Fuel Agreement.**

- Everest Fuel Management, LLC manages several companies, including FLEXJET & Flight Options.
- Length of contract will be for one year.
- If they do not meet the contracts required gallons purchased, there will be a penalty of the difference between actual gallons purchased and the contract gallon.
- Motion was made by Commissioner Cobb and seconded by Commissioner Dellamorte to approve and move item to the September 19th, 2017 Full Commission Meeting.

**Action: Agenda item moved to Full Commission for approval.**

**OLD BUSINESS:**

None

**ADDITIONAL DISCUSSION:**

- Tracking of aircraft at the Barnstable Airport was discussed.
  - Commission Dellamorte suggested we get an app for an IPAD or Cell phone to digitally enter fuel slips. The information we are looking to track would be tail numbers and gallons sold to each individual aircraft. "The Square" for fuel slips, was an app that was mentioned it could be used on either device and has a 2.7% percentage rate. Presently, we are paying 3.5% for credit card purchases.
  - Assistant Manager Servis noted we have been discussing looking in IPADS for our 139 Inspections. So, we could receive a double benefit from purchasing them. She also mentioned we are currently under contract with Vector Airport Solutions to track and invoice for our landings fees. We could possibly contact Thomas Breen, Vector Vice President to see if we can integrate the information we are searching for with our in the reports we receive.
- Cape Town Plaza/ Kmart Plaza
  - Discussed briefly that we complete a thorough RFP and have an appraisal done on the property.
- Jacob's Engineering Group Inc. contract is in the process of being renewed. They consult on all horizontal projects at the airport, other than Ground Water.

**UPDATES:**

- Development Agreement Update.
  - None
- Air Freight / Cargo Options Update.
  - None
- Parking Update
  - None
- Vacant Commissioner Position
  - Manager Breault asked commissioner if they knew of any potential candidates for the position. We would like the individual to have an aviation back ground if possible.

**Adjournment: Voted and moved to adjourn at 10:34 a.m.**

  
James DellaMorte, Co-Chairman

  
Stephen P. Cobb, Co-Chairman

**BARNSTABLE MUNICIPAL AIRPORT**

**Finance Sub-Committee Sign-in Sheet**

**8:30 am**

**September 6th , 2017**

<b>Name (Print)</b>	<b>Organization</b>	<b>Phone</b>

