



**CAPE COD GATEWAY AIRPORT COMMISSION**

Tuesday, September 21, 2021

**Meeting to be held On-line at 4:00 PM - Via link below:**

Join Zoom Meeting

<https://zoom.us/j/99456743213>

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**1. Call to Order**

**2. Roll Call**

**3. Pledge of Allegiance**

**4. Minutes of the previous meetings:**

**5. Public Comment**

**6. Commissioners Response to Public Comment**

**7. Report from Sub-Committees**

- **Finance** (*Commissioners Weill, Flores, Bailey*)
- **Infrastructure & Marketing** (*Commissioners Young, Bierwirth, DiGeorge*)

**8. OLD BUSINESS**

None

**9. NEW BUSINESS**



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KATIE RILEY SERVIS Airport Manager | MATTHEW T. ELIA Assistant Airport Manager

**EXECUTIVE SESSION: Executive Session pursuant to M.G.L. c. 30A, § 21(a)(6) to consider the purchase, exchange, lease or value of real property (Air Cape Cod facility), as an open meeting may have a detrimental effect on the negotiating position of the Commission.**

**COM0921-1 - Approval of the License Agreement by and between Cape Cod Gateway Airport and HMI Parking Services LLC**

**COM0921-2 - Approval of the License Agreement by and between Cape Cod Gateway Airport and New England Utility Constructors Inc.**

**COM0921-3 - Approval of an increase in airport staff by one full-time, 40-hour per week, Airport Operations Specialist position**

**COM0921-04 - Approval of the FY2022 Business Plan Goals and Objectives**

**COM0921-05 - Approval of the FY2022 Proposed Events List**

**Updates:**

- July & August Radio Advertising
  - Coming to an end
  - We attached a report (to date for August) for commercial that ran throughout the summer on 4 stations with CCB
  - \$4,104 was the price for advertisement for the summer
- Upcoming October Finance Items:
  - Hyannis Hangar LLC - October
  - Heritage Turbines Access Agreement - October
  - NE Aircraft Detailing - October
  - Everest Fuel - October
  - ATCT Agreement - October
- Upcoming October Infrastructure Items:
  - Signage for Ross - October
  - Signage (Airport Access Road & Terminal) - October
- Airport Finances Update
  - Management to review with Finance Sub-committee and at the full Commission meeting
- CARES Act Projects Update
  - Replacement of T-hangar (Amendment Commission approved January 2021),
    - Critical path is environmental permitting.
    - 30-day Mass Historical review period begins week of July 26, 2021
    - Submit request for approvals to town planning board and September public hearing as well as MA Historical Society submittal
    - Schedule:
      - Design = underway
      - Environmental = August/September public meeting
      - Final Design = September 29, 2021
      - Bid Advertisement = October 7, 2021
      - Bid Opening = November 4, 2021
      - Bid Award = December 2021



- Development Addendum = December 2021
  - Construction Start = March/April 2022
  - Completion Date = October 2022
- Fleet Hangar Door Replacement (Amendment Commission approved January 2021). On hold.
- Mary Dunn Way Extension (underway and amendment forthcoming).
  - SOW Draft = Completed
  - Fee = Completed
  - Survey = Completed
  - ASG Contract = Underway
  - Design = Underway
  - IFE = Underway
  - Schedule:
    - Bid Advertisement = January 26, 2022
    - Bid Opening = February 24, 2022
    - Bid Award = March 10, 2022
    - Development Addendum = March/April 2022
    - Construction Start = May 2022
    - Completion Date = August 2022/Closeout November 2022
- Airport Master Plan Update
  - Meeting with FAA on 7/29/2021 and gained consensus on alternatives. One modification was made to Runway 6/24, which Management will go over with the Commission
- Next and Final Planning Advisory Group (PAG) Meeting = September 23 @ 11 via Zoom
- Town of Barnstable Budget
  - FY2023 Capital Improvement Plan meetings completed with on-call consultant teams on July 27
  - Meeting with FAA and MassDOT = September 15, 2021
  - FY2023 Operating Budget to commence October 2021
- Airport Environmental Assessment
  - Selection of Epsilon Associates
  - December 2021/January 2022 start as long as we have an approved Airport Layout Plan from the FAA
    - We originally anticipated a October start but we must wait for the FAA to complete the review and approval of the proposed projects and that will take 90-days
- PFOS/Public Involvement Plan & Update
  - Continuing data collection and preparing for submittal of the Phase III report to DEP in October/November 2021
  - Audit completed by DEP August 26, 2021 with request for additional information - future meeting with DEP by the end of September
  - Future meeting with Town Council Leadership post audit meeting
- Airport Rates & Charges Update (2021 review post-COVID19)
  - FY2022 effort (October 2021)
  - Airport Management will start working on various updates
- Rebranding & Website Upgrade
  - Website modifications - underway and an interactive test website will be available soon for Management and Commission review
  - Sign plan modifications - underway
- Dates to remember:



- o MCI Drill September 28, 2021
- o Lease Development Update
  - o Griffin Avionics - underway - draft lease under Airport Management review
  - o Hyannis Hangar LLC (planned for discussion at the September meeting)

10. **Announcements** - Commissioner's Comments

11. Matters not reasonably anticipated by the Chair

12. **Adjournment** - Next Meeting, October 19, 2021

Please Note: The list of matters, are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. It is possible that if it so votes, the Commission may go into executive session. The Commission may also act on items in an order other than they appear on this agenda.

AGENDA ITEMS

**EXECUTIVE SESSION: Executive Session pursuant to M.G.L. c. 30A, § 21(a) (6) to consider the purchase, exchange, lease or value of real property (Air Cape Cod facility), as an open meeting may have a detrimental effect on the negotiating position of the Commission.**

As Chair, I move to go into executive session pursuant to M.G.L. c. 30A, § 21(a) (6) to consider the purchase, exchange, lease or value of real property (Air Cape Cod facility), as an open meeting may have a detrimental effect on the negotiating position of the Commission. The meeting will reconvene in open session after the Executive Session.

**COM0921-1 - Approval of the License Agreement by and between Cape Cod Gateway Airport and HMI Parking Services LLC**

**MOTION** to approve the one-year License agreement by and between Cape Cod Gateway Airport and HMI Parking Services LLC effective October 1, 2021.

**SPONSOR: Finance Subcommittee (May be acted upon)**

**COM0921-2 - Approval of the License Agreement by and between Cape Cod Gateway Airport and New England Utility Constructors Inc.**

**MOTION** to approve the License Agreement by and between Cape Cod Gateway Airport and New England Utility Constructors Inc. from September 1, 2021 through May 21, 2022 for access to and use of the property on the southeast portion of the airfield outside of the secure fence' commonly known as the "Mildred's Lot". **SPONSOR: Finance Subcommittee (May be acted upon)**



**COM0921-3 - Approval of an increase in airport staff by one full-time, 40-hour per week, Airport Operations Specialist position**

**MOTION** to approve the increase in airport staff by one full-time, 40 hour per week, Airport Operations Specialist position to cover staffing shortfalls in the Operations Department. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

**COM0921-04 - Approval of the FY2022 Business Plan Goals and Objectives**

**MOTION** to approve the Fiscal Year 2022 Business Plan Goals and Objectives to include measurable elements for each task and modifications as suggested by the Airport Commission. **SPONSOR:** Infrastructure & Marketing Subcommittee **(May be acted upon)**

**COM0921-05 - Approval of the FY2022 Proposed Events List**

**MOTION** to approve the Fiscal Year 2022 Airport Events list as proposed by management. **SPONSOR:** Infrastructure & Marketing Subcommittee **(May be acted upon)**

