



FINANCE SUBCOMMITTEE MEETING MINUTES
Tuesday, September 7th, 2021
Airport Conference Room 8:30 a.m.
Via Zoom Virtual Meeting

Call Meeting to Order:

8:33 a.m.

Commissioner's Present: (Roll Call)

Norman E. Weill, Commissioner
Bradley J. Bailey, Commissioner
John G. Flores, Commissioner

Airport Staff:

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

Airport Staff Absent:

Katie R. Servis, Airport Manager

Public Members:

None

Minutes of the July 13th, 2021 Finance Subcommittee meeting were unanimously approved by a roll call vote and will be signed at a later date.

Commissioner Weill Yes Commissioner Flores yes Commissioner Bailey Yes

OLD BUSINESS:

There was no old business to discuss.

NEW BUSINESS

F0921-1 – Review and Discuss License Agreement by and between Cape Cod Gateway Airport and HMI Parking Services LLC

- Assistant Manager Elia stated HMI Parking originally requested a 3-year agreement.
- Based on procurement law and speaking with the Chief Procurement Officer and Town of Barnstable's Legal Department, it was determined that a 1-year License Agreement was preferable for this temporary use.
- This would give the airport more flexibility as the site that HMI Parking is using could be used for other purposes including an aircraft parking apron in the future.
- A motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting by a roll call vote:
Commissioner Weill Yes Commissioner Flores yes Commissioner Bailey Yes

Action: The agenda item was moved to the September 21st, 2021 Full Commission meeting for approval.

F0921-2 – Review and Discuss License Agreement by and between Cape Cod Gateway Airport and New England Utility Constructors Inc.

- New England Utility Constructors Inc. reached out to Airport Management requesting the use of Mildred's lot for the temporary staging of material and equipment for a



nearby project associated with National Grid upgrades to the gas lines from September 2021 – May 2022.

- When the project is complete the lot will be cut and reseeded. This will be an improvement to the current overgrown condition of the lot.
 - Management will prepare draft license agreement at a monthly rate of \$ 500.00 for review and approval at the September 21st, 2021 Full Commission meeting.
 - A motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting by a roll call vote:
Commissioner Weill Yes Commissioner Flores yes Commissioner Bailey Yes
- Action:* The agenda item was moved to the September 21st, 2021 Full Commission meeting for approval.

F0921-3 – Review and Discuss an increase airport staff by one full-time, 40-hour per week, Airport Operations Specialist position

- Assistant Manager Elia reviewed a memo on the Justification to Increase Airport Staff by One Full-Time, 40-Hour per Week, Airport Operations Specialist Position. See attached.
 - In 2016 -2017 time frame there was a change to union contract to reduce an Operation Specialist and a Maintenance Custodian due to Budget cuts. This request will return our Operations Department from nine back to ten people.
 - Airport Management is requesting an increase to Airport staff levels in Fiscal 2022 to cover staffing shortfalls in the Airport Operations Department due to increased fuel sales, vacation leave coverage, Family Medical Leave Act Coverage and escort coverage.
 - Position Funding was discussed:
 - The addition of non- aeronautical land leases we saw a 48% increase in revenues from \$5.6M in FY2017 to \$8.3M in FY2020.
 - In addition Federal Grants in FY2020 and 2021 allowed the Airport to build its cash reserves and embark on some economic development projects.
 - Increased fuel sales have helped develop a stronger aviation revenue source.
 - A motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting by a roll call vote:
Commissioner Weil Yes Commissioner Flores yes Commissioner Bailey Yes
- Action:* The agenda item was moved to the September 21st, 2021 Full Commission meeting for approval.

Updates:

- Upcoming October Finance Items:
 - Hyannis Hangar LLC – October 2021
 - Heritage Turbines Access Agreement – October 2021
 - NE Aircraft Detailing – October 2021-access agreement
 - Everest Fuel – October 2021
- Upcoming October Infrastructure Items:
 - Signage for Ross – October (Ross Aviation has proposed signage)
 - Signage (Airport Access Road & Terminal) – October 2021
- Executive Session – Air Cape Cod Disposition – Full Commission Meeting – September 21, 2021



- Airport Finances Update
 - Management will review Financial updates at the September 21st, 2021 Full Commission meeting.
 - Assistant Manager Elia stated to date fiscal year 2021 has not been closed.
 - Briefly reviewed Fiscal Year 2022 Budget Summary.
- Next and Final Planning Advisory Group (PAG) Meeting is scheduled for September 23th, 2021 at 11:00am via Zoom
- Town of Barnstable Budget
 - Fiscal year 2023 Capital Improvement Plan meetings were completed with on-call consultant teams on July 27, 2021.
 - Meeting with Federal Aviation Administration and MassDOT is scheduled for September 15, 2021
 - Fiscal year 2023 Operating Budget to commence October 2021
- Dates to remember:
 - MCI Drill September 28, 2021 commissioners are invited to join us. Assistant Manager Elia stated we are in need of victims, so if you would like to participate please let us know.

Additional Comments:

Assistant Airport Manager, Elia stated last week we received additional funding regarding the TSA COVID cleanings.

Commissioner Weill inquired about the Environmental Assessment and hoped McFarland Johnson did not feel slighted because they were not chosen for the project. He also commented the general public is unaware of the time and efforts that procurements take in the process.

Meeting Adjourned: 9:43 a.m.

The next Finance Subcommittee Meeting is scheduled Tuesday, October 5th, 2021 @ 8:30 a.m.



Norman E. Weill, Chairman

