



CAPE COD GATEWAY AIRPORT
COMMISSION MINUTES OF THE REGULAR SESSION
TUESDAY, MARCH 16, 2021
Via Zoom

Commissioners Present:

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

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

Commissioners not present:

John G. Flores

Yarmouth Representative:

Not present

Airport Staff Present:

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

Public Members:

Eric Drugge, Aloft Aviation; Rachael Youngling, Hyannis Park Civic Association; Ned Dawes, Barnstable resident and Stantec Airport Engineer; Robert Segal and Joseph Dini, Massachusetts Air & Space Museum.

Call To Order:

Chairman Griffin called the regular meeting of the Cape Cod Gateway Airport Commission to order at 4:01 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

Chair Griffin spoke briefly about the 21st anniversary of the Falcon 90 incursion off the end of the runway into the Staples parking lot.

Minutes of the previous meetings:

The minutes of the December 17, 2020 Airport Commission Meeting were approved and will be signed at a later date.

Public Comment:

Joseph Dini and Robert Segal, Massachusetts Air & Space Museum (MASM) appraised the commission of their future plans. The museum reopened in July 2020 on a limited basis in the Kmart plaza and can plan on being there through the end of the year.

A location on the Airport with ramp access would be ideal for static displays and transition to the airport/airfield. They have been in active dialog with Airport management for a location on the East Ramp. They may have to plan a staged approach for raising the funds to move forward. This would also be ideal for all involved parties. There was a discussion of providing space for a flight school and future education for interested parties. Their main goal would be to bring people back into aviation, and education will be an ongoing program.



Rachael Youngling wanted to reach out ahead of the March 22nd Airport Master Plan meeting. She stated the issues from the West Yarmouth perspective would be the expansion of the runway and the impacts the community might see from that. She requested that a lot of information be included in the presentation to alleviate some concerns. Manager Servis said that this information would be addressed in the presentation.

Joseph Dini requested that he Commission let the MASM know what they need to do to firm up space on the airport.

Commissioners Response to Public Comment:

The commission was very excited to work with the MASM toward the next step.

Finance Subcommittee (Commissioners Weill, Flores, and Bailey)

The Finance Subcommittee met on Tuesday, March 2, 2021. Commissioner Weill read a review of the meeting (attached).

Infrastructure & Marketing Subcommittee (Commissioners Young, and Bierwirth) The Infrastructure & Marketing subcommittee met on Tuesday, March 2, 2021. Commissioner Young read a review of the meeting (attached).

Old Business

None

New Business:

COM0321-01 – Welcome and Presentation by Aloft Aviation Management, LLC

- Manager Servis gave a brief introduction to Eric Drugge, founder of Aloft Aviation based in South Carolina.
- He summers on Cape Cod and would like to offer seasonal flight instruction and aircraft rental at the Air Cape Cod facility.
- Mr. Drugge stated he would have 2 or 3 available aircraft for instruction, rental, and scenic flights (air tours).
- He plans to be operational May 1, 2021 through September.
- He has been working with another individual to possibly partner to accommodate a year round operation if the business warrants it. He said there is nothing better than New England for aviation!
- He thanked the Commission and stated that management has been very accommodating and welcoming.

COM0321-02 – Approval of FY2022 proposed budget

MOTION to approve the Cape Cod Gateway Airport Fiscal Year 2022 Operating Budget. SPONSOR: Management (May be acted upon)

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Weill.
- Manager Servis reviewed the power point presentation for the FY2022 Proposed Budget. (attached)
- The following was reviewed:
 - FY2021 Budget Summary tracking and comparisons, and modifications
 - The FY2022 proposed budget, a 9% increase over FY2021, is for \$7,486,010
 - Summaries of proposed Revenues and Expenditures and corresponding detailed changes. The projected revenues exceed the projected expenditures.
 - The CARES Act funding and reimbursements to date and the plan for future expenditures.
- This agenda item was unanimously approved by verbal roll call vote as follows:
Griffin yes Young yes Weill yes



Bierwirth yes Bailey yes

COM0321-03 – Review and discuss modified financial reporting

- The Finance Subcommittee has requested some changes to the summary information as follows:
 - Add the top 6 revenue and expenditure items to the spreadsheet
 - Budget summaries for the top 6 revenue producers as a pie chart
 - Budget summaries for the top 6 expenditures as a pie chart
- Manager Servis reviewed the spreadsheet information that remained the same: detailed reports, jet fuel information, and FY2020 and FY2021 comparisons.

COM0321-04 – Review and discuss Airport Commission By-Laws

- Manager Servis provided the Commission with a clean version of the Draft By-laws for review.
- She reviewed the key elements of the background of the modifications. The document has been reviewed by the Town of Barnstable counsel, The Airport Commission, management, and Anderson & Kreiger counsel.
- Mass General Law Chapter 90 (governs the Airport Commission), General By-laws of the Town for Boards and Commissions, and open meeting law were reviewed to make sure the document met these parameters. The words “as periodically updated” were added to the By-laws to reference any updates to these in the future.
- Basic rolls and duties of the commissioners were included, but details of the duties will be developed in a guideline separate from the by-laws.
- These will be voted on at the April Commission meeting.

COM0321-05 – Business Plan Update Presentation – Third Quarter FY2021

- Manager Servis reviewed the Business Plan Fiscal Year 2021 Third Quarter Update PowerPoint presentation (attached).
- The focus for FY2021 has been on Goals B – Diversify Revenue Streams, and D-Enhance Airport Image & Branding; however, Management is still managing to complete tasks in Goals A and C
- Manager Servis reminded the Commission that the goal is not to complete 100% of the tasks but to strive to complete those identified as priorities for the fiscal year
- The initiatives to date for each Goal were reviewed; and the initiatives currently being worked on were listed.
- Goal A is 19% complete, Goal B is 50% complete, Goal C is 7% complete, and Goal D is 30% complete.
- There was a brief discussion of the following:
 - Mary Dunn Way Extension and possible location of the Massachusetts Air & Space Museum
 - Future events with the EAA, Young Eagles
 - Possible new tenant to supply Helicopter services
 - A new seasonal flight instruction/aircraft rental business, Aloft Aviation
 - Massachusetts Air and Space Museum to become a permanent fixture at the Airport
 - New Solar Revenue projects in the Main Terminal Parking lot.
 - Airport Terminal Advertising
 - A Request for Proposal for the old Mildred's property for parking
 - Airline reengagement post COVID and existing airline scheduling and marketing.
 - Rebranding and associated changes to media, letterhead, signage, uniforms, etc.
- The next steps were reviewed to include:
 - Continuing to develop Goals B & D
 - Business Plan Fourth Quarter Reporting will occur in June 2021
- It was mentioned that the public opinion of the name change has been positive; and that it was good to incorporate “Cape Cod” into the name.

The following was taken out of order:



Report of Special Committees
None

Updates:

- Airport Finances Update
 - CRRSA (Coronavirus Response and Relief Supplemental Act) Grant Update – from the FAA approx. \$1 million over a four year period for operational expenses and airport development for pandemic response. Similar to the CARES Act funds.
- CARES Act Projects
 - Replacement of T-hangar (Amendment Commission approved January 2021),
 - Fleet Hangar Door Replacement (Amendment Commission approved January 2021),
 - Mary Dunn Way Extension (underway and amendment forthcoming)
 - These will all be discussed at the April Subcommittee meetings.
- Airport Master Plan Update
 - Live public meeting scheduled for March 22 @ 6PM – live on Zoom Webinar and possibly Facebook
 - The Airport website has documentation details available to the public
 - Coordination with both Town of Barnstable and Town of Yarmouth has been initiated
- Airport Environmental Assessment (EA)
 - An RFP has been submitted to seek proposals from highly qualified firms with previous experience in environmental impact analyses of proposed airport actions that are subject to Federal Aviation Administration (FAA) decision.
 - An Airport Commissioner will be asked to be on the committee to review the RFPs.
 - The project is to be funded in part by the FAA and the Massachusetts Department of Transportation (MassDOT) – Aeronautics Division. The FAA's new guidance requires the EA to be completed within a 12 month period. They have asked that the Airport submit the grant request for FY2022.
- Airport Tree Clearing Project
 - Spring reseeding will occur late April 2021
 - Airport Maintenance site prep is underway
- PFOS/Public Involvement Plan & Update
 - The Department of Environmental Protection (DEP) identified additional required testing and sampling
- Airport Rates & Charges Update (2021 review post-COVID19)
 - FY2022 effort
- Rebranding & Website Upgrade – will begin in April
- MCI Drill September 2021
- Upcoming:
 - Management Contract renewal
 - Management Review – end of FY2021
- An RFP will be submitted for a land lease for parking

● **EXECUTIVE SESSION:**

- **As Chair of the Airport Commission, I move to go into Executive Session pursuant to G.L. c. 30A, § 21(a)(3) to discuss strategy with respect to municipal t-hangar lease agreements as a discussion in open session may be detrimental to the bargaining position of the Airport Commission. This meeting will reconvene in open session after the Executive Session.**
- The motion was seconded by Commissioner Bailey, and a roll call vote was taken to go into executive session at 5:26 PM.

Griffin	yes	Young	yes	Weill	yes
Bierwirth	yes	Bailey	yes		



- The Airport Commission voted to reconvene in open session at 5:51PM. This was seconded and a roll call vote was taken.

Griffin	yes	Young	yes	Weill	yes
Bierwirth	yes	Bailey	yes		

COM0321-06 – Approval of Management’s proposal for lease rates post t-hangar construction by and between the Airport and the six municipal hangar lessors.

MOTION to approve Airport Management’s proposal for new lease rates to commence post-construction for the contracts by and between the Cape Cod Gateway Airport and the six municipal hangar lessors. SPONSOR: Management (May be acted upon)

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Weill.
- The purpose of this agenda item is to approve the mid-range proposed lease rates post t-hangar construction.
- This agenda item was unanimously approved by verbal roll call vote as follows:

Griffin	yes	Young	yes	Weill	yes
Bierwirth	yes	Bailey	yes		

Announcements – Commissioner’s Comments

Commissioner Weill forwarded an article on Electric Aviation in Washington State. There was a statewide effort to attract electric aviation. The commission should look at the involvement of Cape Air as an opportunity for specialization for this Airport. New Hampshire has approved “airplane cars” and the Airport could also look into this.

Manager Servis has met with Cape Air to discuss becoming a prototype airport. There may be some grant funds available to Airports that intend to reduce greenhouse gasses. The airport would work with the Cape Cod Commission and other non-profit organizations on the Cape to implement regional policy plans.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 6:02 PM
The next meeting will be held on April 20, 2021.



NORMAN WEILL, CLERK
KCR



Met Tuesday, March 2nd, 2021 @ 8:30 a.m.

The meeting was held via ZOOM.

Commissioners Weill, Flores & Bailey was present. The meeting was held via ZOOM.

Minutes of the February 2nd Finance Subcommittee meeting were tabled.

OLD BUSINESS

No old business to discuss.

NEW BUSINESS

F0321-01 – Review and discuss FY2022 proposed budget

- Management presented a draft FY2022 budget for discussion purposes prior to presentations to the Town of Barnstable and Town Council.
- Management will also be meeting with Mark Ells in March prior to Town Council to review.
- Proposed FY22 Budget is \$ 7,316,263.00 which is an overall increase of 7% over FY21.
- Revenues are similar to FY21.
 - Airline, car parking ,rental car revenues are still depicting 20-30% with only marginal improvements
 - Corporate aviation revenues are slightly improving due to better than expected fuel sales.
 - We will have some new Land and Facility leases. (HMI Parking, Hy-Line, Griffin and Hyannis Hangar)
 - Our fuel sales have increased.
- Expenses are similar to FY21 but are adding the following:
 - Renegotiation of 3 year Union Contract
 - Asset Rehabilitation
 - New Business Plan Goals
 - Marketing Funding
 - Training and Conferences to meet our business goals.

Action : The agenda item was moved to the *March 16th, 2021* Full Commission meeting for approval

F0321-02 – Review and discuss modified financial reporting

- Management prepared a power point presentation to review the modifications to the Financial reporting.
- Commissioner would like the top 6 expenses added to the expense Budget Summary.
- They would like the Jet Fuel Spreadsheet to remain the same. However, would like the backup jet fuel discount sheets to reflect current year (FY21) and previous year(FY20) on same page.
- Management will make revisions and distribute to the Commissioners for review and feedback.

Action : *None at this time.*

F0321-03 – Review and discuss upcoming lease expirations and extensions

- This agenda item is to update the Finance Subcommittee of current lease negotiations that will be underway.
 - Hyannis Hangar LLC (expiration 5/31/2021)
 - Car Rental Companies (option to renew by 6/30/2021).
 - Griffin Avionics (expiration 1/31/2022)
 - Hex Hanger Corp. (expiration 8/21/2022)
 - Pain D'Avignon Bakery (expiration 12/30/2022)
 - Republic Parking (expiration 12/31/2022)
- Prior to Full Commission approval, the commissioners will receive a draft of each lease for review.
- Airport management will be working with our On-Call Attorney Anderson & Kreiger on each lease.

Action: *None at this time.*

F0321-04 – Review and discuss Management's proposal for lease rates post t-hangar construction by and between the Airport and the six municipal hangar lessors.

- This agenda item wato review and discuss management's proposed lease rates post t-hangar construction

Action : *Based on executive session review and discussion the agenda item was moved to the March 16th, 2021* Full Commission meeting for approval

Updates:

- Financial Overview - Expense, Revenue reports were reviewed
- CARES Act Projects
 - Replacement of T-hangar (Amendment Commission approved January 2021),
 - Fleet Hangar Door Replacement (Amendment Commission approved January 2021),
 - Mary Dunn Way Extension (underway and amendment forthcoming).
- Airport Master Plan Update
 - January 26, 2021 3rd PAG meeting completed
 - Live public meeting scheduled for March 22 @ 6PM – live on Zoom Webinar and possibly Facebook
 - Please visit our website for documentation details available to the public
 - Coordination with both Town of Barnstable and Yarmouth
- Airport Environmental Assessment
 - Post master plan update planning process
 - This is an 18-24 month process
 - An RFP will be issued to seek proposals from highly qualified firms with previous experience in environmental impact analyses of proposed airport actions that are subject to Federal Aviation Administration (FAA) decision.
- Airport Tree Clearing Project
 - Spring reseeding late April 2021.
 - Site prep in March 2021 (rock removal, rough cut, prep for April seed)
- PFOS/Public Involvement Plan & Update
 - We are continuing post mitigation monitoring
 - There was a meeting on 1/27/2021 with DEP identified additional testing and sampling to identify existing plume and future plume based on ground water and PFAS movement
- ARFF/SRE Roof Replacement Update – Completed
- Airport Rates & Charges Update (2021 review post-COVID19)
 - FY2022 effort
- Rebranding & Website Upgrade
 - Terminal name to celebrate 90th Anniversary for Boardman/Polando Flight (date?)
 - Website modifications – starting in March (after March 20 due to funding being released by Town Council)
 - TC approval received 2/18/2021
 - Sign plan modifications underway.
- MCI Drill September 2021
 - 100% Funded FAA/MassDOT/CARES Act \$78,000.00.

Meeting Adjourned 10:03 am

Met Tuesday, March 2, 2020 @ 10:34 am

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

UNFINISHED BUSINESS:

None

NEW BUSINESS:

I0321-01 – Business Plan Update Presentation – Third Quarter FY2021

- Manager Servis reviewed the Business Plan Fiscal Year 2021 Third Quarter Update Power Point presentation.
- The focus has been on Goals B – Diversify Revenue Streams, and D-Enhance Airport Image & Branding.
- Goal A is 19% complete, Goal B is 50% complete, Goal c is 7% complete, and Goal D is 30% complete.
- The initiatives to date for each Goal were reviewed; and the initiatives currently being worked on were listed.
- Business Plan Fourth Quarter Reporting will occur in June 2021

I0321-02 – Update on Green Initiatives

Vehicle purchases for FY2022 (hybrid options)

- Management has applied for the vehicle purchased through the MassSave Program, and is awaiting the acceptance for funding.
- The Airport had obtained three quotes for hybrid vehicles, and the difference is approximately \$4000 to \$5000 each between hybrid and all-electric vehicles.
- The Airport will qualify for up to \$7500 rebate for each vehicle.

Electric vehicle charging stations

- Application was submitted, but the awardees have not been announced.

I0321-03 – Update Guidelines for Construction

- McFarland Johnson developed a brochure that highlights the green initiatives that the airport and its tenants have implemented. The Guidelines for Construction have been updated to include this information.
- Commissioner Young commented that our Airport is on the leading edge of green initiatives and would like to formulate the next steps to make the Airport a model for this area. Management is working with Cape Air concerning the electric aircraft and charging vehicles in order to accommodate these aircraft at the Airport to become the prototype for the New England region.
- It was recommended to contact the Cape Cod Climate Change Collaborative and other organizations to promote the green initiatives at the Airport. This is a good opportunity for the Airport to be a leader in the area. This will be included in the Business Plan and referenced in future updates.

Updates:

- CARES Act Projects
 - Replacement of T-hangar - to include 2 four unit structures.
 - Fleet Hangar Door Replacement
 - Manager Servis reviewed the schedule for these projects. Construction will be in the August – February 2022.
 - Mary Dunn Way Extension
 - Construction will commence in April – May 2022.
- Airport Master Plan Update
 - Live public meeting scheduled for March 22 @ 6PM – live on Zoom Webinar and possibly Facebook
 - Management is coordinating with both Town of Barnstable and Yarmouth with updates
- Airport Environmental Assessment
 - Post master plan update planning process
 - This is out for bid and should start in the fall.
 - 18-24 month process
- Airport Tree Clearing Project
 - Spring reseeded late April 2021 on the condition of:
 - Airport Maintenance site prep in March 2021 (rock removal, rough cut, prep for April seed)
 - Temperature monitoring and presumed stretch of good weather with temperatures over 45 degrees
- PFOS/Public Involvement Plan & Update
 - Management met with the DEP in January. They requested additional testing and sampling to identify existing plumes and future plumes based on ground water and PFAS movement. The analysis is being conducted now.
- MCI Drill September 2021
 - Preparation meetings have begun with the various agencies involved
 - Volunteers, victims, and evaluators are always welcome. Commissioner Bierwirth will contact Cape Cod CERT to see if they would like to volunteer.

Email reminders will be sent out for the March 22, 2021 Master Plan Public Outreach ZOOM Meeting.

The utilities for the Mary Dunn Way Extension will not be underground as it would be cost prohibitive. The MassDOT Yarmouth Road Rehabilitation included a new water line that the Airport can tie into from Mary Dunn Way. The Airport Green initiatives guidelines will be adhered to for the project.

Ms. Mederios asked about the capacity of the new T-hangars and stated that there is a great need for these. There was a brief discussion of availability for building T-hangars on the east ramp and the possibility of a restaurant on the airfield to generate more business.

Adjournment: Having no other business to discuss, the meeting was adjourned at 11:36 a.m.

