

BARNSTABLE MUNICIPAL AIRPORT

BOARDMAN-POLANDO FIELD
480 BARNSTABLE ROAD, 2ND FLOOR
HYANNIS, MA 02601
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R.W. "Bud" Breault, Jr., Airport Manager
Frank Sanchez, Jr., Assistant Airport Manager

BARNSTABLE MUNICIPAL AIRPORT COMMISSION FINANCE SUBCOMMITTEE MEETING MINUTES Wednesday, December 5th, 2012 Airport Conference Room 8:30 a.m.

Commissioners Present: (Roll Call)

Robert L. O'Brien, Co-Chairman
Michael Dunning, Co-Chairman

Airport Staff:

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

Absent:

Timothy R. Luziatti, Commissioner

Public Members:

Robert Persuitte, BMAC
June Daley, Town Council
Jim Kinsella, Barnstable Enterprise

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

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

Discussion of Month to Month Snap-Shot Comparison Financial Sheet

\NEW BUSINESS\12-01 TSA/GSA Renewal of Terminal Lease Space:

Airport Manager Breault, updated the subcommittee, that we are in the negotiation stage TSA/GSA Terminal Lease. Key points of discussion were:

- GSA manages leases for the TSA
- TSA space at the Barnstable Airport is 1,112 square feet
- Discussed increase to price to \$ 32.50 per square foot, to conform to similar BMA leases.
- Present terms of lease 10year
 - 5 year firm
 - 5 year option

Action: None at this time.

FY12-02 New 1,200 Gallon Refueler Lease Agreement:

A new 1,200 fuel truck was added to our fleet to accommodate the increase in fuel sales and to ensure customers receive prompt fuel service. Committee members suggested sending correspondence to repeat customers updating them on the fuel discount pricing agreement that is available to them. Also, follow up with Barnstable Airport's Operations department to ensure they are promoting the discount program to general aviation customers.

Action: Approved Truck Lease and recommended to December 18th, 2012 Full Commission Meeting for approval.

OLD BUSINESS:

F10-01 Outside Fence land Lease Discussion & Pain D'Avignon Draft Lease /Rate Discussion:

No discussion at this time.

Action: None at this time

FY11-01 Island Airlines Fuel Pricing Agreement Update:

Manager Breault, updated the subcommittee regarding the Island Airlines Fuel Price Agreement.

Key points of discussion:

- Fuel Price Agreement was signed December 4th, 2012
- Island Airlines will call and give a 15 minute lead to schedule fueling.
- Invoiced weekly
- Minimum guarantee of 50,00 gallons
- Discount price 75¢ per gallon.
- Island Airlines eligible aircraft consist of 3 Charters & 1 Air carrier
- If the demand of service increases we will add personal to the ramp.

Action: None at this time.

FY 07/03 FBO Action Plan Update:

Roland W. Breault, Jr., Airport Manager spoke with Airport Business Solutions regarding developing RFQ regarding FBO Improvements. To this point the improvements that have been completed and discussed has been covered by MGL 30B; we may not need RFQ to be in compliance as we could exercise our Aviation Exemption; however, it would behoove us to issue the RFQ in any case.

There are several conferences relating to FBO Improvements in the near future in various locations.

The subcommittee members discussed Dan Fortnam, who has given the Airport Manager an Air Service Development Consultant proposal to represent the Barnstable Municipal Airport at the conferences and report regularly to subcommittee.

Griffin Avionics Lease – we have continued negotiations and we will now be preparing a “graduated” lease rate proposal.

Additional points of discussion:

- Without MassDOT support we will have to use our reserve funds for any construction.
- Put FBO Development on CIP as a projected Project: FBO Plan FY14
FBO Development FY15
- New construction vs. addition to existing building.
- Possible leasing Barnstable Municipal Airport property to an outside company to build FBO.

Action: Prepare additional FY2014 CIP project and submit to Town..

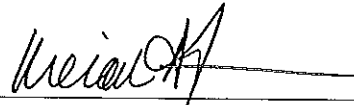
ADDITIONAL DISCUSSION:

Scheduled Friday December 14, 2012 @ 8:30 Finance Subcommittee and Council member June Daley will be given a bus tour to view all Airport properties. .

Adjournment: Voted and moved to adjourn at 9:25 a.m.



Robert L. O'Brien, Co- Chairman



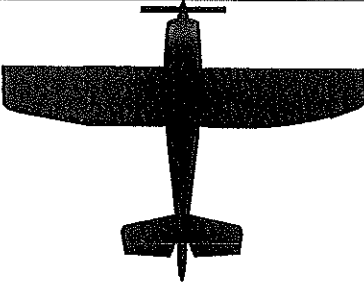
Michael A. Dunning, Co-Chairman

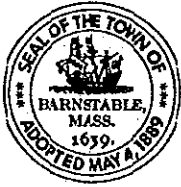
BARNSTABLE MUNICIPAL AIRPORT

Finance Sub-Committee Sign-in Sheet

December 5th, 2012

Name (Print)	Organization	Phone
Jim Kinsola	Barnstable Enterprise	208-815-4530
June Daley	Councilor Precinct 1	508-364-8414





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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. Luziatti,
Commissioner

Mary F. Smith,
Commissioner

BARNSTABLE MUNICIPAL AIRPORT COMMISSION FINANCE SUBCOMMITTEE AGENDA Wednesday, December 5th, 2012 Conference Room 8:30 a.m.

Call Meeting to Order

Roll Call (Dunning, OBrien, Luziatti)

Review and approve minutes of November 7th, 2012 meeting

YTD financial statements:

Month to Month Snap-Shot Comparison Sheet

NEW BUSINESS

F12-01 TSA/GSA Renewal of Terminal Lease Spaces

F12-02 New 1,200 Gallon Refueler Lease Agreement

OLD BUSINESS

F10-01 Outside Fence Land Lease Discussion &
Pain D'Avignon Draft Lease/Rate Discussion

F11-01 Island Airlines Fuel Pricing Agreement Update

F07/03 FBO Action Plan Update

Adjournment