



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:

Ronald Persuitte,
Chairman

John T. Griffin, Jr.,
Vice Chairman

Robert L. O'Brien,
Commissioner, Clerk

Michael A. Dunning,
Commissioner

Timothy R. Luziatti,
Commissioner

Mary F. Smith,
Commissioner

Stephen P Cobb,
Commissioner

BARNSTABLE MUNICIPAL AIRPORT COMMISSION FINANCE SUBCOMMITTEE MEETING MINUTES

Wednesday, June 3rd, 2015

Airport Conference Room 8:30 a.m.

Commissioners Present: (Roll Call)

Michael A. Dunning, Co-Chairman

Timothy R. Luziatti, Commissioner

Commissioners Absent:

Robert L. O'Brien, Co-Chairman

Also, in attendance, Chairman, Ronald Persuitte, Commissioner Stephen Cobb, Commissioner John Griffin, Commissioner Mary Smith

Airport Staff:

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

Katie R. Servis, Assist. Airport Manager

Mary McDonald, Principal Financial Admin. Assistant

Public Members:

None

Meeting was called to order at 8:32 a.m. Roll call was taken.

Minutes of the May 6th, 2015 Finance Meeting were unanimously approved, and signed.

Discussion of Month to Month Snap-Shot Comparison Financial Sheet

NEW BUSINESS

F0615-01 Steam Ship Authority Lease/ Counter Proposal.

- If SSA requests to leave language regarding written notice of 6 months early termination in lease, we will increase the cost per square foot to \$ 1.00 instead of 84¢.
- SSA will decrease leased area from 7 acres to 5 acres.
- Terms of lease are as follows: four 5 year terms, which will rollover automatically and at 10 year mark we will re-negotiate terms.

Action: Approved contingent on SSA acceptance of counteroffer, voted to move to Full Commission for approval

F0615-02 Review Parking Fee Structure.

- Steamship Authority has requested additional overflow parking space if needed.
- BMA is working with Republic Parking to increase parking fee by \$ 1.00, making daily parking rate \$ 10.00.

Action: NONE

F0615-03 World Fuel/Ascent Refueler Lease Agreement/ Offset Agreement & Branding Agreement

- Barnstable Municipal Airport would receive \$ 115,000.00 Business Development Grant which we will use towards the construction of New Fuel Farm.
- We would receive these monies upon signing of new five year fuel agreement, however if we opt out at any point prior to the end of the five year term we will be obligated to pay back prorated Grant.

Action: Approved and voted to move to Full Commission for approval.

F0615-04 Discuss Lease of former Budget Washbay Area to Island Airlines for staff parking.

- Discussed Island Airlines need for additional parking and their request to lease the former Budget Wash bay Area.
- Space is 11, 020 square foot; cost \$ 1.25 a square foot.
- Prorate seasonally, July, August & September

Action: Approved and voted to move to Full Commission for approval.

OLD BUSINESS

F0115-01 Approve Revised Draft BMA Jet Fuel Volume Discount Program.

- Full commission Chairman Ronald Pursuitte presented handouts to commissioners of proposed Jet Fuel Discount Program.
- Recommended single purchase discount program be reduced or eliminated.
- Replace Single purchase discount program with new revised Jet Fuel Volume Discount Program.
- New proposed program increases by 50,000 gallons increments. Presently the program increases by 100,000 gallon increments.
- Under new Jet Fuel Volume Discount Program there will be two options. Option one: is a signed contract. Option two: is no contract with no look back.
- The contract option will be based on historical use.

Action: Tabled

F0115-04 Approve MOU between Barnstable Municipal Airport and DPW Water Supply Division

Action: Tabled

F0115-05 Approve Town of Barnstable Airport Manager Contract.

- Chairman Pursuitte distributed addendum to contract between Roland Breault and Barnstable Municipal Airport Commission stating "the maximum continuous time for vacation is two weeks in any one month with a minimum of two continuous weeks between vacations unless otherwise permitted by Chairman of BMAC."
- Commissioners agreed to add a clause to the language, "Which consent will not be unreasonably withheld."

Action: Approved and voted to move to Full Commission for approval.

Updates:

- Cape Cod Community College Airframe and Power Plant School Update
 - Appraiser James Toner has provided an opinion on the Davenport Hangar.
 - Appraiser reviewed the property from three aspects: Cost: \$ 1 million; Income: \$ 970,000.00 & Sale price: \$ 1 million.
 - Manager Breault would like to convey to DCAM that if parties can agree on \$ 1 million they could revoke RFP for proposed school.
 - Commissioner Luzietti suggested offering the two acres the Steamship Authority is eliminating from their lease for the CCCC Airframe and Power Plant School.
 - Subcommittee members feel it would be beneficial to have the A&P School remain on Cape Cod.
- Airport Fee Structure Review Status
- Munis Module Update
- Budget Action Calendar
- Net Jets & Island Airlines Fuel Agreement Update

Additional Discussion:

Rental Car Leases:

- All rental car leases are expiring and each has three one years extensions.
- Manager Breault suggested combining the three one year extensions into one three year extension.

Action: Verbal consensus to offer one three-year extension.

Adjournment: Voted and moved to adjourn at 10:15 a.m.

Robert L. O'Brien, Co- Chairman

Michael A. Dunning, Co-Chairman