



CAPE COD GATEWAY AIRPORT COMMISSION

Tuesday, March 15 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

One tap mobile

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Meeting ID: 994 5674 3213

Find your local number: <https://zoom.us/u/adL7EUHsQK>

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

COM0322-1 Review and Discuss Public Comment on the Proposed Calendar Year 2022 Modifications to the Airport's Rates and Charges.

COM0322-2 Approval of 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.

COM0322-3 Approval of the HYA Tower Operations Agreement by and between the Cape Cod Gateway Airport and the Federal Aviation Administration (FAA).

COM0322-4 Discussion of the Disposition of the Mildred's Lot and Future Land Lease

10. Report of Special Committees

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

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
 - 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
- Other Projects
 - Runway 6/24 Reconstruction
 - Runway 6/24 EMAS Bed Replacement
- 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)



- o Management will keep you informed of the dates of those meetings
- o Airport Environmental Assessment
 - o Epsilon Associates Kickoff Meeting completed
 - o March/April 2022 start as long as we have an approved Airport Layout Plan from the FAA
- o PFOS/Public Involvement Plan & Update
 - o Completed Phase III Reporting
 - o Continuing data collection and preparing for submittal of the Phase IV report to DEP in October 2022
- o Rebranding
 - o 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
 - o 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
- o Dates to remember:
 - o 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

11. Announcements - Commissioner's Comments

12. Matters not reasonably anticipated by the Chair

13. Adjournment - Next Meeting, April 19, 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



COM0322-1 Review and Discuss Public Comment on the Proposed Calendar Year 2022 Modifications to the Airport's Rates and Charges.

COM0322-2 Approval of 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.

MOTION to approve the Amendment #5 to the contract for On-Call Marketing Services by and between the 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. **SPONSOR:** Finance **(May be acted upon)**

COM0322-3 Approval of the HYA Tower Operations Agreement by and between the Cape Cod Gateway Airport and the Federal Aviation Administration (FAA).

MOTION to approve the HYA Air Traffic Control Tower Operations Agreement by and between the Cape Cod Gateway Airport and the Federal Aviation Administration (FAA). **SPONSOR:** Finance **(May be acted upon)**

COM0322-4 Discussion of the Disposition of the Mildred's Lot and Future Land Lease

