



CAPE COD GATEWAY AIRPORT  
COMMISSION MINUTES OF THE REGULAR SESSION  
TUESDAY, August 17 2021  
Via ZOOM

**Commissioners Present:**

John T. Griffin, Jr., Chair; Elizabeth Young, Vice Chair Norman Weill, Clerk; Wendy Bierwirth; John G. Flores; Bradley J. Bailey; and Joseph DiGeorge

The meeting was held at the Cape Cod Gateway Airport in the Airport Conference Room, 480 Barnstable Rd., Hyannis, MA and via ZOOM

**Commissioners not present:**

**Yarmouth Representative:**

William Marasco was not present

**Airport Staff Present:**

Katie R. Servis, Airport Manager; Matt Elia, Assistant Airport Manager; and Suzanne Kennedy, Executive Assistant to the Airport Manager

**Public Members:**

Robert Mallard, Airport Solutions Group; Helyne Mederios, Ross Aviation; Christine Greeley, Hyannis Park Civic Association; and Ned Dawes, Stantec Airport Engineer.

**Call To Order:**

Chairman Griffin called the regular meeting of the Cape Cod Gateway Airport Commission to order at 4:00 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

**Minutes of the previous meetings:**

Minutes of the June 15<sup>th</sup>, 2021 Airport Commission Meeting were approved by verbal vote and signed by Chairman Griffin.

**Public Comment:**

None

**Commissioners Response to Public Comments:**

None

*Commissioner Bierwirth joined the meeting at 4:05 PM.*

**Finance Subcommittee (Commissioners Weill, Flores, and Bailey)**

The Finance Subcommittee met on Tuesday, August 3, 2021. Commissioner Weill read a review of the meeting (attached).

**Infrastructure & Marketing Subcommittee (Commissioners Young, and Bierwirth)**

The Infrastructure & Marketing subcommittee met on Tuesday, August 3, 2021. Commissioner Bierwirth read a review of the meeting (attached).



Commissioner Young joined the meeting at 4:09 PM.

**Old Business:**

**COM621-13 – Approval of proposed Steamship Authority Modifications**

MOTION to approve the proposed modifications to the layout of the existing Steamship Authority leased parcel. Upon approval, Management will prepare an amendment to the lease. SPONSOR: Infrastructure & Marketing Subcommittee (May be acted upon)

- This agenda item was moved and read by Chairman Griffin and seconded by Commissioner Bailey.
- The next agenda item will be to approve the amendment.
- Management has reviewed The Steamship Authority's proposal for modifications to the layout and use of their existing parcel that they lease from the Airport for parking.
- The trucks would be located in the back area and the vehicles would be stationed in the front of the lot. This allows for better maneuverability and flexibility to get vehicles in and out without blocking the roadway.
- The benefits to the Airport were discussed.
- This agenda item was unanimously approved by verbal vote:

Griffin	yes	Weill	yes	Bierwirth	yes
Flores	yes	Bailey	yes	DiGeorge	yes

**New Business:**

**COM0821-1 – Approval of Amendment #2 to the Operating Agreement, Area 1 (Truck Staging Area) by and between Cape Cod Gateway Airport and the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority and Amendment #2 to the Operating Agreement, Area 2 (Automobile Parking Facility) by and between Cape Cod Gateway Airport and the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority**

MOTION to approve Amendment #2 to the Operating Agreement, Area 1 (Truck Staging Area) by and between Cape Cod Gateway Airport and the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority and approve Amendment #2 to the Operating Agreement, Area 2 (Automobile Parking Facility) by and between Cape Cod Gateway Airport and the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority. SPONSOR: Infrastructure & Marketing Subcommittee (May be acted upon)

- This agenda item was moved and read by Chairman Griffin and seconded by Commissioner Weill.
- The Steamship Authority would like to make some modifications to the layout and use of their existing parcel that they lease from the Airport for parking; specifically for Area 1 (Truck Staging Area) and Area 2 (Automobile Parking Facility).
- The purpose of this agenda item is to officially approve of the change in the "Defined Premises" per the original Agreement. This constitutes a modification in the location of Area 1 (Truck Staging Area) and Area 2 (Automobile Parking Facility).
- All other elements of the existing Agreement remain intact including fees paid to the Airport as identified within the original Agreement.
- Management verified the total square footage for each area for the exhibit attached to the lease. (Attached).
- Management will verify the legal name of the entity for the lease. The Steamship Authority or The Woods Hole, Martha's Vineyard, and Nantucket Steamship Authority.
- This agenda item was unanimously approved by verbal vote:

Griffin	yes	Weill	yes	Bierwirth	yes
Flores	yes	Bailey	yes	DiGeorge	yes



**COM0821-2 – Review and Approve DRAFT FY2023-FY2027 Capital Improvement Plan.**

**MOTION** to approve the draft Fiscal Year 2023 through Fiscal Year 2027 Capital Improvement Plan as presented by Management. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

- This agenda item was moved and read by Chairman Griffin and seconded by Commissioner Weill.
- The FY2023 Capital Improvement Plan is underway
- Meetings occurred with the on-call consultant teams on July 27, 2021 with the request that each team member reassess estimates for each project and provide Airport Management with revised numbers by August 23, 2021
- Airport Management and on-call consultants will be meeting with the Federal Aviation Administration (FAA) and MassDOT Aeronautics Division on September 15, 2021 to discuss the plan and to make modifications as necessary.
- Because the majority of funding is received from the FAA and MassDOT, the CIP is reviewed with them prior to finalizing the proposed schedule.
- The document was presented to the Finance Subcommittee in draft format on 8/3/2021. Modifications were suggested to include funding to respond to electric aviation, which has been included in the plan. Note that because the electric aviation program is new, funding is earmarked for FY2024 but the amount of funding and project needs to be flexible until we have an understanding of needs for HYA.
- Once we receive feedback from FAA and MassDOT, we will submit the final version of the CIP for approvals.
- The FAA fiscal year occurs from October 1<sup>st</sup> through September 30<sup>th</sup> and may have identified different fiscal years due to this difference.
- Manager Servis reviewed the attached spreadsheet highlights for each fiscal year for each proposed project.
- This agenda item was unanimously approved by verbal vote:

Griffin	yes	Weill	yes	Bierwirth	yes
Flores	yes	Bailey	yes	DiGeorge	yes

**Updates:**

- Airport Finances Update – review of the first month of the new fiscal year as of 7/30/2021 (Attached).
- Discussion of the Fuel shortage situation, fuel sales, modification of the two fuel tanks to receive fuel without any additive to accommodate the shortage of fuel with Prist additive. The Prist precludes and condensation or water in the fuel from freezing at higher altitudes.
- 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 because the building was built in the 1970's.
    - Schedule:
      - Design = underway
      - Environmental = August/September public meeting
      - Final Design = September 29, 2021



- Bid Advertisement = October 7, 2021
  - Bid Award = 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 = Completed
  - 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 = August 2021 (final date TBD)
- Town of Barnstable Budget
  - FY2023 Capital Improvement Plan was discussed
  - FY2023 Operating Budget to commence October 2021
- PFOS/Public Involvement Plan & Update
  - Continuing data collection and preparing for submittal of the Phase III report to DEP in October/November 2021
  - Management has reached out to Horsley Witten Group for additional reporting requirements.
  - Future meeting with Town Council Leadership
- Airport Rates & Charges Update (
  - Airport Management will start working on various updates for presentation in October.
  - A workshop and public hearing will be held for the tenants to review new rates.
- Rebranding & Website Upgrade
  - Website modifications – underway and an interactive test website prototype will be available to the Infrastructure Subcommittee next month
  - Sign plan modifications - underway
- Dates to remember:
  - MCI Drill September 28, 2021
  - The Annual Table Top meeting was completed today with local Emergency Response personnel. Congratulations to Matt Elia and Brad Everson for their outstanding presentation.
- Lease Development Update
  - Griffin Avionics – a draft lease has been received from the Attorney. Management will review their changes to present to the Commission.



- o Hyannis Hangar LLC (planned for discussion at the September meeting)
- o Air Cape Cod (planned for further discussion in September)

**Commissioners Comments:**

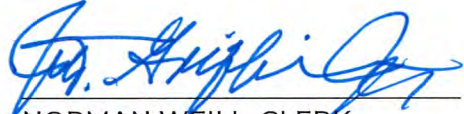
A review of the current mask requirements for public transportation was held. The masks are required to be worn in the terminal and on the aircrafts and it is posted on all of the doors of the terminal.

Chairman Griffin requested an update on JetBlue passenger numbers. Manager Servis started they are doing ok, with lower loads midweek. Helyne Mederios reported the loads have not decreased significantly and they are extending their season through mid-October this year. Nantucket and Martha's Vineyard flights have been full. Currently the COVID numbers have increased on both islands. The FAA has indicated that Nantucket and Martha's Vineyard are both approaching capacity constraints because they cannot accommodate all of the passengers and all of the aircraft. They indicated that HYA might see an increase of flights/airline interest because of this.

The Commissioners need to complete the Conflict of Interest documents for the Town by the end of the week.

**Adjournment:**

Upon Motion duly made and seconded, the meeting was adjourned at 5:05 PM.  
The next meeting will be held on September 21, 2021.



NORMAN WEILL, CLERK

FOR

Documents attached:

Exhibit A for the Woods Hole, Martha's Vineyard, and Nantucket Steamship Authority.  
Draft FY2023-2027 CIP Spreadsheet  
FY2021 Budget Update – July 30, 2021





**Met Tuesday, August 3<sup>rd</sup>, 2021**

The meeting was held via ZOOM.

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

Commissioners Weill, Flores & Bailey was present.

*Minutes of the July 13<sup>th</sup>, 2021 Finance Subcommittee meeting were tabled*

**OLD BUSINESS:**

There was no old business to discuss.

**NEW BUSINESS**

***F0821-01 Review and Discuss Amendment #2 to the Operating Agreement, Area 1 (Truck Staging Area) by and between Cape Cod Gateway Airport and the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority and Amendment #2 to the Operating Agreement, Area 2 (Automobile Parking Facility) by and between Cape Cod Gateway Airport and the Woods Hole, Martha's Vineyard and Nantucket Steamship Authority***

- Steamship Authority would like to make some modifications to the layout and use of Area 1 (Truck Staging Area) and Area 2 (Automobile Parking Facility).
- Two amendments to their lease will be needed to provide the requested modifications.
- During the June 2021 Commission meeting, the overall concept was approved.
- This agenda item is to officially approve of the change in the "Defined Premises" per the original Agreement.
- All other elements of the existing Agreement remain intact.
- Currently we are verifying the square footage of each area.

*Action:* The agenda item was moved to the *August 17<sup>th</sup>, 2021 Full Commission meeting for approval.*

***F0821-02 Review and Discuss DRAFT FY2023-FY2027 Capital Improvement Plan.***

- Manager Servis reviewed a power point presentation of the Draft FY2023 –FY2027 Capital Improvement Plan.
- The FY2023 Capital Improvement Plan is underway.
- At the July 27, 2021 meeting management requested our on-call consultant's reassess estimates for each project and provide revised numbers by August 23, 2021.
- On September 15, 2021 Airport Management and on-call consultants will be meeting with the Federal Aviation Administration (FAA) and MassDOT Aeronautics Division to discuss the plan and to make modifications necessary.
- Once we receive feedback from FAA and MassDOT, management will submit the final version of the CIP for the commission's approval.
- Commission also discussed adding Electric Aircraft Support to the CIP.

*Action:* The agenda item was moved to the *August 17<sup>th</sup>, 2021 Full Commission meeting for approval contingent on the addition of Electric Aircraft Support.*

**Updates:**

- Airport Finances Update
  - Manager Servis gave a power point presentation of the FY21 budget to date.

Commissioner Weill requested to receive meeting documents by Thursday night prior to the meetings. He also stated he spoke with Eric Drugge, ALOFT Aviation and he has concerns due to the status of Air Cape Cod Building. He is hesitant to make more of an investment. Manager Servis stated she will reach out to Eric and the Airport's stance is we want to continue a flight school at that location.

**Meeting Adjourned: 9:22 am**

Met Tuesday, August 3, 2021 @ 10:36 am

Commissioners Young, Bierwirth, and DiGeorge were present. The meeting was held via ZOOM.

**UNFINISHED BUSINESS:**

**I0621-02 – Review and Discuss Ross Aviation Electric Vehicle Charging Station Development and Site Host Agreement.**

- This agenda item was tabled.
- Management has not received the final lease agreement document.

**I0721-03 – Review and Discuss in Detail the FY2022 Business Plan Goals and Objectives**

- Manager Servis reviewed a power point presentation of the Business Plan with an additional column for measurable completion information for each task within the Objectives for the four goals (A-D).
- Manager Servis went over some examples of the new information.
- Subcommittee members will review the updated information and provide feedback to management by the end of August.
- Once finalized, all of these elements will be included in the tracker to realize the Goals & Objectives for each fiscal year.

There was a discussion of the Air Cape Cod building assessment and the cost proposal from Fennick McCredie. It was recommended to initially determine if the existing structure was sound or not, and then request estimates for the building rehab if it is.

**NEW BUSINESS:**

None

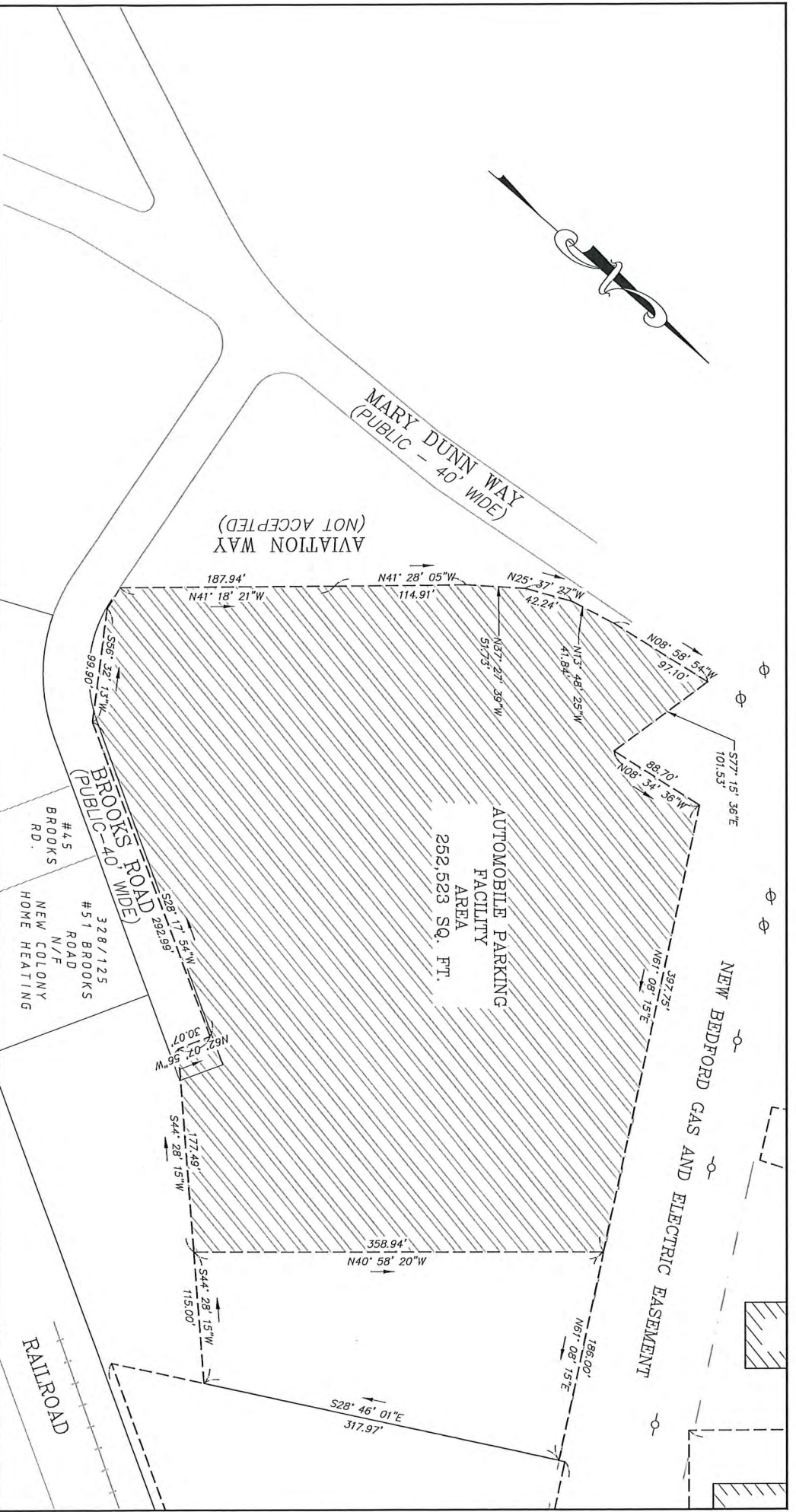
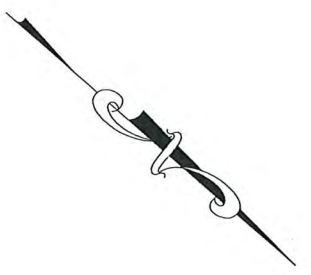
**Updates:**

- CARES Act Projects were reviewed.
- The Master Plan Update final Planning Advisory Group meeting will be in August.
- The Environmental Assessment should be able to start in September/October 2021.
- The causes of the Jet Fuel shortage were discussed.
  - The fuel additive has not been available and there is a driver shortage.
  - World Fuel has been working with us, but they are only able to deliver one load each day (approx. 9000 gallons) due to supply and demand issues nationwide.
  - Operations typically fuels more than this on an average day of sales.
  - Discussions of changing one Jet Fuel tank to fuel without the Prist additive to be able to obtain more fuel.
  - This issue will be revisited at the Commission meeting if it is still occurring.

Management will be meeting with The Quotient Group on Thursday for a Web Design timeline update. Commissioner Bierwirth will forward information on issues she has noticed with the current website.

**Adjournment: Having no other business to discuss, the meeting was adjourned at 11:25 a.m.**





0 80  
Scale in Feet  
1 inch = 80 feet

Plan Title:  
**AMENDMENT #2 OPERATING AGREEMENT  
LEASED AREA #2 (AUTOMOBILE PARKING FACILITY)  
DESCRIPTION OF PREMISES  
CAPE COD GATEWAY AIRPORT**

H:\Projects\HYA1\2001 BMA Survey\Drawings - 12001\STEAMSHIP 2021.dwg Date: 8-10-2021

Horsley Witten Group, Inc.  
Sustainable Environmental Solutions  
www.horsleywitten.com  
90 Route 6A  
Sandwich, MA 02563  
508-833-6600 voice  
508-833-3150 fax



Registration:

Project Number		Priority	FAA	MassDOT	CARS	Alport	Project Title	Approved FY2021	FY2021 TOTAL	FY2021 Project Estimate	FY2021 Other	FY2021 TOTAL	FY2022 Estimate	FY2022 Other	FY2022 TOTAL	Comments	Original Application Date	Application Order Modification	Most Recent Town Council Approval Date	Grant Application MassDOT	Grant Application FAA		
<p>McFarland Johnson project - update estimate as necessary</p> <p>Alport Solutions Group project - update estimate as necessary</p> <p>Fennick MacCedeo project - update estimate as necessary</p> <p>Horsley Winton Group project - update estimate as necessary</p> <p>Fiscal Year 2021 - projects approved by FAA, MassDOT, Alport Commission and/or Town Council</p> <p>Fiscal Year 2022 Project</p> <p>Federal Fiscal Year 2023 Project</p> <p><b>DRAFT AIRPORT FY 2023 - 2027 CAPITAL IMPROVEMENT PROGRAM (6-2-2022)</b></p>																							
AIR-21-1	1						Design & Construct Tree Clearing - Phase II (Phase II 2022)	\$300,000								2021 project status was in FY 2021 approach and will be in FY 2022 (FY 2021) with assistance from MassDOT Airports VWP Program. McFarland Johnson completed construction analysis in 12/2019 reworking all existing surfaces to ensure we meet FAA Engineering Best Practices. Our decisions are pending Airport Master Plan Update. (Note: Plans can be funded in FY 2020 and FY 2021 for 2020/2021. Note: FAA will not pay in 1919 for the 24 approach as they are not eligible for FAA funding but the 15 approach can be funded with FAA funds. Continued FROS Soils Testing, reporting, mitigation and monitoring. Look into state funding.	ADP2020-093 (\$300,000) = approved 4/17/2020.	None	ADP2020-093 (\$300,000) = approved 4/17/2020.	Need to complete MassDOT Aeronautics Grant Application	Need to complete FAA Grant Application		
AIR-21-2	2						Reporting, Testing, Mitigation, Monitoring (FROS Soils) Phase II	\$150,000										None	ADP2020-093 (\$150,000) = approved 4/17/2020.	N/A	N/A		
AIR-21-3	3						EA (MEPA, HDP) and Cape Cod Commission Development Agreement for Alport Master Plan Projects and Development of Regional Impact (ROI) (AOD) & Permitting Phase I for Short-Term Airport Master Plan Update Project (FAA FY 2021 - October 1, 2020 - September 30, 2021) Approved from FY2021 to FY2022 as of March 2022 (revised with FAA)	\$1,130,000									Combined FAA approved capital project. FAA approved capital planning projects. Permitting was estimated at \$125,000.	ADP2020-097 (\$1,130,000) = approved 4/17/2020.	None	ADP2020-097 (\$1,130,000) = approved 4/17/2020.	Need to complete MassDOT Aeronautics Grant Application	Need to complete FAA Grant Application	
AIR-21-4	4	0%	0%	100%	0%		Demolish circa 1970 hangar and Design and Construct New Hangar with 6 units - replacement to hangar. Hangar has part to be used for office and a safety course. Hangar has part to be used for office and a safety course. Hangar has part to be used for office and a safety course. (Deferred from FY2014) (CARES Act Funding)	\$1,255,000	\$1,000,000	\$250,000	\$0	\$5,000				CARES Act Funding. Construction of Mary Dunn Way Extension and associated drainage repairs to bring driveway up to lock (with house from DPW Highway Engineering). ASG to put together a task order and we need to finish "complete tree concept". Design fee of \$300K plus administration fee of \$5K for fee, etc. per estimate. Construction fee of \$1.2M. Estimated at 6-month construction period. Consultant fees to include hazardous materials survey, site documentation development, specification development, project management services (quarterly). Project to start in late 2021. FAA estimate as of 4/14/2021. At of November 4, 2020 email to Mark DeWitt, we are moving CARES Act projects. Let's propose to the Town Manager that we take the FY22 projects out of cycle and bring forward in FY21. In the FY22 budget development let's put the remaining projects for FY22 funding.	ADP2014-083 (\$444,125) = approved 4/7/2014. This was for design and construction but only \$60 was used for design.	None	No A.O. needed to proceed	N/A	Need to complete FAA Grant Application	Need to complete FAA Grant Application	
AIR-21-7	5	0%	0%	100%	0%		Design & Construct Replacement of Fleet Hangar Doors (CARES Act Funding)	\$305,000	\$0	\$300,000	\$0	\$5,000					CARES Act Funding. Commission approval at June 16, 2020 Alport Commission Meeting. FAA estimate as of 4/24/2020. At of November 4, 2020 email to Mark DeWitt, we are moving CARES Act projects. Let's propose to the Town Manager that we take the FY22 projects out of cycle and bring forward in FY21. In the FY22 budget development let's put the remaining projects for FY22 funding.	ADP2014-083 (\$444,125) = approved 4/7/2014. This was for design and construction but only \$60 was used for design.	None	No A.O. needed to proceed	N/A	Need to complete FAA Grant Application	Need to complete FAA Grant Application
AIR-21-8	6	0%	0%	100%	0%		Design & Construct Replacement of Fleet Hangar Doors (CARES Act Funding)	\$574,000	\$500,000	\$113,000	\$0	\$5,000					CARES Act Funding. Commission approval at June 16, 2020 Alport Commission Meeting. FAA estimate as of 4/24/2020. At of November 4, 2020 email to Mark DeWitt, we are moving CARES Act projects. Let's propose to the Town Manager that we take the FY22 projects out of cycle and bring forward in FY21. In the FY22 budget development let's put the remaining projects for FY22 funding.	ADP2014-083 (\$444,125) = approved 4/7/2014. This was for design and construction but only \$60 was used for design.	None	No A.O. needed to proceed	N/A	Need to complete FAA Grant Application	Need to complete FAA Grant Application
<p>Projects Total Cost for Fiscal Year: \$2,890,000</p> <p>Anticipated Grants (FAA): \$1,315,000</p> <p>Anticipated Grants (MassDOT): \$77,500</p> <p>Anticipated Grants (Other such as Mass Works, CARES Act etc.): \$1,513,500</p> <p>Alport Enterprise Fund Cost Share (that share of ASP Projects is eligible for CARES Act Funding): \$0</p> <p>Fat world Fiscal Year Entitlement (FAA Only) - Dependent on Federal Appropriation: \$1,000,000</p> <p>Carryover from Previous Fiscal Year (FAA Only): \$413,797</p> <p>Total FAA Grant Funds Available This FY: \$1,413,797</p> <p>Available Federal Carryover to Next FY: \$108,797</p> <p>Discretionary Request (FAA Only): \$0</p>																							
AIR-22-1	1	90%	5%	0%	5%		Design, Construct and Replace Runway 24 Dependent End Safety Area Engineering Manual Arresting System (EMAS) (EMAS Runway SAFETY System type system including inspection and field strength test. This would be a FY2023 Supplemental Grant Request.	\$7,500,000	\$7,100,000	\$190,000	\$40,000	\$5,000					FAA capital project to meet FAA criteria - subject to hang strength test and FAA/EMAS inspection of current system, which is included in the fee (\$400,000). This is the FAA's highest priority project for funding in FY 2023 based on discussions with FAA during FY2022 CIP development. On 8/12/2022 a meeting with Michelle Rice, John Mackland, and Phila Scott indicated that this project will most likely be funded by Supplemental Grant Funding under FY2023. Funds can be expended within a three year timeframe, therefore we can expend funds in the 2023 FY2023. ASG estimates as of 8/25/2022. FAA approved capital planning project pending MassDOT PGI Government cost index update. As of 8-15-2022 PGI for FY2 (center 53, 1054 43). Rehabilitation = PG 56 or higher reconstruction = PG 55 or lower. \$400K previously funded by A.O. 2021-0406 for RWY 6-24 Design. This is the FAA highest priority project for funding in FY2023. Estimate of \$4M for Consultant Fees as of 8/26/2022 per ASG.	Need A.O. to proceed	None	Need A.O. to proceed	Need to complete MassDOT Aeronautics Grant Application	Need to complete FAA Grant Application	
AIR-22-2	2	90%	5%	0%	5%		Design & Construct Runway 6-24 (Approach, LND, & LND)	\$13,040,000	\$12,040,000	\$1,000,000	\$0	\$5,000					FAA approved capital planning project pending MassDOT PGI Government cost index update. As of 8-15-2022 PGI for FY2 (center 53, 1054 43). Rehabilitation = PG 56 or higher reconstruction = PG 55 or lower. \$400K previously funded by A.O. 2021-0406 for RWY 6-24 Design. This is the FAA highest priority project for funding in FY2023. Estimate of \$4M for Consultant Fees as of 8/26/2022 per ASG.	ADP2014-066 (\$400,000) = approved 4/17/2014 for RWY 6-24 Design	Need new A.O. for construction.	Need A.O. to proceed further	Need to complete MassDOT Aeronautics Grant Application	Need to complete FAA Grant Application	
AIR-22-3	3	0%	0%	0%	100%		Reporting, Testing, Mitigation, Monitoring (FROS Soils) Phase III	\$300,000	\$300,000	\$0	\$0	\$0					Continued FROS Soils Testing, reporting, mitigation and monitoring due to Freighing team. HWG estimates as of 8/26/2020.	ADP2020-093 (\$300,000) = approved 4/17/2020.	None	ADP2020-093 (\$300,000) = approved 4/17/2020.	Need to complete MassDOT Aeronautics Grant Application	Need to complete FAA Grant Application	
AIR-22-4	4	0%	80%	0%	20%		Replace SAE Equipment - Airport #32 (Chevy 2500HD circa 2003) using State Bid Rf.	\$57,000	\$55,000	\$2,000	\$0	\$0					Potential MassDOT ASP 80/20. Estimate based on purchases in FY 2019.	ADP2019-111 (\$145,000) = approved 4/2/2019.	None	ADP2019-111 (\$145,000) = approved 4/2/2019.	Need to complete MassDOT Aeronautics Grant Application	Need to complete FAA Grant Application	
AIR-22-5	5	0%	0%	100%	0%		Construction of Mary Dunn Way to Limit of Future Development including drainage, utilities and sanitary sewer, including permit requirements. (Estimated to be replaced two previous years) (CARES Act Funding) - This includes a 15 - 20% contingency - Please if need to add contingency for FFAS Soils.	\$9,200,000									CARES Act Funding. Construction of Mary Dunn Way Extension and associated drainage repairs to bring driveway up to code (distance from DPW Highway Engineering). ASG to put together a task order and we need to finish "complete tree concept". Design fee of \$300K plus administration fee of \$5K for fee in FY2023. Construction \$6.6M. Consultant oversight and building \$400K, administration fees and fee \$5K.	ADP2014-083 (\$444,125) = approved 4/7/2014. This was for design and construction but only \$60 was used for design.	None	No A.O. needed to proceed	N/A	Need to complete FAA Grant Application	Need to complete FAA Grant Application
AIR-22-6	6	0%	0%	100%	0%		Design & Construct Replacement of Fleet Hangar Windows, Doors (CARES Act Funding) - THIS PROJECT NEEDS TO BE RECORDED FY2022	\$49,500									CARES Act Funding. Commission approval at June 16, 2020 Alport Commission Meeting. Need to consider hazardous materials and investigations due to the age of the facility. Fee includes \$500K for construction, \$5K for Admin Fees, 25% of construction fee for consultant fees \$127,500 for a total of \$693,500 as of 8/26/2020. Estimates from Fennick and MacCedeo as of 8/26/2020.	ADP2014-083 (\$444,125) = approved 4/7/2014. This was for design and construction but only \$60 was used for design.	None	No A.O. needed to proceed	N/A	Need to complete FAA Grant Application	Need to complete FAA Grant Application
AIR-22-7	7	0%	0%	100%	0%		Replace SAE Equipment - Airport #31 (Ford F350 circa 1993 with low mileage) (CARES Act Funding)	\$113,000									CARES Act Funding per potential ASP 80/20. This includes \$30K for engineering per discussions with ASG 8/24/2020. Equipment \$83K. \$5K Admin. Check on this price. Should be the same as #32 equipment.	ADP2019-111 (\$145,000) = approved 4/2/2019.	None	No A.O. needed to proceed	N/A	Need to complete FAA Grant Application	Need to complete FAA Grant Application
AIR-22-8	8	0%	0%	100%	0%		Replace Airfield Mowing Equipment - Airport #28 (New Holland Tractor circa 2002) (CARES Act Funding)	\$18,500									CARES Act Funding for potential ASP 80/20	ADP2019-111 (\$145,000) = approved 4/2/2019.	None	No A.O. needed to proceed	N/A	Need to complete FAA Grant Application	Need to complete FAA Grant Application
AIR-22-9	9	0%	0%	100%	0%		Replace SAE Equipment - Airport #27 (Chevy 2500HD circa 2001) (CARES Act Funding)	\$115,000									CARES Act Funding per potential ASP 80/20. This includes \$30K for engineering per discussions with ASG 8/26/2020. Equipment \$83K. \$5K Admin. Check on this price. Should be the same as #32 equipment.	ADP2019-111 (\$145,000) = approved 4/2/2019.	None	No A.O. needed to proceed	N/A	Need to complete FAA Grant Application	Need to complete FAA Grant Application
AIR-21-5/22-10	10	90%	5%	0%	5%		EA (MEPA, HDP) and Cape Cod Commission Development Agreement for Alport Master Plan Projects and Development of Regional Impact (ROI) (AOD) & Permitting Phase I for Short-Term Airport Master Plan Update Project (FAA FY 2021 - October 1, 2020 - September 30, 2021) Approved from FY2021 to FY2022 as of March 2022 (revised with FAA)	\$1,130,000									Combined FAA approved capital project. FAA approved capital planning projects. Permitting was estimated at \$225,000.	ADP2020-097 (\$1,130,000) = approved 4/17/2020.	None	ADP2020-097 (\$1,130,000) = approved 4/17/2020.	Need to complete MassDOT Aeronautics Grant Application	Need to complete FAA Grant Application	
<p>Projects Total Cost for Fiscal Year: \$18,044,500</p> <p>Anticipated Grants (FAA): \$1,923,900</p> <p>Anticipated Grants (MassDOT): \$1,152,500</p> <p>Anticipated Grants (Other such as Mass Works, CARES Act etc.): \$2,769,419</p> <p>Alport Enterprise Fund Cost Share (that share of ASP Projects is eligible for CARES Act Funding): \$0</p> <p>Fat world Fiscal Year Entitlement (FAA Only) - Dependent on Federal Appropriation: \$1,000,000</p> <p>Carryover from Previous Fiscal Year (FAA Only): \$108,797</p> <p>Total FAA Grant Funds Available This FY: \$1,108,797</p> <p>Available Federal Carryover to Next FY: \$108,797</p> <p>Discretionary Request (FAA Only): \$0</p>																							
AIR-23-1	1	90%	5%	0%	5%		Replace 1993 ASFF Equipment (ASFF Class IV Vehicle with High Reach Extendable Tower (HRET) - Airport #20 (DAFF Truck and Equipment)	\$476,000	\$975,000	\$500,000	\$0	\$1,000					ASFF Vehicle and Equipment and R/A FAA approved capital planning project. \$50K for consultant fees per conversations with ASG on 8/26/2020. \$975,000 total for bid, consultant fees and equipment.	Need A.O. to proceed	None	Need A.O. to proceed	Need to complete MassDOT Aeronautics Grant Application	Need to complete FAA Grant Application	
AIR-23-2	3	0%	0%	0%	100%		Reporting, Testing, Mitigation, Monitoring (FROS Soils) Phase IV	\$100,000	\$100,000	\$0	\$0	\$0					Continued FROS Soils Testing, reporting, mitigation and monitoring	ADP2020-093 (\$100,000) = approved 4/17/2020.	None	ADP2020-093 (\$100,000) = approved 4/17/2020.	Need to complete MassDOT Aeronautics Grant Application	Need to complete FAA Grant Application	
AIR-23-3	4	0%	80%	0%	20%		Design & Construct Replacement of Circa 1997 Mo-Gas and Diesel Fuel Con Vault, Gas Boy & Alarm (Deferred from FY 2018)	\$415,000	\$410,000	\$50,000	\$0	\$1,000					If MassDOT ASP Funding available.	ADP2019-111 (\$145,000) = approved 4/2/2019.	None	ADP2019-111 (\$145,000) = approved 4/2/2019.	Need to complete MassDOT Aeronautics Grant Application	Need to complete FAA Grant Application	
<p>Projects Total Cost for Fiscal Year: \$1,318,000</p> <p>Anticipated Grants (FAA): \$880,100</p> <p>Anticipated Grants (MassDOT): \$413,900</p> <p>Anticipated Grants (Other such as Mass Works, CARES Act etc.): \$24,000</p> <p>Alport Enterprise Fund Cost Share (that share of ASP Projects is eligible for CARES Act Funding): \$0</p> <p>Fat world Fiscal Year Entitlement (FAA Only) - Dependent on Federal Appropriation: \$1,000,000</p> <p>Carryover from Previous Fiscal Year (FAA Only): \$108,797</p> <p>Total FAA Grant Funds Available This FY: \$1,108,797</p> <p>Available Federal Carryover to Next FY: \$113,990</p> <p>Discretionary Request (FAA Only): \$0</p>																							
AIR-24-1	1	90%	5%	0%	5%		Permitting - Alport Master Plan for Short-Term Airport Master Plan Update Projects	\$175,000									Include consultant fees at \$20K, administration fees at \$5K for fee and other per discussions with HWG 8/2020.	ADP2020-097 (\$175,000) = approved 4/17/2020.	None	ADP2020-097 (\$175,000) = approved 4/17/2020.	Need to complete MassDOT Aeronautics Grant Application	Need to complete FAA Grant Application	
AIR-24-2	2	90%	5%	0%	5%		Design & Implement Airport Security Camera Upgrades to meet TSA requirements	\$164,000									The airport has a total of 55 cameras located in different locations around the terminal and at airfield gate access points. The plan is to replace all cameras. A total of 9 cameras were replaced in FY19 and in FY2020 by the Airport. The Airport intends to replace 40 more cameras in total but only 40 as part of this program. Note that nine (9) of the 55 cameras were funded by MassDOT in 2016 with the state paying 100% for all other cameras. We anticipate replacing these with in FY2026. Not all cameras are eligible for FAA funding. For a meeting on 9/13/23 with the FAA, they stated that justification would have to be made for those units that are subject to TSA security requirements. As of January 2023, the cost of camera replacement is just under \$5,000/unit. My provided estimate based on recent replacement at ACE on 8/26/2022.	ADP2020-097 (\$164,000) = approved 4/17/2020.	None	ADP2020-097 (\$164,000) = approved 4/17/2020.	Need to complete MassDOT Aeronautics Grant Application	Need to complete FAA Grant Application	

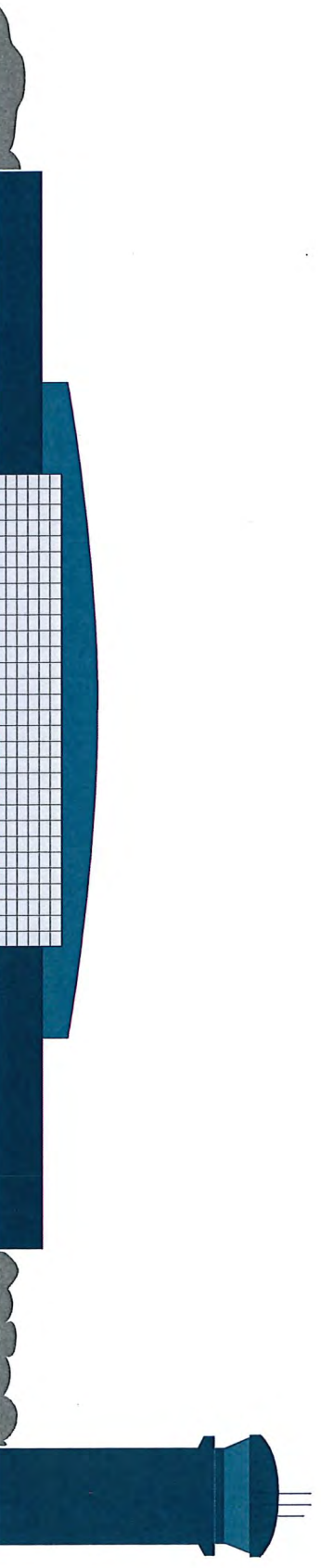


# Cape Cod Gateway Airport

FY2021 Budget Update

Airport Commission Presentation

As of July 30, 2021



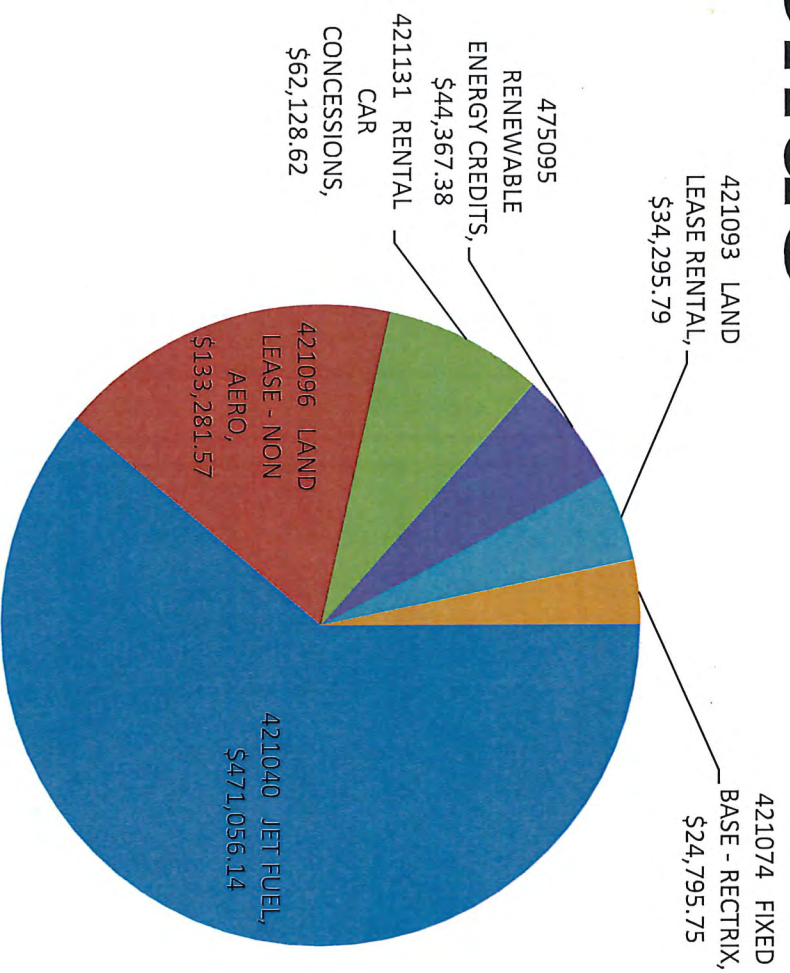
# FY2022 Budget Summary

CAPE COD GATEWAY AIRPORT BUDGET SUMMARY AS OF (7-30-2021)						
	BUDGET	ACTUAL	VARIANCE	% VARIANCE		
<b>REVENUES</b>						
<b>CHARGES FOR SERVICES</b>	\$ 5,160,250.00	\$ 661,286.68	\$ (4,498,963.32)	-87%		
<i>Jet Fuel</i>	\$ 3,563,663.00	\$ 471,056.14	\$ (3,092,606.86)	-87%		
<i>Rental Car Concessions</i>	\$ 350,000.00	\$ 62,128.62	\$ (287,871.38)	-82%		
<i>Land Leases</i>	\$ 375,529.00	\$ 34,295.79	\$ (341,233.21)	-91%		
<b>FEES</b>	\$ 1,773,777.00	\$ 146,351.62	\$ (1,627,425.38)	-92%		
<i>Land Lease Non-Aviation</i>	\$ 1,594,700.00	\$ 133,281.57	\$ (1,461,418.43)	-92%		
<b>GRANTS</b>	\$ 58,400.00	\$ -	\$ (58,400.00)	-100%		
<i>TSA Grant</i>	\$ 58,400.00	\$ -	\$ (58,400.00)	-100%		
<i>CARES Act Grant</i>	\$ -	\$ -	\$ -	1418301%		
<b>OTHER REVENUE</b>	\$ 426,338.00	\$ 44,367.38	\$ (381,970.62)	-90%		
<i>Renewable Energy</i>	\$ 362,538.00	\$ 44,367.38	\$ (318,170.62)	-88%		
<b>PERMITS</b>	\$ 3,000.00	\$ -	\$ 3,000.00	100%		
<b>TOTAL REVENUES (w/out CARES Act)</b>	\$ 7,421,765.00	\$ 852,005.68	\$ (6,569,759.32)	-89%		
<b>TOTAL REVENUES (w/CARES Act)</b>	\$ 7,421,765.00	\$ 852,005.68	\$ (6,569,759.32)	-89%		
<b>EXPENDITURES</b>						
<b>PERSONNEL</b>	\$ 2,610,596.00	\$ 146,813.80	\$ (2,463,782.20)	-94%		
<i>SALARY/WAGES-PERM</i>	\$ 1,629,221.00	\$ 94,285.34	\$ (1,534,935.66)	-94%		
<i>RETIREMENT</i>	\$ 356,898.00	\$ -	\$ (356,898.00)	-100%		
<i>SALARY/WAGES-OVERTIME</i>	\$ 220,000.00	\$ 29,554.89	\$ (190,445.11)	-87%		
<b>DEBT &amp; TRANSFERS</b>	\$ 343,092.00	\$ -	\$ (343,092.00)	-100%		
<i>TRANSFER TO GENERAL FUND</i>	\$ 171,492.00	\$ -	\$ (171,492.00)	-100%		
<b>OPERATING EXPENSES</b>	\$ 4,342,077.00	\$ 917,677.60	\$ (3,424,399.40)	-79%		
<i>JET FUEL PURCHASES FOR RESALE</i>	\$ 2,000,000.00	\$ 647,998.20	\$ (1,352,001.80)	-68%		
<i>PROPERTY/FIRE/LIABILITY INS.</i>	\$ 292,000.00	\$ 90,808.00	\$ (201,192.00)	-69%		
<b>CAPITAL OUTLAY</b>	\$ 126,000.00	\$ -	\$ (126,000.00)	-100%		
<i>SURPLUS (DEFICIT)(w/out CARES Act)</i>	\$ -	\$ (212,485.72)	\$ (212,485.72)	#DIV/0!		
<i>SURPLUS (DEFICIT)(w/CARES Act)</i>	\$ -	\$ (212,485.72)	\$ (212,485.72)	#DIV/0!		
<b>PASSENGERS &amp; OPERATIONS</b>						
<b>ENPLAINED PASSENGERS</b>	20,000		-20,000	-100%		
<b>DEPLAINED PASSENGERS</b>	20,000		-20,000	-100%		
<b>TOTAL PASSENGERS</b>	40,000		-40,000	-100%		
<b>TOTAL AIRPORT OPERATIONS</b>	60,000	7,440	-52,560	-88%		
<b>TOTAL JET FUEL (GALLONS)</b>	1,000,000	236,902	-763,098	-76%		
	Top Revenue Producers					
	Top Expenditures					



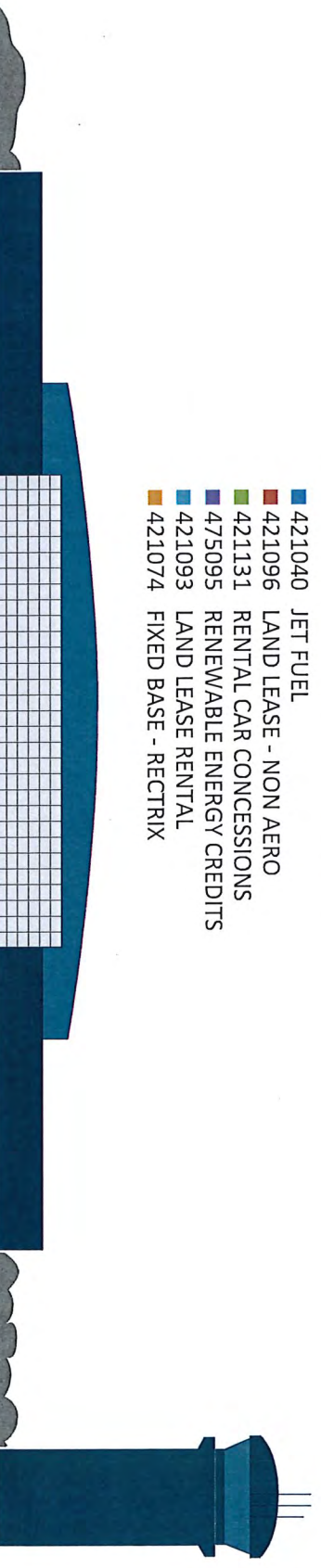
# FY2022 Budget Summary

## Revenue



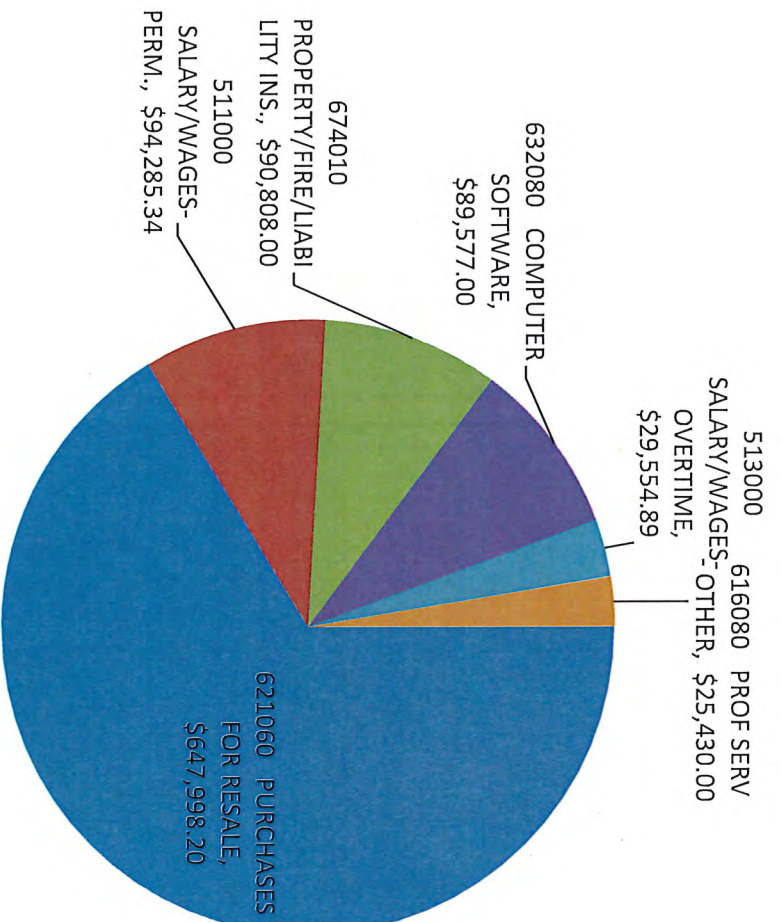
Top 6 Revenue Producers

- 421040 JET FUEL
- 421096 LAND LEASE - NON AERO
- 421131 RENTAL CAR CONCESSIONS
- 475095 RENEWABLE ENERGY CREDITS
- 421093 LAND LEASE RENTAL
- 421074 FIXED BASE - RECTRIX



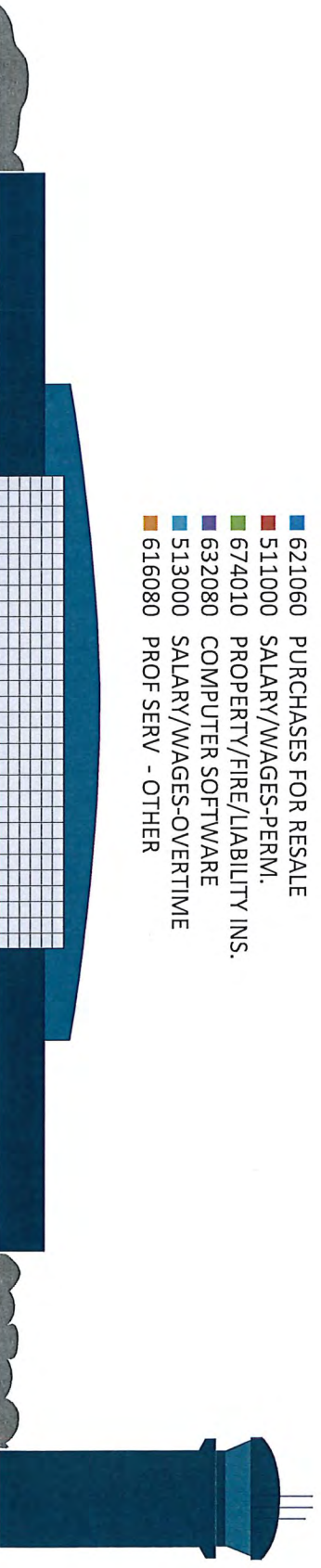
# FY2022 Budget Summary

## Expenses



**Top 6 Expenses**

- 621060 PURCHASES FOR RESALE
- 511000 SALARY/WAGES-PERM.
- 674010 PROPERTY/FIRE/LIABILITY INS.
- 632080 COMPUTER SOFTWARE
- 513000 SALARY/WAGES-OVERTIME
- 616080 PROF SERV - OTHER



# FY2022 Fuel Sales & Airport Operations

## → Jet Fuel Sales

- Fuel Sales = ↑25% for the month of July compared to FY2021!!!
- Fuel Sales = overall ↑25% for FY2022 compared to FY2021 (July – July)

## → Operations

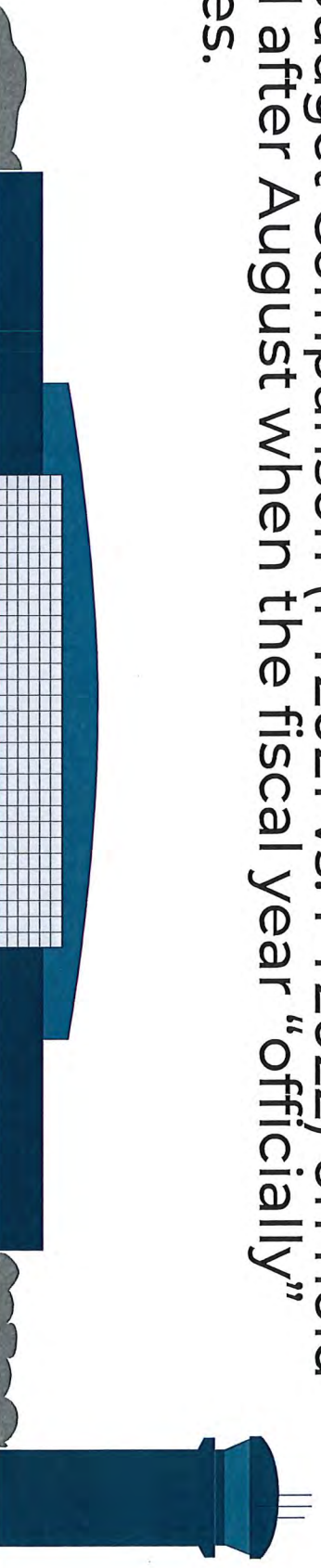
- Operations = ↑21% for the month of July compared to FY2021!!!
- Operations = overall ↑21% for FY2022 compared to FY2021 (July – July)





# 2022 Budget Report Conclusion

- This is the initial month of the new fiscal year
- Keep in mind that the expenses are normally higher in the initial month of the FY due to contracts that must be paid upfront
- Jet Fuel
  - We have reached 24% of our jet fuel sales (9 gallons) for the FY in the initial month
  - We purchased 24 loads of fuel in July FY2022 versus 21 loads of fuel in July FY2021 (~ 27,000 gallons more)
  - We are working with World Fuel on deliveries given shortage concerns
- FY Budget Comparison (FY2021 vs. FY2022) on hold until after August when the fiscal year “officially” closes.



# CARES Act Funds

CARES Act Grant		\$117,971,966					
FAA Payment Request	Tier 1, 2 & 3: Operating Expenses SubTotal =				Tier 4: Business Plan/Economic Improvement Projects Subtotal =		
	Planned Use:	\$3,600,000.00	\$3,270,200.00	\$786,466.00			\$10,315,300.00
	Dates	FY2021	FY2022	FY2023			
PV#1	7/1-8/20	\$378,242.44			Roof Replacement Project	SEE Tier 1, 2, 3	
PV#2	8/21-9/17	\$182,370.07			CARE1 Demo & Construct T-Hangars	\$1,255,000.00	
PV#3	9/18-10/29	\$253,792.37			CARE2 Fleet Hangar Door	\$680,000.00	
PV#4	10/30-11/19	\$138,690.17			CARE 3 Mary Dunn Way Design & Construction	\$305,000.00	\$5,005,000.00
PV#5	11/20 - 12/31	\$257,967.26			Various FY2022 CIP	\$440,500.00	
PV#6	1/1 - 1/28	\$207,239.56			CARE4 Construct 2 T-Hangars/Other	\$2,600,000.00	
PV#7	7/1 - 2/2	\$255,985.28			CARES Website Re-development		\$29,800.00
PV#8	7/1 - 2/25	\$372,264.63			(Include in FY2022 Operating)		
PV#9	1/29 - 2/25	\$179,729.87					
PV#10	2/26 - 3/25	\$225,384.76					
PV#11		\$438,300.00					
PV#12	3/26 - 4/29	\$314,467.98					
PV#13	4/30 - 5/27	\$241,856.32					
PV#14	ARFF Roof Share	\$78,471.00					
Totals	Actual Use:	\$3,524,761.71	\$3,270,200.00	\$786,466.00		\$5,280,500.00	\$5,034,800.00
							\$117,971,966

