



FINANCE SUBCOMMITTEE AGENDA
Tuesday, March 1st, 2022
Airport Conference Room 8:30 A.M.

Join Zoom Meeting
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Find your local number: <https://zoom.us/u/aoRMfpX32>

OLD BUSINESS

None

NEW BUSINESS

F0322-1 Review and Approve Amendment #5 to the contract for On-Call Marketing Services by and between Cape Cod Gateway Airport and The Quotient Group in the amount of \$1,000 (One Thousand Dollars) for the Custom Web Photo Gallery associated with the website redevelopment project.

F0322-2 Review and Approve HYA Tower Operations Agreement by and between the Cape Code Gateway and the Federal Aviation Administration (FAA).

F0322-3 Review and Discuss the Disposition of the Mildred's Lot and Future Land Lease

Updates:

- Airport Master Plan Update
 - Complete
 - Final documentation under FAA review
- Monthly Financial Review
- Monthly Business Plan Review
- Upcoming April Finance Items:
 - Griffin Avionics Lease – Griffin attorney's still reviewing the draft lease – not ready for March meetings
 - Financial/Budget Update
 - DRAFT RFP for the Air Cape Cod facility - executive session
 - Hyannis Hangar LLC (maintain for June meetings)
- Upcoming April Infrastructure Items:
 - Signage (Airport Access Road)
 - Business Plan Update
 - Website (Continuation)
 - DRAFT RFP for the Air Cape Cod facility - executive session



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

- Upcoming Events
- Electric Aircraft Charging Station Policy
- CARES Act Projects Update
 - Replacement of T-hangar CARES1 & FBO Renovation CARES4
 - Invitation for Bid and Request for Proposal = 2/25/2022
 - Mary Dunn Way Extension CARES3
 - Invitation for Bid and Request for Proposal = 3/23/2022
 - Non Mandatory In Person Pre Bid Meeting = 3/29/2022
 - Last Day for Questions = 4/1/2022;
 - Bids Due = 4/13/2022
- Town of Barnstable Budget
 - Completed with Airport Commission approvals on 2/15/2022
 - Meetings with the Town will commence for both the Capital Improvement Plan (CIP) & Operating Budget (April – June)
 - Management will keep you informed of the dates of those meetings
- Airport Environmental Assessment
 - Epsilon Associates Kickoff Meeting completed
 - March/April 2022 start as long as we have an approved Airport Layout Plan from the FAA
- PFOS/Public Involvement Plan & Update
 - Completed Phase III Reporting
 - Continuing data collection and preparing for submittal of the Phase IV report to DEP in October 2022
- Rebranding
 - Sign Replacement
 - At this point in time, staff has ordered the terminal sign replacement
 - Staff is also getting additional quotes for the replacement of the wooden access signs with the revised stone façade signs with solar lighting.
 - Working with Airport Solutions Group on the sign design
 - Website Upgrade
 - Website modifications – underway and an interactive test website available for Subcommittee review
 - Airport Management continues to work with The Quotient Group on the website.
 - They are continuing to work with the developer on the site
 - A photographer has been selected to take professional photos
 - A revised page based on Marketing and Infrastructure Subcommittee and Management comments is forthcoming
- Dates to remember:
 - Cape Cod Gateway Airport Community Event Series
 - March 31, 2022: Rock Your Garden (6:30-8:30) \$38/ticket
 - April 21, 2022: COVID Healthcare Appreciation “Restore and Refresh” (4:30 to 7:00) – free to healthcare providers
 - May 19, 2022: Cigars & Whiskey (6:30-8:30) \$100/ticket
 - Tent as a possibility to get away from the terminal
 - June 12, 2022: Celebrating America on Cape Cod (12-4:00)
 - November xx, 2022: Pottery Night
 - December xx, 2022: Holiday Entertaining

Adjourn Meeting

The list of matters, are those reasonably anticipated by the president/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 sub-committee may go into executive session.

PERSONS INTERESTED ARE ADVISED THAT IN THE EVENT THAT ANY MATTER TAKEN UP AT THE MEETING THAT REMAINS UNFINISHED AT THE CLOSE OF THE MEETING, IT MAY BE PUT OFF TO A CONTINUED SESSION OF THIS MEETING WITH PROPER POSTING. For your information the section of the M.G.L. that pertains to postings of meetings is as follows: Except in an emergency, in addition to any notice otherwise required by law, a public body shall post notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays and legal holidays. In an emergency, a public body shall post notice as soon as reasonably possible prior to such meeting. Notice shall be printed in a legible, easily understandable format and shall contain: the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. For meetings of a local public body, notice shall be filed with the municipal clerk and posted in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located.

