



CAPE COD GATEWAY AIRPORT COMMISSION

Tuesday, January 18th, 2022

Meeting to be held On-line at 4:00 PM - Via link below:

Join Zoom Meeting

<https://zoom.us/j/99456743213>

Meeting ID: 994 5674 3213

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1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Minutes of the previous meetings:

October 19, 2021

November 16, 2021

5. Public Comment

6. Commissioners Response to Public Comment

7. Report from Sub-Committees

- **Finance** (Commissioners Weil, Flores, Bailey)
- **Infrastructure & Marketing** (Commissioners Young, Bierwirth, DiGeorge)

8. OLD BUSINESS

None



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

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

9. NEW BUSINESS

COM0122-1 Approval of a Contract By and Between Airport Solutions Group and Cape Cod Gateway Airport in the Amount of \$693,400 (Six Hundred Ninety-Three Thousand Four Hundred Dollars) for Professional Engineering Services for Design and Construction of the Extension of Mary Dunn Way

COM0122-2 Approval of a Contract By and Between Airport Solutions Group and Cape Cod Gateway Airport in the Amount of \$1,747,400 for Professional Engineering Services for Design and Reconstruction of Runway 6/24

COM0122-3 Approval of a Contract By and Between McFarland Johnson LLC and Cape Cod Gateway Airport in the Amount of \$21,160.49 (Twenty-One Thousand One Hundred Sixty Dollars and Forty-Nine Cents) for Professional Planning Services for the Development of and Federal Aviation Administration required Disadvantage Business Enterprise Plan

COM0122-4 Approval of Amendment #4 to the contract for On-Call Marketing Services by and between Cape Cod Gateway Airport and The Quotient Group to Add Sub-Consultant, Creative Marketing Results, to Conduct Marketing on a Local Level in the amount of \$25,000 (Twenty-Five Thousand Dollars).

COM0122-5 Approval of the contract for On-Call Integrated Communications Consultant by and between Cape Cod Gateway Airport and Judith Goetz in the amount of \$24,000 (Twenty-Four Thousand Dollars).

COM0122-6 Approval of the Jet Fuel Pricing Agreement by and Between the Cape Cod Gateway Airport and NetJets Services, Inc.

COM0122-7 Approval of the GROUND LESSOR ESTOPPEL CERTIFICATE by and Between the Cape Cod Gateway Airport and Cape Town Plaza LLC, a Delaware limited liability company, with an address c/o WS Development Associates LLC, 33 Boylston Street, Suite 3000, Chestnut Hill, Massachusetts

10. Report of Special Committees

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

Updates:

- Airport Monthly Financial Reporting
- Airport Business Plan Monthly Reporting
- Airport Master Plan Update
 - Complete
 - Final documentation under FAA review
- Upcoming February Finance Items:
 - Hyannis Hangar LLC (February)
 - Griffin Avionics Lease (February)
 - Modified/Updated Airport Rates & Charges (February)
 - Financial/Budget Review and Approval (February)
 - Amendment to Cape Air Lease for Electric Aviation Charging Stations (February)
 - DRAFT RFP for the Air Cape Cod facility (February)
 - Disposition of the Mildred's Lot (February)



- Amendment to the Fennick McCredie Contract - FBO Remodel, Fleet Hangar Door, T-Hangar (January) (February)
- Upcoming February Infrastructure Items:
 - Signage (Airport Access Road)
 - Business Plan Update - January 2021
 - Website (Continuation & hopefully FINALIZATION)
 - Infrastructure modification of Cape Air Lease for Electric Aviation Charging Stations
 - DRAFT RFP for the Air Cape Cod facility
 - Upcoming Events
- CARES Act Projects Update
 - Replacement of T-hangar CARES1 (February/March 2022 Bid).
 - Fleet Hangar Door Replacement CARES2 (February/March 2022 Bid).
 - Mary Dunn Way Extension CARES3 (February/March 2022 Bid).
 - FBO Renovation CARES4 (March/April 2022 Bid).
- Town of Barnstable Budget
 - FY2023 Operating Budget to commence October 2021
 - Internal staff meetings completed
 - Development underway - 75% complete
 - FY2021 Annual Report Documentation Completed
 - Airport Narrative for Operating Budget Completed
- Airport Environmental Assessment
 - Epsilon Associates Kickoff Meeting 1/25/2022
 - February 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 II (January 2022) and Phase III (April 2022) reports to DEP
- 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.
 - We may not have quotes and graphics to share for the December meeting but we will keep you in the loop
 - 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 have Airport Management and Commissioner feedback on look and feel and are making modifications
 - They have new approved photos for use
 - They are continuing to work with the developer on the site
 - A revised page based on Marketing and Infrastructure Subcommittee and Management comments is forthcoming



- o Cape Cod Community College A&P School Update
- o Dates to remember:
 - o Cape Cod Gateway Airport Community Event Series
 - ~~February 9, 2022: Chocolate & Hearts featuring Chef Stephen Coe. CANCELLED~~
 - March 31, 2022: Rock Garden Paint Night
 - April xx, 2022: Planning for summer 2022! Travel Destinations
 - May xx, 2022: Cigars & Whiskey featuring Chef Stephen Coe.
 - Tent as a possibility to get away from the terminal
 - June xx, 2022: Cape Cod Healthcare Educational/Reception
 - June 12, 2022: Veterans Event
 - November xx, 2022: Pottery Night
 - December xx, 2022: Holiday Entertaining
 - o Other
 - September 22, 2022: Cape Cod Young Professionals Back to Business Bash
 - October xx, 2022: Southeastern Massachusetts Aviation Career Fair

11. **Announcements** - Commissioner's Comments

12. Matters not reasonably anticipated by the Chair

13. **Adjournment** - Next Meeting, February 15, 2022

Please Note: The list of matters, are those reasonably anticipated by the 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.

AGENDA ITEMS

COM0122-1 Approval of a Contract By and Between Airport Solutions Group and Cape Cod Gateway Airport in the Amount of \$693,400.00 for Professional Engineering Services for Design and Construction of the Extension of Mary Dunn Way

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MOTION to approve the Contract for On-Call Integrated Communications Consultant by and between Cape Cod Gateway Airport and Judith Goetz in the amount of \$24,000.00. **SPONSOR:** Finance (May be acted upon)

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