



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, August 2nd, 2017
Airport Conference Room 8:30 a.m

Barnstable Municipal
Airport Commission:

John T. Griffin Jr.,
Chairman

Mary F. Smith,
Vice Chairman

Stephen P. Cobb,
Clerk

Robert L. O'Brien,
Commissioner

Elizabeth Young,
Commissioner

James DellaMorte,
Commissioner

Zachary Lesinski,
Commissioner

Commissioners Present: (Roll Call)

Robert L. O'Brien, Co-Chairman
Stephen P. Cobb, Commissioner

Commissioners Absent:

James DellaMorte, Commissioner,

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 8:42 a.m. Roll call was taken.

Minutes of the July 12th, 2017 Finance Subcommittee meeting were unanimously approved, and signed.

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

- Jet Fuel Sales overall are down from last year. Comparative to FY16 we are down 106,000.00 gallons. However, in FY16 five and half months included Island Airlines Jet Fuel sales
 - Net Jets fuel purchases are trending at their annual average.
 - Jet Blue Fuel purchases at this point are below what they stated they would purchase this season.
- Enplanements and Deplanements numbers are down. We will be making a change in reporting in the near future to include all charters and Part 135 Air Taxi Service. Also, discussed implementing an Airport usage fee.
- FAA Air Traffic numbers are up this year from last, FY17 97,000 and FY16 95,000.
- Car Rental numbers are down. Some will not meet their Minimum Guarantees.

- Republic Parking the month of June numbers are down. July's numbers hopefully will increase due to other parking contracts recently acquired. They have requested a Force Majeure', however at this point we are not granting one.
- Solar Revenue
 - We have not received June 2017 check to date.
 - We will make the Guarantee Annual output of 309,050 for FY17.
 - Production is up but the meter rate is down.
 - Due to we are not making as much revenue as expected we may have to adjust our budget.
 - April KWh production comparison is as follows: FY16 686,160 vs. FY17 565,000.

NEW BUSINESS

F0617-01 – Review & Approve draft new Minimum Standards for Air Freight Operations.

- Manager Breault stated we have been working with Nantucket Airport on the New Minimum Standards for Air Freight Operations.
 - Management would like all freight to operate out of a freight facility.
 - Robert Shields is offering to transport freight free of charge for one year.
- Motion was made by Commissioner Cobb and seconded by Co-Chairman O'Brien to approve and move item to the August 15th, 2017 Full Commission Meeting.

Action: Agenda item moved to Full Commission for approval.

OLD BUSINESS:

F0717-06 - Review & Approve License Agreement with Richard Meade DBA: Storen Transportation for Cape Cod Shuttle to run between Barnstable Municipal Airport and Provincetown.

- Manager Breault stated Storen Transportation for Cape Cod Shuttle would have a memorandum of understanding with the Airport and Republic Parking.
- Airport Licensing Fee of \$ 200.00 monthly paid to Barnstable Airport.
- The customer will park in the Republic Parking Lot and receive a "Chaser Ticket", from Republic Parking. Upon return Cape Cod Shuttle will issue a free parking ticket to the customer.
- Cape Cod Shuttle with the agreement will have a daily charge of \$6.00., which will be paid directly to Republic Parking.
- Cape Cod Shuttle will be fully insured.
- Has license from the Town of Barnstable.
- Motion was made by commissioner Cobb and seconded by Commissioner Co-Chairman O'Brien to approve and move item to the August 15th, 2017 Full Commission Meeting.

Action: Agenda item moved to Full Commission for approval.

ADDITIONAL DISCUSSION:

- Final Rates and Fees workshop is scheduled for the end of August 2017, then go to Town of Barnstable for final approval.
- Discussed Demetrius Atalis parking cars in Republic Parking lot and then shuttles them to Ocean Street or Downtown Hyannis. Airport monthly charge would be \$3,000.00.
- Discussed requiring all Charter Flights have a manifest.

UPDATES:

- Air Freight / Cargo Options Update.
 - See comments above.
- Parking Update.
 - See comments above.
- Rate & Fee Next Step
 - See comments above.

Adjournment: Voted and moved to adjourn at 9:33a.m.

Robert L. O'Brien, Co- Chairman



James DellaMorte, Co-Chairman

BARNSTABLE MUNICIPAL AIRPORT

Finance Sub-Committee Sign-in Sheet

8:30 am

August 2nd, 2017

Name (Print)	Organization	Phone

