



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 Manager

BARNSTABLE MUNICIPAL AIRPORT COMMISSION FINANCE SUBCOMMITTEE MEETING MINUTES Wednesday, September 4th, 2013 Airport Conference Room 8:30 a.m.

Barnstable Municipal Airport Commission:

Ronald Pursuitte,
Chairman

John T. Griffin, Jr.,
Vice Chairman

Robert L. O'Brien,
Commissioner, Clerk

Donald E. Megathlin,
Commissioner

Michael A. Dunning,
Commissioner

Timothy R. Luziatti,
Commissioner

Mary F. Smith,
Commissioner

Commissioners Present: (Roll Call)

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

Airport Staff:

Frank Sanchez, Jr., Assist Airport Manager
Mary McDonald, Principal Financial Admin. Assistant

Absent:

R.W. (Bud) Breault, Jr., Airport Manager

Public Members:

June Daley, Town Councilor

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

Minutes of the August 7th, 2013 Finance Subcommittee meeting were unanimously approved, and signed.

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

NEW BUSINESS:

None

OLD BUSINESS:

FY05-01 Access & Excel Software Update:

Information Systems representatives attended a meeting at the airport, in the second floor conference room on August 8th, 2013 @ 9:00 am. Attendees include Airport Management, Airport Staff and members of the Town of Barnstable, Finance Staff. The topic of discussion was our need for current financial reports. At the present time, we are unable to retrieve reports that have the current month's financial data on them. Our accounting is a two stage process which has a delay in when Airport staff enters the information and when the Town of Barnstable Finance department posts the information in munis. It was suggested that airport staff have the ability to enter and post our financial information.

Action None

PENDING BUSINESS:

Fuel Contract Update:

Net Jets current contract expires on September 3rd, 2013. At this time, contracted goal of 300,000 gallons has not been met. The shortfall in jet fuel purchases is 51,598 gallons, which per agreement there will be a margin payment due. The margin payment will be calculated as follows:

➤ Margin payment $300,000 - 248,402 = 51,598 \times \$1.10 = \$56,757.80$.

In addition, management is awaiting communication from Net Jets whether they are renewing contact at a lower minimum gallon guarantee of 200,000 gallons.

Action: None

Hoyle Tanner Associates Scope Fee Negotiations Update:

None

Esco Contract -EMAS Update:

None

Adjournment: Voted and moved to adjourn at 9.06 a.m



Robert L. O'Brien, Co- Chairman



Michael A. Dunning, Co-Chairman

