



# The Town of Barnstable

Comprehensive Financial Advisory Committee (CFAC)  
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## CFAC Committee:

### Chair:

Laura Cronin

### Members:

Robert Ciolek  
Cynthia Crossman  
Ralph Krau  
Gregory Plunkett  
Lillian Woo  
John Schoenherr  
Joseph Mladinich

### Staff Liaison:

Mark Milne

### Councilor Liaison:

John T. Norman

## MEETING MINUTES

01.11.16

7:00 PM

### Growth Management Conference Room

CFAC Members Present: Laura Cronin, Lillian Woo, Gregory Plunkett, John Schoenherr, Cynthia Crossman, and Ralph Krau

CFAC Members Absent: Robert Ciolek, Joseph Mladinich,

Councilors Present: None

Staff Present: Mark Milne, Director of Finance, Nathan Empey, Finance/Budget Analyst, David Kanyock, Facilities Manager, Bill Butler, Interim-School Superintendent Gareth Markwell, Assistant Finance Director, Roland (Bud) Breault, Airport Manager, Katie Servis, Assistant Airport Manager

### 1. Call to Order

Laura Cronin called the CFAC meeting to order at 7:00 PM in the Growth Management Conference Room of Town Hall.

### 2. Act on Minutes

The following minutes were approved by unanimous vote:

12.14.2015

### 3. New Business

The Airport staff provided an overview of the top capital improvement projects (CIP) submissions most pertinent to their operations in fiscal 2017.

Bud B. had mentioned that due to the Island Air bankruptcy, which is a major customer to the Airport, some projects would be deferred into later years once the Island Air impact is understood.

The first CIP priority for the Airport in FY17 is for design and replacement of Runway 15-33, realign Taxiway's Charlie and Bravo, and replace Airfield Vault Generator. This project-estimated cost is \$6,373,000, however, it's anticipated the Federal Aviation Administration (FAA) will reimburse 90% of the project, Massachusetts Department of Transportation (DOT) will reimburse 5%, and the Airport will cover the remaining 5% with surplus. The project will repair cracks and pave runway covering over 200ft in length and 15ft wide. Runways received a 60% pavement index done by the FAA. These runways are over 20 years old.

- Ralph K. asked what PAPI stands for; Bud B. replied prevision approach path indicators are lights on the runways.
- Laura C. asked what the period of the project would be, Bud B. replied over two seasons.
- Mark M. asked if discretionary funds would be available, Bud B. replied there would be no carry over from 2015, but there is potentially \$1.3million in available funds.

Second project is for rapid response Vehicle, skid steer blow, and fire truck, which is estimated to cost \$100,000. Bud B. mentioned this component is required because of Jet Blue, which is a major carrier.

- Laura C. asked what operational staff is available for rapid response, Bud B. replied there are 10 people working 24/7 on site, but emergency response is backed up by the Hyannis Fire Department as a responder. From this, Laura C. asked what the employees are currently doing, which Bud B. replied their currently fueling airplanes; however, this may change to deicing to attract new business.

Third project is the annual painting contract for the runways and taxiways, estimated to cost \$150,000. Last year the annual painting contract cost \$50,000. FAA requires a certain standard in order for the airport to maintain its certification to operate.

- Ralph K. asked if the airport's projects are going to cost \$500,000 total not including FAA and DOT reimbursements, Bud B. replied there is potential for \$24,000 in unused available appropriations from previous projects to help with the cost.

Fiscal 2018 projects are at risk with the uncertainty of Island Air bankruptcy; however, DOT will support 5% reimbursement on any project that is federally funded. Retrix Aviation (a customer at the airport) has applied through the FAA to expand its taxi service due to the Island Air bankruptcy leaving a gap in service. Island Air was purchasing over 250k gallons of fuel annually. Retrix Aviation fuels their own planes; however, the airport is entitled to 25cents an every gallon.

- Gregory P. asked is there any outreach to help alleviate the bankruptcy, Bud B. replied we're looking at what we can do to assist Cape Air or make it attractive to bring in new

business. Jet Blue will be coming earlier this year, which is an 8-week extension from the previous year.

Bud B. mentioned historically airport traffic was about 500,000 passengers, which is down to 200,000 a year currently. Ferries are the airports leading competitor, which offer cheaper and more frequent trips to the islands.

- John S. asked about last year's CIP project for the installation of cameras to track landing fees. Katie S. mentioned this new program has been very successful. This monitoring system is done through an independent contractor know as Vector. Vector monitors and bills all landing fees, but receives a 10% commission on all sales for landing fees.

David Kanyock provided an overview of the Schools top five capital improvement projects by priority.

High School bleachers are 35years old, are a safety concern, and are not Americans with Disabilities Act (ADA) compliant. There are many structural concerns. The estimated cost of the project is \$1,000,000.

- John S. asked what the life expectancy would be on the bleachers; David K. replied the material would be aluminum and most likely 30-year expectancy.

Library A/C project estimated cost \$2,800,000. Currently the A/C does not function; the system was never properly designed. The project will convert a two system A/C into one system, which allows for more efficiency. Gareth M. commented that there is a two-story wall of glass, which David K. replied this project includes replacing the glass wall.

- Cynthia C. asked how the conditions of the books were; David K. replied the books at the library are in the back with no mold problems.
- Laura C. asked if the library gets lots of use during the summer, David K replied not as much, however, staff works in the area throughout the year.

Barnstable Community Charter School façade improvements & roof replacement with an estimated cost \$4,285,375. This project will be a complete exterior renovation.

- Ralph K. asked how long it would take to complete the project, David K. replied 2 years to complete.
- Laura C. asked if any interior work will be completed, David K. replied no interior work would be done.
- Cynthia C. asked how old the building is; David K. replied the building was built in 1954.

Replace fiberglass parking lot light poles at an estimated cost of \$100,000. These poles will be replaced with aluminum. Other parking light poles through Barnstable school campuses are fine. These poles were from when the original campus built in 1990.

Restroom fixtures & hardware upgrades estimated cost \$375,000. David K. mentioned the school couldn't order parts for the existing fixtures due to being obsolete. There are also continuous plumbing issues.

- Laura C. asked what the conditions of the other schools building are in; David K. more mechanical work needs to be done.
- Ralph K. asked will the fixtures be done by internal staff or outside contractors, David K. replied work would be done by outside contractors.

Cynthia C. asked what the \$100,000 for courtyard improvements would be for; David K replied maybe wooden sculptures or a labyrinth.

Mark discussed the conflict of interest requirements. This conflict of interest certificate must be completed every two years by committee members, which the human resource department tracks annual.

#### 4. Other matters not reasonably anticipated by the chair

#### 5. Discussion of topics for the next meeting

Mark Milne will provide a presentation on the Capital Trust Fund January 25<sup>th</sup> at 7pm in the Growth Management Conference Room.

#### 6. Adjournment

#### List of documents handed out

1. 12.14.15 Minutes
2. CIP List Handout
3. Airport CIP List Handout
4. School CIP List Handout