



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
Frank Sanchez, Jr., Assistant Airport

Barnstable Municipal Airport Commission:

Ronald Persuitte,
Chairman

Donald E. Megathlin,
Vice Chairman

Robert L. O'Brien,
Commissioner, Clerk

John T. Griffin, Jr.,
Commissioner

Michael A. Dunning,
Commissioner

Timothy R. Luziotti,
Commissioner

BARNSTABLE MUNICIPAL AIRPORT COMMISSION FINANCE SUBCOMMITTEE MEETING MINUTES

Wednesday, November 7th, 2012
Airport Conference Room 8:30 a.m.

Commissioners Present: (Roll Call)

Robert L. O'Brien, Co-Chairman
Michael Dunning, Co-Chairman
Timothy R. Luziotti, Commissioner

Airport Staff:

Frank Sanchez, Jr., Assist Airport Manager
Mary McDonald, Financial Admin. Assistant

Absent:

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

Public Members:

Robert Persuitte, BMAC
Mary Smith, BMAC
June Daley, Town Council
Jim Burke, Late September LLC.
Richard LeBoeuf, Pain D'Avignon

Meeting was called to order at 8:33a.m. Roll call was taken.

Minutes of the October, 2012 Finance Subcommittee meeting were unanimously approved, and signed

Discussion of Month to Month Snap-Shot Comparison Financial Sheet

NEW BUSINESS

F10-01 Outside Fence Land Lease Discussion & Pain D'Avignon Draft Lease/Rate Discussion:

Assistant Airport Manager Frank Sanchez reported, prior to meeting Commissioners received Pain D'Avignon draft lease for review.

Jim Burke, Late September LLC, owner of Pain D'Avignon building was present and stated that the reason for his attendance at the Finance Subcommittee meeting was Pain D'Avignon Bakery lease is up for renewal.

He spoke on the following topics;

- His concerns regarding the proposed increase in the per square footage cost from 45 cents to \$ 1.00 per square foot.
- Noted that he would be maintaining the parking lot, by plowing also would make improvements such as resurfacing or grating.
- He stated Cape Air is utilizing a portion of the parking lot, in which he would also maintain.
- Suggested leasing extra parking space to accommodate valet parking and increase in employees.

Commissioner, Ronald Pursuitte explained the increase is due to an error in distinguishing the inside and outside the fence lease agreement pricing. He stated the commission would offer to negotiate the pricing.

Assistant Airport Manager, Sanchez pointed out other tenants of the Barnstable Municipal Airport are given percentage off their lease for maintaining the parking lots.

Action: Jim Burke and Pain D'Avignon will prepare a square footage pricing proposal to be presented at the November 27th, 2012 Full Commission Meeting.

F11-01 Island Airlines Fuel Pricing Agreement

Island Airlines Fuel Pricing Agreement was given as a handout to the commissioners. See attached Frank Sanchez, Assistant Airport Manager highlighted a couple of points

- We are in the process of purchasing a new fuel truck to meet the increased demand for fuel.
- Our staff will provide fueling service and if needed hire additional fueling personal.
- Discussed tracking methods, running tracking sheet vs. individual slips.
- Attorney Scott Lewis has reviewed an approved Island Airlines Fuel Price Agreement

Action: Finance Subcommittee unanimously approved Fuel Pricing Agreement and recommended to November 27th, 2012 Full Commission meeting for approval.

F11-02 Jacob Engineering 5 Year On call Contract

Discussed the status of the contact:

- The contact expires in May 202.
- Length of contract has increased from 3 years to 5 year.
- Explained the Barnstable Municipal Airport does not have an engineer on staff, so we contact one.
- The contract does not have a minimum guarantee. Jacob's Engineering only receives payment for services provided.

Action: Motion was made and unanimously approved to recommend to Full Commission for approval.

F11-03 Draft Fy14-FY18 CIP Plan

Commissioner Michael Dunning read partial CIP Spreadsheet to the finance committee. Chairman, Robert O'Brien stated the procedure for the CIP is changing. It will need to be presented to a task force for review.

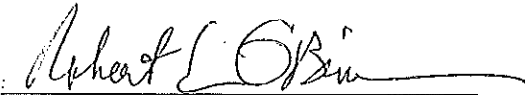
OLD BUSINESS

F07/03 FBO Action Plan Update:

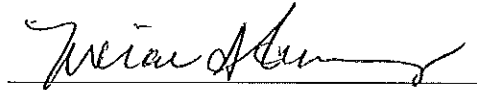
None

Action: None at this time.

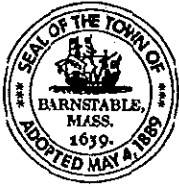
Adjournment: Voted and moved to adjourn at 9:17 a.m.



Robert L. O'Brien, Co- Chairman



Michael A. Dunning, Co-Chairman



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Commissioner

Mary F. Smith,
Commissioner

BARNSTABLE MUNICIPAL AIRPORT COMMISSION FINANCE SUBCOMMITTEE AGENDA Wednesday, November 7th, 2012 Conference Room 8:30 a.m.

Call Meeting to Order

Roll Call (Dunning, OBrien, Luziatti)

Review and approve minutes of October 3rd, 2012 meeting

YTD financial statements:

Month to Month Snap-Shot Comparison Sheet

NEW BUSINESS

**F10-01 Outside Fence Land Lease Discussion &
Pain D'Avignon Draft Lease/Rate Discussion**

F11-01 Island Airlines Fuel Pricing Agreement.

F11-02 Jacob Engineering 5 Year On call Contract

F11-03 Draft Fy14-FY18 CIP Plan

OLD BUSINESS

F07/03 FBO Action Plan Update

Adjournment

BARNSTABLE MUNICIPAL AIRPORT

Finance Sub-Committee Sign-in Sheet

November 7th, 2012

Name (Print)	Organization	Phone
Jim Kinsella	Barnstable Enterprise	508-815-4530
Richard LeBoeuf	Palm O'Leary	508-776-4137
Jim Burke	M. J. Enterprises LLC	508-737-6642
June Daley	Town Councilor	508-428-3852

