



FINANCE SUBCOMMITTEE MEETING MINUTES
Tuesday, February 2nd, 2021
Airport Conference Room 8:30 a.m.
Via Zoom Virtual Meeting

Commissioner's Present: (Roll Call)

Norman E. Weill, Commissioner
John G. Flores, Commissioner
Bradley J. Bailey, Commissioner

Airport Staff:

Katie R. Servis, Airport Manager
Matthew T. Elia, Assistant Airport Manager
Mary McDonald, Financial Analyst (Remote)

Public Members:

John T. Griffin (Remote)

Call Meeting to Order 8:32 a.m.

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.
- A motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move the item to the February 16th, 2020 Full Commission Meeting Commission
- **Action: The agenda item was moved to the February 16th, 2020 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 are to be funded 100% via the CARES Act Grant
- Both projects were approved at the June 16, 2020 Commission Meeting
- 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.
- 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.
 - Modifications were accepted and a revised scope delivered on January 4, 2021 and again on January 25, 2021.
 - Independent Fee Estimator (IFE) services were engaged in December, 2020.
 - Internal Airport/IFE Meeting was held on January 8, 2021 in which clarifying questions were discussed.
 - The Independent Fee Estimate (IFE) was submitted to the Airport on January 15, 2021.
 - \$180,582 (Fleet Hangar Door Replacement Project)
 - \$317,514 (T-Hangar Replacement Project)
- IFE came in higher than the estimate provided by F&M for both projects. The IFE estimated the fleet hangar door replacement project to be 46% higher than F&M. While they estimated the t-Hangar replacement project at 15% higher than F&M. Major difference was in the preliminary design and final design in which the IFE attributed significant more hours than was necessary for each task. See attached letters to the FAA.
- A motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move the item to the February 16th, 2020 Full Commission meeting.
- **Action: The agenda item was moved to the February 16th, 2020 Full Commission meeting for approval**

UPDATES:

- Financial Overview Update:
 - FY21 Week 31 Revenues are 19% down compared FY20. This doesn't include the CARES Act revenue
 - FY21 Expenses are down 14 % from FY21
 - FY21 Jet fuels sales are up 120% for the month of January compared to January FY20. Jet Fuel Sales overall are up 17% for FY21 compared to FY 20 (July-January)
 - Operations are down 35% for the month of January compared January FY20. Operations overall for FY21 compared to FY20 are down 29%.
 - Jet Blue is scheduled to return April 28th, 2021, which is a month earlier than last year.



- CARES Act Funds: Tier 1 Requests to date \$ 1,299,396.31. We have processed and received 5 requests
 - CARES Act Projects
 - See Agenda item F0222-02.
 - 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.
 - Additional Discussion:
 - Commissioner Weill commented that he would like to have a new report created that would be user friendly and condensed. Manager Servis stated she would create a report for the commissioners to review and discuss at the next meeting.

Meeting Adjourned: 9:24 am

The next Finance Subcommittee Meeting is scheduled Tuesday, March 2nd, 2021 @ 8:30 a.m.



Norman E. Weill, Chairman

