



BARNSTABLE MUNICIPAL AIRPORT

BOARDMAN-POLANDO FIELD

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R.W. "Bud" Breault, Jr., Airport Manager

Frank Sanchez, Jr., Assistant Airport Manager

Barnstable Municipal Airport Commission:

Ronald Persuitle,
Chairman

John T. Griffin, Jr.,
Vice Chairman

Robert L. O'Brien,
Commissioner, Clerk

Michael A. Dunning,
Commissioner

Timothy R. Luzziatti,
Commissioner

Mary F. Smith,
Commissioner

Stephen P Cobb,
Commissioner

BARNSTABLE MUNICIPAL AIRPORT COMMISSION SPECIAL FINANCE SUBCOMMITTEE MEETING MINUTES

Monday, January 12th, 2015

Airport Conference Room 9:00 a.m.

Commissioners Present: (Roll Call)

Michael A. Dunning, Co Chairman

Robert L. O'Brien, Co Chairman

Commissioners Absent:

Timothy R. Luzziatti, Commissioner

Also, in attendance Chairman, Ronald Persuitle.

Airport Staff:

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

Mary McDonald, Principal Financial Admin. Assistant

Airport Staff Abent:

Frank Sanchez, Jr., Assist. Airport Manager

Public Members:

None

Meeting was called to order at 9:10 a.m. Roll call was taken.

Minutes of the November 5th, 2014 Subcommittee meeting were unanimously approved, and signed.

Discussion of Month to Month Snap-Shot Comparison Financial Sheet

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

- Island Airlines is due a credit of \$ 63,758.00, which will be applied to past due interest charges first. This is the result of purchasing jet fuel above their contracted amount and the discount of 25¢ per gallon that goes back to gallon one.

NEW BUSINESS

F0115-01 Review Revised Draft BMA Jet Fuel Volume Discount Program.

Commissioners were given handouts of Draft Jet Fuel Discount Program Contract for review and feed back.

- **Option One:** Outlines purchase more jet fuel get bigger discount. This will apply to fuel purchased going forward, not going back to gallon one as contract reads to date.
- **Option Two:** Outlines once contract gallon amount are met will receive credit back to gallon one and credit will be applied to future purchases.

Commissioner, Persuitte would like to review options further. He would like to expand the Jet Fuel contract to reach out to a larger group. Manager, Breault suggested designing smaller tiers of purchases.

Action: Table until February Finance Subcommittee Meeting

F0115-02 Review TSA (GSA) Lease Extension # 6.

- The new lease extension reflects 3% increase in current yearly rent. Current yearly rent is
- \$ 37,224.20, monthly payment of \$ 3,102.02. New lease extension amount is
- \$ 38,340.93, monthly payment of \$3,195.08.

Action: Approved and moved to Full Commission meeting

F0115-03 Review One Year Extension for Air Service Contract with Dan Fortnam.

- Commissioners would like to schedule Consultant Dan Fortnam to come in and do a presentation of his plan going forward, at the Finance and Infrastructure subcommittee meetings.

Action: None at this time.

F0115-04 Review MOU between Barnstable Municipal Airport and DPW Water Supply Division.

To date, the MOU has not been agreed upon and signed. Airport Manager, Bud Breault stated the Water Department has put money in their budget, but have not been paying new rate. Attorney, Bruce Gilmore has approved the lease and added language, once MOU is signed all arrearage will be paid in full at that time.

Action: Approve and moved to Full Commission meeting.

F0115-05 Review Town of Barnstable Airport Manager Contract

- Add language, 3 weeks vacation can not be taken concurrent, without the prior approval of the commission.

Action : None at this time.

F0115-06 Review approve the Jacobs Engineering Contract for Reconstruction of Taxiway C & a portion of Taxiway D in the amount of \$ 599,809.00.

- Brief discussion regarding breakdown of funding 90% FAA; 5% State & 5% Town.

Action: Approved and moved to Full Commission meeting

OLD BUSINESS

F1114-03 On Call Compensation for Security Coordinator.

Action: Approved and moved to Full Commission meeting.

PENDING BUSINESS:

Airport Fee Structure Review Status:

- No update at this time.

Munis Module Update:

- Town of Barnstable Finance Director, Mark Milnes would like further detailed information of our needs. He would like the opportunity to see if Munis can meet those needs.

Action: Commissioner Ron Persuitte will be complying information requested.

Steamship Authority Lease Update:

- No update at this time.

Budget Action Calendar:

- No update at this time.

Net Jets & Island Airlines Fuel Agreement Update:

- Please see comments in “*Discussion of Month to Month Snap-Shot Comparison Financial Sheet above.*”

ADDITIONAL BUSINESS DISCUSSED:

CIP meeting dated 01/07/15 Update:

CIP # 1- \$50,000.00 yearly for Runway & Road Painting:

- Manager Breault would like to omit this from the Operating Capital to avoid this being a reoccurring yearly charge.

CIP # 8- New Airport Software:

- To support this request we have been asked to justify the need for the software with more information on our needs.

CIP # 9 – GA Terminal

- We have to pay expenses out of reserves and need to prove necessity to warrant this expense.
- We need to explore our options. Possibly hire a marketing consultant or renovate our existing ARFF building.

Fuel Farm Update:

- Bids came in on Wednesday January 7th, 2015.
- Have two options to consider.
 - Option One: Base plus one 20,000 fuel tank (Base will consist of fenced in pad and tanks)
 - Option Two: Base plus two 20,000 fuel tanks (Base will consist of fenced in pad and tanks)

Criteria for FAA funding consist of 60,000 storage capability, removal of old tank.

Adjournment: Voted and moved to adjourn at 10:45 a.m.

Reconvened for one addition item at 10:48 a.m.

Commissioner Dunning, made motion to present Katie Servis’ name to the Full Commission and recommend that the Full Commission formally accept their recommendation.

Commissioner, Dunning Yes

Commissioner, O’Brien Yes

Action: Approved and moved to Full Commission.

Adjournment: Voted and moved to adjourn at 10:50 a.m.



 Robert L. O'Brien, Co- Chairman



 Michael A. Dunning, Co-Chairman

