



CAPE COD GATEWAY AIRPORT COMMISSION

Tuesday, December 21st, 2021

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

Join Zoom Meeting

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

Meeting ID: 994 5674 3213

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Meeting ID: 994 5674 3213

Find your local number: <https://zoom.us/u/adL7EUHsQK>

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Minutes of the previous meetings:

July 27, 2021

August 17, 2021

September 21, 2021

5. Public Comment

6. Commissioners Response to Public Comment

7. Report from Sub-Committees

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

8. OLD BUSINESS



480 Barnstable Rd, Hyannis, MA 02601 | flyHYA.com | 508.775.2020

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

None

9. NEW BUSINESS

COM1221-1 Discussion and Overview of Air Carrier Partnerships and Process by Rick Lucas of McFarland Johnson

COM1221-2 Update on Cape Air's Electric Aviation Research & Development Program

COM1221-3 Approval of the Plans for the Airport Fixed Based Operation (FBO) Remodel

10. Report of Special Committees

- Noise Report (July, October, January, April)
- Yarmouth Representative Comments

Updates:

- Airport Master Plan Update
 - Complete
 - Final documentation with FAA for review
 - Update on Meeting with the Town of Yarmouth 11/30/2021 regarding the AMPU to be provided
- Upcoming January Finance Items:
 - Hyannis Hangar LLC (Continuation of lease discussion & hopefully FINAL Terms)
 - Griffin Avionics DRAFT Lease (Continuation of lease discussion & hopefully FINAL Terms)
 - Modified/Updated Airport Rates & Charges
 - FBO Renovation Scope of Work & Project Estimate Approvals
 - Financial/Budget Update
 - Amendment to Cape Air Lease for Electric Aviation Charging Stations
 - DRAFT RFP for the Air Cape Cod facility
 - Disposition of the Mildred's Lot
 - Amendment to The Quotient Group On-Call Marketing Contract
 - New Contract for Public Relations
- Upcoming January Infrastructure Items:
 - Signage (Airport Access Road)
 - Business Plan Update - January 2021
 - Website (Continuation & hopefully FINALIZATION)
 - Infrastructure modification of Cape Air Lease for Electric Aviation Charging Stations
 - DRAFT RFP for the Air Cape Cod facility
 - Upcoming Events
- CARES Act Projects Update
 - Replacement of T-hangar CARES1 (January/February 2022 Bid),
 - Fleet Hangar Door Replacement CARES2 (January/February 2022 Bid).
 - Mary Dunn Way Extension CARES3 (January/February 2022 Bid).
 - FBO Renovation CARES4 (March/April 2022 Bid)
- Town of Barnstable Budget
 - FY2023 Capital Improvement Plan completed
 - Town of Barnstable Leadership meetings are forthcoming
 - FY2023 Operating Budget to commence October 2021



- Internal staff meetings completed
 - Development underway
- Airport Environmental Assessment
 - Epsilon Associates Kickoff Meeting TBD
 - February 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
 - Meeting with DEP on October 1 to go over Audit finding
 - Continuing data collection and preparing for submittal of the Phase III report to DEP in October/November 2021
- Rebranding
 - Sign Replacement
 - At this point in time, staff has ordered the terminal sign replacement
 - Staff is also getting additional quotes for the replacement of the wooden access signs with the revised stone façade signs with solar lighting.
 - We may not have quotes and graphics to share for the December meeting but we will keep you in the loop
 - Website Upgrade
 - Website modifications - underway and an interactive test website available for Subcommittee review
 - Airport Management continues to work with The Quotient Group on the website.
 - They have Airport Management and Commissioner feedback on look and feel and are making modifications
 - They have new approved photos for use
 - They are continuing to work with the developer on the site
 - A revised page based on Marketing and Infrastructure Subcommittee and Management comments is forthcoming
- Dates to remember:
 - Cape Cod Gateway Airport Community Event Series
 - February xx, 2022: Chocolate & Hearts featuring Chef Stephen Coe.
 - March xx, 2022: Aviation Themed Paint Night
 - April xx, 2022: Planning for Summer 2022! Travel Destinations
 - May xx, 2022: Cigars & Whiskey featuring Chef Stephen Coe.
 - Tent as a possibility to get away from the terminal
 - June xx, 2022: Cape Cod Healthcare Educational/Reception
 - November xx, 2022: Pottery Night
 - December xx, 2022: Holiday Entertaining
- Lease Development Update
 - Griffin Lease underway and meeting set for week of 12/6/2021
 - Hyannis Hangar LLC - waiting for counter offer
- RFP Development for non-aviation parcels
 - Mildred's
 - Grass Lot (Access Road)



- o Air Cape Cod

11. Announcements - Commissioner's Comments

12. Matters not reasonably anticipated by the Chair

13. Adjournment - Next Meeting, January 18, 2022

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

COM1221-1 Discussion and Overview of Air Carrier Partnerships and Process by Rick Lucas of McFarland Johnson

COM1221-2 Update on Cape Air's Electric Aviation Research & Development Program

COM1221-3 Approval of the Plans for the Airport Fixed Based Operation (FBO) Remodel

MOTION to approve the graphic and proposed approach as well as follow-up additions to meet the needs of the Airport Fixed Base Operation remodel.

SPONSOR: Management **(May be acted upon)**

