



# BARNSTABLE MUNICIPAL AIRPORT

## BOARDMAN-POLANDO FIELD

480 BARNSTABLE ROAD, 2ND FLOOR

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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, April 4<sup>th</sup>, 2018

Airport Conference Room 11:00 a.m.

### Commissioners Present: (Roll Call)

Stephen P. Cobb, Commissioner  
James DellaMorte, Commissioner  
Joseph J. Berlandi, 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 11:02 a.m. Roll call was taken.

*Minutes of the March 21<sup>st</sup>, 2018 Finance Subcommittee meeting were unanimously approved, and signed.*

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

#### ➤ Jet Fuel Sales & Purchases:

- Net Jets Contract goal is 200,000 gallons. Assistant Manager Katie Servis stated she has concerns with them meeting their goal when comparing March 2017 to March 2018 purchases. However, the busy summer months are approaching so she feels confident they will meet their contract goal.
- Commissioner Cobb asked if we could check with our Flight Tracking System Vector to see if the frequency of flights flying in is to us down, or if they are just not purchasing fuel when they do fly in.
- Everest Fuel contract goal is 50,000 gallons and we have no concerns with them meeting their goal.

- Fly Exclusive contracted 25,000 gallons. Assistant Manager Katie Servis stated, at the rate they are purchasing fuel to date they will probably not meet their contract goal. If this is correct, they will need to make a penalty payment at the end of their contract to make up the difference. She is going to reach out to them to see why they are not utilizing our Airport for fuel.
- Assistant Manager Servis stated according to the Jet Fuel Spreadsheet we have 219,557 gallons to sell to meet out FY17 sales.
- Commissioner Dellamorte requested we shop around for a better credit card percentage rate.
- FAA Air Traffic numbers for the month of November, December, January & February have increased. Assistant Manager Servis feels it is a nationwide issue. She would like to see the Itinerant numbers increase through GA traffic.
- Enplanements and Deplanements numbers are up for the month of March. Rectrix's numbers have increased substantially from FY17 to FY18.
- Car Rental concessions for Avis in FY18 are comparatively higher than FY17. Budget's concessions for the month of March 2018 are lower than March 2017. Assistant Manager Servis stated, if Avis & Budget want to bid they may want to MultiBrand.
- Republic Parking concessions are down. The Town of Barnstable is looking into utilizing the Airport's parking lot to alleviate some of the town wide parking problem. The RTA has requested historical numbers which Katie is working with the town to supply. They are looking to run a Trolley service seasonally.

#### **NEW BUSINESS**

FY0418-01 Review & Approve Appropriation Order of \$ 167,600.00 for Fiscal Year 2018 Airport Operating Expense Budget.

- First reading is scheduled for April 5<sup>th</sup>, 2018.
- Increases are being requested for Aviation Jet Fuel, Legal Fees & Consultant Fees.
- Commissioner Berlandi asked about Grant availability to help offset the Consultant Fee's which are needed for DEP required testing. Assistant Manager Servis stated there are no Grants available for Environmental Requirements.
- Motion was made by Commissioner DellaMorte and seconded by Commissioner Cobb to approve and move item to the April 17<sup>th</sup>, 2018 Full Commission Meeting.

*Action: Agenda item moved to Full Commission for approval*

FY0418-02 Review & Approve MassDOT Grant Applications:

1. Café' Patio & Door Addition \$ 55,500.00
  2. Hanger II Drainage Improvements \$ 241,900.00
  3. Forestry Mulcher \$ 22,000.00
  4. ARFF/SRE Bay Door Replacement \$ 136,000.00
- With no discussion Commissioner DellaMorte made a motion and was seconded by Commissioner Berlandi to approve and move all item to the April 17<sup>th</sup>, 2018 Full Commission Meeting.

*Action: Agenda item moved to Full Commission for approval*

#### **OLD BUSINESS:**

F0318-02 Approval of Fennick McCredie Contract Amendment # 4 for ARFF /SRE Building Garage Doors Replacement.

- We are waiting on the Bid Documents.
- Discussed having a Special Finance Meeting on April 17<sup>th</sup>, 2018 @ 3:45 prior to the Full Commission Meeting.

*Action: Schedule Special Finance Meeting on April 17<sup>th</sup>, 2018 @ 3:45 prior to the Full Commission Meeting.*

F0318-04 Review & Approve FY19 Draft Operating Budget.

- CIP Budget is on the schedule for the Town Council April 5<sup>th</sup>, 2018 Meeting.
- Operating Budget is will be on the schedule for a later date.
- Updated the commissioner that the TSA is no longer funding a Grant to offset the expense of having the Law Enforcement Officer (LEO) in the terminal. We will need to look at whether or not we will modify or eliminate the LEO Services.
- We need to go through each line item and see where we can make reductions.
- If we do not reduce the Reserve request below \$ 400,000.00 we will be at risk of getting a minimum Budget dictated to us by the Town Council.
- Our Expenses are high and Revenues are low, which has created a budget shortfall.

*Action: No Action at this time.*

UPDATES:

- Air Freight / Cargo Options Update.
  - None at this time
- Development of Airport Properties
  - At this time we are looking at our Priority Properties.
- Discuss Time Change for Subcommittee Meeting.
  - Change the Finance Subcommittee to the First Tuesday of the Month @ 8:30 am.

Adjournment: Voted and moved to adjourn at 12:31 p.m.

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**James DellaMorte, Co-Chairman**



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**Stephen P. Cobb, Co-Chairman**