



CAPE COD GATEWAY AIRPORT COMMISSION

Tuesday, November 16th, 2021

Meeting to be held On-line at 4:00 PM - Via link below:

Join Zoom Meeting

<https://zoom.us/j/99456743213>

Meeting ID: 994 5674 3213

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Meeting ID: 994 5674 3213

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1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Minutes of the previous meetings:

5. Public Comment

6. Commissioners Response to Public Comment

7. Report from Sub-Committees

- **Finance** (*Commissioners Weil, Flores, Bailey*)
- **Infrastructure & Marketing** (*Commissioners Young, Bierwirth, DiGeorge*)

8. OLD BUSINESS

None

9. NEW BUSINESS



480 Barnstable Rd, Hyannis, MA 02601 | flyHYA.com | 508.775.2020

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

COM1121-01 Discuss, Approve and Endorse the Town of Barnstable's Energy Reduction Plan with the Airport Commission Adopting an Energy Reduction Plan (ERP) to achieve a 20% reduction of energy use over next five years and A Green Vehicle Procurement Policy

COM1121-02 Airport Events, Modifications & Local Event Marketing

COM1121-03 Approval of the Sign Plan Modifications to Meet Rebranding Efforts

COM1121-04 Airport Roundtable Overview

COM1121-05 Approval of a Contract By and Between Airport Solutions Group and Cape Cod Gateway Airport in the Amount of \$616,100 for Professional Engineering Services for Runway 24 Engineered Materials Arresting System (EMAS) System Replacement Project

Executive Session pursuant to M.G.L. c. 30A, § 21(a)(6) to discuss strategy with respect to the lease of real property to Hyannis Hangar LLC as a discussion in open session may have a detrimental effect on the negotiating position of the public body, the Airport Commission.

Executive Session pursuant to M.G.L. c. 30A, § 21(a)(6) to discuss strategy with respect to the lease of real property to Griffin Realty Trust, LLC as a discussion in open session may have a detrimental effect on the negotiating position of the public body, the Airport Commission.

Updates:

- Upcoming December 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
- Upcoming December Infrastructure Items:
 - Signage (Airport Access Road)
 - FBO Renovation Planning Discussion
 - Business Plan Update - December 2021
 - Website (Continuation & hopefully FINALIZATION)
 - Airline Marketing Discussion (Airline Partnerships 101 - Presentation by MJ)
- Upcoming December Commission Meeting Items:
 - Airline Marketing Discussion (Airline Partnerships 101 - Presentation by MJ)
- Airport Business Plan Update (attached)
- Airport Finances Update (attached)
 - Management to review with Finance Sub-committee and at the full Commission meeting
- 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)



- Airport Master Plan Update
 - Complete
 - Final documentation going to FAA for review
- Town of Barnstable Budget
 - FY2023 Capital Improvement Plan meetings completed with Commission and Federal/State Agencies - Due November to Town of Barnstable Leadership
 - FY2023 Operating Budget to commence October 2021
 - Internal staff meetings completed
 - Development underway
- Airport Environmental Assessment
 - Epsilon Associates Kickoff Meeting TBD
 - December 2021/January 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
 - Sign Plan - underway
- Dates to remember:
 - Good Morning Networking Breakfast with Cape Cod Chamber Membership - December 2 0830 Airport Cafe
- Lease Development Update
 - RFP Development for non-aviation parcels
 - Mildred's
 - Grass Lot (Access Road)

10. Announcements - Commissioner's Comments

11. Matters not reasonably anticipated by the Chair

12. Adjournment - Next Meeting, December 21st, 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



COM1121-01 Discuss, Approve and Endorse the Town of Barnstable's Energy Reduction Plan with the Airport Commission Adopting an Energy Reduction Pan (ERP) to achieve a 20% reduction of energy use over next five years and A Green Vehicle Procurement Policy

MOTION to approve Town of Barnstable's Energy Reduction Plan with the Airport Commission Adopting an Energy Reduction Pan (ERP) to achieve a 20% reduction of energy use over next five years and a Green Vehicle Procurement Policy.

SPONSOR: Management (May be acted upon)

COM1121-02 Airport Events, Modifications & Local Event Marketing

COM1121-03 Approval of the Sign Plan Modifications to Meet Rebranding Efforts

MOTION to approve the sign plan modifications and approach to replace the wooden Rotary and Attucks Lane signs. **SPONSOR:** Infrastructure & Marketing Subcommittee (May be acted upon)

COM1121-04 Airport Roundtable Overview

COM1121-05 Approval of a Contract By and Between Airport Solutions Group and Cape Cod Gateway Airport in the Amount of \$616,100 for Professional Engineering Services for Runway 24 Engineered Materials Arresting System (EMAS) System Replacement Project

MOTION to approve the Contract by and between Airport Solutions Group and the Cape Cod Gateway Airport in the amount of \$616,100.00 for the Professional Engineering Services for Runway 24 Engineered Materials Arresting System (EMAS) System Replacement Project. **SPONSOR:** Finance Subcommittee (May be acted upon)

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 strategy with respect to the lease of real property to Hyannis Hangar LLC as a discussion in open session may have a detrimental effect on the negotiating position of the public body, the Airport Commission. This meeting will not reconvene in open session after the Executive Session.

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 strategy with respect to the lease of real property to Griffin Realty Trust, LLC as a discussion in open session may have a detrimental effect on the negotiating position of the public body, the Airport Commission. This meeting will not reconvene in open session after the Executive Session.





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