



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

FINANCE SUBCOMMITTEE MEETING MINUTES

Wednesday, January 10th, 2018

Airport Conference Room 8:30 a.m

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

Commissioners Present: (Roll Call)

Stephen P. Cobb, Commissioner
Joseph J. Berlandi, Commissioner

Airport Staff:

R.W. (Bud) Breault, Jr., Airport Manager
Katie R Servis, Assistant Airport Manager
Mary McDonald, Financial Analyst

Commissioner Absent:

James DellaMorte, Commissioner

Public Members:

None

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

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

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

- Solar revenues are down 200,000 Kwat hours. However, revenue is up due to the increase cost.
- Jet Fuel Purchases are up 30,000 gallons from last year. Sales are down \$ 24,000.00. This could be due to the larger tanks. Manager Breault, stated we may need to go to the Town Council for an appropriation to purchase more jet fuel. This is not an unusual occurrence; we have had too many times in the past.
 - Net Jets had a good month and were up 1,500 gallons. They have met 81% of their Fuel purchase goal.
 - Everest Fuel has met 40% of their goal in the first 4 months.
 - Fly Exclusive is a fairly a new contract. The two companies under this contract are Flex Jet & Flight Options.
- Car Rental number are all down expect for Enterprise.
- Republic Parking numbers are slightly up.
- Enplanements and Deplanements are up this month. The reason may be that this month SpectaculAir was reported.
- FAA Air Traffic numbers are slightly down by 900 operations compared to the same time last year.

Additional Discussion:

Manager Breault stated we have available \$ 165,000.00 for cash projects at this time.

- This is solely due to we have not received reimbursements in the amount of \$ 4 million dollars for the period of September 2017-December 2017. In order to keep moving forward we will have to borrow from the General Fund if we do not receive the reimbursement in a timely manner. If we do borrow from the General Fund these funds will be subject to interest charges.
- Commissioners asked what the approval process is for the reimbursement. Manager Breault gave a quick summary of the many steps that are required.
 - We approve.
 - Airport pays project out of the Airport funds.
 - Jacob's Engineering Group, Inc. works with the State and FAA on our behalf.
 - Jacob's then creates a payment voucher.
 - Airport then approves the payment voucher.
 - Then we sent to the Town of Barnstable Attorney for review and approval for Change Order.

NEW 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.

- Manager Breault informed the commissioners that management received a 95 page contract late last night and have not had time to review prior to bringing it to the commissioners for approval.

Action: Agenda item was tabled.

OLD BUSINESS:

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

- Assistant Airport Manager, Katie Servis is working on a final version of the FY2019-2023 Capital Improvement Program.
- Projects are outlined through FY2023. The spreadsheet also includes State & Federal funding available.
- Commissioner Cobb asked if the projects were earmarked in order of priorities.
 - Katie stated the Masterplan directly affects the priority list, which puts this as the #1 priority,
 - Commissioner Berlandi asked what the Project number AIR-19-01 Comprehensive Airport Layout Plan/FAA Plan Update in the original amount of 1 million dollars includes? Assistant Manager Servis stated this is the Masterplan only does not include project costs.

Action: Assistant Manager, Servis will have the Final FY19 to FY23 Capital Improvement Program Plan completed by Friday January 12th, 2018 and will submit to the Town for approval prior. Once approved, it will be brought back to the Finance Subcommittee for approval.

F1017-06 Review & Approve (3) three year contract for Katie R. Servis as Airport Manager, to commence on June 29th, 2018.

- Commissioner ~~Cobb~~ & Berlandi asked if we are required to complete a worldwide search to fill the Airport Manager position. Manager Breault stated, when making the determination of the process we would use we consulted with the Town of Barnstable's Human Resource Department and the Town Manager. We are not required to conduct a worldwide search.

- Commissioner Cobb inquired whether the amount of vacation time is based on the pay grade. Manager Breault stated it aligns with the Town of Barnstable's policy which is based on years of employment. However, this can be negotiated within an employee's contract.
- Commissioner Cobb also asked about the yearly evaluations. He would like all commissioners to be involved in this process. Within the yearly review process the commissioners would like to have a priority list for both parties. Manager Breault stated the Town of Barnstable has a standard Performance Evaluation that is used for all employees. Commissioner Cobb asked for a copy of the evaluation to be attached to the contract.

Action: Add language to contract "Exhibit A" Performance Evaluation under Section V, prior to January 23rd, 2018 Full Commission meeting for approval.

Additional update:


Assistant Manager Servis informed the commissioner if they see construction vehicles at the Hertz Wash bay they had a water pipe collapse. This was an emergency situation so they are having the repair done.

UPDATES:

- Air Freight / Cargo Options Update.
 - None
- Development of Airport Properties
 - Assistant Manager Servis update the commissioners that Rectrix is looking to tear down Air Cape Cod to build hangars. The Air Cape Cod Lease is separate from the Rectrix Aerodrome Lease. They will be required to go to Cape Cod Commission for approval.
 - We will be working with the Town of Barnstable on the Solar Carports.

Adjournment: Voted and moved to adjourn at 9:42 a.m.

James DellaMorte, Co-Chairman



Stephen P. Cobb, Co-Chairman

BARNSTABLE MUNICIPAL AIRPORT

Finance Sub-Committee Sign-in Sheet

8:30 am

January 10th, 2018

Name (Print)	Organization	Phone
JOE BERLANDI	Attorney	508 375 0623

