



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

R.W. "Bud" Breault, Jr., Airport Manager
Frank Sanchez, Jr., Assistant Airport

Barnstable Municipal Airport Commission:

Ronald Persuitte,
Chairman

Donald E. Megathlin,
Vice Chairman

Robert L. O'Brien,
Commissioner, Clerk

John T. Griffin, Jr.,
Commissioner

Michael A. Dunning,
Commissioner

Timothy R. Luzietti,
Commissioner

BARNSTABLE MUNICIPAL AIRPORT COMMISSION FINANCE SUBCOMMITTEE MEETING MINUTES

Wednesday, October 3rd, 2012
Airport Conference Room 8:30 a.m.

Commissioners Present: (Roll Call)

Robert L. O'Brien, Co-Chairman
Michael Dunning- Co-Chairman
Timothy R. Luzietti, Commissioner

Airport Staff:

R.W. (Bud) Breault, Jr., Airport Manager
Frank Sanchez, Jr., Assist Airport Manager
Mary McDonald, Financial Admin. Assistant

Public Members:

Robert Persuitte, BMAC
Mary Smith, BMAC
June Daley, Town Council

Meeting was called to order at 8:35 a.m. Roll call was taken.

Minutes of the September, 2012 Finance Subcommittee meeting were unanimously approved, and signed

*Discussion of Month to Month Snap-Shot Comparison Financial Sheet
Brief discussion of Accounts Receivable options -Business Work; Access, Excel & Munis Software Programs.*

NEW BUSINESS

F10-01 Outside Fence Land Lease Discussion

Discussion topics included:

- Lease rates per square foot
- Options of 5 year lease with 5 additional year option.
- Discussed lot survey ~ legal size of parking space 10' x 20' square feet.

Commissioner, Tim Luzietti recommended increases per square foot cost for the spaces. For example: Hertz is currently paying 32¢ per square foot and Commissioner Luzietti suggested an increase to 45¢.

Action: Commissioner Megathlin, offered to research competitive rates for local developers and report to committee.

OLD BUSINESS

F07/02 Fuel Discount Program Update:

Manager Bud Breault updated the commissioners on the Fuel Discount Program Regarding Island Airlines Fuel Discount Program:

- Island Airlines offered to use their employees to aid in the fueling of their aircrafts. This is not allowed per FAA Requirements
- Discussed increasing one of our 32 hour employees to a 40 hour employee.
- Possibility of adding an additional employee to Operation staff.
- Lease an addition fuel truck to meet demand.

Action: None at this time.

F07/03 FBO Action Plan Update:

Airport Manager, R.W. "Bud" Breault reported he is in the development stage of RFP and is gathering information regarding FBO Improvement RFP. Manager Breault discussed consulting with Chattanooga Metropolitan Airport to confer about their FBO Improvement plan. In addition, Manager Breault noted he discussed with Jacobs Engineering the options we have, whether to remodel the existing building or rebuild new FBO.

Action: None at this time.

Adjournment: Voted and moved to adjourn at 9:15 a.m.



Robert L. O'Brien, Co- Chairman



Michael A. Dunning, Co-Chairman



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Commissioner

Timothy R. Luzietti,
Commissioner

Mary F. Smith,
Commissioner

BARNSTABLE MUNICIPAL AIRPORT COMMISSION FINANCE SUBCOMMITTEE AGENDA Wednesday, October 3rd, 2012 Conference Room 8:30 a.m.

Call Meeting to Order

Roll Call (Dunning, OBrien, Luzietti)

Review and approve minutes of September 5th, 2012 meeting

YTD financial statements:

Month to Month Snap-Shot Comparison Sheet

NEW BUSINESS

F10-01 Outside Fence Land Lease Discussion

OLD BUSINESS

F07/02 Fuel Discount Program Update

F07/03 FBO Action Plan Update

Adjournment

BARNSTABLE MUNICIPAL AIRPORT

Finance Sub-Committee Sign-in Sheet

October 3rd, 2012

Name (Print)	Organization	Phone
MARY SMITH John Daley	BMAC Councilor	508-771-9217 428-3852
TIM LUZZETTI	BMAC	362-4105
MICHAEL A. DUNNIN	BMAC	
BOB O'BRIEN	BMAC	

