



**BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD**
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Katie R. Servis, Airport Manager
Matthew T. Elia, Assistant Airport Manager

**BARNSTABLE MUNICIPAL AIRPORT COMMISSION
FINANCE SUBCOMMITTEE MEETING MINUTES
Tuesday, July 9th, 2019
Airport Conference Room 8:30 a.m.**

Commissioner's Present: (Roll Call)

James DellaMorte, Chairman
Norman E. Weill, Commissioner

Airport Staff:

Katie R. Servis, Airport Manager
Matthew T. Elia, Assistant Airport Manager
Mary McDonald, Financial Analyst

Public Members:

Jan Aggerbeck, Cape Cod Coffee

Meeting was called to order at 8:34 a.m. Roll call was taken.

Minutes of the February 14th, 2019 Finance Subcommittee Executive Session meeting were reviewed and approved.

NEW BUSINESS:

F0719-01 Review & Discuss Amendment #1 by and between the Barnstable Municipal Airport Commission and Cape Cod Coffee LLC.

- Jan Aggerbeck, Cape Cod Coffee approached Management two weeks prior explaining concerns about off-season lack of sales. He stated it's costing more to hire personal and run the café in the off-season then what they are making in revenue. The Café does well in-season with the arrival of JetBlue. They asked to modify the hours, cutting back in the off-season and only using the café for special events, but continue with daily operations in the summer. They have also requested rent relief in the off season.
- Manager Servis stated until the airport receives more passengers, increased traffic and perhaps year-round service, it has been difficult to maintain a quality café year round. Without relief, Cape Cod Coffee would need to depart from the airport.
- Motion was made by Commissioner DellaMorte and seconded by Commissioner Weill to approve and move item to the July 30th, 2019 Full Commission Meeting

Action: Agenda item was recommended and moved to Full Commission for approval.

F0719-02 Review and Discuss Renewal of the Discount Fuel Contract for FY2020 by and between Barnstable Municipal Airport and Net Jets.

- Net Jets has been part of the airport's discount program since 2012. They purchase the largest quantity of fuel of all the discount program participants. They purchase over 200,000 gallons of fuel from us, being 20-25% of our total sales annually.

- Manager Servis stated, that although the airport revised the discount program in October 2017 to coincide with the Rates & Charges Modifications, Net Jet requested in 2017 & 2018 to remain at the old rate. They have made the same request in 2019, stating they will not sign a contract if the rate increases.
- Commissioner DellaMorte requested management bring this item back to Net Jets and try to negotiate an increase to their guaranteed gallons purchased to continue at the old rate. He also requested management to do an analysis of our profit margin for discussion at the August Finance Subcommittee.
- Commissioner DellaMorte & Weill agreed if Net Jets will not increase their guaranteed gallons purchased, they will still recommend and move to the Full Commission for approval.
- Motion was made by Commissioner DellaMorte and seconded by Commissioner Weill to approve and move item to the July 30th, 2019 Full Commission Meeting.

Action: Agenda item was recommended and moved to Full Commission for approval.

OLD BUSINESS:

There was no old business.

UPDATES:

- ➔ Financial Overview –
 - Manager Servis stated the top five revenues producers for the airport and what percentage of our overall budget are as follows:
 - Jet Fuel -65%
 - Land Lease Rental-21%
 - Rental Car Concessions- 6%
 - Landing Fees-General Aviation- 5%
 - Landing Fees –Airlines- 3%
- ➔ RFP Land Development Update- is currently on hold until the master plan is completed.
- ➔ Airport Rates & Charges Study-discussed the possibility of having a workshop in September.
- ➔ Events
 - July 15 - Discover Barnstable Bismore Park (June meetings to discuss with tenants)
 - All tenants will be returning other than Cape Cod Coffee however they are supplying us with their cod brew.
 - July 18 to August 11 – Barnstable Airport Artist Shanties – Thursday through Sunday
 - The Shanties will be at the airport between 11:30 -2:00, which is also the time of the Jet Blue traffic.
 - July 31 - Discover Barnstable Overlook Area (June meetings to discuss with tenants)
 - MassDOT and Barnstable Police Department will be present.
 - Management encouraged the Commissioner to stop by.
 - August 9 - FAAS Team Meeting
 - This meeting is titled "Sharing the Airspace with Drones"
 - September 12 - FAAS Team Meeting
 - September 14 – Electric Vehicle Car Show & Ride
 - Cape Air and CVEC are promoting this event.
 - We will be utilizing the access Road for this show.
 - September 19 – Cape Cod Young Professionals Back to Business Bash
 - Wings of Freedom - no NE states listed this year
 - October 3-6 – EAA B-17 Tour and Young Eagles Event

- October 15 – Workforce Development Expo
 - Manager Servis stated they are working with the Massachusetts Air & Space Museum on this event.
 - She asked if anyone was familiar with the Stem Expo held at Logan Airport. It is all aviation professionals and they bus students in from schools in the Boston area.
 - Management has organized one in Southern Massachusetts.
 - Management has a meeting with Dr. Meg Mayo-Brown, Barnstable Public School Superintendent to confirm the date.
 - This also works with our Business Plan to promote Aviation Education.

At this time the commissioners took a moment to congratulate Assistant Airport Manager, Matt Elia on his one year anniversary. He was presented with a card and an aviation pot holder made by a 99, The International Organization of Women Pilots. The fabric she used to make the potholder was from fabric owned by Elrey Borge Jeppesen. His aviation career spanned more than 60 years. He is famous for his development of manuals and charts that allow pilots worldwide to fly safely.

EXECUTIVE SESSION:

At this time, Commissioner DellaMorte called for a motion: As Chair of the Finance Subcommittee, I move to go into Executive Session under G.L.c. 30A §21(A), to conduct a strategy session for the Lease between the Barnstable Municipal Airport Commission and Ross Rectrix Holdings, LLC. I declare that an open meeting may have a detrimental effect on the negotiating position of the Airport. The meeting will not reconvene in open session after the Executive Session

The motion was seconded, and a roll call vote was taken to go into executive session at 9:45 am, ***not to reconvene in open session.***

Commissioner DellaMorte

yes

Commissioner Weill

yes

All non-essential persons at this time were asked to leave the Conference Room.

Meeting was adjourned at 9:45 a.m.

The next Finance Subcommittee Meeting is scheduled Tuesday, August 6th, 2019 @ 8:30 am.



James DellaMorte, Chairman

FINANCE SUBCOMMITTEE

8:30 am

[illegible]