



BARNSTABLE MUNICIPAL AIRPORT

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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. Luzietti,
Commissioner

Mary F. Smith,
Commissioner

Stephen P Cobb,
Commissioner

BARNSTABLE MUNICIPAL AIRPORT COMMISSION FINANCE SUBCOMMITTEE MEETING MINUTES

Wednesday, July 1st, 2015
Airport Conference Room 8:30 a.m.

Commissioners Present: (Roll Call)

Michael A. Dunning, Co-Chairman
Timothy R. Luzietti, Commissioner

Commissioners Absent:

Robert L. O'Brien, Co-Chairman

Also, in attendance, Commissioner Stephen Cobb, Commissioner John Griffin,
Commissioner Mary Smith

Airport Staff:

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

Airport Staff Absent:

Katie R. Servis, Assist. Airport Manager

Public Members:

None

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

Minutes of the June 3rd, 2015 Finance Meeting & June 23rd Special Finance Subcommittee meeting were unanimously approved, and signed.

Discussion of Month to Month Snap-Shot Comparison Financial Sheet

F0715-01 Approval of Jacobs Engineering Group, Inc. contract for New Fuel Farm Facility and Removal of Existing Fuel Tank in the amount of \$ 126,350.00.

- Briefly discussed the contract will cover general administration services, and construction phases services, construction administration and engineering.

Action: Approved and voted to move to Full Commission for approval.

F0715-02 Approval of Jacobs Engineering Group, Inc. contract for Runway Visibility Zone (RVZ) Tree Clearing in the amount of \$ 61,254.00.

- Discussed there were three bids receive from Jacob's Invitation for Bid that was issued
 - Northern Tree Services \$ 180,827.52
 - Mayer Tree Services \$ 298,529.00
 - Northeastern Tree Services \$ 340,500.00

Action: Approved and voted to move Jacob's Contract and Northern Tree Services Bid Acceptance to Full Commission for approval.

OLD BUSINESS

F0615-02 Review Parking Fee Structure.

Action: Tabled

F0615-01 Steam Ship Authority Lease/ Counter Proposal.

- Commissioners are not in agreement with James Toner Appraisal.
- Steamship Authority counter offer consist of the following terms:
 - 84¢ square foot annual basis for first 5 years
 - On 6th year first CPI increase
 - Lease is 10 year term
 - No renewal option

Chairman Pursuitte stated via telephone, he is ok with cancellation, however will need to give 6 month advance notice to cancel a year later. Meaning there is an eighteen month window.

In addition, Steamship Authority discussed decreasing leased area from 7 acres to 5 acres, giving up 2 acres of current leased property.

Commissioner Dunning and Luzziatti suggested changing language to read "no CPI for two years. On third year CPI will go into effect".

Action: Approved contingent on added language, voted to move to Full Commission for approval

Updates:

- Cape Cod Community College Airframe and Power Plant School Update
 - DECAM of Cape Cod Community College have not responded to date.
- Airport Fee Structure Review Status
 - Pending
- Munis Module Update
 - Meeting schedule with Mark Milnes, Director of Finance on July 8th, 2015.
- Net Jets & Island Airlines Fuel Agreement Update
 - Send contract to Scott Lewis for review prior to sending out.
- MOU between Barnstable Municipal Airport and DPW Water Supply Division
 - Agreed to MOU and funds have been transferred to our account.
- Lease of former Budget Washbay Area to Island Airlines for staff parking.
 - No update.

Additional discussion:

- Vector Integrated Aircraft ID, VNOMA, & Billing System
 - The last camera will be installed today July 1st, 2015, weather permitting.
 - Landing tracking will start July 1st, 2015
 - For the first two months operations staff will be tracking as well.
 - We need to define "Based Aircraft" to determine which aircrafts will be charged for landings.
- Jet Blue started service out of Hyannis on June 18th, 2015. Enplanements and Deplanements are slightly down from last year.

Adjournment: Voted and moved to adjourn at 9:14 a.m.



Robert L. O'Brien, Co-Chairman

Michael A. Dunning, Co-Chairman

