



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

Call Meeting to Order:

8:32 a.m.

Commissioner's Present: (Roll Call)

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

Airport Staff:

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

Public Members:

John T. Griffin

Minutes of the October 5th, 2021, November 2nd, 2021 Regular Session and November 2nd, 2021 Executive Session Finance Subcommittee meeting were unanimously approved by roll call vote.

Commissioner Weill Yes Commissioner Flores Yes Commissioner Bailey yes

OLD BUSINESS

There was no old business to discuss.

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

- Airport Management has been working with Airport Solutions Group (ASG) on the development of a Scope of Work for ENGINEERING SERVICES FOR RECONSTRUCT & EXTEND MARY DUNN WAY PROJECT since early January 2021.
- The project will be funded 100% via CARES Act Grant, estimated at \$5.5M
- The project has been approved in the FY2022 Capital Improvement Project by the Airport Commission and the Town of Barnstable Town Council Appropriation Order AO#2021-091 in the amount of \$5,005,000.00 and was approved on 4/1/2021
- An Independent Fee Estimate (IFE) was completed with the recommendation to the Federal Aviation Administration that ASG's fees be accepted. Airport Solutions Group's IFE was .14% below the estimates IFE cost.
- Currently Airport Solutions Group is the airport's on-call consultant for airport engineering services
- Commissioner Weill asked who prepared the contract. Manager Servis stated the Town of Barnstable Procurement Department prepared the contract and the Town of Barnstable Attorney reviewed it.



- Commission Flores inquired if when this began and did this go out for a Request for Proposals (RFP)? Manager Servis stated we did not need an RFP due to the fact that this falls under our On-Call Engineering contract. He also asked if ASG is a sole source and Manager Servis stated yes, the engineering service went out to bid for a 3-year on-call contract and Airport Solution Group won the competitive bid.
- Commissioner Weill reiterated that he feels as if the public isn't aware of all the work the procurement office puts into the procurement process. Commissioner Flores stated that the Town of Barnstable Finance Director Mark Milne is top notch as well, best in the state.
- A motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting by a roll call vote:
Commissioner Weil Yes Commissioner Flores yes Commissioner Bailey Yes
Action: The agenda item was moved to the *January 18th, 2022* Full Commission meeting for approval.

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

- Airport Management has been working with Airport Solutions Group (ASG) on the development of a Scope of Work to replace the Airport's aging Runway pavement on Runway 6/24; it is over 23 years old.
- The project will be funded by the Federal Aviation Administration 90%, MassDOT Aeronautics Division 5% and Locally/Airport 5%.
- Airport Solutions Group's fee is approximately 11% of the estimated overall project. K stated this is a standard percentage.
- The project has been approved in the FY2022 Capital Improvement Project by the Airport Commission and the Town of Barnstable Town Council Appropriation Order AO#2014-086 in the amount of \$400,000.00 and approved on 4/17/2014 for RWY 6-24 Design. In addition, Town Appropriation Order AO#2021-088 in the amount of \$13,045,000 was approved on 4/1/2021.
- Manager Servis stated additional funds may be necessary as the project was estimated at \$15.7 million. Once we go out to bid we may need to go back to the town for additional funds
- An Independent Fee Estimate (IFE) is being completed with anticipation that this will be wrapped up within the next week. If there is inconsistencies Airport Management will notify the Airport Commission.
- The airports will most likely need a short term loan until we receive Federal and State reimbursements. Manager Servis stated she has already talked to the Town of Barnstable Treasurer, Debra Blanchette regarding this.
- Commissioner Flores asked when we anticipate the project to start. Manager Servis stated it will go out to Bid in the spring of 2022 and work will start in 2023.
- Commissioner Flores inquired if there will be runway closures. Manager Servis stated we may need to shut down both runways including Runway 33 however; we will do this at night when there are less air traffic interruptions. Notifications will be given to tenants well in advance of the project.
- A motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting by a roll call vote:
Commissioner Weil Yes Commissioner Flores yes Commissioner Bailey Yes
Action: The agenda item was moved to the *January 18th, 2022* Full Commission meeting for approval.



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

- Airport Management has been working with McFarland Johnson LLC on the development of a Scope of Work to update the Airport's Federal Aviation Administration required Disadvantage Business Enterprise Plan.
- The project will be funded by the Federal Aviation Administration 90%, MassDOT Aeronautics Division 5% and Locally/Airport 5% the estimated reimbursement is \$1,058.02.
- The project will identify a goal and tracking system for the airport for the use of Disadvantage Business Enterprise businesses over the next several years for various projects planned at the airport.
- A motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting by a roll call vote:
Commissioner Weil Yes Commissioner Flores yes Commissioner Bailey Yes
Action: The agenda item was moved to the *January 18th, 2022* Full Commission meeting for approval.

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).

- Airport Management has been working with The Quotient Group (TQG) and Creative Marketing Results (CMR) to develop local events and marketing of the airport.
- We have already held two successful events and have many more in store.
- The original Request for Proposals for on-call marketing included assistance in meeting the Airport's Business Plan Goals and this includes local marketing as outlined The Quotient Group on-call Marketing Services scope of services.
- Manager Servis stated the commission has been introduced Claudine LeBlanc, Creative Marketing Results. She has the local connections we are seeking and she has already worked on two of our events increasing our exposure tenfold.
- Commissioner Weill stated that he is in favor of the Sub-Consultant, as we polish our marketing we will draw more people in for flights
- A motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting by a roll call vote:
Commissioner Weil Yes Commissioner Flores yes Commissioner Bailey Yes
Action: The agenda item was moved to the *January 18th, 2022* Full Commission meeting for approval.

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).

- Airport Management has worked extensively in the past with Judith Goetz on integrated communications and media relations and reached out to her to perform similar tasks.
- Manager Servis stated Judith was extremely effect in community outreach in past.
- The Commission had requested to bring someone on for Media Relations.



- With the Cape Cod Gateway Airport most recently in the news after a report was released from the Massachusetts Department of Environmental Affairs on the presence of PFAS, it was deemed appropriate to bring back an Integrated Communications Consultant to assist with proper messaging. Other initiatives the airport is working on would also be included in this proposal as necessary
- Manager Servis stated she will be on call at a monthly rate of \$2,000.00. Her tasks will not be the same tasks as Claudine LeBlanc, Creative Marketing Results or that of The Quotient Group
- Commissioner Weill stated it is extremely important we protect ourselves against negative media.
- A motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting by a roll call vote: Commissioner Weil Yes Commissioner Flores yes Commissioner Bailey Yes
Action: The agenda item was moved to the *January 18th, 2022* Full Commission meeting for approval.

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

- For several years, NetJets has not a signed contract for discount fuel at the airport however, since they have been a welcomed partner since 2011, the airport continued to work with NetJets. Their annual uplift on average is just over 200,000 gallons of jet fuel.
- Manager Servis stated Net Jet was our First Jet Fuel contract. Their first year they did not meet their Minimum Annual Guarantee (MAG) and management feels this impacted them signing future contracts and thus, NetJets refused to sign an annual contract for 2019, 2020 and 2021
- With the development and approval of a new Jet Fuel Discount Program that provided for contractual agreements without a Minimum Guarantee, NetJets seemed agreeable to this when management reached out to them.
- Currently the agreement this is being reviewed by NetJets and includes our offer and counter offers by both parties.
- The Airport's attorney has reviewed the agreement with Airport Management and agrees with Airport management's approach.
- Commissioner Weill stated he reviewed the contract in detail and approves of it.
- Manager Servis stated there is a Gold, Silver and Bronze level. NetJet has a proven track record so they will slide in to the bronze level.
- A motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting by a roll call vote: Commissioner Weil Yes Commissioner Flores yes Commissioner Bailey Yes
Action: The agenda item was moved to the *January 18th, 2022* Full Commission meeting for approval.

Updates:

- FY22 Finance report reviewed:
 - Jet Fuel sales are tracking upward at 24% compared to December 2021. Jet Fuel Sales over all is up 26% when comparing July through December FY22 to FY21. Jet Fuel revenue is up 13% from what was projected in FY22. We anticipate a dip in sales in January and February, then to increase again in March, April, and May.



- Car Rentals are 22% above estimated revenues for FY22-July through December 2021.
- Land Lease & Non Aero Lease is also tracking upward.
- Renewal energy is a tracking a couple of months behind and currently we have received 59% of their minimum guarantee
- Reviewed top six Revenue producers which are Jet Fuel, Grants-Town/Federal; Rental Car Concessions; Landing Fees-Aviation and Land Lease Rental.
- Reviewed top six Expenses which are Purchase for Resale; Salary/Wages-Permanent Employees; Property/Fire/Liability Insurance; Salary/Wages for Overtime; Retirement and Professional Services.
- Commissioner Flores asked if the revenues include WS Development. Manager Servis stated yes this includes all our revenue producers.
 - We have increased use of Cares Act in FY21 we were reimbursed \$3M, in FY22 we were reimbursed \$4M. Manager Servis said we will see a significant increase once we start the CARES Act Projects. The funds have a sunset, so we want to be sure we use all funds.
 - We have exhausted all of the CRRSSA Grant funds other than the \$5,000.00 concession relief. The use for these funds is for any tenant who has concessions with a Minimum Annual Guarantee that could not meet that rate during COVID. So, if they cannot meet their Minimum Guarantee this grant can be given as relief.
- Airport Master Plan Update
 - This is complete
 - The final documentation is under the Federal Aviation Administration review.
- CARES Act Projects Update-
 - Fennick & McCredie our on-call Architectural Consultant will be combining the following projects: Replacement of the T-Hangar; Fleet Hangar Door Replacement and Mary Dunn Way Extension into one Project.
 - 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 well underway with the town.
- 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. The stone signs we have to get quotes for an electrician.
 - Manager Servis stated we may not have quotes and graphics to share for the February 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.



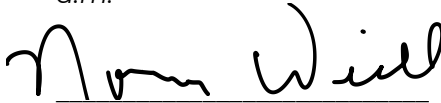
- They have Airport Management and Commissioner feedback on look and feel and are making modifications
 - They have new approved photos for use
 - They are continuing to work with the developer on the site
A revised page based on Marketing and Infrastructure Subcommittee and Management comments is forthcoming
- Dates to remember:
 - Cape Cod Gateway Airport Community Event Series
 - February 9, 2022: Chocolate & Hearts featuring Chef Stephen Coe- has been cancelled due to Covid. We did not receive information from Chef.

Additional Comments:

- Chairman Griffin welcomed back all the commissioners from vacation. Thanked everyone for all they do.

Meeting Adjourned at 9:40 am

The next Finance Subcommittee Meeting is scheduled Tuesday, February 1st, 2022 @ 8:30 a.m.



Norman E. Weill, Chairman

