



FINANCE SUBCOMMITTEE MEETING MINUTES

Tuesday, April 19, 2022

8:30 a.m.

Via Zoom Virtual Meeting

Call Meeting to Order:

8:32 a.m.

Commissioner's Present: (Roll Call)

Norman E. Weill, Commissioner

Bradley J. Bailey, Commissioner

John G. Flores, Commissioner

Airport Staff:

Katie R. Servis, Airport Manager

Matthew T. Elia, Assistant Airport Manager

Mary McDonald, Financial Analyst

Public Members:

John T. Griffin, Cape Cod Gateway Airport and Keith Young, Massachusetts Air & Space Museum

Minutes of the February 1st, 2022 and March 1st, 2022 Finance, 2021 Regular Session and Finance Subcommittee meeting were unanimously approved by roll call vote.

Commissioner Weill Yes Commissioner Flores Yes Commissioner Bailey yes

OLD BUSINESS

None

NEW BUSINESS

F0422-1 Review and Approve Award and Contract for FY22 Reconstruct and Extend Mary Dunn Way Project

- Manager Servis stated as part of the initiatives within the Airport Business Plan, the reconstruction and extension of Mary Dunn Way is a vital improvement to the Airport's infrastructure and meets a number of our business plan goals including:
 - Improving General Aviation Services
 - Diversifying Airport Revenue Stream good access to the east side of the airfield.
 - Developing Airport Branding
- This project will provide improved airport access on the East side of the airfield and will include rehabilitating the existing road and extending the road with partially unimproved to the limit of future growth on the East Ramp. The unimproved portion of the road is a dirt road that currently covered with millings from rubblized concrete pavement projects used as a base and is not open for public use.
- The project design includes: a new paved surfaces, extension of paved surfaces, security fence, drainage improvements and the addition of utilities including sanitary sewer and modified parking facilities.



- The project was advertised through the Town's Procurement Office. With invitations for bid issued on March 23, 2022.
 - Two competitive proposals were received on April 13, 2022 with two eligible and responsive bidders as follows:
 - Lawrence-Lynch Corp. Bid **\$4,654,008.00**
 - Robert B. Our Co., Inc Bid \$4,795,989.00
- The project was estimated at \$4.9 Million by Airport Solutions Group and the bids received were in alignment.
- The award for the project will go to Lawrence-Lynch Corp for \$4,654,008.00.
- The total project with this bid for construction and the design, bid services and project oversight by Airport Solutions Group total is \$5,352,408.00 (\$4,654,008.00 + \$693,400.00 + \$5,000 (Admin)).
- The project will be funded 100% by the CARES Act.
- Commissioner Weill asked if Robert B. Our, Co., is a viable bidder. Manager Servis stated we need to go with lowest bidder.
- Commissioners Flores asked how much is left in cares funds. Manager Servis stated we may go over and bring this back to the commissioners, we will know more by Wednesday 04/20/22.
- A motion was made by Commissioner Flores and seconded by Commissioner Weill to approve and move the item to the Full Commission meeting by a roll call vote:

Commissioner Weill -Yes Commissioner Bailey - Yes Commissioner Flores -Yes

Action: The agenda item was moved to the *April 19th*, 2022 Full Commission meeting for approval

F0422-2 Review and Approve Award and Contract for FY 22 Cape Cod Gateway Airport Baggage Belt Modification and Reprogramming

- Assistant Airport Manager, Matthew Elia stated Airport Management coordinates with our airline partners on a regular basis. Following the 2021 JetBlue season this included discussions on ways to improve the customer experience by increasing the efficiency of passenger baggage screening.
- Presently when a passenger checks a bag for a secured Cape Air or JetBlue flight at Cape Cod Gateway Airport the bag is manually checked by Transportation Security Administration (TSA) personnel. This means each bag must be opened, searched and then packed up. This manual search is a much slower process and can lead to flight delays due to the volume of bags needing to be searched at times.
- Airport Management reached out to TSA to inquire about the availability of automated bag search equipment during 2021.
 - What we found is that airports do not purchase the equipment, the TSA purchases, owns, operates and maintains the equipment.
 - Further, the equipment is installed when a need case is presented.
 - With the support of TSA Boston, the airport requested the equipment and during early 2022 Airport Management was notified that HYA has been approved for this equipment installation.
- The TSA will purchase and have installed the new baggage screening system in the area already utilized for baggage screening, so no additional space is required.
 - The equipment cost is approximately \$400,000.00 plus installation, a cost that TSA will assume.



- Additionally, TSA will fund an approximately \$100,000.00/year service contract for the equipment moving forward.
- At no time will the equipment become property of the airport; TSA will maintain ownership and responsibility for the equipment, this is the same as the equipment you see in the TSA checkpoint.
- To make room for the equipment the airport is responsible for modifying the existing baggage belt system in the terminal and ensuring the appropriate space is available for the TSA installation. These facility modifications include removal of one section of existing baggage belt including a motor, one roller table, various electrical conduits/wiring, and installation of a foot pedal for baggage belt control and reprogramming of the remaining baggage belt system.
- The airport worked with Amber Patterson, Chief Procurement Office for the Town of Barnstable to solicit 3 quotes from qualified firms.
 - We received 2 quotes, with the lowest responsive bidder at a cost of \$35,175.00.
- The funding for this is from the existing FY2022 Airport Operating Budget,
- The contractor will perform the work during June 2022, with the TSA installation scheduled for the subsequent week.
- The site preparation and installation of the new baggage screening system will have various impacts for HYA:
 - There will be a significantly increased the level of safety as a result of much more thorough checking of all bags
 - There will be an improved the customer experience with fewer passengers having their bags opened and physically searched
 - There will be a reduction in the potential for any baggage related delays
- JBT AeroTech Corporation and TSA will be on site 4 calendar days to install.
- Commissioner Flores asked if JBT AeroTech Corporation is local or national. Also, inquired if they have worked with TSA previously? Assistant Airport Manager, Elia stated they are a national company, automated baggage vendors are limited. Commission Flores asked if TSA will have to approve the subcontractor, Assistant Airport Manager Elia stated no they do not.
- A motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting by a roll call vote:

Commissioner Weill -Yes Commissioner Bailey - Yes Commissioner Flores -Yes

Action: The agenda item was moved to the *April 19th, 2022* Full Commission meeting for approval

F0422-3 Review and Approve an Amendment to the Contract By and Between McFarland Johnson LLC and Cape Cod Gateway Airport in the Amount of \$5,839.51 (Five Thousand Eight Hundred Thirty-Nine Dollars and Fifty-One Cents) for Professional Planning Services for the Development of and Federal Aviation Administration required Disadvantage Business Enterprise Plan

- Manager Servis stated in January 2022 the Commission approved a contract in the amount of \$21,160.49 for Professional Planning Services for the Development of the Disadvantage Business Enterprise Plan.
- This contract amount was in error and should have been a total of \$27,000 as required by the Federal Aviation Administration.
- The request is to correct that error by approving the addition of \$5,839.51, so that the total contract amount will equal \$27,000



- The project will be funded 95% by the Federal Aviation Administration & MassDOT Aeronautics. The Airport cost for the project is \$1,350.00.
- Commissioner Flores asked what requirements are. Manager Servis stated In the contracts it asks how the company plans on meeting the DBE. For instance, she used an example of Lawrence Lynch which just won our bid, has an all women establishment. Every three years the FAA revisits and asks if we have met the requirement.
- A motion was made by Commissioner Weill and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting by a roll call vote:

Commissioner Weill -Yes Commissioner Bailey - Yes Commissioner Flores -Yes

Action: The agenda item was moved to the *April 19th, 2022* Full Commission meeting for approval

F0422-4 Review and Approve a Contract By and Between Cape Cod Gateway Airport and Runway Safe Inc., in the Amount of \$4,379,871.00 (Four Million Three Hundred Seventy-Nine Thousand Eight Hundred Seventy-One Dollars and Zero Cents) for Engineered Material Arresting System Materials and Project Over Sight.

- Manager Servis stated the Airport is starting a federally funded project to replace the aging Engineered Material Arresting System (EMAS) located at the approach end of Runway 06, adjacent to Route 28. She provided the information below as background information to the commissioners:
 - The system was the first installed in New England in 2003 and it is the 9th system that was installed in the nation. The typical life of an EMAS is 15 year and ours has surpassed the typical life length.
 - EMAS technology improves safety benefits in cases where land is not available, or not possible to have the standard 1,000-foot overrun, known as the Runway Safety Area (RSA) as is the case at the Cape Cod Gateway Airport due to the proximity of Route 28.
- The project was approved for implementation by the Airport Commission for FY2022 Capital Improvement Plan
- The project will not commence until spring 2023; however the EMAS blocks must be constructed within 9-12 months prior to installation due to product development lead times necessary to produce the system that is needed for HYA.
 - This requires a contract with the manufacturer now to start production and to meet our construction timelines with the Federal Aviation Administration funded project in Spring 2023.
- Runway Safe is the sole manufacturer of EMAS products meeting FAA standards of Advisory Circular 150-5220-22B, "Engineered Materials Arresting Systems for Aircraft Overruns." Currently, Runway Safe has two EMAS systems, a cellular concrete block system called EMASMAX®, which is similar to the product now in place at Cape Cod Gateway Airport (although it is an older version) and a silica foam system called greenEMAS®.
- Runway Safe, Inc. is being contracted for the production, shipping, and onsite support of an EMAS located at the approach end of Runway 06 but for Runway 24 (departure end protections) at Cape Cod Gateway Airport.
 - The contract is based on the EMAS arrestor bed size of approximately 206 ft. long x 170 ft. wide.
 - The contract includes the Production, shipping, & installation.



- Pricing includes Production, Shipping, Installation and On-Site Technical Support.
- Airport management has worked with Airport attorneys on both the contract and Runway Safe's Proposal to ensure proper airport protections in the system.
- The actual construction and installation of the EMAS system is subject to a separate procurement process and invitation for bid in which the Airport has received a bid for \$1,458,800.02 from Lawrence Lynch as the lowest of two bidders. This is subject to award and contract approvals in May 2022.
 - The total project with the EMAS development, bid for construction and the design, bid services and project oversight by Airport Solutions Group total \$6,459,771.02 (\$4,379,871.00 EMAS Block Production) + \$616,100 (Airport Solutions Group) + \$1,458,800.02 (Construction) + \$5,000 (Administration Cost)
 - The project will be funded 95% by the FAA and MassDOT Aeronautics and Airport funding \$ 322,988.55.
- Commissioner Flores asked if funding is coming from Cares Act Funds. Manager Servis stated it is not, it will come out of our reserves. He also asked why the shipping cost is so high. Manager Servis stated they ship on flat bed container trucks and the containers are left for storage.
- Commissioner Bailey asked if there is an EMAS warrantee. Manager Servis stated it has a one year warrantee. She stated she was frustrated with the limited contractors for installation of EMAS. To meet procurement guidelines the Federal Aviation Administration has language to use that states, this is a sole source.
- Commissioner Flores asked if it is designed to stop all movement of the aircraft. Manager Servis stated the EMAS is designed to stop all movement of aircraft.
- Commissioner Bailey inquired, if an aircraft damages the blocks within 6 months will it be covered. Manager Servis stated we have EMAS insurance to cover this.
- Commissioner Griffin commented when we are looking for a justification think of the year the Flacon landed in Staples parking lot.
- A motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting by a roll call vote:

Commissioner Weill -Yes Commissioner Bailey - Yes Commissioner Flores -Yes

Action: The agenda item was moved to the *April 19th, 2022* Full Commission meeting for approval

F0422-5 Review and Approve the Amendment to the Lease by and between Cape Cod Gateway Airport and Ross-Rectrix HYA, LLC for Additional Ramp Parking Parcel E and F.

- Airport Management has been working with Ross Aviation to improve parking capabilities in close proximity to their hangar so that they can better serve their customers. Each year their need for apron space has increased.
- In May of 2019, the Airport Commission signed an amendment to their lease to include rental of an annual 47,350 square foot parcel on the main terminal ramp, providing much needed space with a rental fee of just over \$25,000 to the Airport
- In March 2022, Ross Rectrix requested additional space.
- This amendment will include an additional 51,455 square feet for two parcels (Parcel "E" equals 36,155 square feet (closest to the Terminal) and Parcel "F" equals 15,300



square feet) which is close to their building and a rental fee of over \$28,300.25 to the Airport

- The amendment is tied to the existing Lease with Ross Rectrix which expires in 2024, all terms and conditions apply.
- A motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting by a roll call vote:

Commissioner Weill -Yes Commissioner Bailey - Yes Commissioner Flores -Yes

Action: The agenda item was moved to the *April 19th, 2022* Full Commission meeting for approval

F0422-6 Review and Approve an Amendment to the Lease By and Between Cape Cod Gateway Airport and Ross-Rectrix HYA, LLC for Land Lease

- This agenda item was tabled.

This Agenda Item was taken out of Order Updates:

- Airport Master Plan Update
 - Awaiting FAA Final approval – FAA indicated that this is forthcoming
- Monthly Financial Review (Finance)
- Upcoming May Finance Items:
 - Griffin Avionics Lease – Griffin is currently reviewing
 - Award & Contract T-hangar Replacement & Airport Operations Remodel April 27 we should get Bids back
- CARES Act Projects Update
 - Replacement of T-hangar CARES1 & Airport Operations Renovation
 - Invitation for Bid and Request for Proposal Due = 4/27/2022
 - Mary Dunn Way Extension (see above)
 - May/June project start
- We may be over about \$500,00.00 over CARES ACT Funding and we will need to come back to the committee.
- Projects out to Bid Now
 - Runway 6/24 Reconstruction (Spring 2023 start) bid was in alignment with bid
 - Runway 6/24 EMAS Bed Replacement (Spring 2023 start) are in alignment
- Town of Barnstable Budget
 - Meetings with the Town on Capital Improvement Plan (CIP) at Town Council = May 5 via Zoom. We are last on the agenda.
 - Operating Budget (June) - Management will keep you informed of the date of this meeting late may – early June
- Airport Environmental Assessment
 - Epsilon Associates Kickoff Meeting IFE completed
 - Grant Application in FAA's hand.
 - Reveal end of month!!!!
- Dates to remember:
 - Cape Cod Gateway Airport Community Event Series
 - March 31, 2022: Rock Your Garden (6:30-8:30) \$38/ticket – manager Servis stated this was a sold out event and went very well



Comments:

Commissioner Weill commented there is an open pothole over by Hyannis Hangar in the grass area. It appears a manhole cover is missing and could be dangerous. Assistant Airport Manager Elia stated he will send someone over immediately.

Chairman Weill moved to go into Executive Session pursuant to M.G.L. c. 30A, § 21(a)(6) to discuss strategy with respect to the lease of real property by and Between Cape Cod Gateway Airport and a Future Lessee for 110 Mary Dunn Way as a discussion in open session may have a detrimental effect on the negotiating position of the public body, the Airport Commission .

Motion was seconded by Commissioner Flores at 9:36 a.m. and a roll call vote was taken to go into executive session at 9:37 AM. and meeting will not to reconvene in regular session

Commissioner Weill yes Commissioner Flores yes Commissioner Bailey yes

Meeting Adjourned at 9:37 am

The next Finance Subcommittee Meeting is scheduled Tuesday, May 1, 2021 @ 8:30 a.m.


Norman E. Weill, Chairman

