



**CAPE COD GATEWAY AIRPORT
COMMISSION MINUTES OF THE REGULAR SESSION
TUESDAY, September 20, 2022**

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

Commissioners Present:

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

Commissioners not present:

None

Yarmouth Representative:

William Marasco - 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:

Keith Young and Joe Dini, Massachusetts Air & Space Museum (MASM); Paul McDonough, McFarland Johnson; and Robert Mallard, Airport Solutions Group

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.

Chairman Griffin welcomed the new Commissioner, Mark Guiod, to the Commission Mr. Guiod gave a brief history of his aviation background, and stated that this is a great opportunity and he was excited to get started.

Minutes of the previous meetings:

None

Public Comment:

None

Commissioners Response to Public Comments:

None

Finance Subcommittee (Commissioners Weill, Flores, and Bailey)

The Finance Subcommittee met on Tuesday, September 6, 2022 via ZOOM. Commissioner Weill read a review of the meeting (attached).

Infrastructure & Marketing Subcommittee (Commissioners Young, and Bierwirth)

The Infrastructure & Marketing subcommittee met on Tuesday, September 6, 2022. Commissioner DiGeorge read a review of the meeting (attached).

Old Business:



COM0422-07 - Approval of an Amendment to the Lease by and between Cape Cod Gateway Airport and Ross-Rectrix HYA, LLC for Land Lease

MOTION to approve the Amendment #7 to the lease by and between the Cape Cod Gateway Airport and Ross-Rectrix, HYA LLC for a land lease of the fuel farm and fuel truck parking area, parcel G, totaling 4,105 square feet to coincide with the expiration of their current lease in 2024. **SPONSOR:** Finance (**May be acted upon**)

- This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner Bailey.
- Airport Management completed the Request for Proposal documentation for the Disposition of Real Property via Lease for the commercial property known as Hangar & Offices (Air Cape Cod) located at 110 Mary Dunn Way, Hyannis, MA.
- The land is under control and custody of the Cape Cod Gateway Airport Commission and the building will revert to Airport ownership at the expiration of the existing lease on July 1, 2022 per the terms of that lease and in compliance with Federal Aviation Administration's policies on Aeronautical Lease Agreements.
- As part of that termination, the fuel farm (two 10,000 gallon tanks) would also revert to the airport.
- Ross Aviation requested to maintain their ownership of the fuel farm through the end of their existing lease (2024).
- This would be via an amendment to their existing Lease, for the land on which the fuel farm is located and relative parking space for fuel trucks. This would include terminology to maintain insurance and continued maintenance of the facility.
- Prior to the Lease expiration, the Airport would be able to negotiate future land leases and infrastructure leases in the next master lease.
- This amendment will include an additional 5,125 square feet for one parcel for the fuel tanks and parking for fuel trucks (Parcel "G") and a rental fee of just over \$2,818.75 to the Airport plus fuel flowage, etc.
- Commissioner Guiod asked about a fuel tax that would be paid to the airport. Manager Servis responded that there is a fuel flowage fee and also taxes on fuel that the Airport applies for under federal standards.
- This agenda item was unanimously approved by verbal vote.

New Business:

This agenda item was taken out of order:

COM0922-4 Approval of Award for Disposition of Real Property via Lease: Commercial property known as Hangar & Offices Located at 110 Mary Dunn Way, Hyannis, MA to the Massachusetts Air & Space Museum

MOTION to approve the Bid Acceptance for Disposition of Real Property via Lease: Commercial property known as Hangar & Offices Located at 110 Mary Dunn Way, Hyannis, MA to the Massachusetts Air & Space Museum. Once approved, a contract will be drawn up subject to final approval by the Cape Cod Gateway Airport Commission. **SPONSOR:** Finance (**May be acted upon**)

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Flores.
- Airport Management developed a Request for Proposal in May for the facility at 110 Mary Dunn Way (aka Air Cape Cod facility) which had an attached form of lease to outline the terms for any bidders. This is a two story building with hangar and office space for aviation use.
 - The FAA reviewed this RFP and provided critical feedback to assist in its development; and to ensure the airport's intent could meet, and be in compliance with, Federal Grant Assurances and other regulatory policies.
- The RFP identified the Airport's Goals for Lease Reward and it included the following:



- Compliance with FAA's Policy and Procedures Concerning the Use of Airport Revenue, Federal Register / Vol. 64, No. 30 /Tuesday, February 16, 1999 / Notices (Revenue Use Policy)
- Compliance with FAA's Policy on the Non-Aeronautical Use of Airport Hangars Federal Register / Vol. 81, No. 115 / Wednesday, June 15, 2016 / Rules and Regulations
- Improvements to the property per a permitted and approved plan
- Preferences to meet the Airport's Business Plan Goals
- Within the RFP, proposers were asked to provide the best response that met these goals; and they were evaluated on a clear set of evaluating criterion.
- Comparative Evaluation Criteria included the following:
 - Proposed Use of the Property
 - Was the proposed use consistent with the goals for Ground and Building Lease award identified?
 - Did the Proposer's submittal clearly detail how well they can meet the Airport's Business Plan Goals, Federal Obligations, and Property Improvements?
 - Strength of Proposer
 - Does the Proposers experience, demonstrated past success, and financial capacity give them the ability to enter into a Ground and Building Lease Agreement with the Airport?
 - Pro-Forma Financial Analysis
 - Is the proposed plan supported by a business plan and pro-forma analysis that supports the Proposer's capacity for carrying out the proposed development plan and meeting the financial obligations of the Ground and Building Lease award?
 - Improvements and Permitting
 - Are the Proposed improvements consistent with the goals for Ground and Building Lease award identified?
 - What are the Proposer plans for improvements?
 - Does the Proposer understand the permitting associated with the proposed development and demonstrates ability to meet criteria necessary to obtain necessary approvals?
 - The facility is in tough shape and all proposers visited the site prior to submitting proposals.
- The Massachusetts Air & Space Museum (MASM) was the sole proposer. One other proposer backed out of the bidding. MASM highlighted the following in their response:
 - Proposed Use of the Property
 - Mixed use of the property was proposed with flight instruction, scenic aerial tours, a Fixed Based Operator, laboratory for A&P mechanic certification and a museum. This is highly advantages to the Airport and the Business Plan Goals.
 - Strength of Proposer
 - The proposer quickly established themselves in Hyannis as a museum with growth in visitors.
 - Initially located at The Landing at Hyannis and now at Main Street Hyannis, which will open in October.
 - The focus will be to maintain both the n in January 2023) Main Street and Airport facility with a shuttle bus to/from each location
 - This was deemed highly advantageous because it will draw from a busy Main Street and filter visitors on one ticket to both locations.



- It also allows for those flying in, to have a way to get to Main Street, finish the tour of the museum and visit other Main Street shops and restaurants
- Pro-Forma Financial Analysis
 - The Museums known annual donations make up the bulk of the revenue needed to cover lease fees
 - Sub-tenant payments and visitors are anticipated to bring in supplemental revenues
- Improvements and Permitting
 - The Museum is aware of permitting and code requirements necessary to bring the building up to standards
- Aviation Industry and Community Economic Benefits
 - The proposal clearly identified the mixed-use approach as the most feasible option allowing for year-round job creation, aviation educational opportunities and the provision of aviation related services and experiences and offering multiple uses that touch upon various business plan goals
- Manager Servis introduced Keith Young and Joe Dini, MASM. And invited them to speak.
- Joe Dini thanked the Commission and stated they are happy to be a part of the Airport Community. Their relationship with the Airport has grown beyond the idea of being a tenant; it is more of a partnership, working together on many other causes to bring people into the community. Keith Young said it is a pleasure to work with the Airport. He recommended everyone find an opportunity to visit the museum. HE visited approximately 12 different Air & Space Museums across the country to be able to cull out the best to bring to this museum in Hyannis. The museum is also focusing on the future to get people interested in the field of aviation.
- Manager Servis agreed that this is a key piece that the museum is bringing to the Airport.
- After the interview, the evaluation committee felt that the Massachusetts Air & Space Museum was a most advantageous proposal therefore the evaluation committee is formally requesting that the Massachusetts Air & Space Museum be the likely award recipient.
- This agenda item was unanimously approved by verbal vote.

COM0922-1 Approval of 110 Mary Dunn Way Bill of Sale by Air Cape Cod, LLC, (the “Assignor”), to the Cape Cod Gateway Airport Commission (the “Airport”).

MOTION to approve the Bill of Sale from Air Cape Cod, LLC to the Cape Cod Gateway Airport Commission for the building located at 110 Mary Dunn Way, Hyannis, Massachusetts, per the conditions of the lease that expired on July 1, 2022. **SPONSOR: Finance (May be acted upon)**

- This agenda item was moved and read by Commissioner Flores, and seconded by Commissioner Bailey.
- With the lease reversion clause of the Air Cape Cod Facility Lease on July 1, 2022, Airport Management requested something in writing to memorialize the title of the building reverting to the Airport outside of simply the lease expiration
 - Airport Management was in agreement to allow Air Cape Cod to maintain title to the fuel farm as the Airport has no desire for the fuel farm to revert to airport ownership.
 - Air Cape Cod as the Assignor or Ross Rectrix HYA, LLC f/k/a Rectrix Aerodrome Centers, Inc. dba Atlantic Aviation shall maintain the fuel farm as their property and lease the land on which it sits from the Airport.



- The Bill of Sale document has been sent to the current tenants, Ross/Atlantic Aviation for signatures.
- This agenda item was unanimously approved by verbal vote.

COM0922-2 Approval of the contract amendment in the amount of \$ 63,530.81 by and between Cape Cod Gateway Airport and EPSILON ASSOCIATES, INC. 3 Mill & Main Place, Suite 250, Maynard, Massachusetts for the 2021 Cape Cod Gateway Airport Environmental Impact Analyses of Proposed Airport Actions Associated with the Airport Master Plan Update.

MOTION to approve the Amendment #1 to the contract by and between Cape Cod Gateway Airport and Epsilon Associated Inc. in the Amount of \$63,530.81 for the Airport Environmental Impact Analyses of Proposed Airport Actions Associated with the Airport Master Plan Update. **SPONSOR:** Finance **(May be acted upon)**

- This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner Bailey.
- The original contract amount was based on the proposal submitted for the project during bidding in May 2021.
- However, during the initial kickoff meeting with federal and state agencies in March 2022, a modification to the scope of work was requested to include:
 - A modified approach between the Massachusetts Environmental Policy Act (MEPA) and the National Environmental Policy Act (NEPA);
 - Greater wetland delineation on the north side of the airport where Taxiway D/E may breach was needed;
 - An archeology assessment near the proposed hangar areas and taxiways D/E;
 - Additional geotechnical investigations at Mary Dunn Way and Taxiway E; and
 - Further modifications to include more survey to assist in the development design that will be need by the environmental reviewing agencies.
- These items all increased the fee and further modifications were made once an Independent Fee Estimate was conducted.
- The proposed change and increase of \$63,530.81 will incorporate the additional work, bringing the total project cost for the Environmental Assessment to \$1,060,530.81 for consultants and airport administrative fees
- The project was approved by both the Airport Commission and Town Council for \$1,150,000 under FY2021 Capital Improvement Plan (CIP) so further approvals will not be necessary.
- This agenda item was unanimously approved by verbal vote

COM0922-3 Approval of the License Agreement by and between Cape Cod Gateway Airport and Suffolk Construction Company, Inc. 65 Allerton Street Boston, MA 02119 for vehicle parking.

MOTION to approve the 3 year License Agreement by and between Cape Cod Gateway Airport and Suffolk Construction Company, Inc. for Non-Aviation Related Off-Airport Airport Access and Land Use License Agreement for vehicle parking effective December 1, 2022.

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

- This agenda item was moved and read by Commissioner Bailey, and seconded by Commissioner Weill.
- Suffolk Construction has been awarded the redevelopment and expansion bid for Cape Cod Hospital and needs off-campus parking for their employees and sub-consultants.
- The Airport proposed the old Mildred's lot for this use.
- The term of the agreement is 3-years with the following proposed revenue:



PAYMENT SCHEDULE	
3-Year License 3% Minimum Annual Increase	
Assumes 3% Increase Annually	
Area (square feet)	60,000
Year 1	\$1.34
Annual Rate	\$80,340.00
Monthly Rate	\$6,695.00
Year 2	\$1.38
Annual Rate	\$82,750.20
Monthly Rate	\$6,895.85
Year 3	\$1.42
Annual Rate	\$85,232.71
Monthly Rate	\$7,102.73

- Airport Management added additional warranties or representations language in regards to the property improvements per discussion with the Finance Subcommittee on 9/6/2022. This was sent to Suffolk for review.
- Airport Management has asked that improvements be made to the site and for those improvements has offered a discount.
- Suffolk attorneys are reviewing this License Agreement therefore, if substantive changes are made, Airport Management will bring this agenda item back to the Commission.
- Reuse of the millings off of the airport project will be used to improve the site, as well as landscaping between Rte. 28 and the site. They will be using native non-fruit bearing grasses so they are very low maintenance. Lawrence Lynch will provide a list of plantings to management for approval.

Discount for Site Improvements	
Agreed per contract to discount the 1st months' rent on License Commencement Date for site improvements. This is for one month only as detailed below.	
Year 1	
\$6,695.00	December 1, 2022 Discount for Site Improvements
0	
\$6,695.00	Monthly Rent December 1, 2022 - November 30, 2023
0	
\$0.00	December 1, 2022 Payment.



\$6,695.0	Discount Total
0	

Notes: This is a one-time discount for Site Improvements in month one of year one as identified in the table. All other payments must be made according to the Payment Schedule detailed in License Fees (a) above.

- This agenda item was unanimously approved by verbal vote.

10. Report of Special Committees

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

Updates:

- Assistant Manager Elia gave a brief overview and summary of the recent Annual Table Top Exercise required by the FAA to review the Airport Emergency Plan.
 - There were 28 agencies with 61 individuals that participated.
 - This was able to be a hybrid ZOOM meeting using scenarios with videos. The scenario and subsequent plan is reviewed and then is followed with a facilitated discussion.
 - The FAA feedback stated that the exercise was excellent and well run. They requested to use this as a model to show to other airports.
- Assistant Manager Elia gave an update on the projects:
 - Mary Dunn Way Extension is on pause
 - Project started June 20
 - The first coat of asphalt is setting, the project is on schedule
 - Beginning of October for final pavement and painting, and in the winter for long-lead items (due to supply chain issues) that are need for the sanitary sewer pump station
 - Replacement of T-hangar & Airport Operations Renovation
 - The barrier and fencing is up, and the former T-hangar will be removed later this month
 - The temporary trailers have been installed for the Operations renovation
 - A wall for the personnel area is being installed; and moving between the facilities will take place next week
 - The completion of these renovations may be completed prior to the summer season. The contractor has been very responsive to work with.
- Monthly Financial Review as of August 26, 2022- See attached
- Management reviewed the history of the WS Development and The Landing at Hyannis lease and payments for the Capetown (Kmart) Plaza.
 - They are in the process on gathering their permits and attracting new tenants.
 - They are reviewing how to better use the space that was vacated by Kmart to divide it for smaller spaces for multiple tenants.
 - They will be before the Town Council in October to present their future plans.
- The Airport has received FAA discretionary funds for the EMAS and Runway 6-24 Rehabilitation projects.
- Upcoming October/November Finance Items:
 - On-Call Planning and On-Call Engineering (evaluation committee has this under review)



- Cape Air/Hyannis Air Service Terminal Lease (attorney crafted the lease and under internal discussions)
- Upcoming October/November Infrastructure Items:
 - Business Plan Update
 - Upcoming Events FY2023
 - Electric Aviation Discussion - working with Cape Air, Cape and Vineyard Electric Cooperative and others to get this off the ground
- Procurement
 - Airport Wood Signs - (Quotes < \$50,000) Manager will revisit this as well as the replacement of the MASSDot signs to read Cape Cod Gateway Airport
 - RFP Main Terminal Parking Lot (August/September) CANCELLED
 - Three-year on-call painting (October)
 - On-call marketing and social media (October)
 - Café commercial kitchen or retail (November/December)
- Town of Barnstable Budget
 - Management started with planning for FY2024 starting with CIP development
- Airport Environmental Assessment Status
 - First public meeting will be held October 27th
- PFOS/Public Involvement Plan & Update
 - Working with Horsley Witten Group on Phase IV Reporting due to DEP in October 2022
 - Webpage development with more information on PFAS underway
- Dates to remember:
 - Cape Cod Young Professionals
 - September 22, 2022
 - Cape Cod Gateway Airport Community Event Series
 - September 24, 2022: A Great Day For the Gateway - Celebrating America on Cape Cod (11-4:00)
 - Southeastern Massachusetts Aviation Career Fair 2022
 - October 20, 2022: 0830-1400
 - 35 exhibitors; 300 students to date
- Community Involvement
 - The Hyannis Park Civic Association is located at the approach end of Runway 33
 - They have concerns about noise and future development
 - They have asked for specific agenda items to be addressed at the Community Outreach meeting
 - Runway 6-24 Construction and closures that will impact them
 - Airport Master Plan Environmental Assessment
 - Response to PFAS - sites, treatment, and mitigation
 - Only four members attended the meeting and Commissioner DiGeorge, Bierwirth, and Weill were also in attendance
 - The meeting was well run by Manager Servis and was very informative

11. Commissioners Comments

Commissioner Weill commented on the TSA Remote baggage scanning technical test that was done in June. It was highly successful and the TSA is taking steps to try and implement in certain airports.

He also commented that the Museum and associated subtenant entities will bring activities to the airport and will give general aviation pilots more reasons to fly in to the airport and visit the area.



12. Matters not reasonably anticipated by the Chair

13. Adjournment -

Upon Motion duly made and seconded, the meeting was adjourned at 5:16 PM.
The next meeting will be held on October 18, 2022.



NORMAN WEILL, CLERK

Documents attached:
Finance Subcommittee speaking notes
Infrastructure & Marketing Subcommittee speaking notes
FY2023 Budget Update as of August 26, 2022



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

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

Met Tuesday, September 6, 2022

The meeting was held via ZOOM

Meeting was called to order at 8:37 a.m.

Commissioners Weill, Flores & Bailey were present via zoom.

OLD BUSINESS

NONE

NEW BUSINESS

F0922-1 Review and Approve contract amendment in the amount of \$ 63,530.81 by and between Cape Cod Gateway Airport and EPSILON ASSOCIATES, INC. 3 Mill & Main Place, Suite 250, Maynard, Massachusetts for the 2021 Cape Cod Gateway Airport Environmental Impact Analyses of Proposed Airport Actions Associated with the Airport Master Plan Update.

- The original dollar amount was based on the proposal submitted for the project during bidding in May 2021
- During the initial kickoff meeting with federal and state agencies in March 2022, a modification to the scope of work was requested to include a modified approach between the Massachusetts Environmental Policy Act (MEPA) and the National Environmental Policy Act (NEPA).
- The proposed change and increase of \$63,530.81 will incorporate the additional work, bringing the total project cost for the EA \$1,060,530.81 for consultants plus airport administrative fees
- Agenda item was moved to the full commission meeting.

F0922-2 Review and Approve the License Agreement by and between Cape Cod Gateway Airport and Suffolk Construction Company, Inc. 65 Allerton Street Boston, MA 02119 for vehicle parking.

- Suffolk Construction has been awarded the redevelopment and expansion bid for Cape Cod Hospital and needs off-campus parking for their employees and sub-consultants
- The Airport proposed the old Mildred's lot
- The term of the agreement is 3-years with 3% Minimum annual increase.
- Airport Management has asked that improvements be made to the site and a discount has been offered for the improvements.
- Currently Suffolk Attorneys are reviewing.
- Agenda item was moved to the full commission meeting.

Updates:

- Monthly Financial were reviewed.
- Dates to remember:
 - Cape Cod Young Professionals
 - September 22, 2022
 - Cape Cod Gateway Airport Community Event Series
 - September 24, 2022: A Great Day For the Gateway - Celebrating America on Cape Cod (11-4:00)
 - Southeastern Massachusetts Aviation Career Fair 2022
 - October 20, 2022: 0830-1400

Meeting adjourned: 9:11 am.

Met Tuesday, 6, 2022 @ 10:34 am

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

UNFINISHED BUSINESS:

IN1021-2 Review and Discuss the Sign Plan Modifications to Meet Rebranding Efforts

- Modifications were made to the sign to be located at Mary Dunn Way to increase the size of the airport name.
- The Request for Quotes for the other two signs will be modified so the signs all match.

NEW BUSINESS:

IN0922-01 – Monthly Update Airport Business Plan for FY2023

- Manager Servis reviewed the status of the tasks for Goals A and B.
- The goals of the plan will remain the same but with different priorities and focus:
 - Maximize airport use by recreational and corporate type users,
 - Create opportunities that maximize financial self-sufficiency,
 - Offer more air carrier opportunities to the general public, providing a solid air transportation option on Cape Cod, and lastly
 - Enhance the airports image as a solid transportation entity and as a community resource.
- Many of the tasks for Goals C and D are not included in the total tasks for FY2023 as these are not the current focus.
- The completed FY2022 tasks will be removed from the business plan overview.

IN0922-02 – Review and Approve Award for Disposition of Real Property via Lease: Commercial Property known as Hangar & Offices located at 110 Mary Dunn Way, Hyannis, MA

- Airport Management developed a Request for Proposals for the facility at 110 Mary Dunn Way
- The Evaluation Committee held an interview with the sole proposer to ask more detailed questions which will be reviewed with the sub-committee
- The Evaluation Committee agreed that the most advantageous proposal and responses during the interview on 8/30/2022 identified the Massachusetts Air & Space Museum (MASM) as the award recipient.
- MASM intends to keep the Main Street location and provide a shuttle between the two locations.
- Additional information will be provided at the full Commission meeting for the various uses of the building space, and future design development will be brought before the commission for approval prior to renovations.
- This agenda item was moved to the full commission for approval and contract development.

Updates:

The following updates were reviewed

- Various project construction status'
- RFP for all encompassing marketing team for the Airport
- Upcoming events
- WS Development progress and upcoming meetings with the Town Council and the public

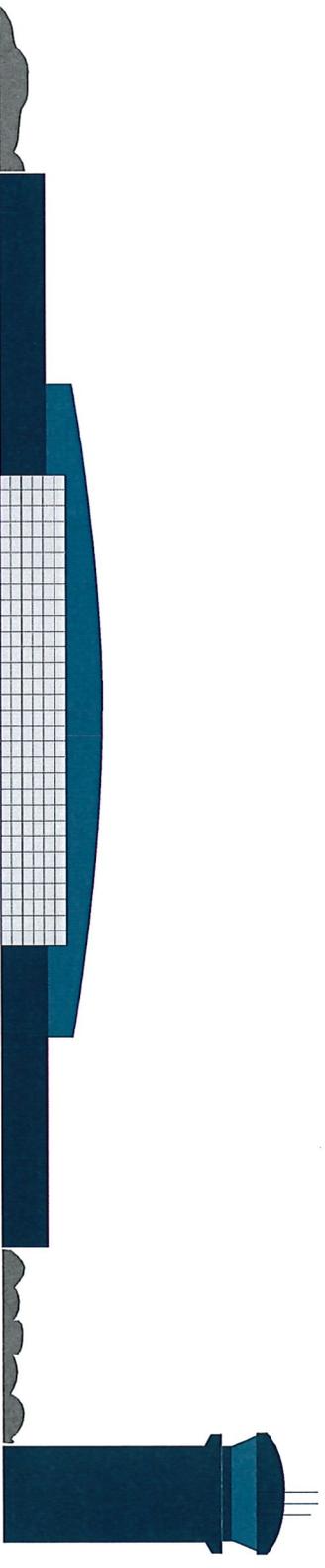
Adjournment: Having no other business to discuss, the meeting was adjourned at 11:18 a.m.

Cape Cod Gateway Airport

FY2023 Budget Update

Airport Commission Presentation

As of August 26, 2022



FY2023 Budget Summary



CAPE COD GATEWAY AIRPORT BUDGET SUMMARY AS OF (08-26-2022)

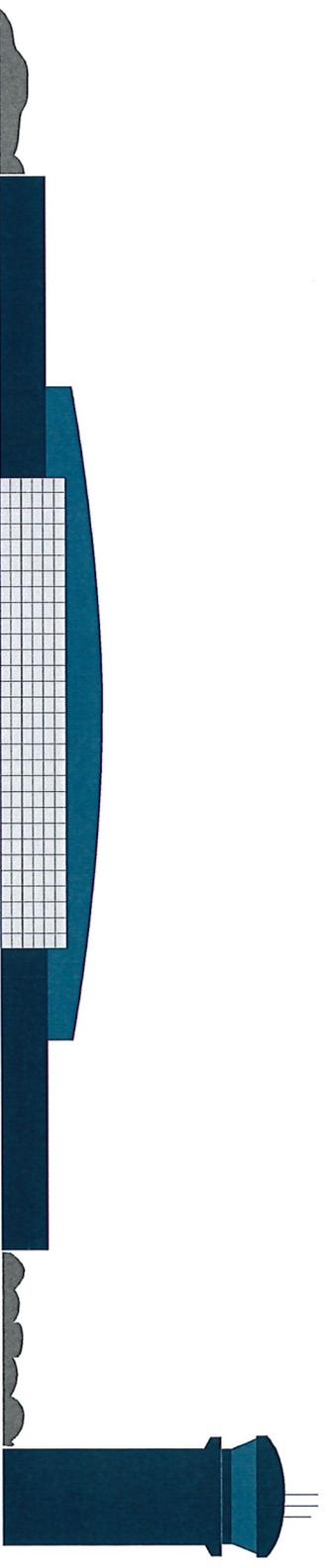
	BUDGET	ACTUAL	VARIANCE	% VARIANCE
REVENUES				
CHARGES FOR SERVICES	\$ 7,431,297.00	\$ 2,802,703.34	\$ (4,628,593.66)	-62%
Jet Fuel	\$ 5,580,000.00	\$ 2,348,178.41	\$ (3,231,821.59)	-58%
Rental Car Concessions	\$ 415,000.00	\$ 162,031.39	\$ (252,968.61)	-61%
Land Leases	\$ 380,377.00	\$ 79,220.51	\$ (301,156.49)	-79%
FEES	\$ 1,818,125.00	\$ 291,522.52	\$ (1,526,602.48)	-84%
Land Lease Non-Aviation	\$ 1,646,439.00	\$ 273,514.78	\$ (1,372,924.22)	-83%
GRANTS	\$ 58,400.00	\$ 89,799.34	\$ 31,399.34	54%
TSA Grant	\$ 58,400.00	\$ -	\$ (58,400.00)	-100%
CRSSAA Act Grant	\$ -	\$ -	\$ -	#D/V/O
CARES Act Grant	\$ -	\$ -	\$ -	1418301%
OTHER REVENUE	\$ 444,228.00	\$ 120,857.78	\$ (323,370.22)	-73%
Renewable Energy	\$ 373,728.00	\$ 120,857.78	\$ (252,870.22)	-68%
PERMITS	\$ 3,000.00	\$ -	\$ 3,000.00	100%
TOTAL REVENUES (w/out CARES, CRSSAA & ARPA Act)	\$ 9,755,050.00	\$ 3,504,882.98	\$ (6,450,167.02)	-66%
TOTAL REVENUES (WITH CARES, CRSSAA & ARPA Act)	\$ 9,755,050.00	\$ 3,504,882.98	\$ (6,450,167.02)	-66%
EXPENDITURES				
PERSONNEL	\$ 2,845,457.00	\$ 304,322.97	\$ (2,541,134.03)	-89%
SALARY/WAGES-PERM	\$ 1,808,572.00	\$ 262,304.75	\$ (1,546,267.25)	-85%
RETIREMENT	\$ 388,300.00	\$ -	\$ (388,300.00)	-100%
SALARY/WAGES-OVERTIME	\$ 235,000.00	\$ 1,521.71	\$ (233,478.29)	-99%
DEBT & TRANSFERS	\$ 370,735.00	\$ -	\$ (370,735.00)	-100%
TRANSFER TO GENERAL FUND	\$ 192,735.00	\$ -	\$ (192,735.00)	-100%
OPERATING EXPENSES	\$ 6,212,857.00	\$ 2,700,338.63	\$ (3,512,518.37)	-57%
JET FUEL PURCHASES FOR RESALE	\$ 3,684,372.00	\$ 2,164,376.19	\$ (1,519,995.81)	-41%
PROPERTY/FIRE/LIABILITY INS.	\$ 336,600.00	\$ 103,208.00	\$ (233,392.00)	-69%
CAPITAL OUTLAY	\$ 326,000.00	\$ -	\$ (326,000.00)	-100%
SURPLUS (DEFICIT)(w/out CARES, CRSSAA & ARPA Act)	\$ 9,755,050.00	\$ 300,221.38		
SURPLUS (DEFICIT)(WITH CARES, CRSSAA & ARPA Act)	\$ 9,755,050.00	\$ 300,221.38		
PASSENGERS & OPERATIONS				
ENPLANED PASSENGERS	20,000	2,833	-17,167	-86%
DEPLANED PASSENGERS	20,000	3,069	-16,931	-85%
TOTAL PASSENGERS	40,000	5,902	-34,098	-85%
TOTAL AIRPORT OPERATIONS	60,000	7,556	-52,444	-87%
TOTAL JET FUEL (GALLONS)	1,000,000	539,270	-460,730	-46%
Top Revenue Producers				
Top Expenditures				

*Passenger # = Through July 2022

Operations # = Through July 2022

2023 Budget Report Summary

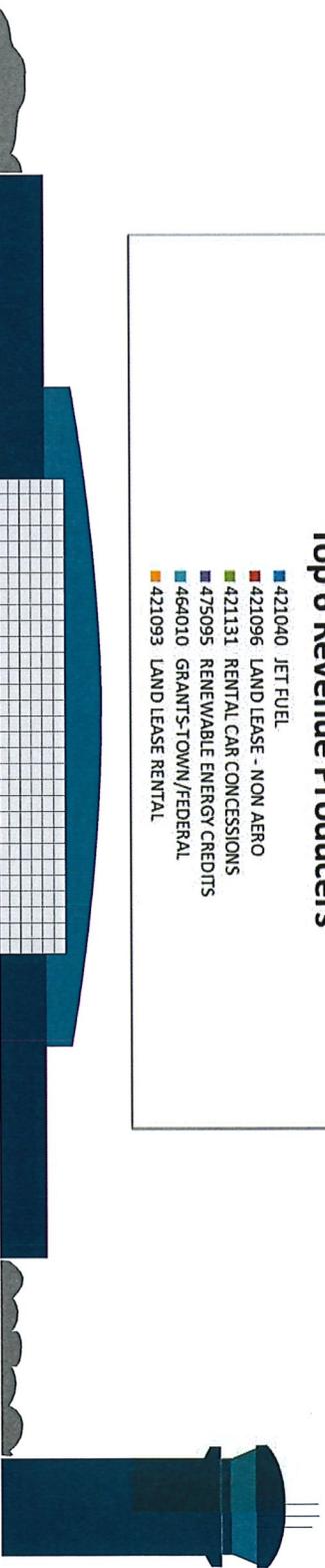
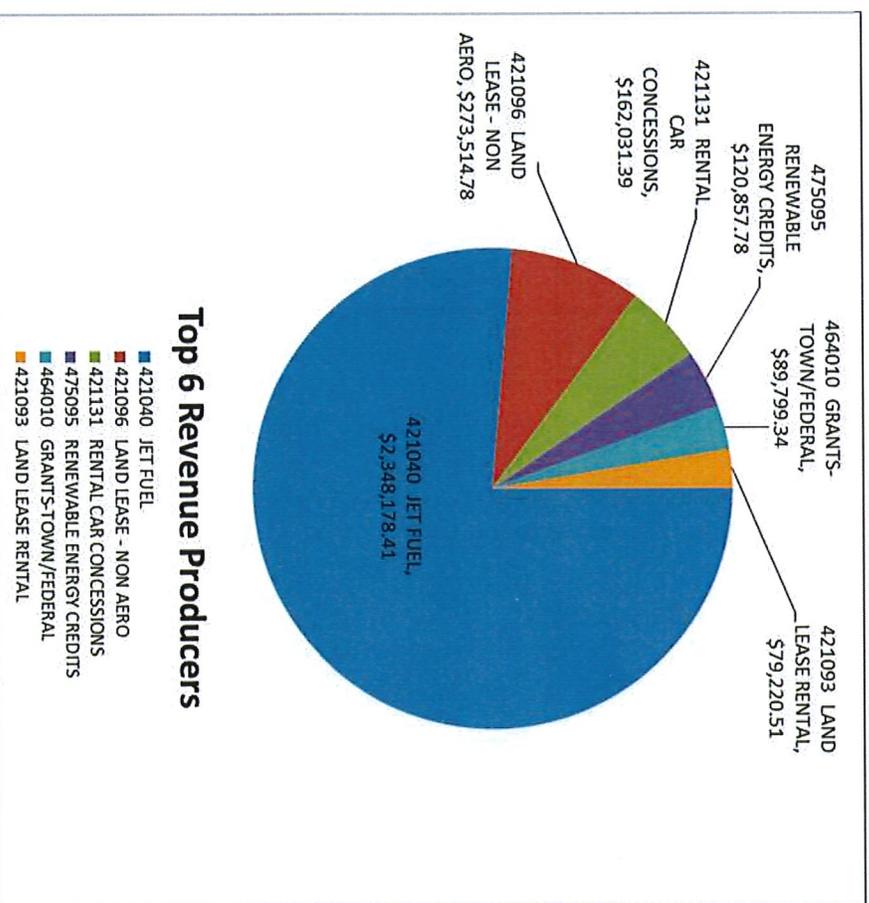
- Jet Fuel Sales = 42% of the anticipated revenue budget has been collected for this FY
- Rental car concessions = 39% of the anticipated revenue budget has been collected for this FY
- We will monitor revenue generation to ensure we are meeting budget goals without CARES/CRSSAA/ARRPA grants
- We are tracking well within the first two months of the budget with a current budget surplus of \$300K without CARES/CRSSAA/ARRPA grants



FY2023 Budget Summary

Revenue

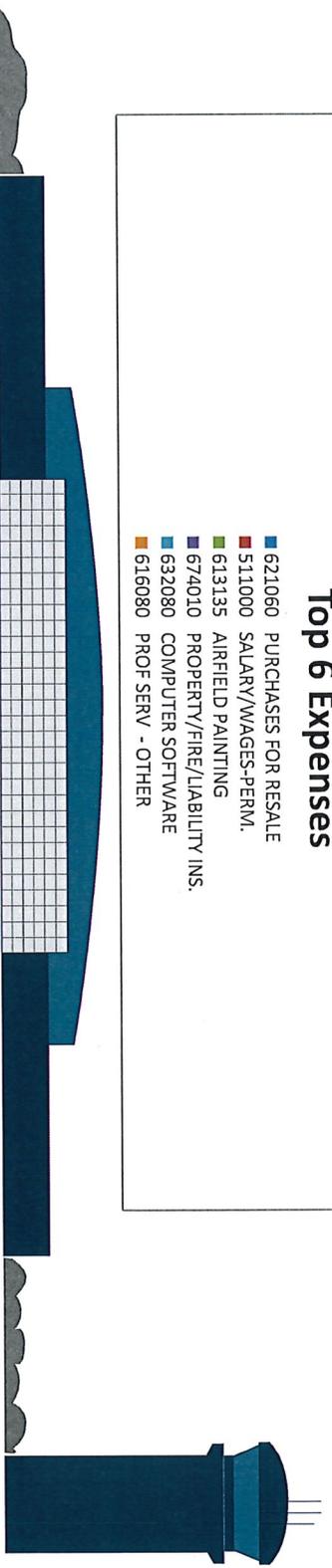
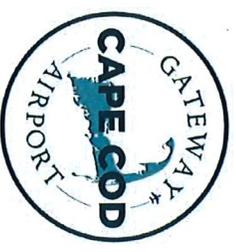
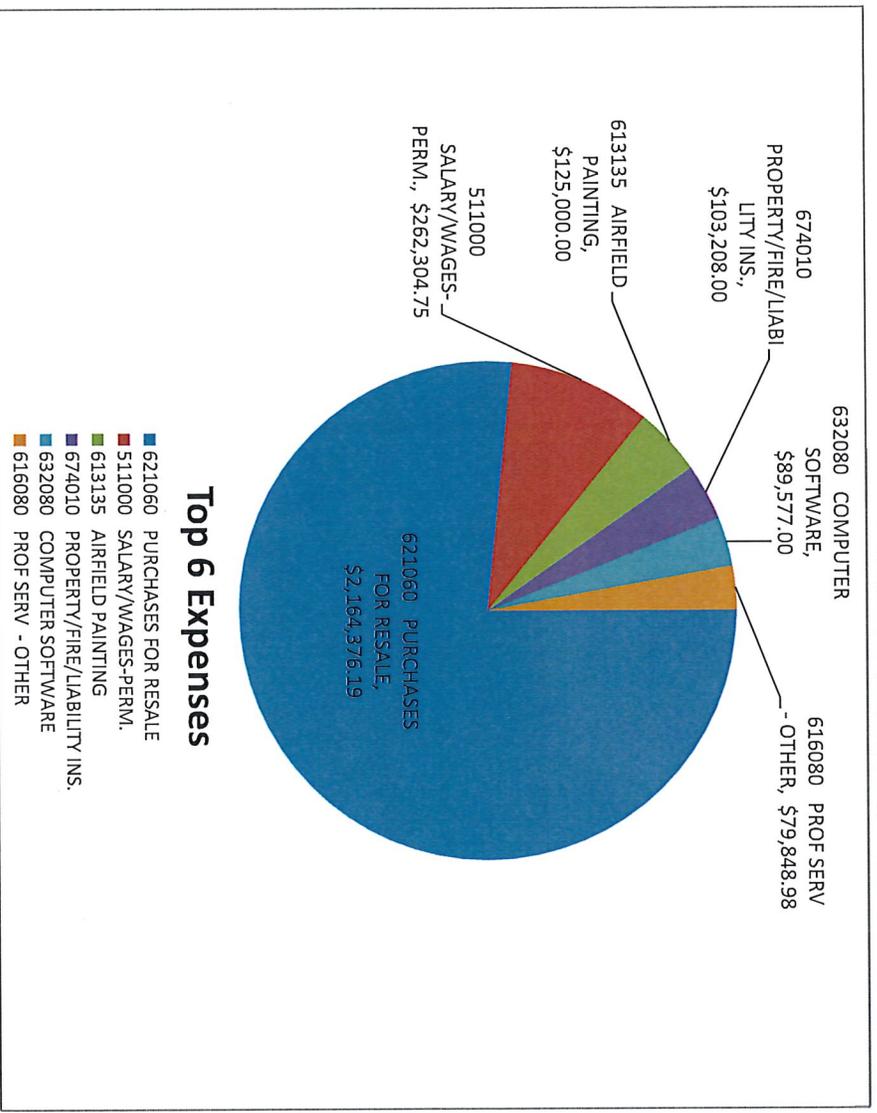
JET FUEL	\$2,348,178.41	71.1%
LAND LEASE - NON AERO	\$273,514.78	8.3%
RENTAL CAR CONCESSIONS	\$162,031.39	4.9%
RENEWABLE ENERGY CREDITS	\$120,857.78	3.7%
GRANTS-TOWN/FEDERAL	\$89,799.34	2.7%
LAND LEASE RENTAL	\$79,220.51	2.4%



FY2023 Budget Summary

Expenses

PURCHASES FOR RESALE	\$ 2,164,376.19	72.03%
SALARY/WAGES-PERM.	\$ 262,304.75	8.73%
AIRFIELD PAINTING	\$ 125,000.00	4.16%
PROPERTY/FIRE/LIABILITY INS.	\$ 103,208.00	3.43%
COMPUTER SOFTWARE	\$ 89,577.00	2.98%
PROF SERV - OTHER	\$ 79,848.98	2.66%



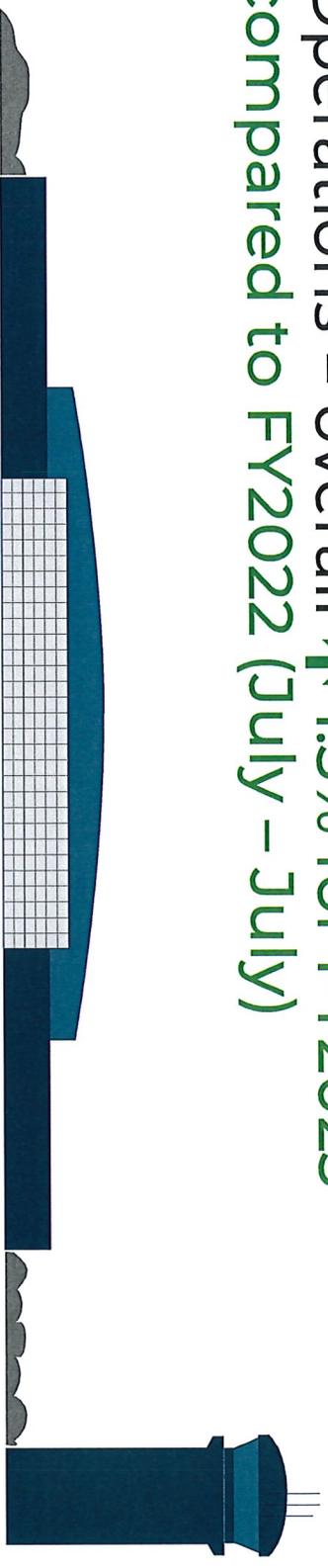
FY2023 Fuel Sales & Airport Operations

→ Jet Fuel Sales

- Fuel Sales = **↓10%** for the month of July compared to FY2022
- Fuel Sales = overall **↓5%** for FY2023 compared to FY2022 (July – August)

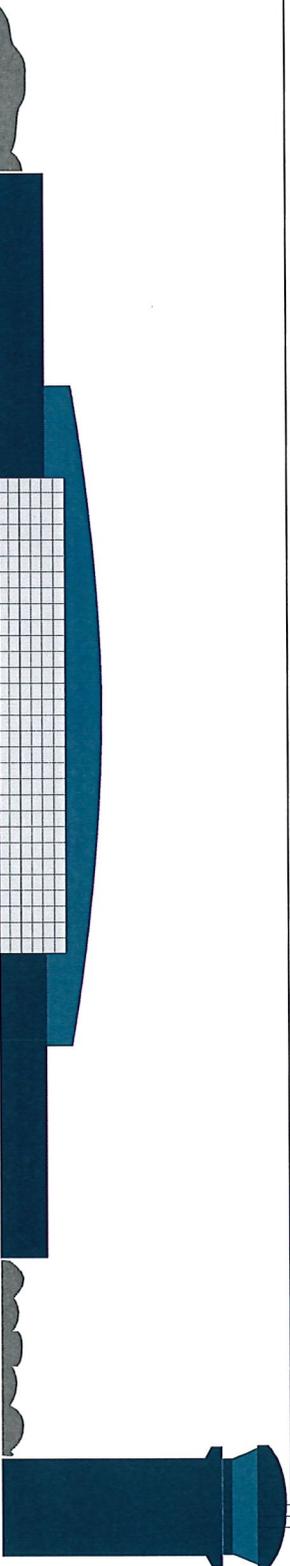
→ Operations (Through July)

- Operations = **↓1.5%** for the month of July compared to FY2022
- Operations = overall **↓1.5%** for FY2023 compared to FY2022 (July – July)



CARES Act Funds

CARES Act Grant		\$17,971,966		Tier 1, 2 & 3: Operating Expenses SubTotal =		\$8,307,159.72		Tier 4: Business Plan/Economic Improvement Projects Subtotal =		\$11,706,377.00			
Request Received	Planned Use:	FY2021	PV#	Dates	FY2022	PV#	Dates	Planned Use:	FY22	FY23	Project	Funding Needs	
PV#1	7/1-8/20		PV#17	ARFF Roof				Roof Replacement Project (See RR#14)					
		\$3,600,000.00			\$3,600,000.00				\$11,706,377.00				
PV#2	8/21-9/17		PV#18	6/25-8/5				CARE2 Demo & Reconstruct T-Hangars/Operations Remodel	\$5,392,000.00				
PV#3	9/18-10/29		PV#19	8/6-9/30				Alternate #1	\$40,817.00				
PV#4	10/30-11/19		PV#20	10/1-10/28				F&M Fee	\$917,102.00				
PV#5	11/20 - 12/31		PV#21	10/29 - 11/24				Admin Fee	\$6,000.00				
PV#6	1/1 - 1/28		PV#22	Jet A + C Cards									
		\$378,242.44			\$1,169.98								
PV#7	7/1 - 2/2		PV#23	11/25 - 12/30				CARE3 Mary Dunn Way Design & Construction	\$4,654,008.00				
PV#8	7/1 - 2/25		PV#24	Indirect Costs				ASG Fee	\$693,400.00				
PV#9	1/29 - 2/25		PV#25	12/31 - 1/27/22				Admin Fee	\$3,050.00				
PV#10	2/26 - 3/25		PV#26	1/28-2/24/22									
PV#11													
PV#12	3/26 - 4/29												
PV#13	4/30 - 5/27												
PV#14	ARFF Roof Share												
PV#15	5/28 - 6/24												
PV#16	Indirect Costs												
Totals	Actual Use:	\$3,918,843.53			\$4,388,316.19				\$11,706,377.00				
Grant Spent to Date (Operating Only):											\$20,013,537	-\$2,041,571	
											\$8,307,159.72		



ARRPA Act Funds

→ We will begin using these funds for operating expenses in FY2023

Grant Title	Grant Allocation	Grant Acceptance Date	Period of Performance Expiration Date
Coronavirus Aid, Relief, and Economic Security (CARES) Act	\$17,971,966	June 25, 2020	June 24, 2024
Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA)	\$1,008,511	April 23, 2021	April 22, 2024
Concession Relief	\$5,240	April 23, 2021	April 22, 2024
American Rescue Plan Act (ARRPA)	\$1,120,580	December 15, 2021	December 14, 2025
Concession Relief	\$20,959	December 15, 2021	December 14, 2025
Bipartisan Infrastructure Law	\$1,015,864	TBD	TBD
Total Grant Funding	\$21,142,920		

