

**BARNSTABLE MUNICIPAL AIRPORT
BOARDMAN-POLANDO FIELD**
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Katie R. Servis, Airport Manager
Matthew T. Elia, Assistant Airport Manager

**BARNSTABLE MUNICIPAL AIRPORT COMMISSION
FINANCE SUBCOMMITTEE MEETING MINUTES
Tuesday, October 6th, 2020
Airport Conference Room 8:30 a.m.**

Via Zoom Virtual Meeting

Commissioner's Present: (Roll Call)

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

Airport Staff:

Katie R. Servis, Airport Manager
Matthew T. Elia, Assistant Airport Manager
Mary McDonald, Financial Analyst
Fidora Rodrigues, Financial Administrative Assistant

Public Members:

John T. Griffin
Call Meeting to Order 8:34 am

Review and approve minutes of the September 1st, 2020 Finance Subcommittee meeting. -Tabled

OLD BUSINESS

None

NEW BUSINESS

F1020-01 Review & Discuss FY2022 Proposed Capital Improvement Plan (CIP)

- Management has developed the CIP for FY2022 based on discussions with on-call consultants, project priority and need and the state and federal ability to fund various projects within the fiscal years of the plan.
- Meetings with MassDOT and Federal Aviation Administration (FAA) occurred on 9/2/2020 with follow-up meeting on 9/15/2020.
- Management took into account the following:
 - Effects of COVID on the budget;
 - Environmental and permit orders that must be carried out (PFAS-Polyfluoroalkyl substances);
 - CARES Act projects based on tiered approach (safety and economic development potential);
 - Ability for the FAA to seek discretionary funding for large development projects; and
 - FAA identified FY2022 to include both runway 6/24 construction and EMAS (Engineering Material Arresting System) replacement.
- The Committee discussed the Top Projects on the FY2022 CIP:
 - EMAS design and construction to replace the runway departure end safety area.

- PFAS Mitigation – Reporting, Testing & Mitigation
- Demolition of the 1957 T Hangar and design and construction of a new hangar
- Design and replacement of the hangar the airport leases to Cape Air, the Fleet Hangar Door Replacement Project
- A motion was made by Commissioner Weill and seconded by Commissioner Bailey to approve and move the item to the October 20th, 2020 Full Commission Meeting.

Action : The agenda item was moved to the October 20, 2020 Full Commission meeting for approval.

F1020-02 Review and Discuss Fuel Contract by and between Barnstable Municipal Airport and World Fuel Services for Fuel Supply and Fuel Vehicle Rental.

- Manager Servis stated this will be a 3-year contract with two one year extensions.
- World fuel is replacing three of our existing 10-year old vehicles with three new vehicles.
- This increases the truck lease fee from the following:
 - 2011 5K capacity truck \$1995.00 to \$2795.00/month
 - 2011 5K capacity truck \$1995.00 to \$2795.00/month
 - 2010 3K capacity truck \$1795.00 to \$2595.00/month
 - From \$5785 to \$8185 per month with a 4-month rent relief for the months of November, December, January & February in FY2021
 - Contract Vehicle Rental Fee
 - Year 1 (FY2021) = \$65,480 (\$98,220620 - \$32,740)
 - Year 2 (FY2022) = \$98,220
 - Year 3 (FY2023) = \$98,220
- Additional fees will include insurance of vehicles as insurance which not part of the contract. In fiscal year 2020 we spent \$8K on insurance.
- Management reviewed the contracts with our attorney's and made suggested changes including:
 - Insurance requirements for fuel deliveries.
- A motion was made by Commissioner Weill and seconded by Commissioner Bailey to approve and move the item to the October 20th, 2020 Full Commission Meeting.

Action : The agenda item was moved to the October 20, 2020 Full Commission meeting for approval

F1020-03 Review & Discuss Standard Equipment Lease Agreement by and between Barnstable Municipal Airport and Hyannis Air Service, Inc. d/b/a Cape Air/Nantucket Air for Airport Deicing Equipment.

- This is the second year Cape Air wishes to lease the deicing equipment from the airport.
- The following changes were made to the Agreement:
 - An option was added to allow the equipment to be removed from the airport.
 - Two 12-month optional term extensions
 - Modifications to the maintenance of equipment.
- Cape Air has review the lease, and is acceptable to the terms as identified
- A motion was made by Commissioner Weill and seconded by Commissioner Bailey to approve and move the item to the October 20th, 2020 Full Commission Meeting.

Action : The agenda item was moved to the October 20, 2020 Full Commission meeting for approval.

F1020-04 Review and Discuss Standard License Agreement by and between Barnstable Municipal Airport and New England Aircraft Detailing.

- This is the third year New England Aircraft Detailing wishes to access the airport to conduct aircraft washing, cleaning and detailing.
- Business access fee of \$1500/year based on the approved and published rates and charges
- No changes, other than the term were modified in the agreement
- Risk management has reviewed.

- They do not do a wet wash they use a dry wash. If they were to use wet wash they must use deicing pad at the base of the tower.
- A motion was made by Commissioner Weill and seconded by Commissioner Bailey to approve and move the item to the October 20th, 2020 Full Commission Meeting.

Action : The agenda item was moved to the October 20, 2020 Full Commission meeting for approval.

F1020-05 Review and Discuss Discount Fuel Program Agreement by and Between Barnstable Municipal Airport and Everest Fuel.

- Manager Servis stated Everest Fuel is the largest purchaser of fuel under the discount fuel program
- They wish to sign another contract for the next year
- We indicated to them that in November we are reassessing our discount program and do not have all of the details yet but would honor the same program this year as we did last year.
- They have surpassed the 201,000 gallon goal to date over 300,000 gallons.
- Based on the meeting with Everest last week they do not want to increase their goal and want to stay at 200,001 as the prior contract.
- A motion was made by Commissioner Weill and seconded by Commissioner Bailey to approve and move the item to the October 20th, 2020 Full Commission Meeting.

Action: The agenda item was moved to the October 20, 2020 Full Commission meeting for approval.

Updates:

- Fuel Program Future Workshop
 - November Fuel Workshop.
 - Management has met internally on several occasions to analyze the fuel business.
 - Management was able to use the Rates and Charges study and template designed by the airport consultant McFarland Johnson to conduct the internal analysis.
 - Management has also met with World Fuel and Mark Milne, the Town of Barnstable's Finance Director, to discuss options for the fuel business.
 - Management has come up with 5 options, which they will share with commission in November in executive session.
- Airport Tree Clearing Project Update
 - Completing the rough cutting 15/33; Earth work and seeding and cutting back of vines along the chain link fence.
 - Seeds did not take due to drought and reseeding will need to occur in the fall or spring
- PFOS(polyfluoroalkyl substances) /Public Involvement Plan & Update
 - Mitigation will be completed by this week
 - There was a slight delay due to old utilities being discovered.
- ARFF/SRE Roof Replacement Update start early next week.
 - Project will be wrapped up by December.
 - 100% FAA funded other than a small portion of the roof over office space. We will use Cares Acts Funds for this portion.
- Airport Master Plan Update
 - Last Thursday public access online was made available for the public to learn more about what the Master Plan is and to provide an opportunity for comments with a dedicated email address for comments. We are giving them a month to respond.
 - We are also looking into Cape Cod Media commercials,
 - Informational postcards will be mailed out within the next couple of weeks to residents and businesses asking for input.
- FY2022 Budget – Planning underway
- Airport Rates & Charges Update (2021 review post-COVID19)

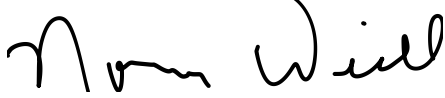
Barnstable Municipal Airport Commission

John T. Griffin, Jr., Chairman; Elizabeth Young, Vice Chairman; Norman E. Weill, Clerk,
Wendy Bierwirth, Commissioner; John G. Flores, Ph.D., Commissioner

- Suggested waiting until the fall 2020 to revisit.
- Future Tank Development (Master Plan Alternatives)-On Hold
- Do not forget: 90th Anniversary for Boardman/Polando Flight (date?)

Meeting was adjourned at 9:42 am

The next Finance Subcommittee Meeting is scheduled Tuesday, November 3rd, 2020 @ 8:30 am.

A handwritten signature in black ink that reads "Norman Weill". The signature is written in a cursive style with a horizontal line underneath the name.

Norman E. Weill, Chairman