



CAPE COD GATEWAY AIRPORT COMMISSION

Tuesday, June 15, 2021

Meeting to be held in the Cape Cod Gateway Airport Conference Room

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Minutes of the previous meetings:
May, 18, 2021
5. Public Comment
6. Commissioners Response to Public Comment
7. Report from Sub-Committees
 - Finance (*Commissioners Weill, Flores, Bailey*)
 - Infrastructure & Marketing (*Commissioners Young, Bierwirth, DiGeorge*)

AGENDA

8. Old Business

None

9. New Business

COM0621-01 - Airport Website Development Presentation & Discussion

COM0621-02 - Airport Master Plan Update Executive Summary Presentation to the Airport Commission

COM0621-03 - Approval of Amendment #7 to the contract for on-call architectural services by and between Cape Cod Gateway Airport and Fennick and McCredie Architecture, Ltd. (F&M) for FY2022 on-call services in the amount of \$20,000.

COM0621-04 - Approval of Amendment #5 to the contract for on-call planning services by and between Cape Cod Gateway Airport and McFarland Johnson to extend the contract to coincide with the fiscal year.

COM0621-05 - Approval of Amendment #6 to the contract for on-call planning services by and between Cape Cod Gateway Airport and McFarland Johnson for FY2022 on-call services in the amount of \$42,000.

COM0621-06 - Approval of Amendment #6 to the contract for on-call engineering services by and between Cape Cod Gateway Airport and Airport Solutions Group to extend the contract to coincide with the fiscal year.

COM0621-07 - Approval of Amendment #7 to the contract for on-call engineering services by and between Cape Cod Gateway Airport and Airport Solutions Group for FY2022 on-call services in the amount of \$60,000.



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

COM0621-08 - Approval of Amendment #2 to the contract for on-call environmental services by and between Cape Cod Gateway Airport and Horsley Witten Group for FY2022 on-call services in the amount of \$65,000.

COM0621-09 - Approval of Amendment #3 to the contract for on-call environmental services by and between Cape Cod Gateway Airport and Horsley Witten Group for FY2022 Capital Improvement Plan Project services for Reporting, Testing, Mitigation, and Monitoring (PFOS Soils) Phase III in the amount of \$200,000.

COM0621-10 - Approval of Amendment #3 to the contract for on-call marketing services by and between Cape Cod Gateway Airport and The Quotient Group for FY2022 on-call services in the amount of \$20,000.

COM0621-11 - Approval of Amendment #8 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 Griffin Avionics Hangar - Existing Conditions Evaluations in the amount of \$39,985.

COM0621-12 - Approval of exercising the 36-month lease term option for Avis, Budget, Enterprise and Hertz.

COM621-13 - Approval of proposed Steamship Authority Modifications

COM621-14 - Approval of FY2022 Business Plan Goals and Objectives

COM621-15 - Annual Election of Airport Commission Officers

EXECUTIVE SESSION: Executive Session pursuant to M.G.L. c. 30A, § 21(a)(6) to discuss and consider the lease agreement by and between Cape Cod Gateway Airport and Ross/Rectrix Aviation, as an open meeting may have a detrimental effect on the negotiating position of the Commission.

EXECUTIVE SESSION: Executive Session pursuant to M.G.L. c. 30A, § 21(a)(2) to conduct strategy sessions for contract negotiations with nonunion personnel.

COM0621-16 - Approval of the recommendation for negotiations with nonunion personnel.

10. Report of Special Committees

- Noise Report (July, October, January, April)
- Yarmouth Representative Comments
- Airport Manager's Report

Updates:

- Monthly Noise Report
 - Christina Lounsbury will provide a monthly report to the Commission
- Airport Finances Update
 - Management to review
- CARES Act Projects Update
 - Replacement of T-hangar (Amendment Commission approved January 2021),
 - Fleet Hangar Door Replacement (Amendment Commission approved January 2021),
 - Mary Dunn Way Extension (underway and amendment forthcoming).
- Airport Master Plan Update
 - Next and Final Planning Advisory Group (PAG) Meeting = June/July 2021
- Town of Barnstable Budget Meetings
 - Capital and Operating Budgets were passed by Town Council for FY2022



- o Airport Environmental Assessment
 - o Two proposals received: Epsilon & McFarland Johnson
 - o Review of proposals to commence week of June 7, 2021 with meetings with the Procurement Officer to discuss the independent reviews on June 17
- o Airport Tree Clearing Project
 - o Relatively complete
- o PFOS/Public Involvement Plan & Update
 - o Meeting scheduled for June 2, 2021 to update TOB on findings of additional testing
 - o Additional meetings with the TOB TBD
 - o Future meeting with Town Council Leadership
- o Airport Rates & Charges Update (2021 review post-COVID19)
 - o FY2022 effort (October 2021)
 - o Airport Management will start working on various updates
- o Rebranding & Website Upgrade
 - o Website modifications - see above
 - o Sign plan modifications - underway
- o Dates to remember:
 - o June 29, 2021 @ 6PM - Meeting with Yarmouth Selectman to discuss the Airport Master Plan Update
 - o July 28 at 10am - Terminal Dedication Ceremony - Boardman-Polando - 90th Anniversary for Boardman/Polando Flight
 - o MCI Drill September 28, 2021
- o Lease Development Update
 - o Griffin Avionics - well underway
 - o Hyannis Hangar LLC - underway
 - o Ross Aviation - Air Cape Cod - spoke with the Infrastructure Subcommittee on June 1, 2021 - see above
- o Upcoming:
 - o TBD

11. **Announcements** - Commissioner's Comments

12. Matters not reasonably anticipated by the Chair

13. **Adjournment** - Next Meeting, July 27, 2021

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.

AGENDA ITEMS

8. Old Business

None

9. New Business

COM0621-01 - Airport Website Development Presentation & Discussion

COM0621-02 - Airport Master Plan Update Executive Summary Presentation to the Airport Commission

COM0621-03 - Approval of Amendment #7 to the contract for on-call architectural services by and between Cape Cod Gateway Airport and Fennick and McCredie Architecture, Ltd. (F&M) for FY2022 on-call services in the amount of \$20,000.



MOTION to approve Amendment #7 to the contract for on-call architectural services by and between Cape Cod Gateway Airport and Fennick McCredie Architecture, Ltd. (F&M) for the on-call services for FY2022 in the amount of \$20,000.00 **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0621-04 - Approval of Amendment #5 to the contract for on-call planning services by and between Cape Cod Gateway Airport and McFarland Johnson to extend the contract to coincide with the fiscal year.

MOTION to approve Amendment #5 to the contract for on-call planning services by and between Cape Cod Gateway Airport and McFarland Johnson to extend the existing contract to coincide with the fiscal year. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0621-05 - Approval of Amendment #6 to the contract for on-call planning services by and between Cape Cod Gateway Airport and McFarland Johnson for FY2022 on-call services in the amount of \$42,000.

MOTION to approve Amendment #6 to the contract for on-call planning services by and between Cape Cod Gateway Airport McFarland Johnson for FY2022 on-call services in the amount of \$42,000.00 **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0621-06 - Approval of Amendment #6 to the contract for on-call engineering services by and between Cape Cod Gateway Airport and Airport Solutions Group to extend the contract to coincide with the fiscal year.

MOTION to approve Amendment #6 to the contract for on-call engineering services by and between Cape Cod Gateway Airport and Airport Solutions Group to extend the existing contract to coincide with the fiscal year. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0621-07 - Approval of Amendment #7 to the contract for on-call engineering services by and between Cape Cod Gateway Airport and Airport Solutions Group for FY2022 on-call services in the amount of \$60,000.

MOTION to approve Amendment #7 to the contract for on-call engineering services by and between Cape Cod Gateway Airport and Airport Solutions Group for the FY2022 on-call services in the amount of \$60,000.00 **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0621-08 - Approval of Amendment #2 to the contract for on-call environmental services by and between Cape Cod Gateway Airport and Horsley Witten Group for FY2022 on-call services in the amount of \$65,000.

MOTION to approve Amendment #2 to the contract for on-call environmental services by and between Cape Cod Gateway Airport and Horsley Witten Group for FY2022 on-call services in the amount of \$65,000.00 **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0621-09 - Approval of Amendment #3 to the contract for on-call environmental services by and between Cape Cod Gateway Airport and Horsley Witten Group for FY2022 Capital Improvement Plan Project services for Reporting, Testing, Mitigation, and Monitoring (PFOS Soils) Phase III in the amount of \$200,000.

MOTION to approve Amendment #3 to the contract for on-call environmental services by and between Cape Cod Gateway Airport and Horsley Witten Group for FY2022 Capital Improvement Plan Project services for Reporting, Testing,



Mitigation, and Monitoring (PFOS Soils) Phase III in the amount of \$200,000.00 **SPONSOR: Finance Subcommittee (May be acted upon)**

COM0621-10 - Approval of Amendment #3 to the contract for on-call marketing services by and between Cape Cod Gateway Airport and The Quotient Group for FY2022 on-call services in the amount of \$20,000.

MOTION to approve #3 to the contract for on-call marketing services by and between Cape Cod Gateway Airport and The Quotient Group for FY2022 on-call services in the amount of \$20,000.00 **SPONSOR: Finance Subcommittee (May be acted upon)**

COM0621-11 - Approval of Amendment #8 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 Griffin Avionics Hangar - Existing Conditions Evaluations in the amount of \$39,985.

MOTION to approve Amendment #8 to the contract for on-call architectural services by and between Cape Cod Gateway Airport and Fennick McCredie Architecture, Ltd. (F&M) for the Griffin Avionics Hangar - Existing Conditions Evaluations in the amount of \$39,985.00 **SPONSOR: Finance Subcommittee (May be acted upon)**

COM0621-12 - Approval of exercising the 36-month lease term option for Avis, Budget, Enterprise and Hertz.

MOTION to approve the existing 36-month extension option for Avis, Budget, Enterprise, and Hertz Car Rental Agencies effective July 1, 2021 as requested by written notification. **SPONSOR: Finance Subcommittee (May be acted upon)**

COM621-13 - Approval of proposed Steamship Authority Modifications

MOTION to approve the proposed modifications to the layout of the existing Steamship Authority leased parcel. Upon approval, Management will prepare an amendment to the lease. **SPONSOR: Infrastructure & Marketing Subcommittee (May be acted upon)**

COM621-14 - Approval of FY2022 Business Plan Goals and Objectives

MOTION to approve the FY2022 Business Plan Goals and Objectives as presented. **SPONSOR: Infrastructure & Marketing Subcommittee (May be acted upon)**

COM621-15 - Annual Election of Airport Commission Officers

As Chair of the Airport Commission, I move to go into Executive Session pursuant to M.G.L. c. 30A, § 21(a)(6) to discuss and consider the lease agreement by and between Cape Cod Gateway Airport and Ross/Rectrix Aviation, as an open meeting may have a detrimental effect on the negotiating position of the Commission; and pursuant to G.L. c. 30A, § 21(a)(3) to discuss strategy in preparation for negotiations with nonunion personnel as a discussion in open session may be detrimental to the bargaining position of the Airport Commission. This meeting will reconvene in open session after the Executive Session.

COM0521-03 - Approval of the recommendation for negotiations with nonunion personnel.

MOTION to approve the recommended changes to the non-union position as discussed in executive session. **SPONSOR: Management (May be acted upon)**





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