



CAPE COD GATEWAY AIRPORT
COMMISSION MINUTES OF THE REGULAR SESSION
Held at the Cape Cod Gateway Airport
TUESDAY, May 16, 2023

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:

Yarmouth Representative:

William Marasco not present

Airport Staff Present:

Katie Servis, Airport Manager; Matt Elia, Assistant Airport Manager; Suzanne Kennedy, Executive Assistant to the Airport Manager; and Chris Bostwick, Senior Project Manager/Airfield Compliance Supervisor;

Public Members:

Christine Greeley, Hyannis Park Civic Association; Ned Dawes, Stantec; David McLardy, and Barbara Brown

Call To Order:

Chairman Griffin called the regular meeting of the Cape Cod Gateway Airport Commission to order at 4:030p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

Minutes of the previous meetings:

The minutes of the April 18, 2023 Airport Commission meeting were approved and signed

Public Comment:

None

Commissioners Response to Public Comments:

None

Finance Subcommittee (Commissioners Weill, Flores, and Bailey)

The Finance Subcommittee met on Tuesday, May 2, 2023. Commissioner Weill read a review of the meeting (attached).

Infrastructure & Marketing Subcommittee (Commissioners Young, and Bierwirth)

The Infrastructure & Marketing subcommittee met on Tuesday, May 2, 2023. Commissioner Bierwirth read a review of the meeting (attached).

Old Business:

COM0423-1 Approval of the Lease Subordination, Non-Disturbance, Recognition, and Attornment Agreement by and through the Cape Cod Gateway Airport Commission and Whole Foods Market Group, INC., Sub-lessor of WS Development.

MOTION to approve the Lease Subordination, Non-Disturbance, Recognition, and Attornment Agreement by and between the Town of Barnstable, acting by and through the Cape Cod Gateway Airport Commission, and Whole Foods Market Group, INC., Sub-lessor of WS Development.

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



- This agenda item was moved and read by Commissioner Guiod, and seconded by Commissioner Weill.
- WS Development has finalized a lease with Whole Foods and now they are required to deliver a Recognition Agreement to Whole Foods from the Airport Commission.
- WS Development and Whole Foods negotiated some of the terms that differ from the form of Recognition Agreement initially approved by the Commission in 2018.
- A redline version of the agreement was offered by Whole Foods and it highlighted the changes to the original form that was attached to the Ground Lease that was approved by the Commission in 2018.
- Whole Foods was concerned with the casualty / eminent domain provisions; and with the incredibly unlikely event that the Ground Lease would terminate due to casualty or eminent domain taking by the FAA. This is a different approach than the form Recognition Agreement but not unusual for a tenant like Whole Foods.
- The Airport's attorneys from Anderson & Kreiger worked through the issues on behalf of the Airport and noted the following:
 - Termination for casualty and condemnation should remain.
 - If there was a complete taking, again very unlikely, the Ground Lease would automatically terminate under 10.2.
 - If there was a substantial taking or casualty, then WS Development, as the Tenant, has the right to terminate under Section 9.3(a), so termination is within WS Development control, not the Airport's.
- Modifications were made that satisfied both parties.
- This agenda item was unanimously approved by verbal vote.

New Business:

COM0523-1 Approval of the Lease Agreement by and between Cape Cod Gateway Airport and Hyannis Hangar LLC.

MOTION to approve the 20 year lease agreement by and between the Cape Cod Gateway Airport and Hyannis Hangar LLC effective June 1, 2023 for 36,840 square feet of land for the purpose of constructing an Aircraft Storage facility with a stepped annual payment during the construction phase, and CPI increases for the remainder of the lease. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner Flores.
- Commissioner Weill recused himself from voting on this matter as he is one of the 28 members of the Cape Cod Aero Club that leases a hangar bay from Hyannis Hangar LLC.
- Management completed the Lease Agreement for land lease for Hyannis Hangar LLC
- The Lease Agreement was updated to include new language drafted by the Airport's attorneys
 - Similar language was used for agreements most recently developed for other hangar owners leasing land from the Airport
- During negotiations with the LESSEE, Capital Investments that included the removal and decommissioning of the septic system that services this building and connecting it to the newly expanded wastewater infrastructure were made by the airport and will be paid as part of additional rent by the LESSEE (LESSEE is the responsible party for decommissioning and connection fees).
 - The total cost of the Capital Investment at 180 Mary Dunn Way will be amortized by LESSEE based upon the capital cost of \$61,800, or \$257.50 per month over a period of twenty (20) years.



- Initial negotiations called for a 5 year and 10 year option for payment to the LESSOR by the LESSEE; however, during negotiations it was identified that the cost to recoup such fees in that shorter timespan would significantly increase subtenant hangar rental fees by 50% or more.
- This would go against Business Plan Goals, Goal A: maximize general aviation activity at the Airport as increasing the fee so sharply may cause renters to look elsewhere for storage
- Therefore, the Airport agreed to a 20-year Capital Investment payback
- Language was added to include full repayment of the capital investment in the event of early termination
- Term is for 20-years
 - Originally, no option renewals were added
 - Tenant asked for an option that has been afforded to other similar tenants:
 - *Subject to LESSEE obtaining approval from the Barnstable Town Council pursuant to M.G.L. c. 90, §51 for a lease term in excess of 20 years, LESSEE shall have the option to renew this Lease for three (3) successive terms of five (5) years each (the "Renewal Terms"), on the same terms and conditions as this Lease, except that Rent for the Renewal Terms shall be the then Fair Market Rental Value for the Leased Premises as reasonably determined by the LESSOR. If the Barnstable Town Council does not approve extension of the Lease Term beyond 20 years, the Renewal Terms shall be void.*
- Rent
 - Negotiated base rent has a stepped increase (initial 24 months) to bring LESSEE closer to current rates

Land Lease/square foot	
Assumes Increase Annually to Reach Going Land Lease Rates. In Year 3-20 based on CPI or 3%, Whichever is Greater	
Area (square feet)	36,840
Existing	\$0.419
Annual Rate	\$15,435.96
Monthly Rate	\$1,286.33
Year 1 (12% increase)	\$0.47
Annual Rate	\$17,288.28
Monthly Rate	\$1,440.69
Year 2 (11% increase)	\$0.52
Annual Rate	\$17,806.92
Monthly Rate	\$1,483.91
Year 3 (3% increase or CPI whichever is greater)* Assumed 3% here for planning purposes	\$0.54
Annual Rate	\$18,341.13
Monthly Rate	\$1,528.43

- A 3 % annual increase or CPI, whichever is greater, was added to lease



- A 3% of gross revenue payment to the Airport was also added to the lease
- This agenda item was approved by verbal vote. Commissioner Weill abstained.

Chairman Griffin asked the public to introduce themselves

This was taken out of order:

Updates:

- Monthly Finance Review
 - Manager Servis reviewed the attached FY2023 Budget Update as of April 21, 2023. She reviewed the FY2022 to FY2023 comparisons of Jet Fuel sales, Rental Car Concessions, Passenger activity, Airport Operations, and the status of all of the Federal Grants.
 - Commissioner Flores commented that the Commission needs to be mindful of the finances and revenue stream diversity once all of the government grant programs are taken away.
 - He also commented that the public needs to know that the extensive amount of money that the Federal Government has invested in this airport would all need to be paid back if this airport should cease to exist.
 - Commissioner Guiod stated that the primary focus needs to be aircraft operations.
 - Commissioner Flores commented that the cost of the ferries and buses compared to the cost of flights was prohibitive to getting more passengers.

COM0523-2 Approval of the Lease Amendment #8 by and between Cape Cod Gateway Airport and Ross Rectrix HYA, LLC, dba Atlantic Aviation.

MOTION to approve Lease Amendment #8 by and between Cape Cod Gateway Airport and Ross Rectrix HYA, LLC, dba Atlantic Aviation effective June 1, 2023 for 7,500 square feet of land for the purpose of vehicle parking for clients and employees. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

- This agenda item was moved and read by Commissioner Flores, and seconded by Commissioner Bailey.
- Management completed the Lease Amendment #8 for land lease for Ross Rectrix HYA, LLC, dba Atlantic Aviation
- The Amendment is for additional vehicle parking for clients and staff at the Atlantic location at 730 Barnstable Road
- The amendment is tied to the expiration of their existing lease (February 2024 expiration) and all the terms thereof
- A survey of the leased area was by Horsley Witten Group "Lease Plan Vehicle Parking Parcel H, Exhibit G, Cape Cod Gateway Airport, Barnstable, Massachusetts" and will incorporate 7,500 square feet
- The additional rent = Four Thousand One Hundred Twenty-Five Dollars and Zero Cents (\$4,125.00), payable monthly in advance in payments of Three Hundred Forty-Three Dollars and Seventy-Five Cents (\$343.75)
- This agenda item was unanimously approved by verbal vote.

Report of Special Committees

None

Continuation of the Updates:

- Monthly Business Plan Review
 - Manager Servis reviewed the four Business Plan Goals and the new highlighted information on the Business Plan Update as of 4/27/2023 (attached).



- Development of a new Business Plan will be discussed at a strategic planning workshop once the Communications Management team is on board.
- Commissioner Guiod offered his services to proceed with the charrette as he has done this for other entities, the Airport will not need to hire anyone to do this. Commissioner Guiod volunteered to run the workshop – to be discussed and dates identified for at least four future meetings
- Manager Servis reviewed the scout events, future events, media promotions, land lease and hangar development, on-going projects, airport interns, media, and marketing and outreach.
- Gull Air was an entity that was previously at the Airport and it has been resurrected as a charter service. Bill McGrath is seeking to get FAA Certification to provide Air Carrier service through the terminal.
- A discussion of other target airlines for service was discussed. The addition of an airline consultant will help with streamlining this focus. Southern Airway Express is still in communications with the airport for future service.
- The Eventbrite link is available for anyone to sign up for the June “Festivities on the Flight Line” event. Local Jazz musician was procured by Sue Kennedy for the event and Ethan Allen will be providing furniture staging.
- Additional events during the summer are not feasible due to construction and staff workload.
- Land Lease and Hangar development, the seasonal paid internship for project management, diversifying revenue streams were discussed.
- Aloft Aviation, Eric Drugge, is working out of a temporary building to provide flight instruction during the summer while his building is constructed.
There were two bids received for the Communications Managers Position. Interviews will be held. Media outreach has progressed with the local Chambers and press releases are being released for ongoing airport projects and events. Cape Cod Broadcasting has been conducting digital marketing outreach to areas that are popular with JetBlue passengers.
- Electric Aviation Update
 - Smart Program Memo & Update – the Airport is looking into a solar installation for the rapid recharge unit for Electric Aviation through the Smart Grid Program.
 - The Airport is also working on a lease with BETA to install a charging station on the East Ramp.
- WS Development Update
 - Future Public Meeting = May 30 @ 6:00 PM in Town Hall
 - Meeting Title = “The Landing at Hyannis: Transformation of Cape Town Plaza - Public Information Session”. This was publicized through press releases.
- Upcoming Finance Items:
 - Land Lease (Hangar Development) – AMA. They are also interested in the 110 Mary Dunn Way property.
 - Land Lease – DPW – Water Department MOU – underway but requires the following:
 - FAA land release “non-aeronautical”
 - Property appraisal
 - MOU PFAS/Maher Wells
 - Underway – a 5th report will be submitted in November. Monitoring will occur for the next 5 to 10 years.
 - BETA Electric Charging Station
 - Draft lease 50% completed
- Upcoming Infrastructure Items:
 - Business Plan Update
 - Smart Grant Award Update



- Procurement underway by MassDOT Aeronautics for a consultant to develop and plan the SmartGrid development
- Owen Silbaugh, Director of Engineering for MassDOT Aeronautics, is the project lead
- Electric Aviation Discussion
- Events Update
- Projects Update/Status – provided by Chris Bostwick
 - Mr. Bostwick reviewed the attached power point presentation for all of the existing projects. All of the projects are proceeding well. Supply Chain issues were avoided by ordering some equipment right away and stockpiled on site.
 - Replacement of T-hangar CARES1 & Airport Operations Renovation
 - Mary Dunn Way Extension
 - Runway 6/24 Reconstruction Project
 - EMAS Replacement Project
- The next Environmental Assessment public meeting will be held on June 21st in both an in person meeting (Town Hall) and a ZOOM meeting for all to be able to attend. (<https://flyhya.com/airport-info/environmental-assessment/>)
- Procurement – covered under the Business Plan presentation
- The Airport Sign replacement will need to go out to bid under procurement regulations.
- Management will reach out to the District Five office for the replacement of the signage on the highways. Former State Representative, Tim Whelan, may be able to assist.

Commissioners Comments

- Commissioner Guiod asked about contacting Transcend Air. Manager Servis will reach out within the next few weeks.
- The Small Communities Air Service Development will be tasked to the Airline Consultant once on board.
- Commissioner Guiod asked if it was possible to set up the room differently for the next meeting.
- Chairman Griffin commented that the Airport has two positions that have been difficult to fill. He does not understand why there is a pilot shortage. There used to be tremendous number of good, well trained pilots from the military. This is not occurring anymore. There is no one answer.

Matters not reasonably anticipated by the Chair
None

Adjournment –

Upon Motion duly made and seconded, the meeting was adjourned at 5:25 PM.
The next meeting will be held on June 20, 2023.



NORMAN WEILL, CLERK

Documents attached:

Finance Subcommittee speaking notes
Infrastructure & Marketing Subcommittee speaking notes
FY2023 Budget Update – 4/21/2023
Business Plan Update – 4/27/2023
Existing Projects Update



Met Tuesday, May 2, 2023

The meeting was held via ZOOM

Meeting was called to order at 8:34 a.m.

Commissioners Weill, Flores & Bailey were present via zoom.

Minutes of the April 4, 2023 Regular Session Finance meeting were unanimously approved by a roll call vote.

OLD BUSINESS;

There was no old business to discuss.

NEW BUSINESS

FIN0523-1 Review and Approve the Lease Agreement by and between Cape Cod Gateway Airport and Hyannis Hangar LLC.

- Commissioner Weill recused himself due to his personal connection to the Cape Cod Aero Club, which leases space in the Hyannis Hangar.
- A DRAFT Lease Agreement was completed and updated to include similar language which was used for other Airport agreements. The negotiated base rent for the first 24 months has a step increase to bring LESSEE closer to current rates.
- Capital Investments that included the removal and decommissioning of the septic system that services this building and connecting it to the newly expanded wastewater infrastructure is the responsibility of the LESSEE and will be paid as part of additional rent.
- The lease is a 20 year lease with no renewal option.

Action: The agenda item was moved to the May 16, 2023 Full Commission meeting for approval

FIN0523-2 Review and Approve the Lease Amendment #8 by and between Cape Cod Gateway Airport and Ross Rectrix HYA, LLC, dba Atlantic Aviation.

- DRAFT Lease Amendment #8, for additional vehicle parking for clients and staff has been completed.
- The amendment is tied to the February 2024 expiration of their existing lease, and all the existing terms.
- A survey of the leased area is underway by Horsley Witten Group

Action: The agenda item was moved to the May 16, 2023 Full Commission meeting for approval

Updates:

- Monthly Financials were reviewed
- Upcoming Events:
 - June 2023
 - June 8, 2023 (Rain Date June 15) = "Festivities on the Flight Line"
 - July 2023
 - July 2023 = Hangars & Hamburgers (3rd Saturday)-
 - September 2023
 - September 22, 2023 = SE MA Aviation Career Fair (3rd event)
 - September 23, 2023 = A Great Day at the Gateway
- Chairman Weill reminded the committee that starting this month the full commission meetings will be live.

Meeting was adjourned at 9:29 am

Met Tuesday, May 2, 2023 at 10:32 am

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

UNFINISHED BUSINESS:

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

- Airport Management requested quotes for the replacement of the wooden sign at the rotary from three Cape Cod companies. Two of the companies said they could not provide a quote due to the construction involved with the installation.
- The Town of Barnstable procurement requested that this be put out to bid so as to receive a greater response.
- The rotary sign replacement will be in FY2023, and the Tower signage and the Attucks Lane sign will be replaced in FY2024.
- Manager Servis reached out to Mass Dot Aeronautics concerning the replacement of the directional signs on the highway. They currently do not have the capacity to complete these, so she will need to reach out to District 5 to get these replaced. There are only 2 signs that need the name replacement to Cape Cod Gateway Airport.

NEW BUSINESS:

IN0423-1 Monthly Update Airport Business Plan for FY2023

- Manager Servis reviewed the new highlighted information on the Business Plan Update as of 4/27/2023
- Development of a new Business Plan will be discussed at a strategic planning workshop once the Communications Management team is on board.
- There were two Communications Management teams that submitted bids which will be evaluated by a committee to include Commissioner Bierwith.
- Commissioner Guiod offered his services to proceed with the charrette as he has done this for other entities, the Airport will not need to hire anyone to do this.
- Manager Servis reviewed the scout events, future events, media promotions, development, on-going projects, media, and marketing and outreach.
- The Eventbrite link is available for anyone to sign up for the June "Festivities on the Flight Line" event.
- Manager Servis reviewed the sponsorship opportunities for the "Great Day at the Gateway" event and asked for anyone to forward her information on potential sponsors. She reviewed the basics of the event and updates on the tasks.
- Land Leases and hangar developments were discussed. Discussions have been held with a helicopter company that would like to transition to the Airport.
- The procurement bid will be going out next week for the 110 Mary Dunn Way property.
- The Jet Fuel Discount Program, Projects, Media, Aviation Education, and the development of an Electric Aviation Task Force were discussed.
- Future internships are being interviewed from local schools.
- The draft RFP to lease the vacant 1.4 acres as a multi-use facility at 211 Airport Road is being prepared; and HMI Parking would like to expand their leased parking area, as well as Ideal Flooring.
- The draft RFP for the Air Carrier Consultant should be ready for bid the beginning of June.
- A quarterly public newsletter is under development to control the Airport's narrative. Management provided feedback from the draft review and it will be shared with the Commission once finalized.

Updates:

Updates will be addressed at the Commission meeting on May 16, 2023.

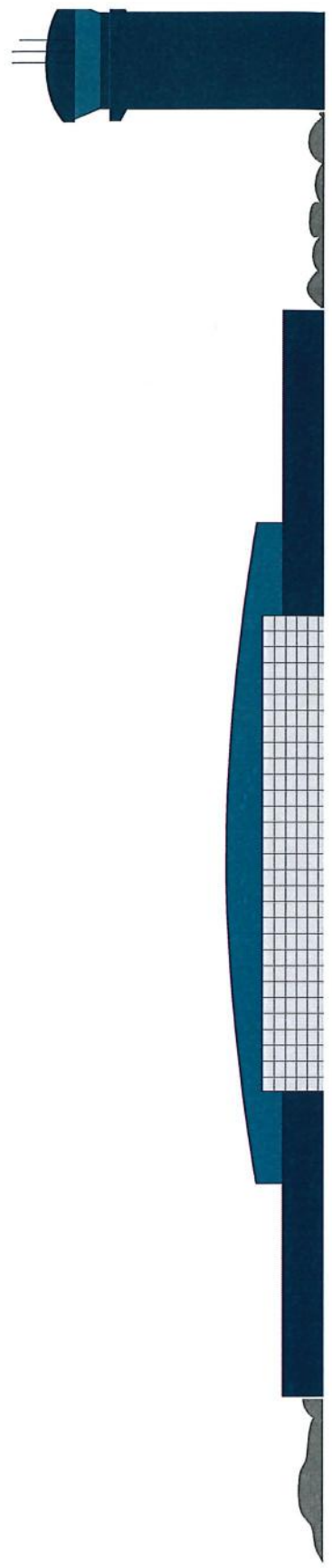
The main focus for the Commission will be the new Business Strategy and how to move forward for the best interest of the Airport. Commissioner Bierwith asked if a future meeting could be held at the new FBO facility when complete.

There was a discussion of the article in the Cape Cod Times about the W.S. Development center. The journalist retracted the information about housing development on the property.

Adjournment: Having no other business to discuss, the meeting was adjourned at 11:17 p.m.

Cape Cod Gateway Airport

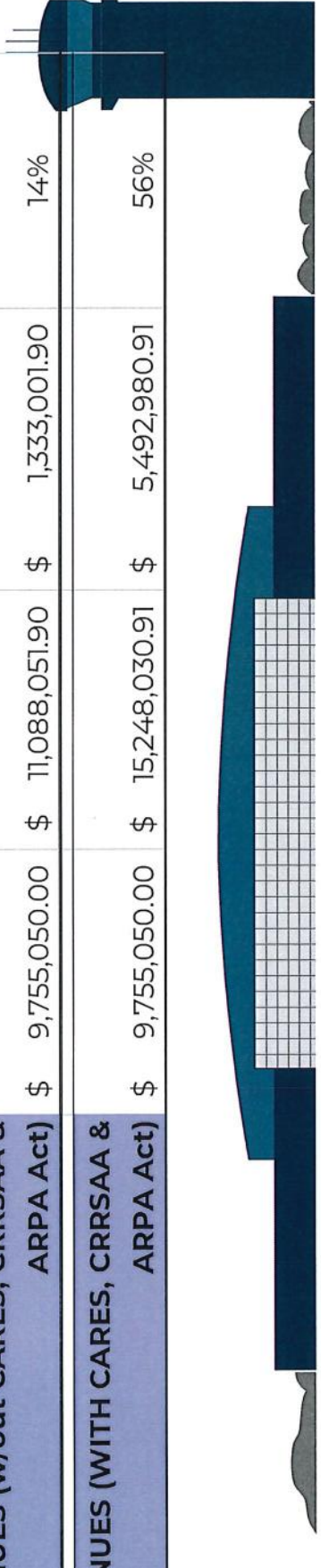
FY2023 Budget Update
Airport Commission Presentation
As of April 21, 2023



FY2023 Budget Summary Revenues

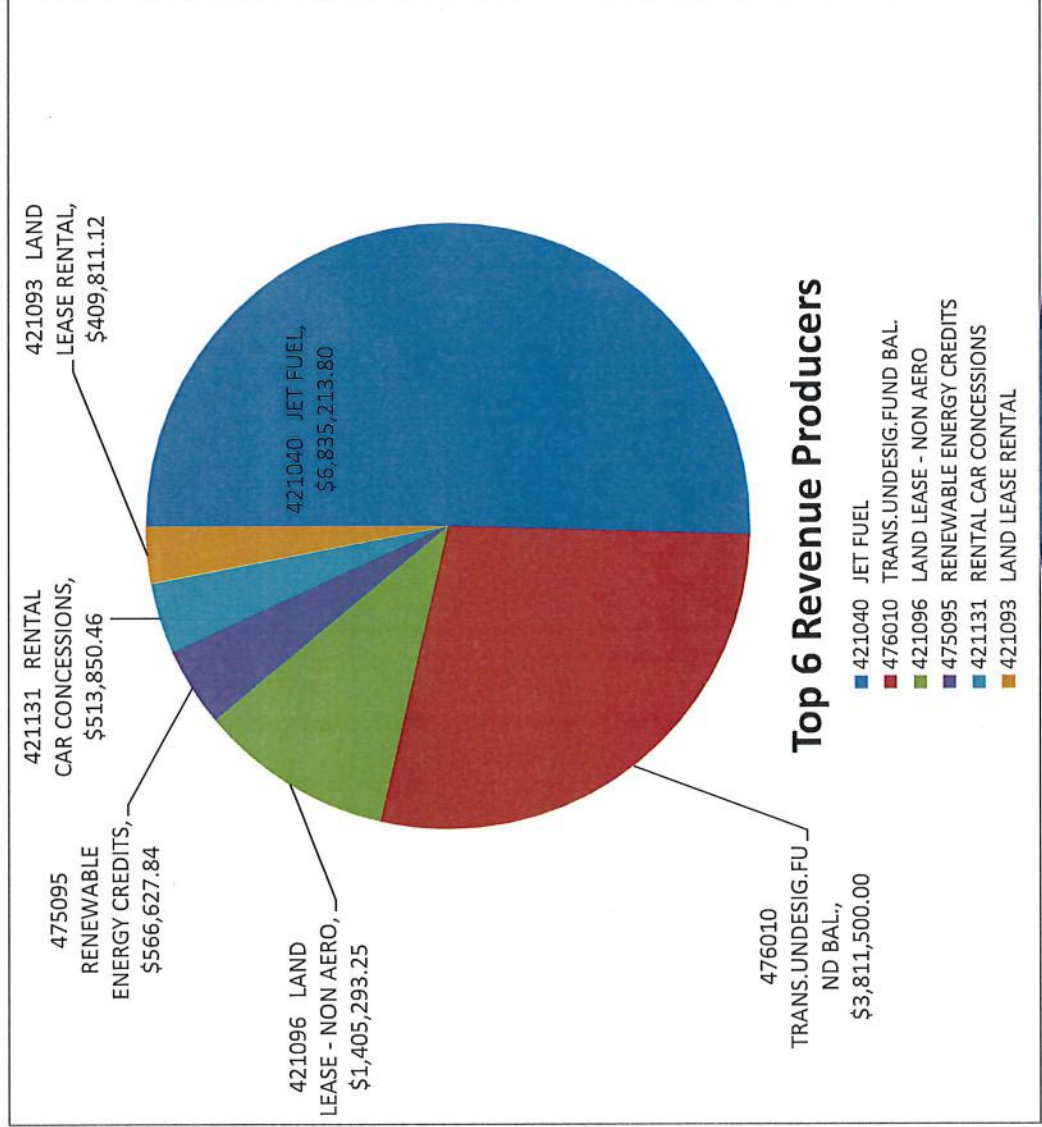
CAPE COD GATEWAY AIRPORT BUDGET SUMMARY AS OF (4-21-2023)

REVENUES	BUDGET	ACTUAL	VARIANCE	% VARIANCE
CHARGES FOR SERVICES				
	\$ 7,431,297.00	\$ 8,797,125.90	\$ 1,365,828.90	18%
<i>Jet Fuel</i>	\$ 5,580,000.00	\$ 6,835,213.80	\$ 1,255,213.80	22%
<i>Rental Car Concessions</i>	\$ 415,000.00	\$ 513,850.46	\$ 98,850.46	24%
<i>Land Leases</i>	\$ 380,377.00	\$ 409,811.12	\$ 29,434.12	8%
FEEES	\$ 1,818,125.00	\$ 1,558,098.77	\$ (260,026.23)	-14%
GRANTS	\$ 1,646,439.00	\$ 1,405,293.25	\$ (241,145.75)	-15%
<i>Land Lease Non-Aviation</i>	\$ 58,400.00	\$ 4,208,779.01	\$ 4,150,379.01	7107%
<i>TSA Grant</i>	\$ 58,400.00	\$ 48,800.00	\$ (9,600.00)	-16%
<i>CRRSAA Act Grant</i>	\$ -	\$ -	\$ -	#DIV/0!
<i>CARES Act Grant</i>	\$ -	\$ 4,159,979.01	\$ 4,159,979.01	1418301%
OTHER REVENUE	\$ 444,228.00	\$ 677,302.23	\$ 233,074.23	52%
PERMITS	\$ 373,728.00	\$ 566,627.84	\$ 192,899.84	52%
	\$ 3,000.00	\$ 6,725.00	\$ (3,725.00)	-124%
TOTAL REVENUES (w/out CARES, CRRSAA & ARPA Act)	\$ 9,755,050.00	\$ 11,088,051.90	\$ 1,333,001.90	14%
TOTAL REVENUES (WITH CARES, CRRSAA & ARPA Act)	\$ 9,755,050.00	\$ 15,248,030.91	\$ 5,492,980.91	56%



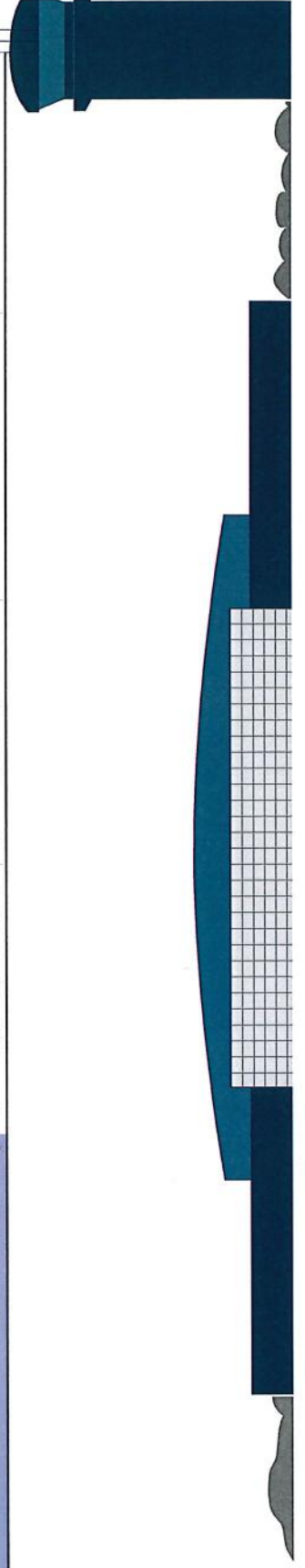
FY2023 Budget Summary Revenue

421040	JET FUEL	\$6,835,213.80	44.8%
476010	TRANS.UNDESIG.FUND BAL.	\$3,811,500.00	25.0%
421096	LAND LEASE - NON AERO	\$1,405,293.25	9.2%
475095	RENEWABLE ENERGY CREDITS	\$566,627.84	3.7%
421131	RENTAL CAR CONCESSIONS	\$513,850.46	3.4%
421093	LAND LEASE RENTAL	\$409,811.12	2.7%



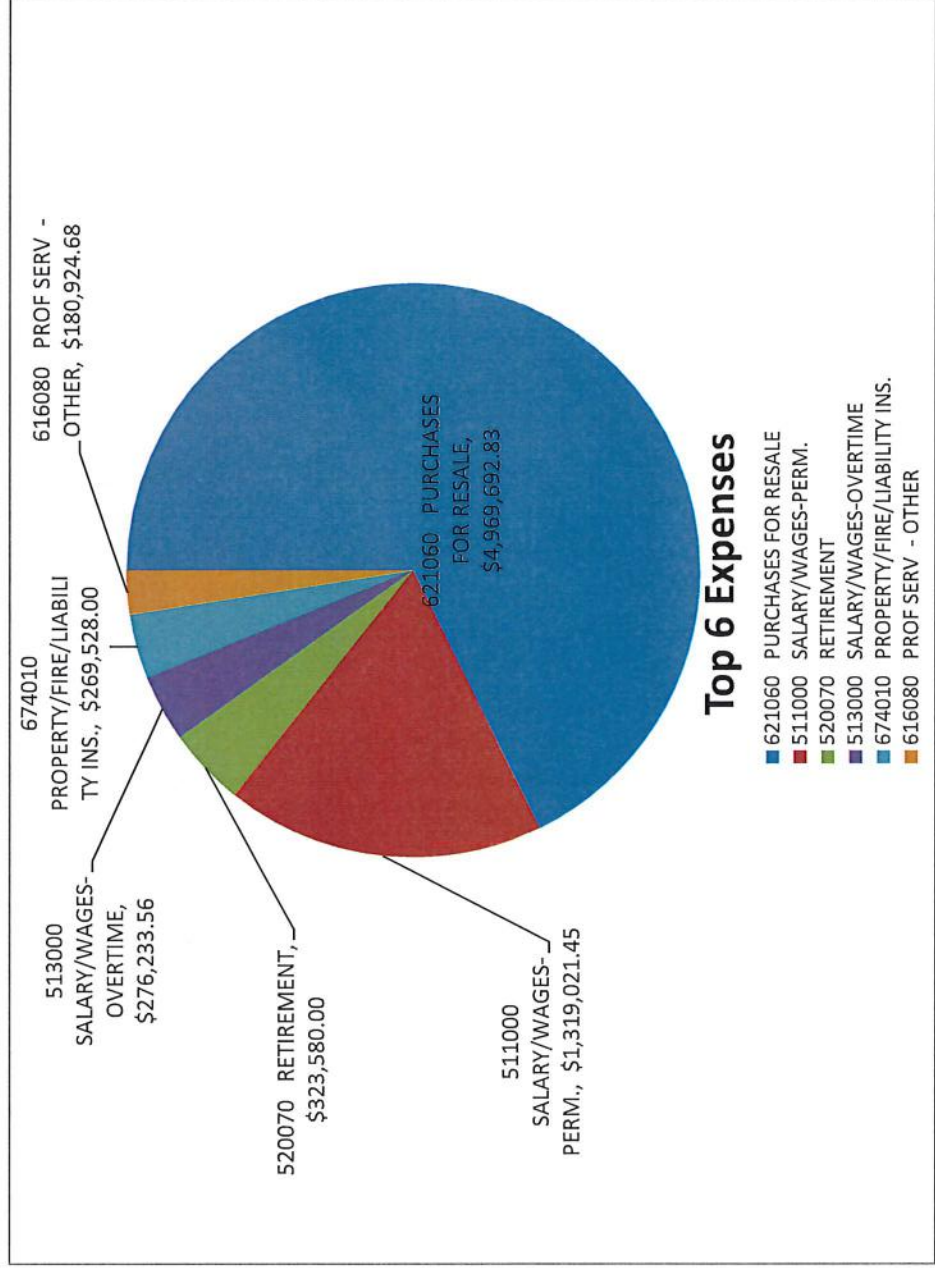
FY2023 Budget Summary Expenses

EXPENDITURES	\$	9,755,050.00	\$	9,157,449.84	\$	(597,600.16)	-6%
PERSONNEL	\$	2,845,457.00	\$	2,175,184.87	\$	(670,272.13)	-24%
SALARY/WAGES-PERM	\$	1,808,572.00	\$	1,319,021.45	\$	(489,550.55)	-27%
RETIREMENT	\$	388,300.00	\$	323,580.00	\$	(64,720.00)	-17%
SALARY/WAGES-OVERTIME	\$	235,000.00	\$	276,233.56	\$	41,233.56	18%
DEBT & TRANSFERS	\$	370,735.00	\$	323,360.02	\$	(47,374.98)	-13%
TRANSFER TO GENERAL FUND	\$	192,735.00	\$	160,610.00	\$	(32,125.00)	-17%
OPERATING EXPENSES	\$	6,212,857.00	\$	6,658,904.95	\$	446,047.95	7%
JET FUEL PURCHASES FOR RESALE	\$	3,684,372.00	\$	4,969,692.83	\$	1,285,320.83	35%
PROPERTY/FIRE/LIABILITY INS.	\$	336,600.00	\$	269,528.00	\$	(67,072.00)	-20%
CAPITAL OUTLAY	\$	326,000.00	\$	-	\$	(326,000.00)	-100%
SURPLUS (DEFICIT)(w/out CARES, CRRSAA & ARPA Act)	\$	9,755,050.00	\$	1,930,602.06			
SURPLUS (DEFICIT)(WITH CARES, CRRSAA & ARPA Act)	\$	9,755,050.00	\$	6,090,581.07			



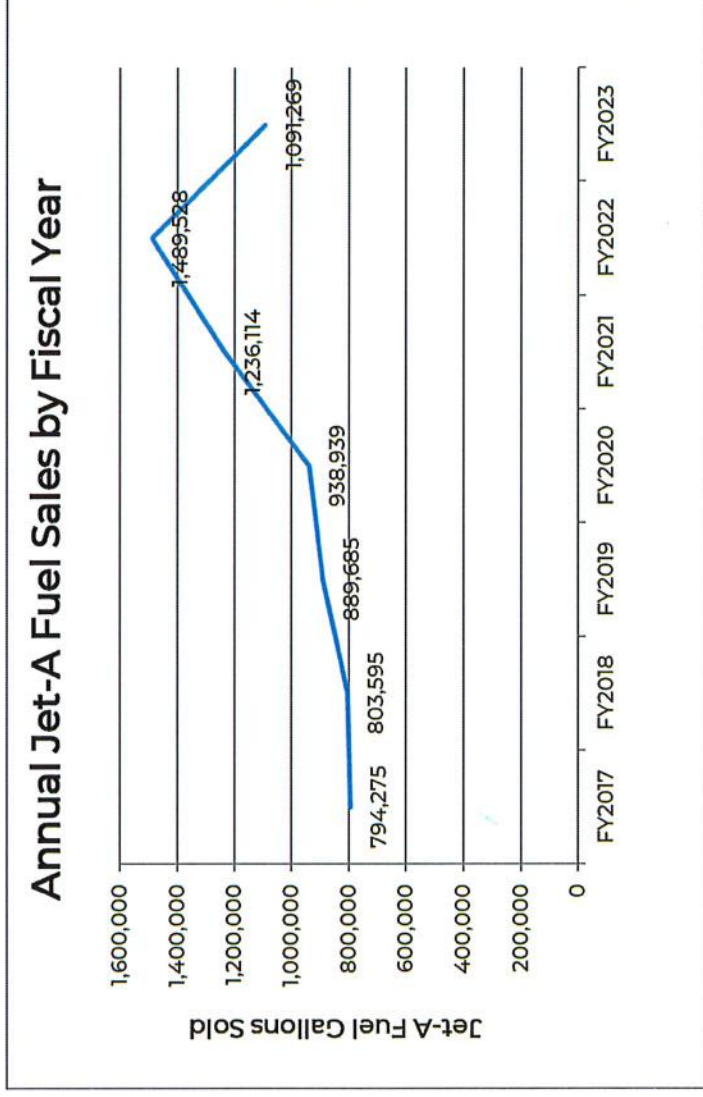
FY2023 Budget Summary Expenses

621060	PURCHASES FOR RESALE	\$ 4,969,692.83	54.27%
511000	SALARY/WAGES-PERM.	\$ 1,319,021.45	14.40%
520070	RETIREMENT	\$ 323,580.00	3.53%
513000	SALARY/WAGES-OVERTIME	\$ 276,233.56	3.02%
674010	PROPERTY/FIRE/LIABILITY INS.	\$ 269,528.00	2.94%
616080	PROF SERV - OTHER	\$ 180,924.68	1.98%



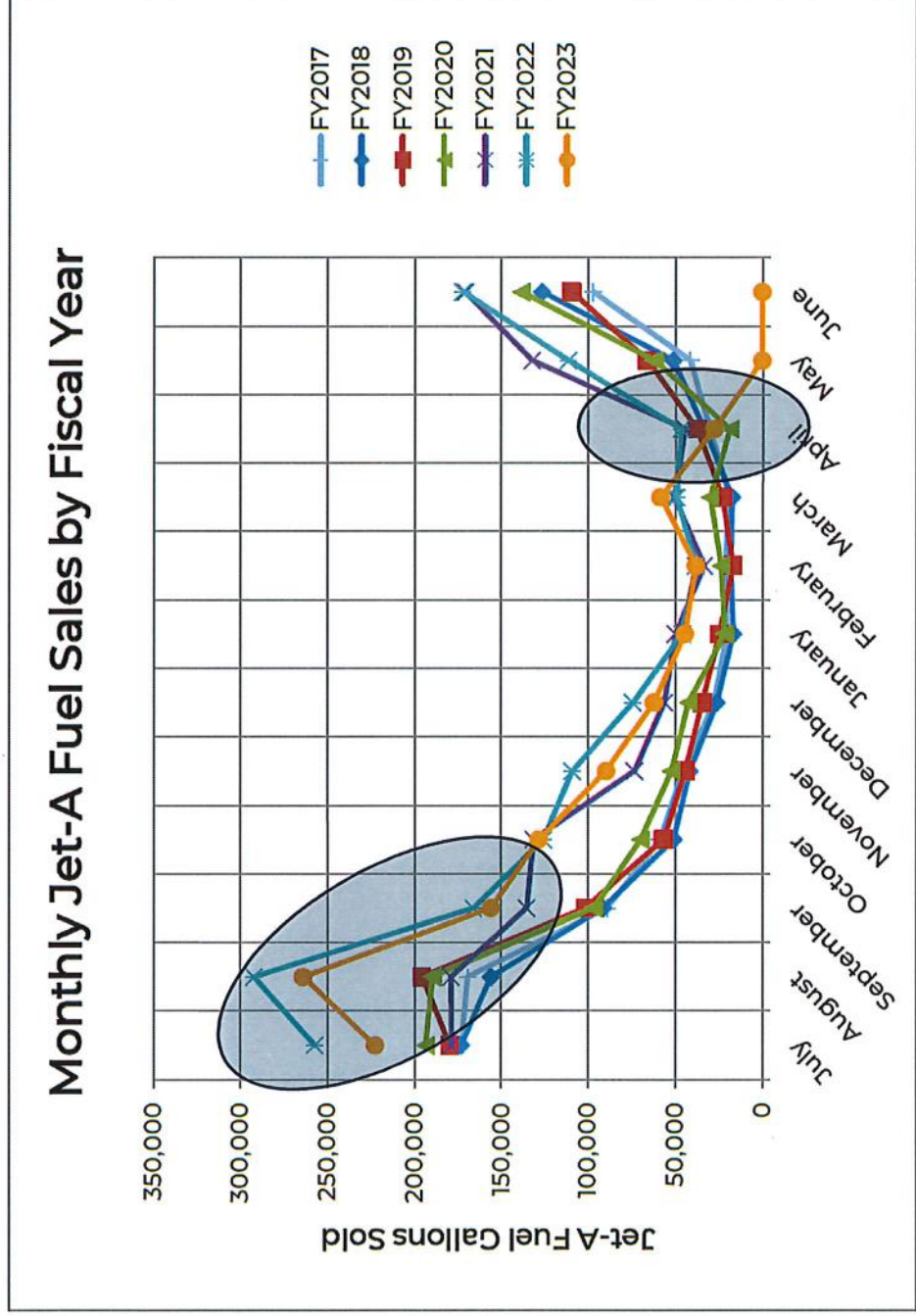
2023 Budget Summary – Jet Fuel

- Jet Fuel Sales = ~22% OVER the anticipated revenue budget that has been collected within the first 10-months of this FY
 - Fuel Sales = ↓ slightly @ 60% (month of Apr. compared to same month in FY22)
 - Fuel Sales = overall ↑ slightly @ 0.86% for FY23 compared to same month in FY22)



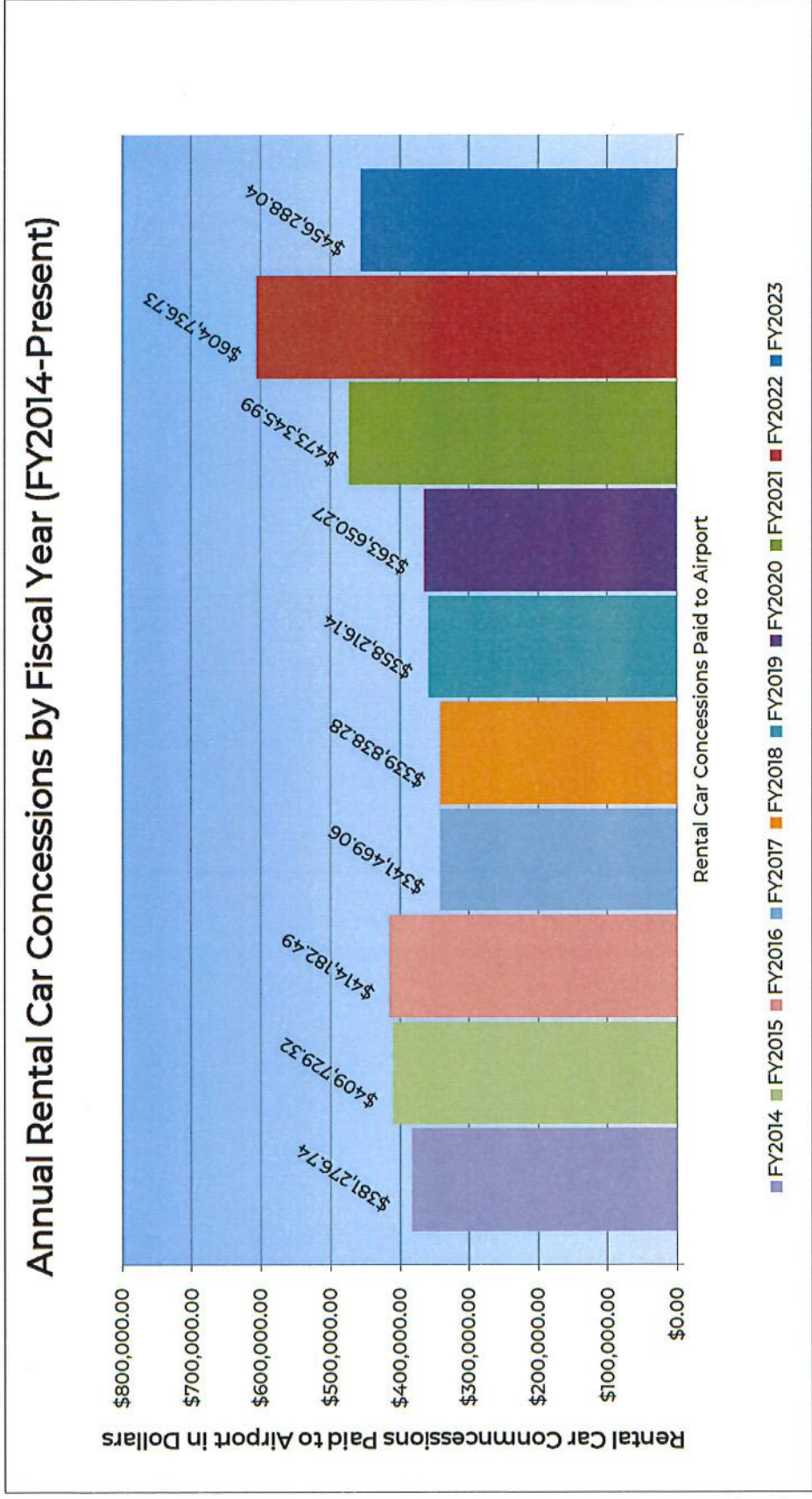
2023 Budget Summary - Jet Fuel

→ Jet Fuel Sales = Tracking close to FY22 but still slightly lower during our busiest months of July, August and September.



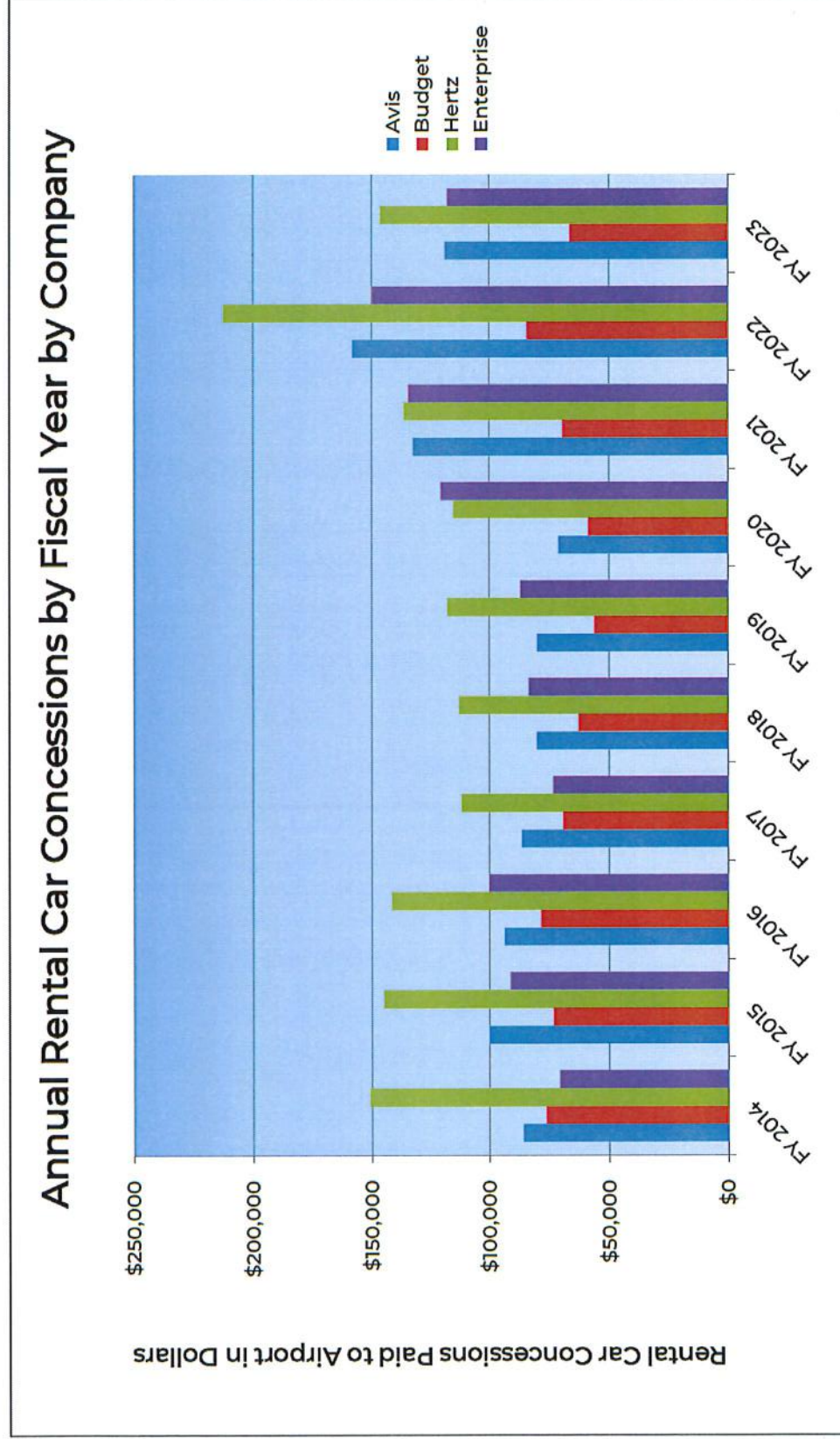
2023 Budget Summary - Rental Car Concessions

➔ Rental car concessions = ~24% OVER the anticipated revenue budget has been collected for this FY



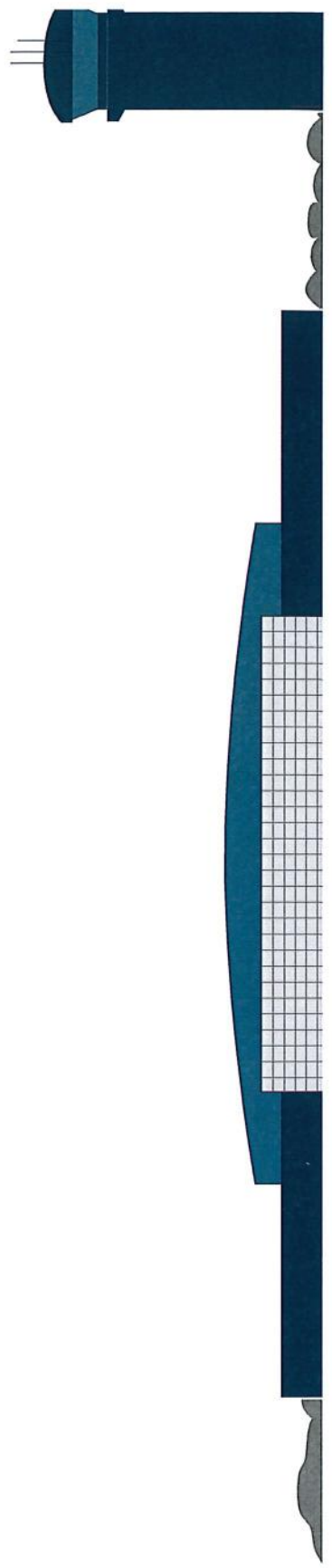
2023 Budget Summary – Rental Car Concessions

↳ Hertz brings in the highest revenue year over year



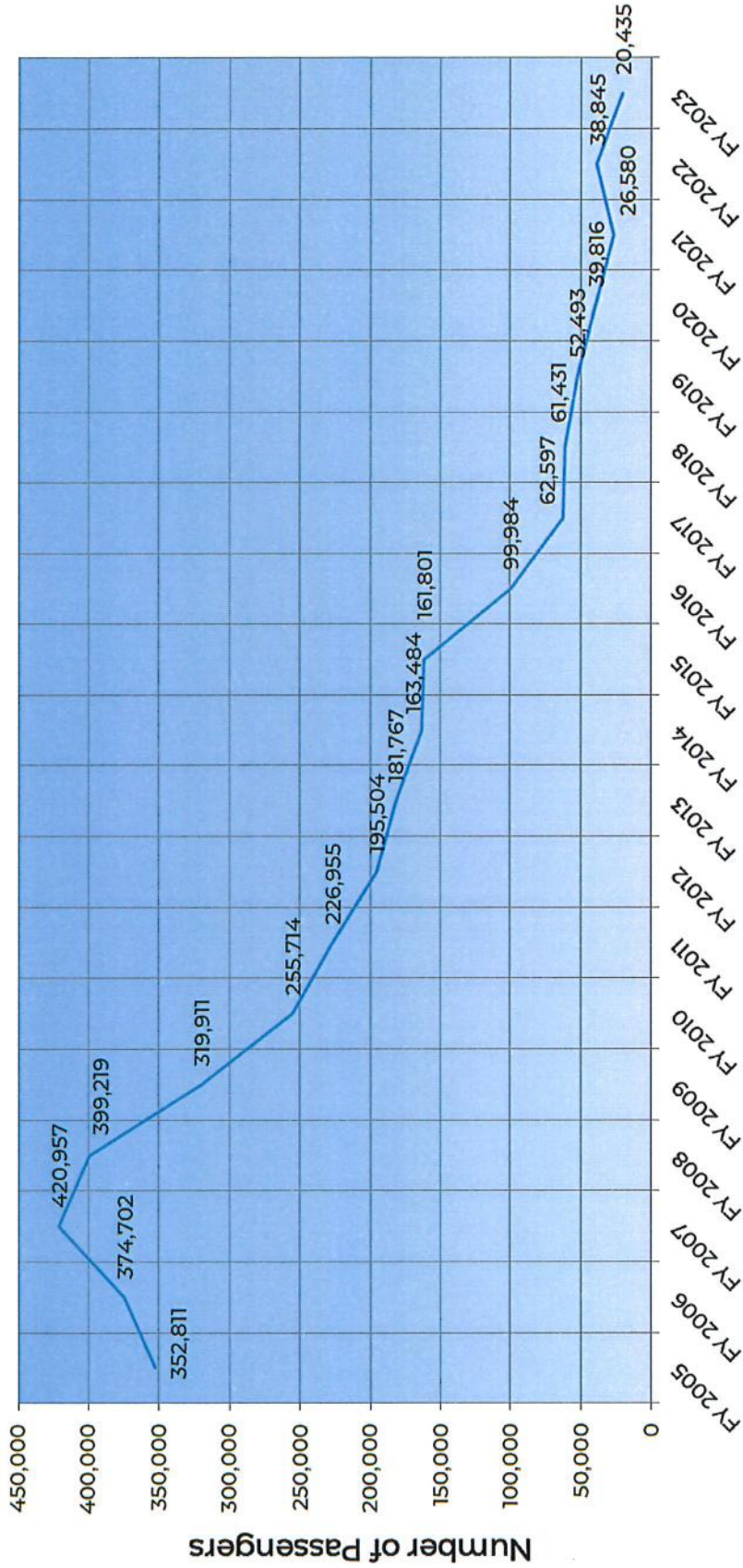
FY2023 Airport Operations/Passenger Activity

PASSENGERS & OPERATIONS			
ENPLANED PASSENGERS	20,000	9,828	-10,172
DEPLANED PASSENGERS	20,000	10,607	-9,393
TOTAL PASSENGERS	40,000	20,435	-19,565
		*Passenger # = Through April 2023	
TOTAL AIRPORT OPERATIONS	60,000	37,740	-22,260
		*Operations # = Through February 2023 (March and April are not available yet from ATCT)	
TOTAL JET FUEL (GALLONS)	1,000,000	1,157,834	157,834
			16%



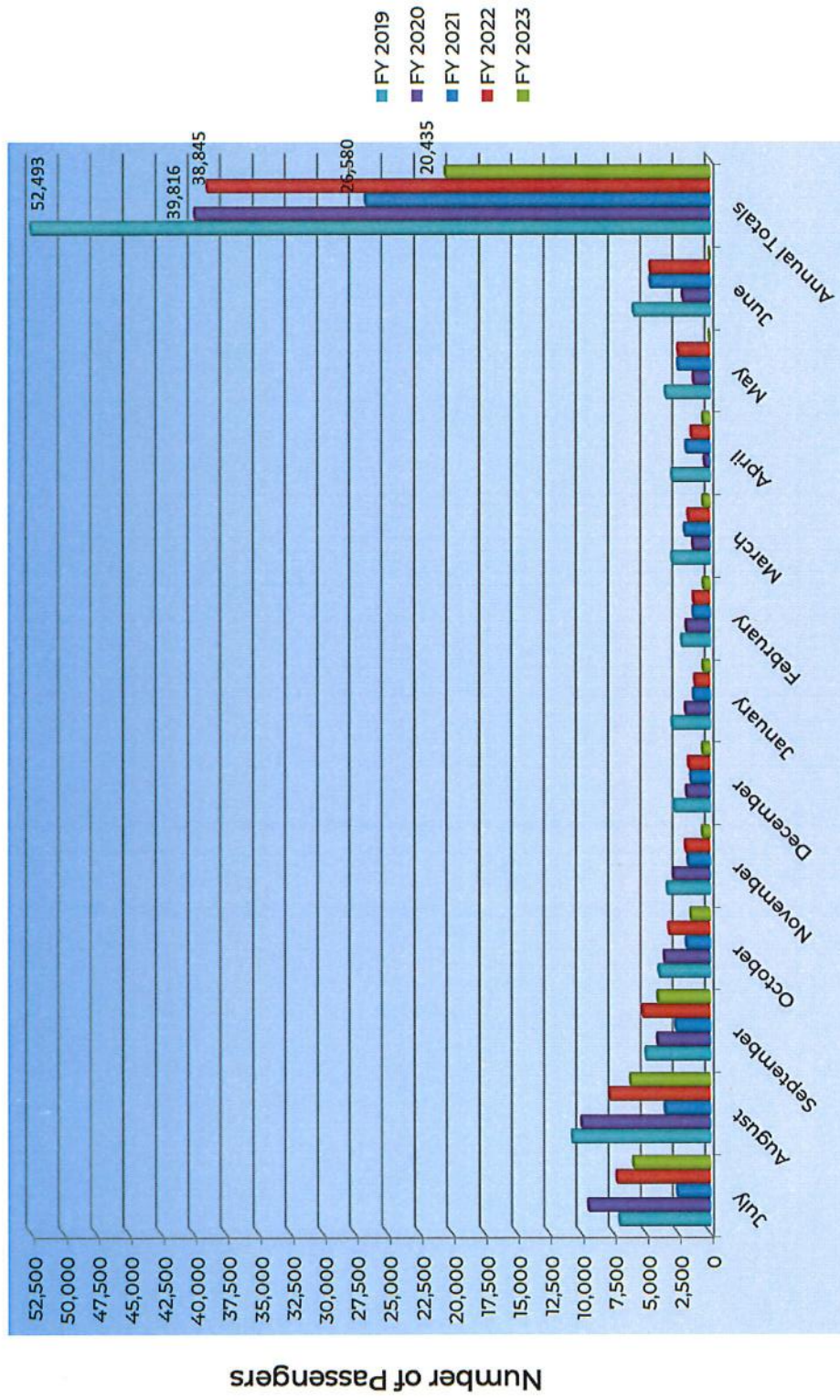
FY2023 Airport Operations/Passenger Activity

Annual Airline Passenger Activity by Fiscal Year (FY2005 - Present)



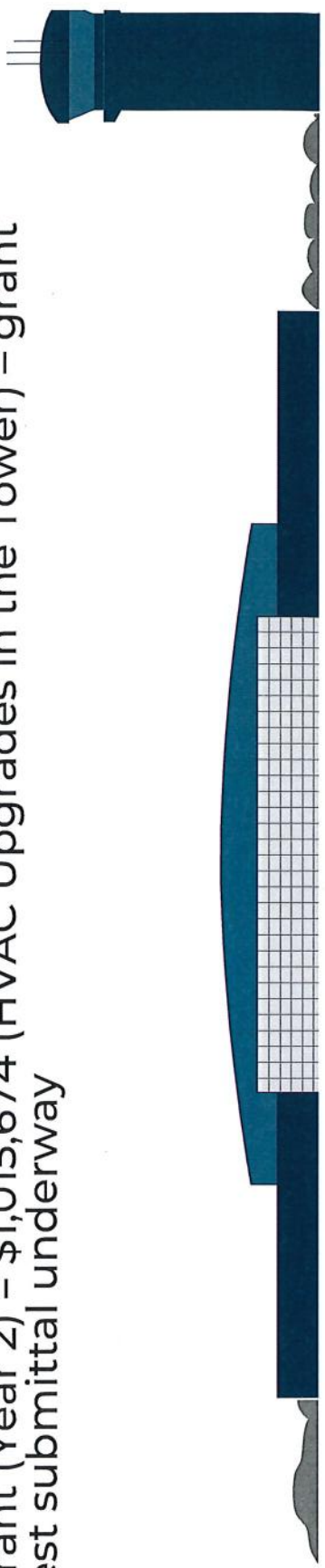
FY2023 Airport Operations/Passenger Activity

Monthly Airline Passenger Activity by Fiscal Year (FY2019 - Present)



Grant Updates

- Projects underway AND we will use CARES Act Grant before performance expiration date:
 - Operating Budget Use = \$8,307,159.72
 - Project Use (Mary Dunn Way) = \$5,350,458.00
 - Project Use (Airport Operations/Hangar) = \$6,459,348.00*
 - * \$2,145,000.00 Local as approved by Commission
- Exhausted funds of \$1,008,311 (used for fuel purchases) for the CRRSAA Grant and closeout has occurred
- Exhausted funds of \$1,120,580 (used for fuel purchases) for the ARPA Grant and closeout will occur in a few months
- BIL (5-year grant) = grant applications underway & projects included in CIP.
 - BIL Grant (Year 1) = \$1,015,864 (Environmental Assessment) – awaiting grant
 - BIL Grant (Year 2) = \$1,015,674 (HVAC Upgrades in the Tower) – grant request submittal underway



ARPA Act/BIL Funds

→ We will begin using these funds for Capital Improvements in FY2023/FY2024

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)	\$1,008,311	April 23, 2021	April 22, 2024
Concession Relief	\$5,240	April 23, 2021	April 22, 2024
American Rescue Plan Act (ARPA)	\$1,120,580	December 15, 2021	December 14, 2025
Concession Relief	\$20,959	December 15, 2021	December 14, 2025
Bipartisan Infrastructure Law (BIL)	\$1,015,864 (FY2022)	MORE DETAIL TO COME	5-year annual program
Bipartisan Infrastructure Law (BIL)	\$1,015,674 (FY2023)	MORE DETAIL TO COME	5-year annual program
Total Grant Funding	\$22,158,594		



To: Airport Commission

From: Katie Servis, Airport Manager

Date: 4/27/2023

Subject: Business Plan Update

Below is a summary of Airport Management activities as they relate to Business Plan initiatives. Since this is a monthly update, new or revised data from the previous update will be highlighted.

- Goal A: Maximize General Aviation Activity at HYA
- Goal B: Diversify Revenue Streams
- Goal C: Regional Air Transportation Leader
- Goal D: Enhance Airport Image & Branding

Goal A: Maximize General Aviation Activity at HYA

Airport Management has been working on the following activities to maximize general aviation activity:

- Cape Cod Gateway Airport Community Event Series has been modified to include more events that highlight General Aviation (GA) activity with workshops, seminars and forums at select airport events:
 - January 2023
 - None
 - February 2023
 - None
 - March 2023
 - March 10/11, 2023 = A Night in the Terminal – Scout Sleepover – completed and a great success!
 - May 2023
 - None
 - June 2023



- June 8, 2023 (rain date June 15) = New name “Festivities on the Flight Line”
 - We have partnered with Island Café to run the event from a catering standpoint, with beverages and other items
 - We reached out to entities to perform music and got Mark Greel (well know jazz musician on Cape) <https://www.markgreelband.com/meet-mark-greel>
 - Ethan Allen will sponsor the event and in return supply the furniture for staging and also bring their mobile design van
 - Permitting meeting = 5/15/2023
 - Radio announcements and advertisement starts = two weeks prior to the event with 60 second ads and across 3 stations: 99.9 the Q, Ocean 104.7, Cape Country 104, and via capecod.com
- July 2023
 - July 15, 2023 = Hangars & Hamburgers (3rd Saturday)
 - Coordinating is underway with the Massachusetts Air and Space Museum (MASM) to offer shuttle services from the airport to their Main Street facility for seminars, forums and to visit the museum plus boxed lunch
 - Next meeting with MASM is set for May
 - MASM working on a quest speaker for the event
- August 2023
 - None
- September 2023
 - September 22, 2023 = SE MA Aviation Career Fair (3rd event)
 - Emails went out requesting exhibitor and to schools inviting them to the event
 - September 23, 2023 = A Great Day at the Gateway Theme: Nurturing the Spirit of Flight and Honoring Our Military
 - We have received a lot of support in this area but will still need more volunteers to make this event a success.
 - We will be calling on Airport Commissioner's and tenants as well as other town employees to assist
 - We have completed our 4th group meeting and 5th planning meeting overall for this event.
 - We have completed 2 rounds of Task Manger Meetings and have the others scheduled for May/June



- The following has been accomplished:
 - Master of Ceremonies = Matt Pitta
 - Opening Ceremonies Task Manager (color guard organization) = Jim McLoughlin
 - Jump Team Development = Matt Elia
 - Music Task Manager = Katie Servis
 - Two venues acquired
 - Company Bees
 - Collum Cille Pipe & Drums
 - Food & Beverages Task Manager = Sue Kennedy
 - Guest Speaker Organizer & Scheduler Task Manager = Jim McLoughlin
 - Captain Rob Potter proudly serves as the 21st Commanding Officer of U.S. Coast Guard Air Station Cape Cod. He is responsible for all aviation support to Coast Guard missions across the First Coast Guard District, an area of operations that spans the U.S.-Canadian border to New Jersey and 1,300 miles offshore.
 - Pilot Forum, Workshops, Presentation Task Manager = David Fisichella
 - Girls in Aviation Task Manager = Karlyn Leth, President WIAI
 - Kids Activity Task Manager = Ned Dawes
 - Static Aircraft Display Task Manager = Matt Elia/Chris Bostwick
 - Young Eagles Flight Task Manager = Steven Richard
 - Static "Other" Display Task Manager = Matt Elia/Chris Bostwick
 - Aviation Education Silent Auction Task Manager = Joe Dini
 - Aviation Theater Task Manager = Tracey Brochus
 - Two movies:
 - Treasure Planet and
 - DC League of Super Pets
 - Both kid friendly and we are getting licenses to play both during the event
 - Vendor Task Manager (non-food/drink) = Sue Kennedy



- Sponsor Task Manager =Hilda Haye/Katie Servis/Sue Kennedy
 - Ethan Allen – level to be determined
 - Maverick = \$2,500
 - Free 256 square foot booth space (16-foot x 16-foot) in a prime location to market your company
 - Sponsor's name or logo to be featured on event promotional banners and flyers as one of the premier sponsors.
 - Sponsor's name and script (limited) to be announced by the Master of Ceremonies
 - Sponsor Announcement = Simple straightforward promotional blurb of sponsor as one of the premier sponsors for the days event
 - Sponsor Explainer = A script that explains the ideas, products, or services in a memorable way.
 - Sponsor Interview = the Master of Ceremonies will interview sponsor representatives to highlight your company and pull out the value you wish attendees to hear.
 - Advertisement for the event will mention the sponsor's company on the event website, in various posts, email, newsletters, and social media posts.
 - Sponsor banner with logo prominently placed at the event venue.
 - Captain = \$1,500
 - Free 100 square foot booth space (10-foot x 10-foot) to market your company
 - Sponsor's name or logo to be featured on event promotional banners and flyers as a "Captain" sponsor.
 - Sponsor's name and script (limited) announced by the Master of Ceremonies
 - Sponsor Announcement = Simple straightforward promotional blurb of sponsor as one of the premier sponsors for the days event
 - Sponsor Explainer = A script that explains the ideas, products, or services in a memorable way.



- Advertisement for the event will mention the sponsor's company on the event website, in various posts, email, newsletters, and social media posts.
- Sponsor banner with logo will be prominently placed at the event venue.
- First Officer = \$750
 - Free 64 square foot booth space (8-foot x 8-foot) to market your company
 - Sponsor's name or logo to be featured on event promotional banners and flyers as a "First Officer" sponsor.
 - Sponsor's name and script (limited) announced by the Master of Ceremonies
 - Sponsor Announcement = Simple straightforward promotional blurb of sponsor as one of the premier sponsors for the days event
 - Advertisement for the event will mention the sponsor's company on the event website.
 - Sponsor banner with logo placed at the event venue.
- Wing Walker = \$375
 - Free 8-foot booth space/table to market your company
 - Sponsor's name or logo to be featured on event promotional banners and flyers as a "Wing Walker" sponsor.
 - Sponsor's name announced by the Master of Ceremonies.
 - Sponsor banner with logo placed at the event venue.
- Volunteer Task Manager (1 volunteer needed) = Volunteer Needed
 - § The thought process is that we would have someone manage the volunteers day of to make sure the schedule is completed and to assist with task organization
- Set-up/tear down Task Manager (10 -15 volunteers (AM and PM)) = Ned Dawes
 - § The thought process is that we would have someone manage a group of volunteers to help the airport setup and



tear down for the event (this may occur the evening before the event or early morning)

- Greater/Entrance Task Manager (4-8 rotating volunteers needed) = Priscilla Laliberty, John Laliberty
 - § The thought process is that we would have someone manage participants during the day, greeting them, giving them a schedule of the day's events (I envision having a QR Code with the schedule not paper) and keeping track of attendee numbers
 - Orders of the Day/Schedule Task Manager = Katie Servis developing a script and Jim McLoughlin managing the task
 - Event Photographer/Task Manager (1 volunteer needed) = Possible Communications Manager and volunteer for afternoon David Fisichella – looking for an afternoon photographer
 - Audio/Visual Task Manager (1 volunteer needed)
 - Volunteer Needed
 - Equipment quote forthcoming
 - Event Layout/Design Task Manager = Katie Servis/Airport Solutions Group
 - Event Permit Task Manager = Sue Kennedy
 - Parking Task Manager (5 volunteer needed)
 - Color Guard staff have volunteered as well as Civil Air Patrol
- October 2023
- Gallery Opening with Michele Kennedy
- November 2023
- None
- December 2023
- None
- NBAA Schedulers & Dispatchers Conference 2024 Preparation Underway
- Showcase Airport Operations Remodel
 - Showcase Mary Dunn Way Extension (future GA development)
 - 2024 Brochure development underway
- Discount Jet Fuel Program
- Everest - completed



- NetJets – in progress
- EVO (new) – completed but not signed
- JetBlue – in progress
- ➔ Land Leases & Hangar Development (NEW due to Mary Dunn Way Extension)
 - Conventional Hangar (Eric Drugge) – lease negotiations completed
 - Maintenance, flight instruction, aerial tours, aircraft storage
 - Withdrew proposal for 110 Mary Dunn Way (a.k.a. Air Cape Cod facility)
 - Meeting set up for April 21 completed – kickoff meeting to discuss the following:
 - Temporary flight training facility for summer 2023 – location discussion
 - Construction site development and Construction Safety and Phasing Plan (CSPP)
 - Security protocols
 - Pavement development delineation (Airport vs Aloft)
 - Conventional Hangar (Ben deRuyter) – lease negotiations have stalled
 - Withdrew proposal
 - Helicopter company
 - Working through the details
 - Expansion plans underway for January 2024 to include Cape Cod Gateway Airport
 - Site visit occurred on 4/21/2023
 - Plan to begin operations in the fall 2025.
 - Plan to start with a leased hangar/office facility and then build a base at the airport.
 - Possible proposal for 110 Mary Dunn Way as of 4/21/2023 after site visit
 - Reuse of Air Cape Cod – Massachusetts Air & Space Museum –
 - Procurement for bid will be going out next week – RFP and lease draft sent to the commission as their request
 - Aero Marine Lease (existing tenant) – lease negotiations have commenced
- ➔ Projects in progress or completed that support GA:
 - Airport Operations Remodel & Improved FBO – August 2023 planned completion – this is still on track for August
 - T-hangar redevelopment – July 2023 planned completion



- Mary Dunn Way Extension – April and May 2023 final development. Put tenants on notice that will be affected by the decommissioning of existing septic and transition to wastewater on 4/21/2023
- Runway 6/24 Reconstruct & Engineered Materials Arresting System (EMAS) Replacement
 - Notice to Proceed for 4/3/2023
 - LLC working quickly
 - Water pipe that DPW operates is not as deep as planning indicated – upcoming meeting with DPW within the following week

→ Media

- Airport Management is working on Marketing/Outreach Plan with a script and schedule in the following manner:
 - Message/Themes – define them for various topics. Messaging under development for different topics so that it is ready for the following:
 - Social
 - Radio
 - Online (Chambers, cape)
 - Press Releases
 - Events Coverage and promotion via the above outlets.
 - June 2023
 - June 8, 2023 (Rain Date June 15) = “Festivities on the Flight Line”
 - July 2023
 - July 2023 = Hangars & Hamburgers (3rd Saturday)
 - Name change anticipated as we are working this event with the Massachusetts Air and Space Museum
 - August 2023
 - None
 - September 2023
 - September 22, 2023 = SE MA Aviation Career Fair (3rd event)
 - September 23, 2023 = A Great Day at the Gateway
 - October TBD, 2023
 - Gallery Opening with Michele Kennedy
 - Construction
 - Runway 6/24 Press Release was sent but we would like to send an update to remind the community that this project will be done by October 2023 (Started April 3)

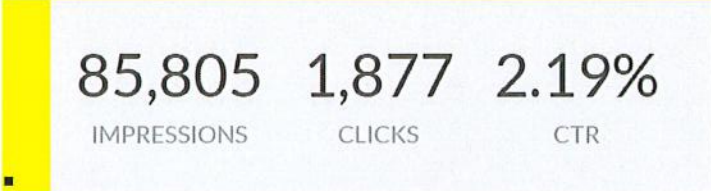


→ Airport EA Topics

- PFAS
- Runway Extension
- Noise
- Joint Base Cape Cod

○ CCB radio coverage for CY2023 includes:

- In addition to the radio spots, Management has asked for the following in terms of additional marketing and outreach in the broader NY/NJ area: Mobile Conquesting (MC) and Online Audio (OA), which will highlight HYA and these flights along multiple platforms (Facebook, Instagram, etc.)
 - MC includes behavioral targeting towards these categories: Business Travelers, Frequent Travelers, International Travelers, Leisure Travelers & Airport and Airport Services
 - They will also geo-fence and geo-retarget JFK Airport and LaGuardia in NY.
 - OA will target these behaviors: Frequent Travelers; Business Travelers; Air Travel; Summer Travelers; Family Vacation; Travel – Flights
 - Towns Included in geography: Oyster Bay, NY ; East Hills, NY ; Eastchester, NY ; Lewisboro, NY, Bedford, NY ; Alpine, NJ ; Englewood Cliffs, NJ ; Demarest, NJ ; Tenafly, NJ
 - Timeline for advertisement: April 1 – May 30, 2023 (2 Months)
 - Total Monthly Impressions planned: 191,059
 - Total Monthly Investment: \$5,000
 - Radio and digital marketing to coincide with airport events and JetBlue's new flight to LGA
 - Radio spots will occur in April and May 2023. We have been getting a lot of feedback in this area. A report is forthcoming but here are some analytics as of 4/27/2023:



Line Item Name	Impressions	Clicks	CTR
	85,805	1,877	2.19%
Barnstable Gateway Airport - Business/Frequent/Leisure Travelers Mobile	44,035	700	1.59%
Barnstable Gateway Airport - Geo-Retargeting Mobile	20,889	573	2.74%
Barnstable Gateway Airport - Geo-Fencing Mobile	20,881	604	2.89%

- The average nationally is 1%, we are at 2.19% for impressions for this marketing campaign

→ Aviation Education

- Hosting the 2nd high school aviation intern from Barnstable HS
- Hosting the 3rd high school aviation intern from Monomoy HS (center in photo with staff at Atlantic Aviation)



- Hosting the 4th high school aviation intern from Barnstable HS Fall 2023
- Hosting 5th high school aviation intern from Dennis-Yarmouth in Fall 2023
- Scheduled September 2023 events (see above)
- Hosting Scout "A Night in the Terminal" sleepover – March 2023
- New tenants to offer flight instruction – Aloft Aviation
 - Temporary summer 2023 operations underway
 - Temporary trailer being placed behind the Cottle Hangar on the East Ramp (landside) so that summer training can occur



- Temporary mobile aircraft maintenance truck brought onsite as part of permitted uses in the lease while planning is underway for hangar construction
- New tenants to offer aviation museum – for now this is to be located only on Main Street in Hyannis until further developments
 - Working with MASM on July event for pilot forum

Goal B: Diversify Revenue Streams

Airport Management has been working on the following activities to Diversify Revenue Streams:

- Completed three year license agreement for vehicle parking with Suffolk Construction – move in date is February 1, 2023
- Completed three year license agreement for vehicle parking with HMI Parking
 - Expansion under discussion as of 3/29/2023 and an amendment to the License Agreement to add more land to License
- Advertisement added to website for non-aeronautical properties and soon to be in print – see above
- Advertisement led to discussions with new potential tenants for the following:
 - 211 Airport Road (1.4 acre vacant property) – Procurement notified and draft RFP under development
 - Airport Café/Restaurant– Procurement notified and draft RFP under development
- Leases:
 - Pain D'Avignon (parking) – completed
 - Michele Kennedy Studios (terminal studio) - completed
 - Ideal Flooring – underway
 - 211 Airport Road – bid is needed and draft is being crafted – see above
 - Airport Café/Restaurant – bid is needed and draft is being crafted – see above
 - HMI Parking lot expansion - underway
 - Atlantic Aviation Parking lot expansion - underway



Goal C: Regional Air Transportation Leader

Airport Management has been working on the following activities for Regional Air Transportation Leader:

- Attended Airport Round Table – Fall 2022
 - Will be attending event in Fall 2023
- Draft completed for Airport Air Carrier Consultant
 - On street = May/June 2023
- Speaking with the following regarding electric aviation to advance this to Cape Cod Gateway Airport:
 - Cape Air
 - BETA
 - Archer
 - MassDOT Aeronautics
 - Monthly meetings developed and working with other area airports.
 - Adding the following to the list but not yet contacted: Transcend Air
- Development of an Electric Aviation Task Force is underway
 - Monthly meetings developed and working with other area airports.
- The Airport won the Smart Grid Grant which will help advance electric aviation at the airport
 - MassDOT's Aeronautics and Rail & Transit Divisions Win Two Separate \$2 Million Grants From U.S. Department of Transportation
 - The Aeronautics and Rail and Transit Divisions of the Massachusetts Department of Transportation have been selected today by the U.S. Department of Transportation's SMART Program ("Strengthening Mobility and Revolutionizing Transportation") for Stage-1 funding of two different grant proposals, each expected to total approximately \$2 million.
 - One of the two proposals involves planning a smart microgrid that generates and distributes clean, reliable power at Cape Cod Gateway Airport in Hyannis, MA.
 - In collaboration with Cape Cod Gateway Airport and the Cape Cod Regional Transit Authority, the initiative aims to increase clean energy independence while supporting the disadvantaged community living near the Airport.



- Facilitating the construction and operation of this infrastructure could transform our community, through the use of greener technologies for our fleet vehicles leading to improvements in air quality, a reduction in carbon emissions, reduced noise in communities adjacent to the Airport and the entire town of Barnstable, as well as good-paying jobs, such as for high-skilled mechanics to service electric vehicles and aircraft.
- MassDOT is bidding the project for consultant services

Goal D: Enhance Airport Image & Branding

Airport Management has been working on the following activities to Enhance Airport Image & Branding:

- On-Call Communications Management and Community Outreach Services submitted to Procurement and available for public review on April 3, 2023.
 - Two bids received: Goetz Marketing and Pierce Cote
- Newsletter development – control our own narrative – quarterly newsletter – draft completed and under review internally
- Community Event Series – updated see above
- Working on replacing signs on Attucks and Rotary
 - Quotes requested
- Working on replacement of state highway signs
- Website redevelopment completed and added the following pages:
 - Airport Master Plan Update <https://flyhya.com/master-plan/>
 - Airport Environmental Assessment <https://flyhya.com/airport-info/environmental-assessment/>
 - Airport PFAS <https://flyhya.com/airport-info/pfas/>
- Public Meetings:
 - Environmental Assessment
 - June TBD 2024 for next public meeting
 - Website being kept up-to-date with pertinent information
- Setting up Check-in meetings with the Town of Yarmouth/General
- Manager Servis spoke for 20-minutes on the “Discover Barnstable Podcast”. <https://podcasts.apple.com/us/podcast/cape-cod-gateway-airport/id1608900323?i=1000601284712>



Apple Podcasts Preview



18 min

PLAY ▶

Cape Cod Gateway Airport

Discover Barnstable - the Official Podcast of the Town of Barnstable

Government

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We're joined by our guest, Katie Servis, Cape Cod Gateway Airport Manager, as we explore this week's topic of discussion: Barnstable's municipal airport and its importance to the Cape and Islands region - the Cape Cod Gateway Airport

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Town of Barnstable



Questions included:

- The Cape Cod Gateway Airport has a long and storied history in aviation and has grown into being the regional airport for the Cape & Islands. Many of our listeners have heard on the news about update the master Plan & Environmental Assessment - help us understand what they are and the ongoing process the airport is engaged in.
- What General Aviation Facility enhancements are underway or have taken place, specifically the municipal facility, Mary Dunn expansion and new hangar development.
- What is the importance to the region to provide expanded commercial service and what are some the exciting new services and initiatives?
- There is a nationwide shortage of airline pilots and aviation industry workforce - how does the
- Cape Cod Gateway Airport support and foster aviation in our student communities.
- The Airport Terminal and surrounding tarmac play host to a variety of community events - what are some of the memorable ones on the calendar for 2023?

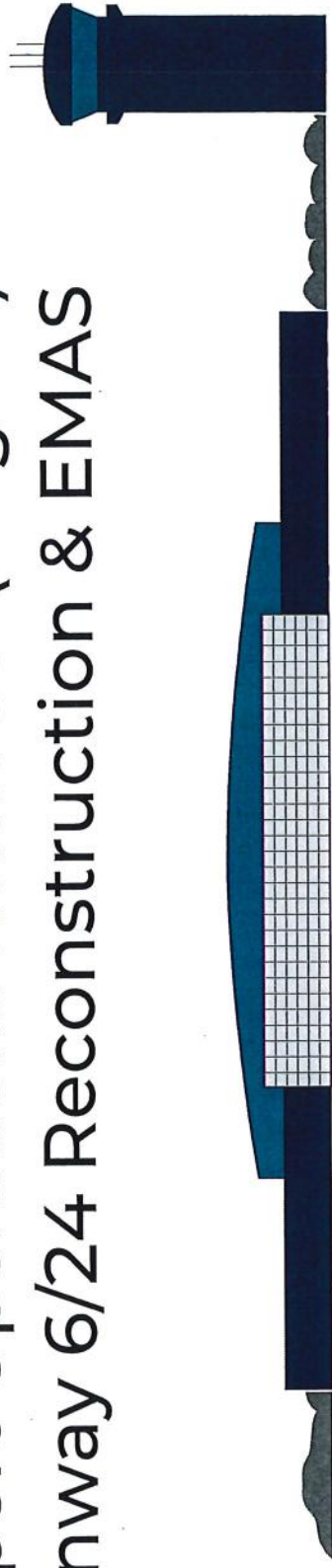


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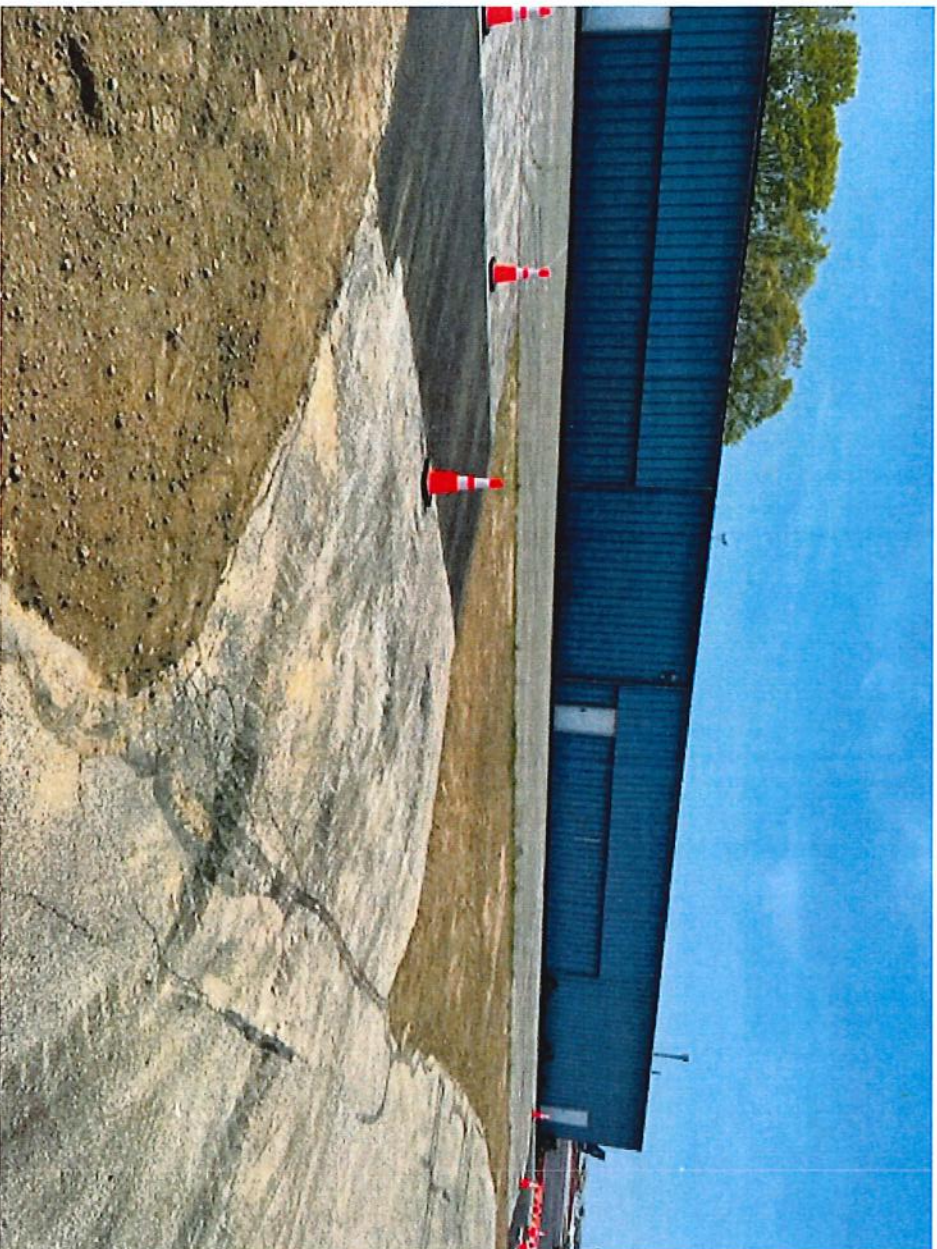
KATIE RILEY SERVIS Airport Manager | MATTHEW T. ELIA Assistant Airport Manager

Existing Projects

- Environmental Assessment
 - Next public meeting = June 21 2023
 - Runway extension and PFAS are the biggest concerns
- Mary Dunn Way Extension
 - May wrap-up – May 18 decommissioning septic (Air Cape Cod & Hyannis Hangar) connection to new wastewater
- T-Hangar Replacements (July)
- Airport Operations Remodel (August)
- Runway 6/24 Reconstruction & EMAS



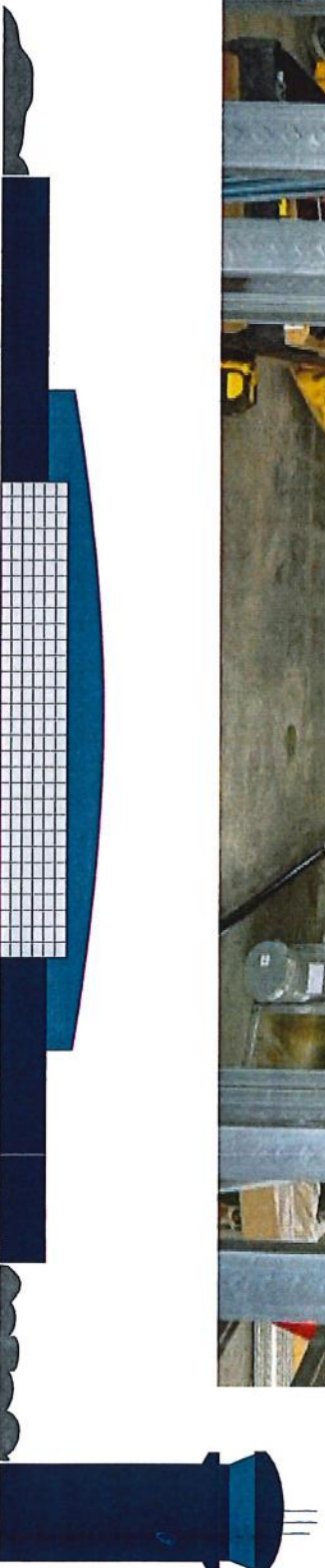
Mary Dunn Way Extension



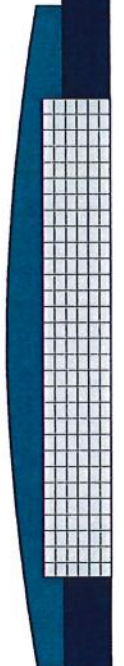
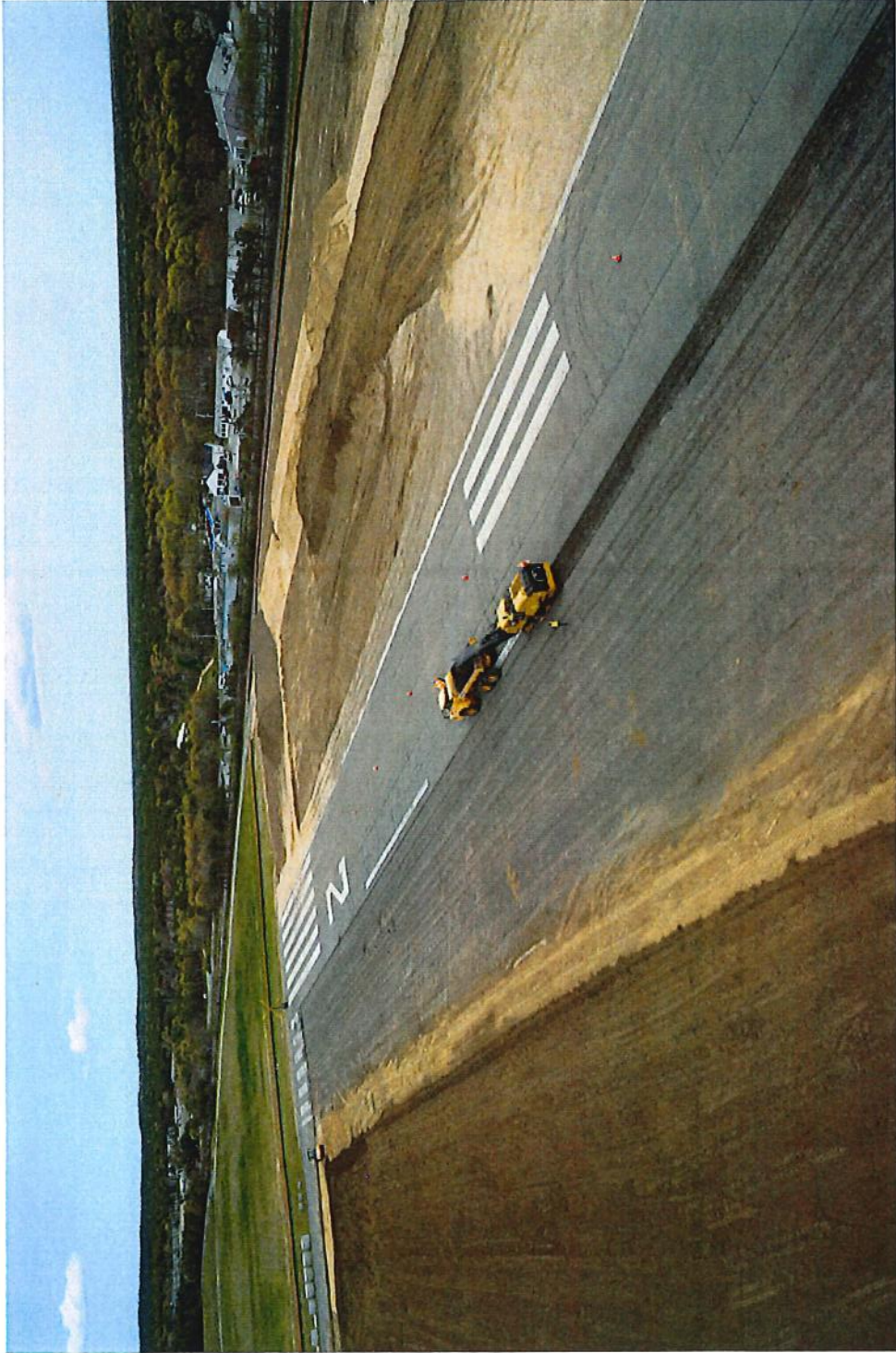
T-Hangar Replacement



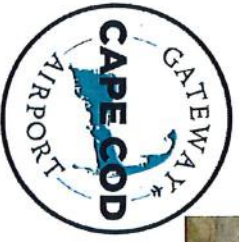
Airport Operations Remodel



Runway 6/24



Runway 6/24



Runway 6/24

