



BARNSTABLE MUNICIPAL AIRPORT

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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, March 9th, 2016 Airport Conference Room 8:30 a.m

Barnstable Municipal Airport Commission:

Ronald Persuitte,
Chairman

John T. Griffin, Jr.,
Vice Chairman

Robert L. O'Brien,
Commissioner, Clerk

Michael A. Dunning,
Commissioner

Timothy R. Luzietti,
Commissioner

...y F. Smith,
Commissioner

Stephen P Cobb,
Commissioner

Commissioners Present: (Roll Call)

Michael A. Dunning, Co-Chairman
Robert L. O'Brien, Co-Chairman

Commissioner Not Present:

Timothy R. Luzietti, Commissioner

Also, in attendance, Commissioner Ronald Persuitte, Commissioner John Griffin,
Commissioner Mary Smith and Commissioner Stephen Cobb,

Airport Staff:

R.W. (Bud) Breault, Jr., Airport Manager
Katie R. Servis, Assist. Airport Manager
Mary McDonald, Principal Financial Admin. Assistant

Public Members:

None

Meeting was called to order at 8:33 a.m. Roll call was taken.

Minutes of the December 2nd, 2015 & January 19th, 2016 Special Finance Subcommittee meeting were unanimously approved, and signed.

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

- Republic Parking numbers were down in the month of December 2015.

NEW BUSINESS

F0316-01 VASI PAPI Reimbursement Agreement Modification # 1

- 2-0 vote in agreement with terms of Agreement Modification # 1.
Action: Agenda item moved to Full Commission for approval.

F0316-02 Jacobs Engineering Group Inc. Amendment #1 in the amount of \$ 300,000.00.

- Amendment #1 changed scope of work of Design to perform up to 60% of the design services now. Remaining 40% design services to be added in a future amendment. This will allow us to move forward in the Design process.
Action: Agenda item moved to Full Commission for approval.

F0316-03 Review Recommended FY16 Budget Revision.

- Manager Breault review a recap of the estimated result of Island Airlines FY16 budget affects Revenues and Expenses.
 - Revenues affected would be Airline Landing Fees, Jet fuel, Fuel flowage, Gas & Diesel, Terminal Rent, Air freight, ID fees and PFC's.
 - We will also have some decreased expenses to off set loss of Revenue. For example, Vacant Custodian position, elimination of fuel truck, Non renewal of Air Service Development consultant, decreased Jet Fuel purchases, decreased Gasoline and Diesel purchases.
 - FY17 Budget affects to be determined at a later date.

Action: No action required.

OLD BUSINESS

F0116-01 New Cape Air Tenant at Will Terminal Lease for Temporary Freight Operation Update.

- At this time there is no discussion regarding agenda item.

Action: Tabled

F0116-02 New Rectrix Aviation, Inc. Terminal Lease for Commuter Air Service Update.

- At this time there is no discussion regarding agenda item.

Action: Tabled

Updates:

- Airport Fee Structure Review Status Update.
 - **None**
- Business Software Update.
 - Discussed drafting a letter to Town of Barnstable IT Dept reiterating the importance of the installation of software program.
- Solar Funding Update.
 - Solar revenue is up \$28,000.00 over guarantee out put within the first 9 months.
- Jet Blue Update.
 - Season start date is May 12th, 2016. Will run five days a week until June 16th, 2016 at which time full time seven days a week schedule starts.
 - Management has a meeting scheduled with Jet Blue on May 22nd, 2016.
- Air Service Development Marketing Update
 - **None**
- Airport De-Icing Program?
 - We will be purchasing a previously owned Deicing machine with grant money we have previously received.
- Island Airline Update
 - Discussed Expenses & Revenues affects in agenda item F0316-03.
- Open Meeting Law Update
 - Waiting to hear from Town Clerk on meeting date.

Adjournment: Voted and moved to adjourn at 9:30 a.m.

Robert L. O'Brien, Co- Chairman



Michael A. Dunning, Co-Chairman

