



BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD

480 BARNSTABLE ROAD, 2ND FLOOR
HYANNIS, MA 02601

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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, June 7th, 2017
Airport Conference Room 8:30 a.m

**Barnstable Municipal
Airport Commission:**

John T. Griffin Jr.,
Chairman

Timothy R. Luzietti,
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)

Timothy R. Luzietti, Co-Chairman
James DellaMorte, Commissioner

Commissioners Absent:

Robert L. O'Brien, Co-Chairman

Airport Staff:

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

Airport Staff Absent:

Katie R. Servis, Assist. Airport Manager

Public Members:

None

Meeting was called to order at 8:35 a.m. Roll call was taken.

Minutes of the May 3rd, 2017 Finance Subcommittee meeting were unanimously approved, and signed.

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

- Jet Fuel sales & purchases are up slightly for the month of April 2017.
 - Net Jets fuel sales are trending the same as last year. We anticipate a signed contract this year. If they choose not to, we will charge them per the Air Service Incentive Program, which will be at a lesser of a discount per gallon.
 - Jet Blue has not start service for this season. However, we do have a signed Jet Fuel Tender agreement.
- Solar revenue is down but production is up 220,000 Kilowatts from last year.
- Car Rental Concessions are down for the year in the amount of \$539,000.00.
- Republic Parking revenue this month is down slightly by \$ 3,000.00.
 - The week of June 19th, Manager Breault will be meeting with Peter Pan Bus representative regarding parking at the Airport Terminal Lot instead of 6A lot.
- Enplanements & Deplanements numbers are slightly up.
- FAA Traffic Report we are down for the last two months.

NEW BUSINESS

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

- No discussion at this time.

Action: Agenda item was tabled.

F0617-02 – Review & Approve bid acceptance letter for Bortolotti Construction, Inc. to install the sewer connection for the BMA GSE Building at 610 Barnstable Road.

- Bortolotti bid came in at \$ 19,895.00.
- There has been \$10,000 allocated for this work in the FY2018 budget.
- Management has asked Griffin to share the expense 50%.
- Our share of this project would be \$ 9,895.00
- If Griffin is not willing to share the expense, the Airport Commission may be forced to cancel the lease and leave the building empty.
- We have asked Bidder to put on hold until July 18th, 2017.
- Motion was made by Co-Chairman Luzietti and seconded by Commissioner DellaMorte to approve and move item to the June 20th, 2017 Full Commission Meeting.

Action: Agenda item moved to Full Commission for approval, with the contingency of funding.

OLD BUSINESS:

None

ADDITIONAL DISCUSSION:

- **Property Damage Release Claim # 1601000256, related to N799RM Cirrus Accident 07/24/2016.**
 - Barnstable Municipal Airport Attorney has reviewed and approved.***Action: Manager Breault requested item be moved to Full Commission for approval.***
- **HYA Reconstruct Runway 15-33 Change Summary.**
 - Change Order #1 total \$ 1,147,955.
 - FAA 90% 1,033,150 - 15% Overage allowed \$ 979,965.00
 - \$ 250,000.00 Drainage Items and Unforeseen Conditions –Part A we are hoping we can eliminate.
 - FAA is determining if they can allow a second Phase II grant in the amount of \$ 1,304,504.00.
 - Barnstable Airport will defer SRE & ARFF Truck assist with the second grant.
 - Total Project cost: Original \$ 7.3 Million - New \$ 9.9 Million.

Action: None at this time.

UPDATES:

- Jet Blue Update.
 - Will be returning for the season June 15th, 2017.
- Island Shuttle Update.
 - None
- Development Agreement Update.
 - None

- Air Freight / Cargo Options Update.
 - Manager Breault is working on New Minimum Standards for Air Freight Operations. He stated we need to move Air Freight out of the Main Terminal as soon as possible.
- Remote Participation Update.
 - None
- Sheriff's Sale of 316 Iynnaough Road Update.
 - The sale has been deferred. Owner, Jim Spalt has asked if we could purchase the Real Estate. Manager Breault stated we are not in a position to purchase at this time.
- Parking Update.
 - The week of June 19th, Manager Breault will be meeting with Peter Pan Bus representative regarding using our parking lot as a commuter lot.

Adjournment: Voted and moved to adjourn at 9:37a.m.

Robert L. O'Brien, Co- Chairman

Timothy R. Luziatti, Co-Chairman



James Della Morte

