



CAPE COD GATEWAY AIRPORT COMMISSION

Tuesday, January 17, 2023

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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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 19, 2022~~

~~August 1, 2022 Special~~

~~August 16, 2022~~

~~September 20, 2022~~ November 15, 2022

December 13, 2022

5. Public Comment

6. Commissioners Response to Public Comment

7. Report from Sub-Committees

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

8. OLD BUSINESS

None



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9. NEW BUSINESS

COM0123-1 Approval of the Jet Fuel Pricing Agreement by and between Cape Cod Gateway Airport and EVO-Jet Services / EVO Fuels LLC., for discount jet fuel purchases

COM0123-2 Monthly Update Airport Business Plan for FY2023

COM0123-3 Electric Aviation Update

~~COM1122-1 Approval of a three (3) year contract by and between Cape Cod Gateway Airport and Airport Solutions Group LLC, 39 Winn Street, Burlington, MA for Professional On Call Engineering Services.~~

~~COM1122-2 Approval of a three (3) year contract by and between Cape Cod Gateway Airport and Airport Solutions Group LLC, 39 Winn Street, Burlington, MA for Professional On-Call Planning Services.~~

~~COM1122-3 Approval of a Lease Agreement by and between Cape Cod Gateway Airport and HYANNIS AIR SERVICE, INC., dba CAPE AIR and NANTUCKET AIR for the Lease of Space in the Airport Terminal for Ticket Counter, Operations and Office Spaces to Provide Passenger and Baggage Services to Airport Patrons.~~

~~COM1122-4 Approval of the FY2024 Draft Capital Improvement Plan for Cape Cod Gateway Airport~~

~~COM1122-5 Approval of the Jet Fuel Pricing Agreement by and Between the Cape Cod Gateway Airport and Everest Fuel Management, LLC~~

10. Report of Special Committees

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

Updates:

- o Monthly Financial Review (Finance)
- o Monthly Business Plan Review (Infrastructure)
- o Upcoming February/March Finance Items:
 - o Land Lease (Hangar Development) - Ben deRuyter (Feb./Mar.)
 - o Draft Operating Budget (Feb.)
 - o NetJets Discount Fuel Contract (Feb.)
 - o Land Lease (Hangar Development) - AMA (Feb./Mar.)
 - o Land Lease - DPW - Water Department (Feb./Mar.)
 - o MOU PFAS (Feb./Mar.)
- o Upcoming February/March Infrastructure Items:
 - o Business Plan Update
 - o Electric Aviation Discussion
 - o Events Discussion
- o Projects Update/Status
 - o Replacement of T-hangar CARES1 & Airport Operations Renovation (see above)
 - Project update by Matt Elia/Chris Bostwick
 - o Mary Dunn Way Extension
 - Project update by Matt Elia/Chris Bostwick
 - o Runway 6/24 Reconstruction Project



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- Project update by Matt Elia/Chris Bostwick
 - o EMAS Replacement Project
 - Project update by Matt Elia/Chris Bostwick
- o Procurement
 - o Three-year on-call painting
 - o Communications Manager
 - o Airline Consultant (on hold until the Spring 2023)
 - o Café commercial kitchen or retail
- o Town of Barnstable Budget
 - o Capital Improvement Plan (CIP) for FY2024 - Submitted
 - o Operations Budget development for FY2024 - Underway
- o Airport Environmental Assessment Status (<https://flyhya.com/airport-info/environmental-assessment/>)
 - o January 5, 2023 - Massachusetts Environmental Policy Act (MEPA) Site Visit | 11:00 am | 1st Floor Baggage Claim Area, Cape Cod Gateway Airport, 480 Barnstable Road, Hyannis, MA 02601
 - o January 5, 2023 - MEPA Consultation Session (virtual) | 6:00 pm |
- o PFOS/Public Involvement Plan & Update
 - o Phase IV Report submitted to DEP in October 2022
 - o Webpage development with more information on PFAS completed
- o Rebranding
 - o Sign Replacement
 - Replacement of wooden signs - out for a bid/quotes.
 - Working with the state on replacement of the green/white signs
- o Past Events
 - o October 20, 2022: 0830-1400: Southeastern Massachusetts Aviation Career Fair 2022
 - o October 27, 2022 @ 6PM: 1st Public Meeting for the Airport Environmental Assessment
 - o October 28, 2022 @ 8AM: Cape Cod Chamber Good Morning Networking Breakfast.
- o Upcoming Events:
 - o March 2023
 - March 10/11, 2023 = A Night in the Terminal - Scout Sleepover
 - o May 2023
 - May TBD, 2023 = Airplanes, Aviation and Cigars
 - o June 2023
 - ~~June 2023 = Electric Aviation Conference (NEW)~~
 - o July 2023
 - July 2023 = Hangars & Hamburgers (3rd Saturday)
 - o August 2023
 - August 2023 = Hangars & Hamburgers (3rd Saturday)
 - o September 2023
 - September 22, 2023 = SE MA Aviation Career Fair (3rd event)
 - September 23, 2023 = A Great Day at the Gateway
- o Dates to remember:
 - None
- o ~~Monthly Financial Review (Finance)~~



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- ~~o Monthly Business Plan Review (Infrastructure)~~
- ~~o Update Electric Aviation Initiatives~~
- ~~o Upcoming December Finance Items:~~
 - ~~o Hangar Lease Be deRuyter~~
 - ~~o On-call marketing~~
 - ~~o On-call airline consultant~~
- ~~o Upcoming December Infrastructure Items:~~
 - ~~o Business Plan Update~~
 - ~~o Electric Aviation Update~~
- ~~o CARES Act Projects Update/Status~~
 - ~~o Replacement of T hangar CARES1 & Airport Operations Renovation (see above)~~
 - ~~▪ Project started July 20~~
 - ~~o Mary Dunn Way Extension~~
 - ~~▪ Project started June 20~~
- ~~o Procurement~~
 - ~~o Three-year on-call painting~~
 - ~~o Café commercial kitchen or retail~~
- ~~o Town of Barnstable Budget~~
 - ~~o Management will start planning for FY2024 Operations Budget development~~
- ~~o Airport Environmental Assessment Status~~
 - ~~o Public meeting 10/27 @ 1800 in Terminal Baggage Claim Overview~~
- ~~o PFOS/Public Involvement Plan & Update~~
 - ~~o Working on Phase IV Reporting due to DEP in October 2022~~
 - ~~o Webpage development with more information on PFAS underway~~
- ~~o Rebranding~~
 - ~~o Sign Replacement~~
 - ~~▪ Mary Dunn Way Project included one sign~~
 - ~~▪ Replacement of wooden signs out for a bid/quotes.~~
 - ~~▪ Working with the state on replacement of the green/white signs~~
- ~~o Past Events~~
 - ~~o Overview of:~~
 - ~~▪ October 20, 2022: 0930-1400: Southeastern Massachusetts Aviation Career Fair 2022~~
 - ~~▪ October 27, 2022 @ 6PM: 1st Public Meeting for the Airport Environmental Assessment~~
 - ~~▪ October 28, 2022 @ 8AM: Cape Cod Chamber Good Morning Networking Breakfast.~~
- ~~o Dates to remember:~~
 - ~~▪ None at this time~~

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

12. Matters not reasonably anticipated by the Chair

13. **Adjournment** - Next Meeting, ~~December 20, 2022~~ February 21, 2023

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



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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

COM0123-1 Approval of the Jet Fuel Pricing Agreement by and between Cape Cod Gateway Airport and EVO-Jet Services / EVO Fuels LLC., for discount jet fuel purchases

MOTION to approve the annual Jet Fuel Pricing Agreement by and Between the Cape Cod Gateway Airport and EVO-Jet Services / EVO Fuels LLC., for discount jet fuel purchases effective February 1, 2023. SPONSOR: Finance Subcommittee (May be acted upon)

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COM0123-2 Monthly Update Airport Business Plan for FY2023

COM0123-3 Electric Aviation Update

~~COM1122-1 Approval of a three (3) year contract by and between Cape Cod Gateway Airport and Airport Solutions Group LLC, 39 Winn Street, Burlington, MA for Professional On Call Engineering Services. —~~

~~MOTION to approve the three year contract effective November 1, 2022 by and between Cape Cod Gateway Airport and Airport Solutions Group LLC for Professional On-call Engineering Services. — SPONSOR: Finance Subcommittee (May be acted upon)~~

~~COM1122-2 Approval of a three (3) year contract by and between Cape Cod Gateway Airport and Airport Solutions Group LLC, 39 Winn Street, Burlington, MA for Professional On Call Planning Services. —~~

~~MOTION to approve the three year contract effective November 1, 2022 by and between Cape Cod Gateway Airport and Airport Solutions Group LLC for Professional On-call Planning Services. — SPONSOR: Finance Subcommittee (May be acted upon)~~

~~COM1122-3 Approval of a Lease Agreement by and between Cape Cod Gateway Airport and HYANNIS AIR SERVICE, INC., dba CAPE AIR and NANTUCKET AIR for the Lease of Space in the Airport Terminal for Ticket Counter, Operations and Office Spaces to Provide Passenger and Baggage Services to Airport Patrons.~~

~~MOTION to approve the lease by and between Cape Cod Gateway Airport and Hyannis Air Service, Inc. DBA Cape Air/Nantucket Air for the lease of space in the Airport Terminal effective September 1, 2022 for a five year period with two (2) five year extension options. SPONSOR: Finance Subcommittee (May be acted upon)~~

~~COM1122-4 Approval of the FY2024 Draft Capital Improvement Plan for Cape Cod Gateway Airport~~

~~MOTION to approve the FY2024 Draft Capital Improvement Plan for Cape Cod Gateway Airport. — SPONSOR: Finance Subcommittee (May be acted upon)~~

~~COM1122-5 Approval of the Jet Fuel Pricing Agreement by and Between the Cape Cod Gateway Airport and Everest Fuel Management, LLC~~



~~MOTION to approve the annual Jet Fuel Pricing Agreement by and Between the Cape Cod Gateway Airport and Everest Fuel Management, LLC effective November 15, 2022.~~
~~SPONSOR: Finance Subcommittee (May be acted upon)~~

