



April 2, 2021

CAPE COD GATEWAY AIRPORT
COMMISSION MINUTES OF THE REGULAR SESSION
TUESDAY, FEBRUARY 16, 2021
Via Zoom

Commissioners Present:

John T. Griffin, Jr., Chair; Elizabeth Young, Vice Chair; Norman Weill, Clerk; Wendy Bierwirth; and Bradley J. Bailey.

The meeting was held at the Cape Cod Gateway Airport in the Airport Conference Room, 480 Barnstable Rd., Hyannis, MA via Zoom

Commissioners not present:

John G. Flores

Yarmouth Representative:

William Marasco

Airport Staff Present:

Katie R. Servis, Airport Manager; Mathew T. Elia, Assistant Airport Manager; and Suzanne Kennedy, Executive Assistant to the Airport Manager

Public Members:

Bob Mallard, Airport Solutions Group; Rick Lucas, McFarland –Johnson; Jennifer Platt, Anderson & Kreiger, Linda Bollinger and Rachael Youngling, Hyannis Park Civic Association; Gordon Starr; and Karen Ingemie, West Yarmouth resident.

Call To Order:

Chairman Griffin called the regular meeting of the Barnstable Municipal Airport Commission to order at 4:00 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

Minutes of the previous meetings:

None

Public Comment:

None

Commissioners Response to Public Comment:

None

Finance Subcommittee (Commissioners Weill, Flores, and Bailey)

The Finance Subcommittee met on Tuesday, February 2, 2021. Commissioner Weill read a review of the meeting (attached).



Infrastructure & Marketing Subcommittee (Commissioners Young, and Bierwirth) The Infrastructure & Marketing subcommittee met on Tuesday, February 2, 2021. Commissioner Young read a review of the meeting (attached).

Old Business

None

EXECUTIVE SESSION:

Chairman Griffin moved to go into Executive Session pursuant to G.L. c. 30A, § 21(a)(6) to discuss and consider the lease agreement by and between Cape Cod Gateway Airport and Griffin Realty Trust, as an open meeting may have a detrimental effect on the negotiating position of the Commission. This meeting will reconvene in open session after the Executive Session.

The motion was seconded by Commissioner Bailey, and a roll call vote was taken to go into executive session at 4:07 PM.

Griffin	yes	Young	yes	Weill	yes
Bierwirth	yes	Bailey	yes		

The Airport Commission voted to reconvene in open session at 4:38 PM. This was seconded and a roll call vote was taken.

Griffin	yes	Young	yes	Weill	yes
Bierwirth	yes	Bailey	yes		

Public attendees Jennifer Platt, Linda Bollinger, and Gordon Starr had left the meeting.

New Business:

COM0221-01 – Approval of Amendment #2 to the contract for on-call marketing services by and between Cape Cod Gateway Airport and The Quotient Group for the website redevelopment project in the amount of \$29,800
MOTION to approve Amendment #2 to the contract for on-call marketing services by and between Cape Cod Gateway Airport and The Quotient Group for the website redevelopment project in the amount of \$29,800.

SPONSOR: Management (May be acted upon)

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Young.
- During the January 19, 2021 Airport Commission Meeting, the Commission approved the scope of work and fee for redevelopment of the Airport website by The Quotient Group, on-call Airport Marketing Team.
- The Finance Subcommittee made a motion to move this item to the full Airport Commission at the February Subcommittee meeting.
- Airport Management has placed the item on the Town Council agenda for appropriation approval as this item was not presented in the original FY2021 budget. The Town Council meeting is on 2/18/2021.
- This agenda item was unanimously approved by verbal roll call vote.

COM0221-02 – Review and Approve Amendment #5 to the contract for on-call architectural services by and between Cape Cod Gateway Airport and Fennick and McCredie Architecture, Ltd. (F&M) for the Fleet Hangar Door Replacement Project and T-Hangar Replacement Project in the amount of \$498,096.

MOTION to approve Amendment #5 to the contract for on-call architectural services by and between Cape Cod Gateway Airport and Fennick and McCredie Architecture, Ltd. (F&M) for the Fleet Hangar Door Replacement Project and T-Hangar Replacement Project in the amount of \$498,096. **SPONSOR: Management (May be acted upon)**



- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Weill.
- The amendment is to amend the existing on-call architectural contract for the following projects at Cape Cod Gateway Airport: *T-Hangar Replacement Project* and *Fleet Hangar Door Replacement Project*
- Both projects were approved at the June 16, 2020 Commission Meeting
- Both projects are to be funded 100% via the CARES Act Grant
- Per the existing on-call contract, management asked Fennick & McCredie, to develop a scope of work (SOW) and fee for the project design, bid documentation development services, cost estimating services, project oversight, project management and amendment of federal grant application and funding administration/reimbursement services for both projects. The following provides a timeline of the SOW and fee negotiation process.
 - Scope of work discussions - began in June 2020.
 - Site visit occurred on November 2020.
 - Fennick and McCredie's draft scope and fee was provided on December 29, 2020.
 - The Airport requested modifications to the scope on December 30, 2020.
 - Revised scopes were delivered on January 4, 2021 and again on January 25, 2021.
 - An Independent Fee Estimator (IFE) service was engaged in December, 2020.
 - An internal Airport/IFE Meeting was held on January 8, 2021 in which clarifying questions were discussed.
 - The IFE was submitted to Airport on January 15, 2021.
- The IFE was higher than the estimate provided by Fennick McCredie for both projects. Most of the higher estimates were for the preliminary and final design. The IFE estimated the fleet hangar door replacement project to be 46% higher than Fennick McCredie. While they estimated the t-Hangar replacement project at 15% higher than Fennick McCredie.
- Management received approval from the FAA for the higher costs.
- This agenda item was unanimously approved by verbal roll call vote.

10. Report of Special Committees

- Yarmouth Representative Comments
Dr. Marasco noticed that the Yarmouth Selectmen had sent a letter requesting further outreach for Yarmouth citizens.
- He feels that there are a lot of avenues for the Yarmouth citizens to be involved with possible input and he feels that the Airport has been very open with the residents.

Updates:

- The 2020 FAA Inspection closeout:
 - Management thanked the staff for making the closeout possible.
 - The Airport needs to meet a very high standard all year to meet the FAA inspection standards.
 - Assistant Manager Elia reviewed the previous method of the specific requirements of the annual inspection, which involved a sit visit.
 - The 2020 inspection should have taken place in May, but due to COVID it was delayed.
 - In late August, the FAA requested all of the information for the inspection digitally by the end of September.
 - All of the staff scanned all of the documentation for all of the 365 days of information and forwarded it to the FAA.
 - The letter was received in February that there were no discrepancies in the inspection.
 - Our Airport is the first airport that has an electronic Airport Certification Manual.
 - Because of how detail orientated the reporting was, this method has now become the standard for all other airports in New England to report their information.
 - The Commission congratulated Assistant Manager Elia.



- Airport Master Plan Update
 - Management reached out to the Yarmouth Selectman and provided them with three possible dates when they would be available for a meeting with Yarmouth Residents to talk about the Master Plan.
 - The March Public Meeting has not been scheduled yet. This will be a live ZOOM presentation with time to allow the public to ask questions through a moderator that will manage the que for individuals.
 - Dr. Marasco relayed some suggestions on a good course of action for the Selectmen's input.
 - Social media postings and a postcard mailing will occur to inform the public of the meeting date and time.
- CARES Act Projects
 - Replacement of T-hangar
 - Fleet Hangar Door Replacement
 - Mary Dunn Way Extension
- Airport Finances Update
 - Manager Servis reviewed the latest update that was sent to the Commissioners (see attached)
- CRSSA Act Funding
 - \$1,013,551 funds from the US Treasury will be available to the Airport to be used for Operating expenses, necessary Personal Protection Equipment (PPE), and Airport development specifically for pandemic response.
 - This is a four year reimbursement program for incurred costs.
 - The Airport must have a mask requirement policy in place (which has been put in place).
 - Funding can also be used for tenant concession relief after December 27, 2020.
- ARFF/SRE Roof Replacement Update – complete
- Airport Tree Clearing Project – Spring reseeded
- FY2022 Budget – Planning underway– Present at March meetings
- Airport Rates & Charges Update (2021 review post-COVID19)
- Rebranding
 - Various modifications are underway for signs, uniforms, and equipment decals.
 - Email modifications have been implemented.
- Ross Aviation Electric Vehicle Charging Stations are still in the que
- Electric Vehicle Charging Stations & Solar
 - FY2022 vehicle purchases – the application has been submitted for a hybrid vehicle

Announcements – Commissioner's Comments

None

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:19 PM
The next meeting will be held on March 16, 2021.


NORMAN WEILL, CLERK

EA



Met Tuesday, February 2nd, 2021 @ 8:32 a.m.

The meeting was held via ZOOM.

Commissioners Weill, Flores & Bailey was present. The meeting was held via ZOOM.

Minutes of the December 1st Regular & Executive Finance Subcommittee meeting & January 5th, 2021 Finance Subcommittee Meeting were unanimously approved & signed.

OLD BUSINESS

No old business to discuss.

NEW BUSINESS

F0221-01– Review Amendment #2 to the contract for on-call marketing services by and between Cape Cod Gateway Airport and The Quotient Group for the website redevelopment project in the amount of \$29,800

- During the January 19, 2021 Airport Commission Meeting, the Commission approved the Scope of Work and Fee for redevelopment of the Airport website by The Quotient Group, on-call Airport Marketing Team.
- Amendment #2 to the on-call contract was reviewed, approved and moved to the full commission for the Commission Chair signature.
- Airport Management has placed the item on the Town Council agenda on Thursday 02/04 for appropriation approval as this item was not presented in the original FY2021 budget.
- *Action* : The agenda item was moved to the *February 16th, 2021* Full Commission meeting for approval

F0221-02– Review Amendment #5 to the contract for on-call architectural services by and between Cape Cod Gateway Airport and Fennick and McCredie Architecture, Ltd. (F&M) for the Fleet Hangar Door Replacement Project and T-Hangar Replacement Project in the amount of \$498,096.

- The amendment is to the existing on-call architectural contract for the following projects:
 - *T-Hangar Replacement Project*
 - *Fleet Hangar Door Replacement Project*
- Both projects were approved at the June 16, 2020 Commission Meeting
- Both projects are to be funded 100% via the CARES Act Grant
- Per the existing on-call contract, the Airport choose its on-call Architectural firm, Fennick & McCredie, to develop a scope of work (SOW) and fee for the project design, bid documentation development services, cost estimating services, project oversight, project management and amendment of federal grant application and funding administration/reimbursement services.
- Discussion included the timeline of the SOW and fee negotiation process.
- *Action* : The agenda item was moved to the *February 16th, 2021* Full Commission meeting for approval

UPDATES:

- Financial Overview - Expense, Revenue reports were reviewed
- CARES Act Projects
 - See above.
- Airport Tree Clearing Project
 - No Update – Spring reseeding
- PFOS/Public Involvement Plan & Update
 - Post mitigation monitoring
- ARFF/SRE Roof Replacement Update –
 - Completed
 - 100% Funded FAA/MassDOT/CARES Act
- Airport Master Plan Update
 - January 26, 2021 3rd PAG meeting completed and was a good meeting with great questions
 - Will discuss overview at the 2/16/2021 Full Commission meeting for those not in attendance
- FY2022 Budget – Planning underway
 - Will present at February meeting with approval request at March meetings
- Airport Rates & Charges Update (2021 review post-COVID19)
 - FY2022 effort see how we recover from COVID
- Rebranding
 - Terminal name to celebrate 90th Anniversary for Boardman/Polando will take place summer 2021.
 - Website modifications – starting in March

- Rectrix Electric Vehicle Charging Stations
- Electric Vehicle Charging Stations & Solar
 - FY2022 vehicle purchases
 - Electric Vehicle Charging Stations.
 - Electric vehicle charging infrastructure programs as part of the Massachusetts Electric Vehicle Incentive Program (MassEVIP),
 - Funded by the 2017 settlement of the Volkswagen (VW) diesel emissions court case, \$4.5 million is being made available for fast charging stations, public-access charging stations, and workplace and fleets charging station infrastructure.

Meeting Adjourned: 9:24 am

Met Tuesday, February 2, 2020 @ 10:31 am

Commissioners Young and Bierwirth were present. The meeting was held via ZOOM.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

I0221-01 – Review and Discuss Griffin Avionics Leasehold Improvement – Rooftop Solar Installation

- Manager Servis reviewed the proposed system plans and reiterated the project background and timeline to date
 - The Ocular Analysis indicated a pilot obstruction, but the language was ambiguous. Manager Servis will contact the solar team to determine the interpretation of this reference prior to commencing the project.
 - Next Grid will pay an upfront payment to the roof contractor, Lohr Construction, to upgrade the roof.
 - Griffin Avionics will be paid monthly for a 20 year period for the rent of the roof for the Solar Array. This will be subject to the concession payments to the Airport.
 - The Airport attorney has been provided all of the documents (Leases, agreements, side letter agreement) between Griffin Avionics and NextGrid and will prepare a MOU that will address the Airport's interest in the Solar Array if Griffin should default on their land lease with the Airport.
 - Management requested construction schedules and proof of insurance coverage for Lohr Construction and NextGrid.
 - A meeting will be scheduled with Airport management, Griffin Avionics, and the construction team prior to commencing.
- There was a brief discussion of Griffin Avionics' interest in applying for funding to install electric charging stations. Rectrix has applied for funding, but has not heard back from Eversource.

Updates:

- Business Plan Update for the 3rd quarter will be presented in March 2021
- Airport Finances Update – Manager Servis gave a brief overview of the financial status
 - CARES Act Projects – moving forward with the Replacement of T-hangar, Fleet Hangar Door Replacement, and Mary Dunn Way Extension. There was a discussion of a future access to Willow Street via Mary Dunn Way.
 - Manager Servis gave timelines for the start of each of these projects. The T-hangar project will be solar ready construction with the potential of adding a FBO expansion to the building. The current projected construction will be cold storage to replace what is currently there.
- Airport Tree Clearing Project – Spring reseeding
- PFOS/Public Involvement Plan & Update
 - Post mitigation monitoring is occurring
 - Meeting was held on 1/27/2021 with DEP to discuss results of fingerprinting & next steps. Horsley Witten is preparing reports to reflect potential future impacts to the Mahar Wells.
- ARFF/SRE Roof Replacement Update – Complete
- Airport Master Plan Update
 - 3rd PAG meeting was held January 26, 2021
 - A virtual public meeting will be held in March 2021
- FY2022 Budget – will be presented at the February Commission meeting
- Airport Rates & Charges Update (2021 review post-COVID19)
- Rebranding
 - Terminal name to celebrate 90th Anniversary for Boardman/Polando Flight (June)
 - Website modifications will begin in March 202. Commissioner Bierwirth forwarded her suggestions for elements to include on the website. There was a discussion of the cost comparison tool and how to promote it with the airlines.
 - Signage changes will be sent to the tenants for input.
- Rectrix Electric Vehicle Charging Stations – they are waiting for a response from the application for three dual port stations.
- HMI parking area – the cones need to be replaced with better signage as the cones are blowing around.
- Electric Vehicle Charging Stations & Parking Lot Solar
 - FY2022 electric vehicle purchases application for funding have been submitted.
 - Electric Vehicle Charging Stations funding programs were discussed.
 - Electric vehicle charging infrastructure programs as part of the Massachusetts Electric Vehicle Incentive Program (MassEVIP),
 - Funded by the 2017 settlement of the Volkswagen (VW) diesel emissions court case, \$4.5 million is being made available for fast charging stations, public-access charging stations, and workplace and fleets charging station infrastructure.
- The FBO OPS Building upgrade was discussed. Commissioner Young asked if the project could be ready if an opportunity for funding became available.

Adjournment: Having no other business to discuss, the meeting was adjourned at 11:26 a.m.