



BARNSTABLE MUNICIPAL AIRPORT

BOARDMAN-POLANDO FIELD

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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, February 7th, 2018

Airport Conference Room 8:30 a.m

Commissioners Present: (Roll Call)

James DellaMorte, Commissioner
Stephen P. Cobb, Commissioner

Airport Staff:

Katie R Servis, Assistant Airport Manager
Mary McDonald, Financial Analyst

Airport Staff Absent:

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

Commissioner Absent:

Joseph J. Berlandi, Commissioner

Public Members:

None

Meeting was called to order at 8:40 a.m. Roll call was taken.

Minutes of the January 10th, 2017 Finance Subcommittee meeting were unanimously approved, and signed.

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

- Jet Fuel Sales & Purchases;
 - Sales are down 24,000 gallons. Our Capacity increase but our sales decreased.
 - GAMA Aviation is interested in signing a Jet Fuel Contract with a 50,000 Gallon limit. Wheels-up is managed by GAMA and is a frequent flyer at the airport.
 - Net Jets purchases this month is down 500 gallons compared to February 2017. Overall comparing same period in FY17 & FY18 they are down 10,000 gallons.
 - Everest Fuel is already at 20,000 gallons of the 50,000 gallon contracted amount.
 - Fly Exclusive does not have a signed contract. Their discount is based on the Jet Fuel Program tiers.

- FAA Air Traffic numbers down 10,500 operations from FY17. One contributing factor could be Cape Air has cut the number of daily flights and cut the Sunday flights completely. Assistant Manager Servis mentioned that base on conversations she has with the public, they are not aware that Rectrix flies into LaGuardia Airport. She will be speaking with Rectrix to pass on the information.
- PFC will be reviewed at a meeting Assistant Manager Servis will be scheduling to see if or what the policy is regarding charging Charter flights.
- Enplanements and Deplanements numbers are down 1,700 this month. Now that SpectaculAir is reporting it will help increase our overall numbers.
- Republic Parking numbers are down. However, net receipts are slightly up. Assistant Manager Servis will be meeting with the Town of Barnstable Regulatory Department to discuss the upcoming season. The Town has reached out to us regarding the town's parking problem. They are starting to advertise the Town of Barnstable Parking Lots in the "Town of Barnstable Greeters Program"& "Park Happy Flyer", and we are included in this. Commissioner Cobb stated he would like to see a bus stop on the East Ramp. Also Commissioner DellaMorte stated we need to be sure we let the General Aviation customers know it's available and convenient. Installation of signage, Social Media and also look into adding it to our AirNav Website information would be key.
- Rental numbers for Avis, Budget & Hertz are down. Enterprise however is significantly up. Commissioner Cobb mentioned they work with insurance companies which would increase numbers. Assistant Manager Servis stated the car rentals go out for Bid this year in June. We also will be allowing branding share counter space, which in the past we have not.

NEW BUSINESS:

None

OLD BUSINESS:

F0118-01 Review & Approve Contract with Jacob's Engineering Group, Inc. for Design & Permitting of Runway 6-24 Reconstruction in the amount of \$ 400,000.00.

- Assistant Manager Servis stated that every year we put money aside for Design & Permitting. Funding in the amount of \$ 400,000.00 is for Design only, so we will be project ready. Jacob's will bring us up to the Bid process. However they will not be doing the Bid. Commissioner Cobb asked if we do not have AIP Funding available when we are project ready, will all the testing have to be redone. Servis stated as long as we do not disturb the area it will move forward with the project.
- Motion was made by Commissioner DellaMorte and seconded by Commissioner Cobb to approve and move item to the February 20th, 2018 Full Commission Meeting.

Action: Agenda item moved to Full Commission for approval.

F1217-01 Review & Approve FY19 to FY23 Capital Improvement Program Plan.

- Commissioners were given handout of Final Airport FY 2019 – 2023 Capital Improvement Program. Assistant Manager Servis noted that they may see certain projects have been rescinded or deferred.
 - Commissioner Cobb asked about LED Runway Lighting. Assistant Manager, Servis stated approach lights can be LED, but Runway lights cannot be.
 - Regarding AIR-19-01 Priority #7 Terminal Upgrades, Commissioner Cobb commented he highly encourage we get Jet Ways if we want year round service. Servis noted that we can make modifications at a later time if we find items that are necessary.
- Motion was made by Commissioner DellaMorte and seconded by Commissioner Cobb to approve and move item to the February 20th, 2018 Full Commission Meeting.

Action: Agenda item moved to Full Commission for approval.

UPDATES:

- Air Freight / Cargo Options Update.
 - None
- Development of Airport Properties
 - Assistant Manager Servis update the commissioners that the Air Museum is now going a different route. They are looking at other properties such as Women's Workout World or WS Development. They would like an existing building opposed to building.
 - We are looking at a possible Grant for East Ramp Access Road. Senator Whelan would like to have a Delegate Luncheon May 11th, 2018 to discuss the Grant.

Adjournment: Voted and moved to adjourn at 10:02 a.m.

James DellaMorte, Co-Chairman



Stephen P. Cobb, Co-Chairman

