



**BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD**
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HYANNIS, MA 02601
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Katie R. Servis, Airport Manager

**BARNSTABLE MUNICIPAL AIRPORT COMMISSION
FINANCE SUBCOMMITTEE MEETING MINUTES
Tuesday, January 7th, 2020
Airport Conference Room 8:30 a.m.**

Commissioner's Present: (Roll Call)

James DellaMorte, Chairman
Norman E. Weill, Commissioner
Wendy Bierwirth, Commission

Airport Staff:

Katie R. Servis, Airport Manager
Matthew T. Elia, Assistant Airport Manager
Mary McDonald, Financial Analyst

Minutes of the August 6th, 2019 Finance Subcommittee Meeting were unanimously approved & signed.

NEW BUSINESS:

F0120-01 – Review and Discuss Terminal Lease Agreement Amendment Number One by and between Barnstable Municipal Airport and JetBlue Airways Corporation

- This past summer was JetBlue's 6th season and their lease expired in June 2019.
- They have flights booked next season from HYA to JFK starting in May 2020
- The existing Lease Agreement was a 5-year lease with a one-time option to renew the so called "Option Term" which expired in June 2019.
- Management will exercise the right to bring their Lease up to current requirements by implementing an annual 3% increase in rent. This is similar to other leases, with a 3% increase each year rather than annual Consumer Price Index increase.
- Currently we are waiting on a response from JetBlue.
- Motion was made by Commissioner DellaMorte and seconded by Commissioner Bierwirth to approve and move item to the January 21st, 2019 Full Commission Meeting.

Action: The agenda item was moved to the January 21, 2020 Full Commission meeting for approval

F0120-02 – Review and Discuss Wash Rack Lease Agreement by and between Barnstable Municipal Airport and Avis Rent a Car System, LLC.

- Their wash rack lease has expired and should have been renewed at the same time the rental car companies bid on the counters.
- The lease has a clause which allows for a "hold over" if the lease is not renewed within the term as specific in the lease. Currently Avis is in "hold over mode".
- Management will exercise the right to bring their Lease up to current requirements by implementing an annual 3% increase in rent. This is similar to other leases, with a 3% increase each year rather than annual Consumer Price Index increase.
- This is presently under review by Avis.

Barnstable Municipal Airport Commission

John T. Griffin, Jr., Chairman; Elizabeth Young, Vice Chairman; Norman Weill, Clerk; Zachary Lesinski, Commissioner;
Wendy Bierwirth, Commissioner; John G. Flores, Ph.D., Commissioner

- Motion was made by Commissioner Bierwirth and seconded by Commissioner Weill to approve and move item to the January 21st, 2019 Full Commission Meeting.

Action : The agenda item was moved to the January 21st, 2020 Full Commission meeting for approval .

F0120-03 – Review and Discuss Wash Rack Lease Agreement by and between Barnstable Municipal Airport and the Hertz Corporation.

- Their wash rack lease has expired and should have been renewed at the same time the rental car companies bid on the counters.
- The lease has a clause which allows for a “hold over” if the lease is not renewed within the term as specific in the lease. Currently Avis is in “hold over mode”.
- Management will exercise the right to bring their Lease up to current requirements by implementing an annual 3% increase in rent. This is similar to other leases, with a 3% increase each year rather than annual Consumer Price Index increase.
- This is presently under review by Hertz.
- Motion was made by Commissioner Bierwirth and seconded by Commissioner Weill to approve and move item to the January 21st, 2019 Full Commission Meeting.

Action: The agenda item was moved to the January 21st, 2020 Full Commission meeting for approval.

F0120-04 – Review and Discuss Airport Fixed Based Operation Remodel.

- We received feedback and a proposal from F&M regarding the FBO remodeling project in which additional funds are necessary to complete the project.
- Project design, permitting and construction oversight came in at \$32,040 from Fennick and McCredie and includes a new doorway entrance and other elements not originally anticipated.
- With the new doorway entrance, this will increase the funds needed for the project.
- We will use the \$ 40,000.00 we set aside in the FY2020 budget to fund the design, permitting and construction oversight to pay Fennick McCredie for their work tasks. The remaining funds (\$7,960) will be used for furniture.
- The construction can be funded under an existing line item that was appropriated for asset upgrades in which in 2012, 2013 and 2014 we set aside each year \$200,000.00 for Airport Improvements.
- The project is not to exceed \$150,000.00.
- Motion was made by Commissioner DellaMorte and seconded by Commissioner Bierwirth to move item to the January 21st, 2019 Full Commission Meeting for discussion.

Action: The agenda item was moved to the January 21st, 2020 Full Commission meeting for discussion.

OLD BUSINESS

None

UPDATES:

- Airport Master Plan Update
 - Visioning Sessions (October 21/22)
 - Inventory Chapter Review - Completed
 - Planning Advisory Group (PAG) Development – invitations went out 12/31/19
 - Airport Business Plan Update
 - 3rd Quarter due March 2020
 - Cape Air Rooftop Solar Array Update
 - Glare study complete
 - FAA obstruction analysis complete
- RFP Land Development Update – on hold until reviewed as part of Airport Master Plan Update

- Financial Updates:
 - CIP – FY2021 has been submitted to Town of Barnstable
 - Budget – FY2021 in process - Update/Next Steps
 - Airport Rates & Charges Update
 - Workshop was scheduled 01/07/20 following the Finance Subcommittee meeting
 - PFOS/Public Involvement Plan & Update-No update at this time.

Meeting was adjourned at 9:38 a.m.

The next Finance Subcommittee Meeting is scheduled Tuesday, February 4th, 2020 @ 8:30

Norm Weill

James DellaMorte, Chairman