



FINANCE SUBCOMMITTEE AGENDA
Tuesday, January 4th, 2021
Airport Conference Room 8:30 A.M.

Join Zoom Meeting

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Call Meeting to Order

Roll Call (Weill, Flores, Bailey)

Review and approve minutes of the October 5th, 2021, November 2nd, 2021 Regular Session and November 2nd, 2021 Executive Session Finance Subcommittee meeting.

OLD BUSINESS

None

NEW BUSINESS

FIN0122-1 Review and Approve 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.

FIN0122-2 Review and Approve 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

FIN0122-3 Review and Approve 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

FIN0122-4 Review and Discuss 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).



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

FIN0122-5 Review and Discuss 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).

FIN0122-6 Review and Discuss the Jet Fuel Pricing Agreement by and Between the Cape Cod Gateway Airport and NetJets Services, Inc.

Updates:

- 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 Update (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 (January/February 2022 Bid),
 - Fleet Hangar Door Replacement CARES2 (January/February 2022 Bid).
 - Mary Dunn Way Extension CARES3 (January/February 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
- Airport Environmental Assessment
 - Epsilon Associates Kickoff Meeting TBD
 - 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 III report to DEP in January 2022 (an extension was granted)
- 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
- Dates to remember:
 - Cape Cod Gateway Airport Community Event Series
 - February 9, 2022: Chocolate & Hearts featuring Chef Stephen Coe.
 - March xx, 2022: Aviation Themed 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
 - 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.



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