



BARNSTABLE MUNICIPAL AIRPORT

BOARDMAN-POLANDO FIELD

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

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

Joseph J. Berlandi,
Commissioner

BARNSTABLE MUNICIPAL AIRPORT COMMISSION FINANCE SUBCOMMITTEE MEETING MINUTES

Wednesday, March 21st, 2018

Airport Conference Room 11:00 a.m.

Commissioners Present: (Roll Call)

Stephen P. Cobb, Commissioner
Joseph J. Berlandi, Commissioner

Commissioners Absent:

James DellaMorte, Commissioner

Airport Staff:

Katie R Servis, Assistant Airport Manager
Mary McDonald, Financial Analyst

Airport Staff Absent:

R.W. (Bud) Breault, Jr., Airport Manager

Public Members:

None

Meeting was called to order at 11:06 a.m. Roll call was taken.

Minutes of the February 7th, 2018 Finance Subcommittee meeting were unanimously approved, and signed.

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

- Jet Fuel Sales & Purchases;
 - Assistant Manager Katie Servis stated fuel sales are down and the price of fuel is up. Comparing FY17 – FY18 we are trending about the same as last year.
 - Net Jets purchases for the months of November, December and February 2018 are comparatively higher than last year.
 - Everest Fuel contract goal is 50,000 gallons and have 28,000 gallons to go to meet there contract agreement.
 - Fly Exclusive contracted 25,000 gallons. Assistant Manager Katie Servis stated she has concerns on whether or not they will meet their contract goal.
- FAA Air Traffic numbers are on the decline. Assistant Manager Servis feels it is a nationwide issue. She would like to see the Itinerant numbers increase through GA traffic.

- Car Rental numbers seem to be on track. Enterprise has already exceeded their FY18 Minimum Annual Guarantee. Assistant Manager Servis inquired as to why their numbers were up. They responded they are funneling insurance claims and any other business they can through the Airport location.
- Republic Parking numbers are significantly down. As part of Town of Barnstable Park Happy program, they would like to include the Airport parking lot. Another proposed idea was to use the lot as additional Hospital employee parking lot and the Hospital would provide a shuttle service.
- Enplanements and Deplanements numbers are up this month. Example of this is comparing Rectrix FY17 & FY18 numbers, their number are consistently increasing.
- Solar at the seven month mark is at 62% of their Guarantee. Assistant Manager Servis feels confident they will meet their total Guarantee Annual.

NEW BUSINESS:

F0318-01 Review & Approve Draft Capetown Plaza RFP and Attached Agreement & Lease.

- Commissioners were given handouts of Overview Request for Proposal (RFP) for discussion and approval to be acted upon by the Airport Commission.
 - **The RFP** is a Procurement requirement. The purpose of this document is to seek proposals for the development of the Cape Town Parcel and increasing Airport Revenue. This requires public advertising, evaluation of submissions and may take up to 9-12 month. We will select an Evaluation Committee to review the submissions and make recommendations to the Airport Commission.
 - **The Agreement** represents the Operating Agreement between the Airport and the selected developer. This will be made a part of the RFP and will outline the specific requirements the developer must comply with during the pre & post construction periods. The Airport will transfer, on a conditional basis, its authority as a lessor of the existing lease to the selected developer which allows the developer to obtain all necessary public and other approvals to build the approved project at the termination of the existing lease. The existing Lease has 6 years left on it. The Agreement also allows the selected developer to have the conditional Authority to negotiate with the existing Lessee for an early termination.
 - **The Lease** will require the developer to enter into a long-term lease with the Airport. A form lease will be available to the selected developers.
 - Assistant Manager Servis stated all matters must be submitted and approved by the FAA.
 - Commissioner Cobb requested we notify General Electric and Amazon. He expressed that they would add to the community and benefits the airport air carriers.
- Motion was made by Commissioner Cobb and seconded by Commissioner Berlandi to approve and move item to the March 27th, 2018 Full Commission Meeting.

Action: Agenda item moved to Full Commission for approval

F0318-02 Conceptual Approval of New MassDOT Funded Projects.

- MassDot has reached out to Airports regarding funding which is available and must be used by June 30th, 2018. The split would be 80/20 on funding of these projects that normally the state would not participate. Assistant Airport Manager Servis is requesting the commissioners approve the following three projects.
 - Conceptual Approval of Fennick McCredie Contract Amendment # 3 for Café Patio & Door.
 - Compile all Bid Documents and estimates.
 - Conceptual Approval of Fennick McCredie Contract Amendment # 4 for ARFF /SRE Building Garage Doors Replacement.
 - Compile all Bid Documents and estimates.

- Conceptual Approve of Horlsey Witten Grp. Amendment for Hangar II Improvements.
 - Compile all Bid Documents and estimates.
- Mark Milne ; Town of Barnstable Finance Director is developing appropriation orders as necessary to present to the Town Council for the first reading on April 5th, 2018 to modify our FY18 project funding sources.
- Motion was made by Commissioner Cobb and seconded by Commissioner Berlandi to approve and move item to the March 27th, 2018 Full Commission Meeting contingent on an unsigned copy of

Action: Agenda item moved to Full Commission for approval

F0318-03 Review & Approve Rental Car RFP –New 3 + 3 Year Lease.

- The Bid closes April 5th, 2018.
- Commissioner Cobb asked if we will allow Multi Branding. Assistant Manager Servis, state that we will so long as it was identified in the proposal that they submit.
- Motion was made by Commissioner Berlandi and seconded by Commissioner Cobb to approve and move item to the March 27th, 2018 Full Commission Meeting.

Action: Agenda item moved to Full Commission for approval

F0318-04 Review & Approve FY19 Draft Operating Budget.

- Commissioners were given handout of Draft Operating Budget FY 2019.
- Assistant Manager Servis noted that we need to be aggressive with leasing out all land available to increase our revenues.
- Mark Milnes, Town of Barnstable Finance Director and Katie Servis Airport Assistant Manager met last week to go over Shortfall Modifications. We can only borrow from our Reserves to pay operating expenses for 3 years.
- Commissioner Cobb requested an explanation regarding the noted 3% reduction in expenses. Assistant Manager Servis stated that she went through out operating expenses line by line and any non-contracted or mandatory payments requirements a 3% reduction was made.
- Motion was made by Commissioner Berlandi and seconded by Commissioner Cobb to approve and move item to the March 27th, 2018 Full Commission Meeting.

Action: Agenda item moved to Full Commission for approval

OLD BUSINESS:

None

UPDATES:

- Air Freight / Cargo Options Update.
 - None
- Development of Airport Properties
 - Please refer to agenda items.

Adjournment: Voted and moved to adjourn at 12:30 a.m.

James DellaMorte, Co-Chairman


Stephen P. Cobb, Co-Chairman

BARNSTABLE MUNICIPAL AIRPORT

Finance Sub-Committee Sign-in Sheet

8:30 am

March 21st, 2018

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