



**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, August 6<sup>th</sup>, 2019  
Airport Conference Room 8:30 a.m.**

**Commissioner's Present: (Roll Call)**

James DellaMorte, Chairman  
Norman E. Weill, Commissioner  
Wendy Bierwirth, Commissioner

**Airport Staff:**

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

**Public Members:**

None

Meeting was called to order at 8:30 a.m. Roll call was taken

*Minutes of the April 10<sup>th</sup> and May 7<sup>th</sup> Finance Subcommittee were approved.*

**NEW BUSINESS:**

**F0819-01 Review and Discuss Renewal of the Terminal Contract by and between Barnstable Municipal Airport and Transportation Security Administration.**

- The TSA is requesting to implement a 5-year renewal of Lease Number LMA04262 for the airport terminal.
- They have analyzed its portfolio and have determined that the terminal lease is available for another five- (5) year renewal option in lieu of a Full & Open Competition to award a new lease.
- Manager Servis stated this has been done in the past on several occasions and this would be considered Amendment #9 to the original lease.
- Their current lease expires on October 31, 2019.
- Management is working with TSA on a few modifications that need to be made
- Motion was made by Commissioner DellaMorte and seconded by Commissioner Bierwirth to approve and move item to the August 27<sup>th</sup>, 2019 Full Commission Meeting.

*Agenda item was recommended and moved to Full Commission for approval, contingent on satisfactory terms are met.*

**F0819-02 Review and Discuss Temporary Business Operating Agreement by and between Barnstable Municipal Airport and Biszko Contracting.**

- Biszko is contracted with the Town of Barnstable and is looking for space to store equipment and material for a 3 month period.

- Management spoke with the Town of Barnstable Procurement and they are recommending that rather than a lease, we provide access to the property and Biszko pay for the right to use the property.
- The Agreement would run from September 1<sup>st</sup>, 2019 through December 31, 2019.
- This would be a Business Operating Agreement and per our current Rates & Charges would be a yearly charge of \$1,500.00.
- Commissioners requested Management consult with our attorney Anderson & Kreiger to ensure the Agreement is consist with other tenants.
- Motion was made by Commissioner DellaMorte and seconded by Commissioner Bierwirth to approve and move item to the August 27<sup>th</sup>, 2019 Full Commission Meeting.

*Agenda item was recommended and moved to Full Commission for approval, pending consult with Anderson & Kreiger.*

#### **OLD BUSINESS:**

None

#### **UPDATES:**

→ Financial Overview –

▪ Manager Servis reviewed the following budget items:

- Overall we are 21% above predicted revenues to date.
- Parking revenues are slightly inflated due to Rectrix 2018 make up payment.
- Gallons of Jet Fuel sold are 13,000 gallons higher than last year for the month of July.
- Tie Down rentals have increase due to they are being utilized more this year than last.
- We have increased our Land leases due to Ideal Floor Lease and Thru the Fence leases.
- Operating revenues we watch closely to be sure we are tracking as anticipated.

→ RFP Land Development Update- is currently on hold.

→ Airport Rates & Charges Study-discussed possibly having a workshop in September.

→ Upcoming Events

- August 1 - August 11 – Arts at the Airport (part of Arts Barnstable) – Thursday through Sunday
- August 9 - FAAS Team Meeting
- September 12 - FAAS Team Meeting
- September 14 – Electric Vehicle Car Show & Ride
- September 19 – Cape Cod Young Professionals Back to Business Bash in the Terminal
- October 3-6 – EAA B-17 Tour and Young Eagles Event
- October 15 – Aviation Workforce Development Expo

→ Airport Master Plan Update- Airport Manager Servis stated our consultant McFarland & Johnson are compiling data to move forward.

→ Airport Business Plan Update- Management stated this is ready to go. However, they are still working on the fiscal year view.

*Meeting was adjourned at 9:40 a.m.*

*The next Finance Subcommittee Meeting is scheduled Tuesday, September 3<sup>rd</sup>, 2019 @ 8:30 am.*



James DellaMorte, Chairman

Barnstable Municipal Airport Commission

John T. Griffin, Jr., Chairman; James DellaMorte, Clerk; Elizabeth Young, Commissioner; Zachary Lesinski, Commissioner; Norman Weill, Commissioner

## FINANCE SUBCOMMITTEE

**8:30 am**

[illegible]