



FINANCE SUBCOMMITTEE AGENDA
Tuesday, October 5th, 2021
Airport Conference Room 8:30 A.M.

Join Zoom Meeting

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Call Meeting to Order

Roll Call (Weill, Flores, Bailey)

Review and approve minutes of the August 3rd, 2021 Finance Subcommittee meeting.

OLD BUSINESS

None

NEW BUSINESS

F1021-1 Review and Discuss the Non-Federal Reimbursable Agreement by and Between the Department of Transportation Federal Aviation Administration and Cape Cod Gateway Commission

F1021-2 Review and Discuss the Cape Cod Gateway Airport Jet Fuel Discount Program

F1021-3 Review and Discuss the Jet Fuel Pricing Agreement by and Between the Cape Cod Gateway Airport and Everest Fuel Management, LLC.

F1021-4 Review and Discuss the License Agreement by and Between the Cape Cod Gateway Airport and Heritage Turbines.

F1021-5 Review and Discuss the License Agreement by and Between the Cape Cod Gateway Airport and New England Aircraft Detailing.

F1021-6 Review and Discuss the Capital Improvement Plan (CIP) for FY2023-FY2027 for Cape Cod Gateway Airport

F1021-7 Review and Discuss Federal Airport Grants & Status.

F1021-8 Review and Discuss Amendment #9 by and Between Cape Cod Gateway Airport and Fennick & McCredie Architecture.



Updates:

- Upcoming November Finance Items:
 - Hyannis Hangar LLC – not ready for October
 - Griffin Avionics DRAFT Lease
- Upcoming November Infrastructure Items:
 - Signage for Ross
 - Signage (Airport Access Road & Terminal)
 - FBO Renovation
 - Website
- Airport Finances Update
 - Management to review with Finance Sub-committee and at the full Commission meeting
- CARES Act Projects Update
 - Replacement of T-hangar (Amendment Commission approved January 2021),
 - Critical path is environmental permitting and pavement survey.
 - Submit request for approvals to town planning board once pavement survey is approved
 - Schedule:
 - Design = underway
 - Environmental = August/September public meeting
 - Final Design = November, 2021
 - Bid Advertisement = February 2022
 - Bid Opening = March 2022
 - Bid Award = April 2022
 - Development Addendum = April 2022
 - Construction Start = May 2022
 - Completion Date = October 2022
 - Fleet Hangar Door Replacement (Amendment Commission approved January 2021). On hold.
 - Mary Dunn Way Extension (underway and amendment forthcoming).
 - SOW Draft = Completed
 - Fee = Completed
 - Survey = Completed
 - ASG Contract = Underway
 - Design = Underway
 - IFE = Underway
 - Schedule:
 - Bid Advertisement = January 26, 2022
 - Bid Opening = February 24, 2022
 - Bid Award = March 10, 2022
 - Development Addendum = March/April 2022
 - Construction Start = May 2022
 - Completion Date = August 2022/Closeout November 2022
- Airport Master Plan Update
 - Complete
 - Final documentation going to FAA for review
- Town of Barnstable Budget
 - FY2023 Capital Improvement Plan meetings completed – see above
 - FY2023 Operating Budget to commence October 2021



- Airport Environmental Assessment
 - Selection of Epsilon Associates
 - December 2021/January 2022 start as long as we have an approved Airport Layout Plan from the FAA
 - We originally anticipated a October start but we must wait for the FAA to complete the review and approval of the proposed projects and that will take 90-days
- PFOS/Public Involvement Plan & Update
 - Meeting with DEP on October 1 to go over Audit finding
 - Continuing data collection and preparing for submittal of the Phase III report to DEP in October/November 2021
- Airport Rates & Charges Update (2021 review post-COVID19)
 - FY2022 effort (November 2021)
 - Airport Management will start working on various updates include fuel program above
- Rebranding & Website Upgrade
 - Website modifications – underway and an interactive test website will be available soon for Management and Commission review
 - Sign plan modifications - underway
- Dates to remember:
 - Good Morning Networking Breakfast with Cape Cod Chamber Membership – October 29 0800 Airport Cafe
- Lease Development Update
 - Griffin Avionics – underway – draft lease under Airport Management review
 - Hyannis Hangar LLC (planned for discussion at the November meeting)

Pease Note: The list of matters, are those reasonably anticipated by the Commission Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. It is possible that if it so votes, the Commission may go into executive session. The Commission may also act on items in an order other than they appear on this agenda.



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