



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
Katie R. Servis, Assistant Airport Manager

Barnstable Municipal Airport Commission:

Ronald Persuitte,
Chairman

John T. Griffin, Jr.,
Vice Chairman

Robert L. O'Brien,
Commissioner, Clerk

Michael A. Dunning,
Commissioner

Timothy R. Luziatti,
Commissioner

Mary F. Smith,
Commissioner

Stephen P Cobb,
Commissioner

BARNSTABLE MUNICIPAL AIRPORT COMMISSION FINANCE SUBCOMMITTEE MEETING MINUTES

Wednesday, November 4th, 2015
Airport Conference Room 8:30 a.m.

Commissioners Present: (Roll Call)

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

Also, in attendance Commissioner Mary Smith and Commissioner Stephen Cobb.

Airport Staff:

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

Public Members:

Daniel Fortnam, Air Service Consultant, Kristin Broadley, Centerville Pie Company, Laurie Bowen, Centerville Pie Company, Jim Wolfe, Cape Air, Peter Farrell, Cape Air, and Philip Geraci, Rectrix Aerodrome.

Meeting was called to order at 8:30 a.m. Roll call was taken.

Minutes of the September 2nd, 2015 Finance Subcommittee meeting were unanimously approved, and signed.

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

New Business:

F1115-01 Budget Action Calendar

Manager Breault reported we are right on schedule with deadlines outlined in Budget Action Calendar handout.

F1115-02 Free Cash Certification & Review Capital Appropriations

Manager Breault discussed projects listed for FY2017, the FAA and MassDOT funding availability, the Airport Enterprise account funding. For review a spreadsheet titled, "Schedule of Capital Appropriations" was used as a handout. The spreadsheet outlines projects that possibly could be closed to make available free cash.

Action: None at this time

- F1115-03 Draft Airport FY17 thru FY21 CIP Plan**
Manager Breault, discussed projects listed for FY2017, the FAA and MassDOT funding and the Airport Enterprise account funding.
- AIR17-01 Design & Replace RWY 15-33. Re-Align a portion of Taxiway Charlie and Taxiway Bravo.
 - Replace Runway 33 current VASI to PAPI lighting system. The current VASI equipment is antiquated and parts are no longer being produced. PAPI lighting system is a precision instructive approach to the Runway. FAA will also maintain the PAPI system, where as we maintain the current VASI.
 - AIR-17-06 Annual Painting Contract for Runways, Taxiway Markings and Airport owned roadways. Discussed full repainting every other year.

Action: Approved and Recommended to the Full Commission.

- F1115-04 FY17 Proposed Personal Changes.**
As outlined in the Budget Action Calendar, Manager Breault submitted proposed Personal Changes to the Human Resources Department and Town Manager on October 26, 2015

Action: Approved and Recommended to the Full Commission.

- F1115-05 Proposed Lease for Airport Restaurant.**
Manager Breault introduced Laurie Bowen and Kristin Broadley, Centerville Pie Company.
- Attorney for Centerville Pie Company, Heidi A. Grinsell is reviewing final draft lease.
 - Will be catering the Airport Art Program Event on November 5th, 2015 as a soft opening,
 - Will start with small menu for breakfast and lunch.
 - Preliminary suggested hours 6:00 am to 2:00pm. Hours can be adjusted according to customer demand.
 - They employ over 50 disabled adults by partnering with Cape Abilities, an organization that supports people with disabilities

Action: Approved and Recommended to the Full Commission

- F1115-06 FAA Reimbursable Agreement AJW-FN-ESA-16-E064 Design and Construction Support to Relocate & Replace Existing VASI with PAPI on Runway 33 in the amount of \$ 98,294.96.**
- Manager Breault explained the purpose and timing of the agreement and funding would be from prior Appropriation Orders for RWY 15-33 planning and permitting funds.

Action: Approved and Recommended to the Full Commission

- F1115-07 Lawrence Lynch Change Order #1 in the amount of \$ 88,804.47.**
Manager Breault supported the change order funding for Fuel Farm Project, since Hangar II Drainage system ties into the Fuel Farm Drainage.

Action: Approved and Recommended to the Full Commission

1115-08

Cape Air Solar Presentation

Jim Wolf, Sustainability Initiative Director presented to the commission "Cape Air Solar PV Parking Canopy" handout.

- The project would need BMA to rewrite their lease.
- Cape Air may be partnering with Solect Energy Development, LLC.
- Parking Canopy will also have an electric car charging station.
- Discussed Ocular Glare Control.
- Cape Air will be taking over cost of LED lighting in the parking area.
- Contracting/Design/Permitting will be done during fall/winter 2015-2016.
- Projected to be in service before December 31, 2016.

Action: Cape Air will submit Draft Letter of Intent with Design Plan before the next Finance subcommittee meeting or December 2nd, 2015.

If not complete due to the time frame, a special meeting may be called.

F1115-09

Town of Barnstable Solar Parking Lot /Carport Plan

- Katie Servis, Assistant Airport Manager reported she met with other Town Entities to discuss possible locations for Solar Parking Lot/Carport.
- Town of Barnstable will be reviewing various town parking lots as options to build Solar Parking Lot /Carports.
- The Town of Barnstable has 10% Net Metering and has 2% left to use.
- 400 parking spaces are equal to One Mega Watt of solar output.
- Project is in the beginning stage at this point.

Action: None at this time

Old Business:

NONE

Updates:

- Airport Fee Structure Review Status Update
 - No Update
- Business Software Update
 - Town of Barnstable, IT Department installed a demo version on November 2nd, 2015 for administrative staff to review. If the demo meets our needs, it will be installed in the Spring of 2016. Will be 100% funded by Airport.
- Net Jets & Island Airlines Fuel Agreement Update
 - No Update
- Solar Funding Update
 - Manager Breault reported we have received \$ 237,196.66 from CVEC in revenue thru September 2016.
- Jet Blue Update
 - No Update
- Northeast Region Airports Ranked by Passengers
 - See handout
- Air Service Development Marketing Update
 - Dan Fortnam, Air Service Marketing Consultant updated the commissioners on his progress. A handout was given highlighting what items were as expected, better than expected and what is behind expectations.

Adjournment: Voted and moved to adjourn at 10:35 a.m.


Robert L. O'Brien, Co- Chairman


Michael A. Dunning, Co-Chairman

BARNSTABLE MUNICIPAL AIRPORT

Finance Sub-Committee Sign-in Sheet

8:30 a.m.

November 4th, 2015

Name (Print)	Organization	Phone
DANIEL FORTNAM		508 367-0979
MARY SMITH	BMAC	508-237-9758
Mary Platt	BMAC	508 375 0484
Kaustin Broadly	CPic Shop	774-470-1406
Lauree Bowen	CPic Shop	508-274-8894
Jim Wolf	Cape Air	
Peter Farrell	Cape Air	508-240-4851
PHILIP GERACI	RECTRIX	508-771-7520

