



BARNSTABLE MUNICIPAL AIRPORT

BOARDMAN-POLANDO FIELD

480 BARNSTABLE ROAD, 2ND FLOOR

HYANNIS, MA 02601

www.town.barnstable.ma.us



Office: 508-775-2020

Fax: 508-775-0453

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

Katie R. Servis, Assistant Airport Manager

BARNSTABLE MUNICIPAL AIRPORT COMMISSION FINANCE SUBCOMMITTEE MEETING MINUTES

Tuesday, June 12th, 2018

Airport Conference Room 8:30 a.m.

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

Commissioners Present: (Roll Call)

James DellaMorte, Co-Chair

Stephen P. Cobb, Co-Chair

Joseph J. Berlandi, Commissioner

Airport Staff:

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

Katie R Servis, Assistant Airport Manager

Matthew T. Elia, Assistant Airport Manager

Mary McDonald, Financial Analyst

Public Members:

None

Meeting was called to order at 8:36 a.m. Roll call was taken.

Minutes of May 1st, 2018 Finance Subcommittee meeting were unanimously approved, and signed.

The following Items were taken out of order.

F0618-07 Review & Approve Jacob's Engineering Group, Inc. Passenger Facility Charge (PFC) Plan.

- Assistant Manager Servis stated we have a need to modify our current PFC Plan.
- The need is to cover Snow Removal and Fire Fighting equipment purchases.
- The equipment is eligible due to it will ensure the Airport runs safely.
- We will need to purchase equipment up front and over time the PFC's will pay for the equipment.
- The time line to implement is six to nine month.
- Commissioner Cobb asked if it was necessary and normal to contract a consultant like Jacob's Engineering at \$36,300.00, to move forward with increasing our PFC's. Assistant Manager Servis stated Jacob's scope of work is as follows:
 - Develop a PFC Plan
 - File with Federal Aviation Association.
- Cut sheets to tenants

- Will set up all necessary meetings.
 - Jacob's will respond to any questions.
 - Commissioner Cobb asked if there is a chance we will get negative feedback and if so how do we handle it? Assistant Airport Manager Servis, stated yes there is a very good chance will get negative feedback. When we do we will then need to respond and the FAA will make the final decision.
 - Motion was made by Commissioner Berlandi and seconded by Commissioner DellaMorte to approve and move item to the June 19th, 2018 Full Commission Meeting.
- Action: Agenda item moved to Full Commission for approval.**

F0618-08 Review & Approve Jacob's Engineering Group, Inc. Airport Master Plan Contract.

- The Capital Improvement Project (CIP) was approved at a previous Finance Subcommittee meeting and by the Town Council.
- The main issues addressed on the Masterplan are as follows:
 - Safety
 - Capacity
 - Future Business
- This will be over a period of 18 months and is 95% reimbursable.
- Explorer Solutions made a site visit to look at the stakeholders on the field.
- This will be a three phase process.
 - Phase one: Analysis based on our needs & FAA Criteria.
 - Phase two: In depth analysis of Runway Projects.
 - Phase three: In depth Utilities Research.
- Motion was made by Commissioner DellaMorte and seconded by Commissioner Cobb to approve and move item to the June 19th, 2018 Full Commission Meeting.

Action: Agenda item moved to Full Commission for approval.

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

- Jet Fuel Sales & Purchases:
 - Purchases are up by 20,000 gallons; however sales are down \$ 30,000.00 compared to the same time line last year.
 - Net Jets exceeded their contract goal of 200,000 gallons. However, compared to last year at this time they have purchased 14,000 gallons less fuel.
 - Jet Blue at the present time does not have a jet fuel contract. Based on our Jet Fuel Discount Program once they have purchase 25,000 gallons they will receive a 15 cent discount. The discount would apply to 25,001 gallon and not be prorated back to gallon one.
 - Fly Exclusive is on the Jet Fuel Incentive Program. In order to receive a discount the will need to purchase 25,000 gallons of fuel. Presently they have purchased 6,460 gallons.
 - Everest Fuel Management is below their contracted 50,000 gallons.
 - Commissioner Cobb suggested we send monthly or quarterly summary sheet to the Customer, so they can see how their sales are trending.
- FAA Air Traffic numbers of operations are down 15,000 from last year. Manager Breault stated he will check with FAA Management and ask for their input on why they think the numbers are so low.
- Enplanements and Deplanements numbers are roughly the same as last year for this time. We are working on getting all charter flight to report.
- Car Rental concessions overview:
 - Avis down \$ 6,100.00
 - Budget down \$4,700.00
 - Hertz down \$ 350.00.
 - Enterprise up \$ 145,000.00

- The total Minimum Annual Guarantee is up \$ 36,000.00 from last year at this time.
- Republic Parking gross receipt through April is up \$ 5,000.00.
- Solar Kwatt hours are down, but the price is up to 2 cents. We are up \$23,000.00 in revenue from last year. We are at the end of our third year being on the system.

NEW BUSINESS

F0618-01 Review & Approve Go Rental Commercial Aeronautical Activity Permit & License Agreement.

- The company has been brought in to operate out of Rectrix Aerodrome. The company will have high end car and cater to their general aviation customers.
- We need to negotiate details of the agreements. At present time the agreement does not have some of the language the Terminal Rental Car companies have. Such as Minimum Annual Guarantee and limit on number of cars and parking.
- Also, It was brought to management's attention that the drivers have been approaching other Car Rental customer's soliciting their business.

Action: Item was tabled until Agreement is revised.

F0618-02 Review & Approve New England Aircraft Detailing Commercial Aeronautical Activity Permit.

- This is a "Through the Fence Agreement", which Manager Breault is preparing.
- This would follow the same outline as other Aircraft Detailing Companies we have had in the past.
- Motion was made by Commissioner Berlandi and seconded by Commissioner DellaMorte to approve and move item to the June 19th, 2018 Full Commission Meeting.

Action: Agenda item moved to Full Commission for approval.

F0618-03 Review Rectrix Land Lease Amendment #5 for Additional Ramp Space.

- Manager Breault stated Rectrix would like a seasonal lease for additional ramp space.
- Commissioners requested that the lease be an Annual 5 year round lease with an auto renewal.
- Commissioners recommended setting up a meeting with Rectrix to negotiate the terms of the lease.
- Commissioner discussed and suggested \$ 18,000.00 monthly if we do offer Seasonal Lease. and to establish state date Rectrix requested for 3 month period annually.
- Another suggestion was \$6,000.00 monthly for months of June, July & August.
- Motion was made by Commissioner DellaMorte and seconded by Commissioner Berlandi to revise article one to reflect current ground lease term length.

Action: Item was tabled.

F0618-04 Discuss Potential Lease for Portion of 290 Iyannough Road Property.

- Manager Breault has been asked to draft a 7,000 -9,000 square foot lease at fair market value of properties outside the fence for the party interested in the property.
- Motion was made by Commissioner Berlandi and seconded by Commissioner DellaMorte to approve and move item to the June 19th, 2018 Full Commission Meeting.

Action: Agenda item moved to Full Commission for approval.

F0618-05 Review & Approve Cape Air Terminal Lease.

- Language needs to be added to Article 20 –Mutual Term Clause. Extension of existing lease and subject to an annual CPI increase.
- Motion was made by Commissioner DellaMorte and seconded by Commissioner Cobb to approve based on new language and move item to the June 19th, 2018 Full Commission Meeting.

Action: Agenda item moved to Full Commission for approval.

F0618-06 Review & Approve Car Rental Lease.

- Request for Proposal went out and the response we received were from all four of our current car rental companies
- The Minimum Annual Guarantee (MAG) is \$ 18,000.00 lower than their current MAG.
- Under new lease Multi-Branding will be allowed. Two of the responses were Multi-branding Hertz Rental Car /Dollar Rental Car and Enterprise Rental Car / National Rental Car. Avis and Budget opted not to Multi-brand.
- A lease is being drafted with the assistance of Johanna Boucher, Town of Barnstable Chief Procurement Officer.
- Motion was made by Commissioner Berlandi and seconded by Commissioner Cobb to approve and move item to the June 19th, 2018 Full Commission Meeting.

Action: Agenda item moved to Full Commission for approval.

F0618-09 Review & Approve Jacob's Engineering Group, Inc. Reconstruct Runway 15-33
Change Order # 5.

- Amendment to increase contract by \$ 32,083.00.
- Motion was made by Commissioner DellaMorte and seconded by Commissioner Cobb to approve and move item to the June 19th, 2018 Full Commission Meeting.

Action: Agenda item moved to Full Commission for approval.

F0618-10 Review & Approve Lawrence Lynch Corp Reconstruct Runway 15-33
Change Order # 4.

- Change order to reduce contract by \$ 25,852.26.
- Motion was made by Commissioner DellaMorte and seconded by Commissioner Cobb to approve and move item to the June 19th, 2018 Full Commission Meeting.

Action: Agenda item moved to Full Commission for approval.

F0618-11 Discuss Net Jets Request with Respect to Contract Renewal -
Price Reduction for FY19.

- They would like to keep current 200,000 contracted gallons and \$ 1.25 discount.
- Commissioners suggested 265,000 gallons with \$ 1.25 discount or 200,000 gallons with \$1.35 discount.
- Motion was made by Commissioner Cobb and seconded by Commissioner Berlandi to approve and move item to the June 19th, 2018 Full Commission Meeting.

Action: Agenda item moved to Full Commission for approval.

Additional Discussion:

F0418-05 Review & Approve New Teamsters Local 59 -3 Year Contract.

- Manager Breault stated the only change to the contract is 2% Cola increase and 2% Cost of living increase.
- The Motion was made by Commissioner Cobb and seconded by Commissioner Berlandi to approve and move item to the June 19th, 2018 Full Commission Meeting.

Action: Agenda item moved to Full Commission for approval.

UPDATES:

- Air Freight / Cargo Options.- No update discussed
- Development of Airport Properties. - No update discussed
 - Kmart Request for Proposal (RFP)-(Evaluation Committee)
- MassDOT Projects: (June 30th, 2018 Deadline) - No update discussed
 - Hangar II Drainage Improvements
 - Café Patio & Door Addition
 - ARFF/SRE Bay Door Replacement Forestry Mulcher.
 - Airfield Painting.

- Cape Cod Regional Transit Authority (CCRTA) Bus Schedule. .- No update discussed
- Demetrius Atsalis –HMI Parking/Republic Parking Agreement. .- No update discussed
- Potential "Shop Today @ HYA". .- No update discussed
- Jet Blue- June 2018 Schedule. .- No update discussed
- Potential T-Hangar Waitlist Fee.- No update discussed
- Discover Barnstable - Date: August 23rd, 2018 & Time: 4:30-5:30..- No update discussed

Next Finance Subcommittee Meeting is scheduled Tuesday, July 3^d, 2018 @ 8:30 am.

Adjournment: Voted and moved to adjourn at 10:15 a.m.

James DellaMorte, Co-Chairman



Stephen P. Cobb, Co-Chairman

