



FINANCE SUBCOMMITTEE MEETING MINUTES
Tuesday, May 4th, 2021
Airport Conference Room 8:30 a.m.
Via Zoom Virtual Meeting

Commissioner's Present: (Roll Call)

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

Airport Staff:

Katie R. Servis, Airport Manager
Matthew T. Elia, Assistant Airport Manager-Remote
Mary McDonald, Financial Analyst
Fidora Rodrigues, Financial Admin Assistant

Public Members:

Christyn MacDougall, Fennick McCredie and John T. Griffin, Cape Cod Gateway Airport Commission Chair

*Minutes of the March 2nd, 2021 & April 6th, 2021 Regular Session of the Finance Subcommittee meeting were approved and will be signed at a later date.
March 2nd Executive Session minutes were tabled.*

OLD 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 \$67,066.

- The project is to be funded 100% via the CARES Act Grant with no matching Airport share.
- Manager Servis introduced Christyn MacDougall, Fennick McCredie Architecture. Christyn stated a year ago Fennick McCredie estimated construction cost to be \$1,000,000.00 and design fees were estimated at \$ 250,000.00 for a project total of \$ 125,000.00. She stated the cost of steel has doubled and lumber has increased 4 times the amount it was a year ago. This has substantially increased the cost of the project.
- The request for additional funds will be to cover the following:
- Program Management:
 - Scope, plan, fee development, and coordination for larger scope of work and longer project duration.
- Design:
 - Additional evaluation services to support possible 8 bays option.
 - Environmental Permitting and Town of Barnstable site plan review.
 - Design & drawings for the following:
 - Storm water system and tie in for relocation of storm drain below building.
 - Electrical for relocation of existing electrical duct bank and light pole.
 - Paving & grading to building where utilities are being relocated.
 - Fire Suppression System(sprinkler system, floor drains, traps)
 - Asbestos Remediation



- Construction Administration:
 - Part time Resident Engineering
 - Additional site visits and construction meetings for an additional two months.
- The building will have a fire suppression system and this design still allow for Fixed Based Operator Facility (FBO) development in the future on the east side of the facility.
- 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 *May 18, 2021* Full Commission meeting for approval.

F0521-01 – Review and Discuss Procurement Process Commitment Letter for Round 6 Solar Photovoltaic (PV) and/or Battery Initiative by and Between Cape Cod Gateway Airport and the Cape and Vineyard Electric Cooperative (CVEC) in the amount of \$7,500 for Request for Proposal (RFP) Development.

- Manager Servis stated that Cape and Vineyard Electric Cooperative (CVEC) assisted the airport in development of the 20-acre solar array in 2014-2015, it was completed under Round 2 Solar Photovoltaic (PV) projects managed by CVEC, and our solar went into operation on April 3, 2015.
- Any party wishing to participate in the Round 6 Procurement Process will need to countersign a Commitment Letter allowing CVEC to select the winning developers to design, procure, install, test, commission, operate and maintain a Project at the identified location.
- The Airport's share for the Request for Proposal (RFP) development is \$7,500.00.
- This would be to install a solar canopy in the parking lot
- Currently our Legal team is reviewing the agreement.
- 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 *May 18, 2021* Full Commission meeting for approval.

This Agenda item was taken out of Order

Updates:

- Annual Federal Aviation Administration (FAA) Airport Inspection:
 - Assistant Manager Elia shared with the commission the Out Brief Presentation overview of the inspection by FAA. Please see attached presentation.
- Aircraft accident (April 26, 2021)
 - The FAA inspector stated that the response time and team coordination was commendable. We had an experienced team with positive attitudes.
 - The ruts were quickly taken care of by the evening of April 26th, 2021 by our Maintenance Department. We also had Horsley Witten Group and Clean Harbors on site in a timely matter to respond to any hazardous materials. Fresh loam and seed was down by Thursday morning covering the affected area caused by the accident. The inspector had the opportunity to see the timely response to the incident by airport staff.
- Airport Finances Update
 - Manager Servis stated that fees; land leases from non-aviation sources are lagging slightly but we are doing well overall.



- Currently the CARES Act FAA reimbursements received total \$ 1,418,301.87.
- Solar array revenues are based our budget on Guarantee not actuals we receive so we could do better than expected in this area.
- Expenditures = we have been monitoring very closely.
- Expenses and Transfer to General funds are tracking as budgeted.
- Operating Expenses –Jet Fuel Sales for the month are up 58% and overall for the fiscal year, up 21%.
- Enplanements are down 57% & Deplanements are down 55%.
- Operations for the month are up 20% however, overall are down 25% when comparing FY21 to FY20.
- Manager Servis reviewed the FY21 Budget summary presentation.
- The top 5 revenue producers to date::
 - Jet Fuel- \$2,962,797.43
 - Car Rental Concessions- \$ 384,721.00
 - Land Lease Rental- \$310,801.06
 - Landing Fees-Aviation - \$232,808.97
 - Terminal Rent - \$ 98,130.92
- The top 4 Expenses to date:
 - Salary/Wages- Permanent \$768,806.62
 - Jet Fuel Purchases for Resale- \$ 1,649,126.28
 - Property/Fire/Liability Insurance: \$ 222,985.20
 - Transfer to the General Fund: \$161,056.60.
- CARES Act Projects
 - Replacement of T-Hangar Amendment was approved by the Commission in January 2021.
 - Fleet Hangar Door Replacement Amendment was approved by the in January 2021
 - Mary Dunn Way Extension Mary Dunn we received the SOW and estimated fees on Friday April 30th, 2021.
- Airport Master Plan Update:
 - Live public meeting scheduled for March 22, 2021 @ 6PM – live on Zoom Webinar and possibly Facebook
 - Please visit our website for documentation details available to the public.
 - Continued coordination with both Town of Barnstable and Yarmouth
 - Next and Final Planning Advisory Group (PAG) Meeting is June 2021
- Town of Barnstable Budget Meetings
 - CIP Meeting was on April 1, 2021..
 - Operating Budget Meeting will be in June 2021
- Airport Environmental Assessment
 - Request for Proposals are May 14, 2021.
 - Manager Servis will be reaching out to the commission to include one commissioner in the RFP selection.
- Airport Tree Clearing Project
 - Assistant Manager Elia commented with the temperature and the rain we have been having it has helped tremendously with the reseeding process
 - The Airport Maintenance has done site prep which included rock removal, rough cut, prep to prep for April reseeding.
 - We have completed a Press release to update the public on the status of the project.



- PFOS/Public Involvement Plan & Update
- We had a delay in the lab analyst in the PFAS testing, so the meeting scheduled for April 28, 2021 has been rescheduled to May 2021 to update Town Council Leadership on the findings of additional testing
- We will continue with post mitigation monitoring
- Airport Rates & Charges Update:
 - Management has identified that Tie Down, Parking and Fuel Program will need modifications.
 - Airport Management will start working on various updates
- Rebranding & Website Upgrade
 - Manager Servis state that the Website modifications and Sign plan modifications are underway
 - We have completed the Letterhead, logo, business cards and social media modifications.

EXECUTIVE SESSION:

Chairman Weill moved to go into Executive Session pursuant to G.L. c. 30A, § 21(a)(3) to discuss strategy with respect to conduct strategy sessions in preparation for negotiations with nonunion personnel as a discussion in open session may be detrimental to the bargaining position of the Airport Commission. The meeting will reconvene in open session after the Executive Session

Motion was seconded by Commissioner Flores and a roll call vote was taken to go into executive session at 10:00 AM. A roll call vote was taken.

Commissioner Weill yes Commissioner Flores yes Commissioner Bailey yes

At this time Manager Servis created a breakout room for the Executive Session meeting and will reconvene in regular session.

The Finance Subcommittee reconvene in open session at 10:28AM. A roll call vote was taken.

Commissioner Weill yes Commissioner Flores yes Commissioner Bailey yes

F0521-02 – Approval of the recommendation for negotiations with nonunion personnel. Updates Agenda Item was taken out of order:

- 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 May 18, 2021 Full Commission meeting for approval.

Additional Comments:

Cape Cod Gateway Airport Commission Chair Griffin commented that the meeting today was an excellent meeting with a lot of good information shared.

Meeting adjourned: 10:30

The next Finance Subcommittee meeting is scheduled Tuesday, June 1st, 2021 @ 8:30 a.m.



Norman E. Weill, Chairman

