



FINANCE SUBCOMMITTEE MEETING MINUTES
Tuesday, April 6th, 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)
Fidora Rodrigues, Financial Admin Assistant

Public Members:

John T. Griffin (Remote)

Minutes of the February 2nd Finance Subcommittee meeting were unanimously approved. March 2nd, 2021 Regular Session and March 2, 2021 Executive Session minutes were tabled.

OLD BUSINESS

No old business to discuss.

NEW BUSINESS

F0421-01 – Review and Discuss Amendment #6 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 T-Hangar Replacement Project in the amount of \$33,650.

- Manager Servis stated this agenda item is tabled due to the fact that Fennick & McCredie needs additional time to review the drainage, utility and other items necessary and required to increase i the Hangar from six units to eight units, to be sure that their cost is in line with the with the their project cost.

Action: The agenda item was tabled.

F0421-02 – Review and Discuss Modified CARES Act Spending Plan & Development Plan

- Manager Servis stated the Federal Aviation Administration wanted to ensure that requests for reimbursement for Cares Act Funding is timely and request.
- The Proposed Cares Act fund was discussed.
- Management identified the critical expenses projected for the next four year spending plan and status.
 - Tier 1- Operating Budget priorities. This is ongoing
 - Tier 2- Deferred Operating Priorities used for Projects deferred during COVID 19. Part of Tier 2 was implemented in Tier 1.
 - Tier 3- Safety and Capital Project Priorities used for safety & local share capital. These Projects fall under other funding sources, Airport Improvement Plan or Airport Surface Movement Program (AIP/ASMP).



- Tier 4- Business Plan Project Priorities used of business Plan /Economic Development.
 - T-Hangar Replacement
 - Fleet Hangar Door Replacement.
 - Mary Dunn Way Extension
- Tier 1 Requests to date total \$2,226,281.65.
- Manager Servis stated the estimated FY2021 request will be \$3.3 Million to \$3.5 Million for operating expenses. Plus a bond pay off in the amount of \$438,300.00, which will yield a savings of \$ 87,000.00 overall for the Airport by paying the bond off early. Projects underway equal \$7.48 Million -\$7.5 Million. Plus new Hangar replacement \$2.6 million (the subject of this discussion)
- Funding allocated to Tier 1, 2 & 3 total \$ 7,607,994.48 and Tier 4 total \$10,363,971.52. Ending total for all Tiers will be \$ 17,971,966.00 using all of the grant provided
- Airport Management discussed adding an additional T-Hangar Project as a Tier 4 project. The Return on Investment (ROI) would be immediate as the Airport would not need to amortized funding but rather would be requesting reimbursement for the construction within the first year post development. This could garner the Airport nearly \$100,000 in new revenue in year one.
- A motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve the Tiers as presented with the addition of new t-hangar development and to move the item to the Full Commission meeting for approval.

Action: The agenda item was moved to the *April 20th, 2021* Full Commission meeting for approval

F0421-03 – Review and Discuss Draft T-Hangar Lease

- This agenda was to be prepared for the revised hangar development and lease modification with revised rates as proposed during the March 2021 meetings and accepted by the Commission on March 16, 2021.
- Discussion included adding the need for:
 - Required documentation:
 - Massachusetts Department of Transportation -Aeronautics Division registration,
 - Insurance.
 - Article 2 - Modified rental rates as previously approved by the Commission
 - Article 3- No major repairs (landing gear, engine overhaul) permitted only minor repairs.
 - Article 9- We have included Hazardous waste and Storm Water Plan.
 - Commissioner stated they would like to have a more detailed description of minor and major repairs in Article 3 and Permitted and Non-Permitted use.
 - Management will speak with the Airport Attorney regarding a detailed description of Minor and Major Repairs; also, they will reach out to Plymouth Airport and Falmouth Airport for their lease language regarding these terms.
- A motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting.

Action : The agenda item was moved to the *April 20th, 2021* Full Commission meeting for approval



F0421-04 – Review and Discuss Draft Lease Amendment #1 by and between the Cape Cod Gateway Airport and Hyannis Air Service, Inc. d/b/a Cape Air/Nantucket Air.

- Cape Air entered into agreement on April 19th 2011 with two five year extensions for Hangar II, Land and the Parking lots. Currently an option to extend the term of the Lease Agreement is being exercised and is the first of two (2) five (5) year option periods.
- The term of the Lease Agreement will be modified per Amendment #1 for a period of 5-years beginning on May 1st, 2021 and terminating on the April 30th, 2026. Unless sooner terminated pursuant to provisions of the Lease Agreement.
- The following changes have been made and sent to Cape Air:
 - Modified Building Lease rates to be more consistent with other tenant leases.
 - Modified Land Lease rate to be more consistent with other tenant leases.
 - Language of annual rate increases to be modified from “Consumer Price Index (CPI) or 3%” whichever is greater, again to be consistent with other Airport leases.
 - Insurance Requirements were updated to include updated Workman’s Compensation and add Pollution Insurance
 - We also made updates to: Guidelines for Construction, Airport Master Plan Update, FAA Contract Provisions and Deicing Facility & Protocols
 - The only item not added to this amendment which as originally planned was the Cape Air tie-down agreement. Cape Air has asked that we amend their lease with the Fleet Building since the tie-downs or more closely related to that lease and area.
- All other terms within the April 19, 2011, Lease Agreement remains the same and cannot be modified per legal review.
- A motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting.

Action : The agenda item was moved to the *April 20th, 2021* Full Commission meeting for approval

Updates:

- Airport Finances Update
 - Comparatively FY21 vs. FY20 Expenses and Revenues are down 17%
 - Jet Fuel sales for the month is up 41% - Jet Fuel Sales overall (July –March) are up 19%.
 - Operations for July –March are down 31%.
- CARES Act Projects
 - Replacement of T-Hangar the Amendment was approved by the Commission in January 2021. This will be on the May’s 2021 agenda.
 - Fleet Hangar Door Replacement the Amendment was approved by the Commission in January 2021). Currently we are working with Cape Air and other parties involved.
 - Mary Dunn Way Extension is underway and Amendment is in process.
- Airport Master Plan Update
 - Live public meeting scheduled for March 22 @ 6PM – live on Zoom Webinar and most likely Facebook
 - Please visit our website for documentation which the details are available to the public
 - We are coordinating with both Town of Barnstable and The Town of Yarmouth
- Town of Barnstable Budget Meetings:



- Capital Improvement Project (CIP) Meeting is scheduled for April 1st, 2021
 - Operating Budget Meeting will be scheduled in June 2021
- Airport Environmental Assessment
 - This will be post Master Plan and is in the planning process
 - The duration of the process will be 18-24 month.
 - Airport Manager completed the RFP to seek proposals from firms with previous experience in environmental impact analyses of proposed airport actions that are subject to Federal Aviation Administration (FAA) decision.
 - The project is to be funded in part by the FAA and the Massachusetts Department of Transportation (MassDOT) – Aeronautics Division in FY2022.
 - All work is required to comply with FAA, State and Local requirements and regulations.
- Airport Tree Clearing Project
 - Spring reseeded late April 2021 on the condition of:
 - Temperature monitoring and a stretch of good weather with temperatures over 45 degrees
 - Reaching out to Northern Tree to schedule April reseeded and replanting plan for failed growth
 - Airport Maintenance site prep (rock removal, rough cut, prep for April seed)
 - Press release
- PFOS/Public Involvement Plan & Update
 - Post mitigation monitoring
 - Meeting on 1/27/2021 with Department of Environmental Protection (DEP) identified additional testing and sampling will need to be conducted to identify existing plume and future plume based on ground water and Per- and polyfluoroalkyl substances (PFAS) movement
 - Meeting scheduled for April 28, 2021 to update Town of Barnstable on findings of additional testing
 - Future meeting with Town Council Leadership
- Airport Rates & Charges Update (2021 review post-COVID19)
 - Projection date FY2022.
- Rebranding & Website Upgrade
 - Website modifications will be starting in April 2021.
 - Sign plan modifications underway
 - Letterhead, logo, business cards, social media is complete
- Dates to remember:
 - April 26th, 27th and 28th, 2021 – Annual FAA Airport Inspection
 - June/July – Terminal Dedication Ceremony – Boardman-Polando - 90th Anniversary for Boardman/Polando Flight
 - MCI Drill September 2021
- Upcoming:
 - Management Contract
 - Management Review



Additional Comments:

Commissioner Griffin stated he will be returning from Florida on April 14th, 2021. He also inquired about our new Commissioner and whether or not he was approved by Town Council. Manager Servis stated she will check on his status and get back to the committee.

Meeting Adjourned 9:43 am

The next Finance Subcommittee Meeting is scheduled Tuesday, May 4th, 2021 @ 8:30 a.m.



Norman E. Weill, Chairman



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