



FINANCE SUBCOMMITTEE MEETING MINUTES
Tuesday, January 5th, 2021
Airport Conference Room 8:30 a.m.
Via Zoom Virtual Meeting

Commissioner's Present: (Roll Call)

Norman E. Weill, Commissioner
John G. Flores, Commissioner

Commissioner's Absent:

Bradley J. Bailey, Commissioner

Airport Staff:

Katie R. Servis, Airport Manager
Matthew T. Elia, Assistant Airport Manager
Mary McDonald, Financial Analyst (Remote)

Public Members:

John T. Griffin (Remote)

Call Meeting to Order 8:34 a.m.

Review and approve minutes of the December 1st Regular & Executive Finance Subcommittee meeting was tabled.

Old Business:

There was no old business to discuss.

New Business:

COM0121-01 – Review and Discuss Funding in the amount of \$29,800 to Develop and Implement a New Airport Website.

- The Quotient Group, Airport on-call Airport Marketing Team, has presented a proposal to revamp and manage the airport's website. They have the expertise in aviation and currently are maintaining our social media platforms.
- This will include a new template, a new navigation system which is user friendly, true cost calculator to calculate user travel cost, integration display system of arriving & departing aircraft, and a full content rewrite.
- Subcommittee discussed an example of Rochester Airport website, which The Quotient Group revamped and maintains.
- Discussion also included concerns over \$29,800.00 has not been vetted against local competitors. When the Request for Proposal (RFP) went out in 2019 it did not include website redevelopment details but it is inferred based on other tasks within the overall marketing and social media theme. Also, in 2019 the threshold was for \$20,000 each fiscal year. Manager Servis explained that like all our on-calls, we have a specified funding source for "local" projects and as others come up such as FAA or MassDOT projects, the on-call is amended to include work that is typically in the contract wheelhouse.
- Commissioners would like the Town of Barnstable Procurement office to review and approve the information.
- Commissioners also requested monitoring our website to see what type of volume the website generates.



- Manager Servis stated she will provide the requested information prior to the January 19th, 2021 Full Commission meeting.
- Action: Agenda was tabled until further information is provided. Will be moved forward to the Full Commission meeting contingent on the approval of additional information provided.

COM0121-02 – Discuss Funding consultant Scope of Work (SOW) and Fee to Develop and Implement CARES Act Funded T-Hangar and Cape Air Fleet Hangar Doors

- Manager Servis stated a Federal Aviation Administration (FAA) Approved Independent Fee estimator review is required prior to bringing this item to the Full Commission.
- Currently we are waiting on the Scope of Work and Fee Estimate from our On Call Architectural consultant Fennick & McCredie for both projects.
- Fennick McCredie is working on a draft Scope of Work and Fee for the following projects.
 - The T-Hangar project consists of complete demolition of the existing, mid-1970's T-Hangar building and foundation and replacement with new pre-fab engineered building. It is assumed that the replacement would be approximately the same size and located in approximately the same location and with a similar finished floor elevation, therefore limiting the amount of site work necessary. The project does not include any pavement renovation except as necessary to meet the finished floor elevation.
 - The Fleet Hangar Door project consists of the replacement of two existing hangar doors, approximately 75'x27' and 82'x32, at the Cape Air Hangar, which is airport-owned and leased back to Cape Air. The doors are showing signs of age and wear. The doors will be replaced with either new bi-fold or a one piece tilt up door.
- Action: a new agenda item will be added to future meetings once we receive a Scope of Work and Fee Estimate from Fennick & McCredie. The item had not action to be taken but was purely for informational purposes.

This Agenda Item was taken out of order:

UPDATES:

- Airport Finances Update:
 - Overall FY21 vs. FY20 we are down 28-30%.
 - We are doing well meeting our budget due to leases that are not tied to aviation.
 - We can also add the cares act funds if needed, but want to see if we can meet our budget without using the funds.
- CARES Act Projects
 - Upcoming Amendment & SOW from Fennick and McCredie for:
 - Replacement of T-hangar,
 - Fleet Hangar Door Replacement
 - See above.
- Airport Tree Clearing Project
 - No Update – Will be reseeding in the spring.
- PFOS/Public Involvement Plan & Update
 - Extension request for reporting and analysis due to lab analysis delays due to COVID.
 - Airport Full Commission-Was presented on December 17th, 2020.
 - Town Council Presentation- Town Manager, Mark Ells would like more information prior to bringing it to the Town Council.
- ARFF/SRE Roof Replacement Update –
 - We have had some delays due to weather and some due to supplies delays.
 - Completion within two weeks anticipated
- Airport Master Plan Update:
 - Planning Advisory Group meeting scheduled January 26th, 2021 at 1:00 p.m. via zoom. (Faculty needs will be discussed)



- FY2022 Budget – Planning underway
 - Budget due to town in roughly a month
 - Will be presented to Finance Subcommittee at the February 2021 meeting.
- Airport Rates & Charges Update (2021 review post-COVID19)
 - Moved to FY2022.
- Rebranding
 - Terminal name to celebrate 90th Anniversary for Boardman/Polando Flight tentatively scheduled for July 2021.
 - Website modifications – see above

Addition Update:

- Manager Servis stated Cape & Vineyard Electric Cooperative, Inc.(CVEC) reached out to us to let us know there is funding available for changing station and vehicles. Manager Servis stated we will ask for any vehicles we can, CVEC stated that solar cash out option may not be available in the future. This could mean only Net Credits will be available.

During the Regular Session of January 5th, 2021 Finance Subcommittee meeting, Commissioner Weill called for a motion: As Chair of the Finance Subcommittee, I move to go into Executive Session pursuant to G.L. c. 30A, § 21(a)(3) to discuss strategy with respect to collective bargaining *with* Teamsters Union Local 59 as a discussion *in* The motion was made and seconded, and a roll call vote was taken to go into executive session at 9:32 a.m. the meeting will not reconvene in open session after the Executive Session.

Commissioner Weill-yes

Commissioner Flores-yes

Regular session meeting was adjourned at 9:32 am

The next Finance Subcommittee Meeting is scheduled Tuesday, February 2nd, 2021 @ 8:30 a.m.



Norman E. Weill, Chairman

