



CAPE COD GATEWAY AIRPORT  
INFRASTRUCTURE & MARKETING SUBCOMMITTEE  
MEETING AGENDA

Tuesday, December 7, 2021  
10:30 AM

**ADDRESS: The Infrastructure & Marketing subcommittee will be held by remote participation. Please see instructions below.**

Join Zoom Meeting  
<https://zoom.us/j/99759115293>

Meeting ID: 997 5911 5293  
One tap mobile  
+13017158592,,99759115293# US (Washington DC)  
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Dial by your location  
+1 301 715 8592 US (Washington DC)  
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+1 408 638 0968 US (San Jose)  
888 475 4499 US Toll-free  
877 853 5257 US Toll-free

Meeting ID: 997 5911 5293  
Find your local number: <https://zoom.us/u/abcQa2JjuL>

**UNFINISHED BUSINESS:**

IN1021-2 Review and Discuss the Sign Plan Modifications to Meet Rebranding Efforts

IN1121-2 Website Revamp, Update and Review

**NEW BUSINESS:**

IN1221-1 Update on Cape Air's Electric Aviation Research & Development Program

IN1221-2 Update on Airport Events, Modifications & Local Event Marketing

IN1221-3 Update on Airport Fixed Based Operation (FBO) Remodel

**UPDATES:**



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480 Barnstable Rd, Hyannis, MA 02601 | [flyHYA.com](http://flyHYA.com) | 508.775.2020

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

- Airport Master Plan Update
  - Complete
  - Final documentation with FAA for review
  - Update on Meeting with the Town of Yarmouth 11/30/2021 regarding the AMPU
- Upcoming January Finance Items:
  - Hyannis Hangar LLC (Continuation of lease discussion & hopefully FINAL Terms)
  - Griffin Avionics DRAFT Lease (Continuation of lease discussion & hopefully FINAL Terms)
  - Modified/Updated Airport Rates & Charges
  - FBO Renovation Scope of Work & Project Estimate Approvals
  - Financial/Budget Update
- Upcoming January Infrastructure Items:
  - Signage (Airport Access Road)
  - FBO Renovation Planning Discussion - continuation
  - Business Plan Update - January 2021
  - Website (Continuation & hopefully FINALIZATION)
- Upcoming December Commission Meeting Items:
  - Airline Marketing Discussion (Airline Partnerships 101 - Presentation by MJ)
- 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 Capital Improvement Plan completed
    - Town of Barnstable Leadership meetings are forthcoming
  - 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 October/November 2021
- Rebranding & Website Upgrade
  - Website modifications - underway and an interactive test website available for Commission review
- Dates to remember:
  - Cape Cod Gateway Airport Community Event Series - Food & Wine Pairing featuring Chef Stephen Coe - December 9 @ 6:30 in the Airport Terminal Cafe
- Lease Development Update
  - Griffin Lease underway and meeting set for week of 12/6/2021
  - Hyannis Hangar LLC - waiting for counter offer



- o RFP Development for non-aviation parcels
  - o Mildred's
  - o Grass Lot (Access Road)
  - o Air Cape Cod

**Adjourn Meeting**

Please Note: The list of matters, are those reasonably anticipated by the 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 Commission may go into executive session. The Commission may also act on items in an order other than they appear on this agenda.

