



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 10th, 2018

Airport Conference Room 8:30 a.m.

Barnstable Municipal
Airport Commission:

John T. Griffin Jr.,
Chairman

Stephen P. Cobb,
Vice Chairman

James DellaMorte
Clerk

Elizabeth Young,
Commissioner

Zachary Lesinski,
Commissioner

Joseph J. Berlandi,
Commissioner

Norman E. Weill,
Commissioner

Commissioner's Present: (Roll Call)

James DellaMorte, Co-Chair

Stephen P. Cobb, Co-Chair

Joseph J. Berlandi, Commissioner

Airport Staff:

Katie R Servis, Airport Manager

Matthew T. Elia, Assistant Airport Manager

Mary McDonald, Financial Analyst

Public Members:

Norman E. Weill, Airport Commissioner

Meeting was called to order at 8:35 a.m. Roll call was taken.

Minutes of September 12th, 2018 Finance Subcommittee meeting minutes were unanimously approved & signed.

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

- Jet Fuel Sales & Purchases:
 - Jet fuel sales are tracking roughly the same as FY18.
 - Commissioner requested a column be added to the Jet Fuel Sales spreadsheet to reflect the monthly total that is in our tanks.
 - NetJets surpassed their FY18 contract goal of 200,000 by 35,946 gallons.
 - Everest Fuel Management current contract ended September 2018. A new contract is being negotiated.
 - Fly Exclusive is tracking to exceed their contract goal of 25,001. Presently they are paying for purchases with a credit card. Commissioners suggested we invoice for fuel purchases to avoid credit card fees.
- FAA Air Traffic numbers are trending downward.
- Enplanements and Deplanements:
 - We have been tracking downward since 2007.
 - Manager Servis stated we still have not recovered from Island Airlines closure.

- Car Rental concessions overview:
 - For the period of July and August 2018:
 - Avis is tracking the same as last year. Budget is down from last year and Hertz and Enterprise are tracking above last year.
- Republic Parking revenues for the month of June 18 were tracking higher than the prior year.
 - Manager Servis stated The Town of Barnstable Park Happy Program, Regional Transit Authority and the Peter Pan Bus service has helped increase revenues.
- Financial Worksheets:
 - Monthly financial reports were held for review and further discussion.

NEW BUSINESS:

F1018-01 Review & Approve Everest Fuel Agreement.

- Everest Fuel Management would like to contract at the 100,001 – 200,000 tier.
- They had surpassed their contract goal of 50,001 in August of 2018. We continued to invoice them at the 50,001 gallon discounted rate, which is cost plus \$ 1.55. They should have been charged cost plus \$ 1.40. Due to this oversight we owe them a credit of \$ 14,496.75.
- The credit will be applied to their next invoice.
- If agreed upon the new contract will be effective October 16th, 2018 and their new discount rate will be cost plus \$1.50.
- Motion was made by Commissioner Cobb and seconded by Commissioner Berlandi to approve and move item to the October 16th, 2018 Full Commission Meeting.

Action: Agenda item moved to Full Commission for approval.

F1018-02 Review & Approve Remote Sensing Access Agreement.

- Manager Servis received an email today stating they are not ready to move forward with the access fee of \$ 1,500.00.
- Commissioners were briefed on details of the agreement.
 - The types of equipment they develop are used for NASA (National Aeronautics & Space Administration), NOAA (National Oceanic Atmospheric Administration), and GIS (Geographic Information Systems) Mapping.
 - Their equipment would be stored in our SRE (Snow Removal Equipment) building.
 - They have an office downtown Hyannis. However, they need a large open area to conduct their testing.
 - The company wants to shift their business from 80% research – 20% developing equipment to 80% developing equipment - 20% research.
 - They presently are set up at the Plymouth Airport and stated their equipment has not interfere with the airports ILS (Instrument Landing System) Equipment, other navigation aids or radios.
 - They would be required to file a 7460 with the FAA (Federal Aviation Administration). When management asked if they had previously filed a 7460 they were not clear whether or not they had.

Action: Agenda item was tabled.

OLD BUSINESS:

F0918-01 Review & Discuss Best Practices for Leasing Airport Properties

- A couple of suggestions were made.
 - To shorten the checklist.
 - Color coding according to priority.

Action: Commissioners will review and send comments within the next couple of days

F0918-03 Review & Approve Mobile Fuel Sales Platform.

- Assistant Manager Elia stated he has been researching Square and Phillips World Fuel compatibility.
- Management needs to review all the pros and cons of our options.

- Square will give us the ability to process MasterCard, American Express and Visa.
- Most of our credit card sales are done with a Phillips card, which Square will not process.
- The other option is Phillips System, which has a monthly fee and same credit card processing fees we currently are paying. The system also offers a mobile swiper.

Action: Commissioner requested a summary document for review.

UPDATES:

- Airport Manager's Report.
- BMAC Rules & Procedures
 - Commissioners requested the following revisions to the document:
 - Barnstable Municipal Airport Commission, only state Commission.
 - Barnstable Municipal Airport Manager, only state Manager
 - Barnstable Municipal Airport, only state Airport.
 - Referenced a typo in Section 5- hatever should be however.

Action: Manager Servis will make changes to the Rules & Procedures.

The next Finance Subcommittee Meeting is scheduled Tuesday, November 6th, 2018 @ 8:30 am.

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



James DellaMorte, Co-Chairman



Stephen P. Cobb, Co-Chairman

