



**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

Katie R. Servis, Airport Manager
Matthew T. Elia, Assistant Airport Manager

**BARNSTABLE MUNICIPAL AIRPORT COMMISSION
FINANCE SUBCOMMITTEE MEETING MINUTES**
Tuesday, November 3rd, 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 (remotely)

Public Members:

John T. Griffin

Call Meeting to Order 8:32 am

Minutes of the September 1st, 2020 & October 6th, 2020 Finance Subcommittee Meeting were unanimously approved & will be signed at a later date.

OLD BUSINESS

None

NEW BUSINESS

F1120-01 Review and Discuss of the Standard License Agreement by and between Barnstable Municipal Airport and Heritage Turbines, Inc.

- This is the third year Heritage Turbines, Inc. wishes to access the airport for the purposes of accessing their large roll up door that abuts airport land.
- The yearly License Agreement fee of \$1,500.00 which is based on approved and published rates and charges.
- The only change made was the term of the agreement.
- There is the standard insurance requirement.
- Commissioner Flores inquired whether there was a termination clause. Manager Servis stated there is a 30 day termination clause in the Agreement.
- A motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move the item to the November 17th, 2020 Full Commission Meeting.

Action: The agenda item was moved to the November 17th, 2020 Full Commission meeting for approval.

F1120-02 Review and Discuss Project Change Order in the Amount of \$5,302.00 for the Aircraft Rescue and Firefighting Building Reroofing Project by and between Barnstable Municipal Airport and Capeway Roofing.

- Manager Servis stated it was anticipated there would be change orders to the contract due to the age of the building.
- As Capeway Roofing began working on the ARFF Roof, it was noted that five rusted exhaust fan covers are in need of replacement.
- The replacement covers will be covered 100% by the Federal Aviation Administration (FAA) as part of the project.
- A motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move the item to the November 17th, 2020 Full Commission Meeting.

Action: The agenda item was moved to the November 17th, 2020 Full Commission meeting for approval.

Updates:

- Airport Finances Update:
 - Manager Servis stated that we are reviewing the budget on a weekly or biweekly basis.
 - Compared to FY2020 we are down in Revenues by 31% and Expenses by 22%.
 - Jet Fuel sales for the month of October up 48 % compared to October FY20.
 - Jet fuel sales overall for the fiscal year (July – October 2020) are up 10%
 - Operations are up 0.2% for the month of October FY21 compared to October FY20
 - In order to meet our revenue potential for FY21 projected budget we will need \$3.7 Million.
 - \$1.9M can be expected from current agreements:
 - Land & Building Leases (\$1.6M)
 - Other such as solar (\$300K)
 - \$285K expected from new agreements and potential Fuel Sales
 - New Agreements (\$35K)
 - Jet Fuel Sales (\$250K) *note assumed net
 - We need to monitor other service fees closely tied to commercial aviation; they are tracking less than anticipated.
 - Expense reductions were implemented and could be a budget savings of \$ 95,000.00
 - Cares Act total Grant \$ 17,971,966.00.
 - Tier 1 –Requests to date \$554,612.51
 - Reimbursement #1- 1 \$ 372,242.44
 - Reimbursement #2- 1 \$ 182,370.07
 - Anticipated FY21 requests \$3.3 million.
 - Tier 2- Requests to date \$ -0-
 - Forthcoming requests with FY2022 Capital Improvement Projects.
 - Anticipated request - \$ 2.2 million.
 - Commissioner Flores asked how long Cares Act funds are available to the Airport. Manager Servis stated until 2024. She also stated we are moving up some projects to ensure we use all Cares Act funding. The only items which the FAA were not agreeable to were the LEO Reimbursement Program & Environmental projects (PFOS- Polyfluoroalkyl substances).

- Fuel Program Future Workshop:
 - The Workshop is scheduled for 3:15 p.m. on November 17th prior to the Full Commission meeting and will be held in executive session due to the impact it could have on some of our current tenants.
- Airport Tree Clearing Project Update
 - Our Marketing team will Issues a press release with the updated progress of the project.
 - Late March early April 2021 we will assess the site and reseed.
- PFOS/Public Involvement Plan & Update
 - Project is complete and all large equipment is removed
 - There is a punch list which will need to be completed prior to final payment being issued.
 - Mid December the PFOS Public Involvement plan will be released, after we meet with the Town Council.
- ARFF/SRE Roof Replacement Update
 - We are moving forward. Flat membrane roof should be installed by the end of this week, weather has delayed the construction. Pitched roof will be started the following Week
- Airport Master Plan Update
 - FAA stated we have done the most robust outreach they have seen in while. This week Yarmouth reached out with concerns. Airport Management is in contact with the Town of Yarmouth
- FY2022 Budget – Planning underway-
 - We had an Internal meeting this week to review the budget and discuss projected needs and decreases that can be made to the current modified Budget.
- Airport Rates & Charges Update (2021 review post-COVID19) This is on Hold
 - Suggested waiting until post-COVID to revisit.
- Future Tank Development (Master Plan Alternatives)- This is on Hold
 - Manager Servis stated we should be looking into electric stations to cater to electric aircraft.
 - Cape Air has stated they are moving in this direction.
 - She suggested we add this to our Master Plan and Business Plan.
 - One proposed question was can we sell the electricity the question is how can we can sustain ourselves if we moved away from Jet Fuel. We will be working with Cape Air and researching how we will move forward. We also need to research available FAA Funding for solar installation potential.
- Do not forget:90th Anniversary for Boardman/Poland Flight (date/)
 - With the new airport name and logo, how will we honor Boardman/Poland Field?
 - Manager Servis indicated after talking with our Marketing team, that one idea was to name the Terminal “The Boardman Polando Terminal“ as part of the 90th Anniversary. We can do this via videos due to COVID guidelines and limitations such as publishing some historic videos from with the help of the Massachusetts Air and Space Museum.

Meeting was adjourned at 9:20 am

The next Finance Subcommittee Meeting is scheduled Tuesday, December 2nd, 2020 @ 8:30 am.



Norman E. Weill, Chairman