



BARNSTABLE MUNICIPAL AIRPORT

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R.W. "Bud" Breault, Jr., Airport Manager
Katie R. Servis, Assistant Airport Manager

BARNSTABLE MUNICIPAL AIRPORT COMMISSION FINANCE SUBCOMMITTEE MEETING MINUTES

Wednesday, January 4th, 2017
Airport Conference Room 8:30 a.m

Barnstable Municipal Airport Commission:

John T. Griffin Jr.,
Chairman

Timothy R. Luziotti,
Vice Chairman

Robert L. O'Brien,
Commissioner, Clerk

Mary F. Smith,
Commissioner

Stephen P. Cobb,
Commissioner

Elizabeth Young,
Commissioner

James DellaMorte,
Commissioner

Commissioners Present: (Roll Call)

Robert L. O'Brien, Co-Chairman
James DellaMorte, Commissioner

Commissioners Absent:

Timothy R. Luziotti, Co-Chairman

Airport Staff:

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

Public Members:

None

Meeting was called to order at 8:36 a.m. Roll call was taken.

Minutes of the November 2nd, 2016 Finance Subcommittee meeting were unanimously approved, and signed.

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

- Enplanements and Deplanements are trending downward. However, we do seem to be gaining some with Rectrix Shuttle.
- Net Jets sales are down from last year at this time.
- Car Rental Concessions are slightly down as well.
- Republic Parking Concessions are down, we may need to look at a Force Majeure' in the future if this decline continues.
- Solar revenue is down by \$ 6,800.00, production is up. The reason for this is because Electricity cost is up slightly.

NEW BUSINESS

F1216-01 Discuss Airport FY2018 to FY2022 Capital Project Data Sheets.

- AIR 18-04 has an error on spreadsheet should have been \$300,000.00, instead of \$ 1,444,500.00. The correct information was submitted to the Town of Barnstable.
- Motion was made by Co-Chairman O'Brien and seconded by Commissioner DellaMorte to approve and move item to the January 17th, 2017 Full Commission Meeting.

Action: Agenda items moved to Full Commission for approval.

F1216-02 Review and Approve MASSDOT Grant Contract VASI/PAPI Reimbursable Agreement AIP-63-2016 The amount of \$ 4,914.75.

- This will also include Grant Assurance.
- Motion was made by Co-Chairman O'Brien and seconded by Commissioner DellaMorte to approve and move item to the January 17th, 2017 Full Commission Meeting.

Action: Agenda items moved to Full Commission for approval.

F1216-03 Review and Approve MASSDOT Grant Contract Rehabilitate Runway 15-33, Taxiway "C", and a portion of Taxiway "B" AIP-63-2016 in the amount of \$ 362,950.00.

- This will also include Grant Assurance
- Motion was made by Co-Chairman O'Brien and seconded by Commissioner DellaMorte to approve and move item to the January 17th, 2017 Full Commission Meeting.

Action: Agenda items moved to Full Commission for approval.

F1216-04 Review and Approve MASSDOT Grant Contract Slurry Seal & Paint Terminal Apron (Aprox.300,000.SF) in the amount of \$ 6,900.00.

- This will also include Grant Assurance
- Motion was made by Co-Chairman O'Brien and seconded by Commissioner DellaMorte to approve and move item to the January 17th, 2017 Full Commission Meeting.

Action: Agenda items moved to Full Commission for approval.

F1216-05 Review and Discuss Rectrix Shuttle Application for Air Cargo.

- Application has been submitted.
- Will operate out of Air Cape Cod after upgrade to Security & modifications to the building.
- They will be submitting a detailed plan to us in the near future.

Action: None at this time

F1216-06 Review and Approve MASSDOT ASMP (Airport Safety & Maintenance Program) Grant Application for Tractor Replacement New Holland Tractor with Mower Deck in the amount of \$ 86,000.00.

- If this is approved pay share will be 20% (17,200.00) Barnstable Airport and 80% MASSDOT.
- Motion was made by Co-Chairman O'Brien and seconded by Commissioner DellaMorte to approve and move item to the January 17th, 2017 Full Commission Meeting.

Action: Agenda items moved to Full Commission for approval.

F1216-07 Review and Approve MASSDOT Grant Application for Side Rotary Cutter on New Airport Tractor in the amount of \$ 30,000.00.

- If this is approved pay share will be 20% (6,000.00) Barnstable Airport and 80% MASSDOT.
- Motion was made by Co-Chairman O'Brien and seconded by Commissioner DellaMorte to approve and move item to the January 17th, 2017 Full Commission Meeting.

Action: Agenda items moved to Full Commission for approval.

F0117-01 Review & Approve FY2018 Operating Capital Listing and Decision Packages.

- Manager Breault stated will be moving forward with first the following items:
 - Airport Fire Fighting Foam testing system \$ 26,000.00.
 - Solar Array Emergency Response Trailer \$14,000.00.
 - New 1 ton 4x4 heavy duty pick up truck \$ 48,000.00.

- New Boom Flail Mower Attachment \$ 16,000.00.
- Rehabilitate the Airport owned T-Hangar \$ 15,000.00.
- Rehabilitate the ARFF Building Garage Bay Doors & Operators \$ 23,600.00.
- Rehabilitate the General Aviation & Operations Area, first floor of the Airport Rescue Fire Facility (ARFF) Building \$ 19,700.00.
- Rehabilitate the Sewage system for leased Airport Owned Industrial use space \$ 22,000.00
- Remainder of items on the Operating Capital Item Request List will be deferred to a later date.
- Motion was made by Co-Chairman O'Brien and seconded by Commissioner DellaMorte to approve and move item to the January 17th, 2017 Full Commission Meeting.

Action: Agenda items moved to Full Commission for approval.

F0117-02 Review and Approve Appropriation Order Horsley & Written Group for scope of work for Response to the MASS DEP Notice of Responsibility, the amount to be determined.

- The Immediate Response Action Plan (IRA) has been done under Horsley & Written Group on Call Contract.
- The IRA has been submitted to the Department of Environmental Protection (DEP).
- A draft of the IRA has been submitted to the Town of Barnstable Town Manager, Mark Ells; Town Attorney, Ruth Weil & Director of Finance, Mark Milnes. We have not gotten a response to date.
- Motion was made by Co-Chairman O'Brien and seconded by Commissioner DellaMorte to approve and move item to the January 17th, 2017 Full Commission Meeting.

Action: Agenda items moved to Full Commission for approval.

F0117-03 Review and Approve Appropriation Order for the Terminal Apron Slurry Seal and Paint Project in the amount of \$ 124,200.00.

- Manager Breault stated the amount of this appropriation is \$ 138,000.00 not \$ 124,200.00., as reflected on agenda.
- Motion was made by Co-Chairman O'Brien and seconded by Commissioner DellaMorte to approve and move item to the January 17th, 2017 Full Commission Meeting.

Action: Agenda items moved to Full Commission for approval.

OLD BUSINESS:

F1116-02 Discuss proposed FY18 Town of Barnstable Personnel Changes.

- At this time Manager Breault is only looking to move forward the Executive Assistant to the airport Managers position.
- The Infrastructure Subcommittee has previously approved the Personal Change.
- Motion was made by Co-Chairman O'Brien and seconded by Commissioner DellaMorte to approve and move item to the January 17th, 2017 Full Commission Meeting.

Action: Agenda items moved to Full Commission for approval.

F1116-03 Discuss proposed Draft Barnstable Municipal Airport Rates & Charges.

- Manager Breault suggested that a special meeting be set up to review and revise Airport Rates & Charges.

Action: Deferred to a Special Meeting to be scheduled for a later date.

UPDATES:

- Airport Fee Structure Review Status Update.
- Jet Blue Update.
- Air Service Development Marketing Update.
- Island Shuttle Update.
 - Rick Arugio is still planning opening a Charter Service in the spring of 2017.
 - He is very close to obtaining a FAA Certificate.
- Development Agreement Update.
- Air Freight / Cargo Options.
- Deicing Update.
 - Katie Servis, Assistant Airport Manager reported we are actively De-icing.
- Remote Participation.

Adjournment: Voted and moved to adjourn at 9:36 a.m.

Robert L. O'Brien, Co- Chairman

Timothy R. Luzietti, Co-Chairman