

CAPE COD GATEWAY AIRPORT COMMISSION MINUTES OF THE REGULAR SESSION TUESDAY, June 15th, 2021

Commissioners Present:

John T. Griffin, Jr., Chair; Elizabeth Young, Vice Chair; Norman Weill, Clerk; Wendy Bierwirth; John G. Flores; Bradley J. Bailey; and Joseph DiGeorge

The meeting was held at the Cape Cod Gateway Airport in the Airport Conference Room, 480 Barnstable Rd., Hyannis, MA

Commissioners not present:

None

Yarmouth Representative:

William Marasco joined the meeting at 4:15 p.m.

Airport Staff Present:

Katie R. Servis, Airport Manager and Mary McDonald, Administrative Financial Analyst.

Airport Staff Absent:

Matt Elia, Assistant Airport Manager

Public Members:

Beth Pritzl, The Quotient Group; Rick Lucas, McFarland Johnson, Inc.; Christine Greeley, Hyannis Park Civic Association (in person) and Ned Dawes, Stantec Airport Engineer.

Call To Order:

Chairman Griffin called the regular meeting of the Cape Cod Gateway Airport Commission to order at 4:03 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

Minutes of the previous meetings:

The minutes of the May 18, 2021 Airport Commission Meeting and will be signed at a later date.

Public Comment:

Public Comment: Christine Greeley representing of the Hyannis Park Civic Association inquired about the increased Helicopter use in the area?

Commissioners Response to Public Comments:

Katie Servis, Airport Manager stated that she will have to look into it. However, she asked if the helicopters were the typical medical emergency helicopters? She asked where they were spotted and if it was along the shoreline?

Commissioner Griffin stated the unmarked dark ones could also be training Helicopters.

Finance Subcommittee (Commissioners Weill, Flores, and Bailey)

The Finance Subcommittee met on Tuesday, June 1, 2021. Commissioner Weill read a review of the meeting (attached).



<u>Infrastructure & Marketing Subcommittee (Commissioners Young, and Bierwirth)</u> The Infrastructure & Marketing subcommittee met on Tuesday, June 1, 2021. Commissioner Young read a review of the meeting (attached).

Old Business

None

New Business:

COM0621-01 – Airport Website Development Presentation & Discussion

- Manager Servis stated management was not in a position to present the Website design at the June 1, 2021 Marketing & Infrastructure Subcommittee meeting, but wanted to give a sneak peek before the Quotient Group got too far along. She commented the website is clean, streamlined and fresh.
- Manager Servis introduced Beth Pritzl, The Quotient Group whom joined the meeting via zoom.
- The Quotient Group stated the current Airport Website is difficult to navigate and does not present as a good business tool.
- Beth Pritz presented a Power Point presentation with a sneak peak at the new website (attached).
- The Quotient Group develops websites based on the Changi (Singapore) model which was developed by the Chaingi Airport.
- The Homepage will give a snap shot of the main things going on and how do customers book a flight, etc. It would include information for commercial travelers, pilots, general public, and potential tenants.
- The website would be navigated with visual carousels. The carousal will identify what the customer or pilot will find under the title. For example, block two will have the Arrival & Departures with Airline's information and flight time. Block three will be for pilots, visitors and for the community.
- The Commissioner's commented the color scheme is bland and dated. They also did not like the carousal layout; they would prefer it to be all on one page with links.
- Manager Servis stated to put it all on one page would shrink the information and make it hard to read and defeat the fresh look and modified approach.
- There will be follow up at the Marketing & Infrastructure Subcommittee on July 20th, 2021 with additional information.

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

- Manager Servis stated with the project coming to a close and the upcoming meetings with the Federal Aviation Administration and the Planning Advisory Group management wanted to provide an executive summary of the projects to the Commission. This will cover the projects proposed in the Airport Master Plan that will be more thoroughly assessed in the Environmental Assessment.
- Currently we are reviewing the bids for the Environmental Assessment Project.
- To keep the community informed and up to date our Airport webpage has informational links to the Airport Layout Plan and Master Plan.
- Manager Servis introduced Rick Lucus, McFarland Johnson, Inc.
- Rick Lucus reviewed an Executive Summary Power Point Presentation of the Airport Master Plan which included the Town of Barnstable goals, Airport Business goal, Federal Aviation Administration/MassDOT Aeronautics goals and requirements
- The Airport Master plan process includes:
 - o Current Inventory, Forecast and Environmental Overview



- o Facility Requirements and what do we need.
- o What are our alternatives?
- o An Implementation Plan.
- o Final Report, Airport Layout Plan, and Dynamic Analysis Tool. This will cover what is our plan and how do we keep it current.
- The key issues to be addressed:
 - No direct roadway access.
 - Validate previously proposed runway 15-33
 - Obstruction clearance
 - Aeronautical development
 - o Review geometry.
 - Non-Aviation revenue
- Additional Review
 - The Federal Aviation Administration (FAA) has asked us to take a look at runway
 6/24 and its limitations and highlight why 6/24 will not be extended.
- Commissioner Weill inquired about the new electric aircraft fleet which takes off vertically and how our infrastructure would handle them.
- Manager Servis stated our concern with electric aircraft would be electric charging stations. With the quickly changing technology we could request a modification to the Master Plan but we have included space on the Main Terminal Ramp to accommodate mobile charging stations/vehicle parking.
- Commissioner Flores asked if the Federal Aviation Administration audit changes to the Airport Master Plan. Manager Servis stated all changes are subject to federal approval. They also have guidelines and requirements in the FAA Advisory Circular that outlines what needs to be included.

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)**

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Flores.
- Manager Servis stated the Amendment is similar to last year's preparation for the new fiscal year's on-call services.
- This is a Locally funded Capital Improvement Project (CIP) for Fiscal Year (FY) 2022
- The Consultant will provide on-call services of various building repairs, renovations and/or design and development of vertical structures. The compensation for the professional services provided shall be in accordance with negotiated scope of services per assigned project utilizing the negotiated rate structure in effect for the agreement term.
- This agenda item was unanimously approved by verbal vote

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) This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner Bierwirth

- The Amendment is to extend the professional planning services contract from expiration on October 31, 2021 to expiration on June 30, 2022
- This is so that the contract is in alignment with the Airport's fiscal year
- Discussions with Procurement indicated that this one-time extension is allowable as long as we go out to bid for on-call services before the end of the contract (June 30, 2022)
- This agenda item was unanimously approved by verbal vote

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) This agenda item was moved and read by Commissioner Young, and seconded by Commissioner Bierwirth.

- The Amendment is similar to last year's preparation for the new fiscal year's on-call services.
- This is a Locally funded Capital Improvement Project (CIP) for Fiscal Year (FY) 2022
- The Consultant shall provide on-call services for airport planning. The compensation
 for the professional services provided shall be in accordance with negotiated scope of
 services per assigned project utilizing the negotiated rate structure in effect for the
 agreement term.
- This agenda item was unanimously approved by verbal vote

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)

This agenda item was moved and read by Commissioner Bierwirth, and seconded by Commissioner Flores.

- The Amendment is to extend the professional planning services contract from October 31, 2021 to June 30, 2022 to keep the contract in alignment with the Airport's fiscal year
- After discussion with the Town of Barnstable Procurement department it was indicated that this one-time extension is allowable as long as we go out to bid for on-call services before the end of the contract (June 30, 2022).
- This agenda item was unanimously approved by verbal vote



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) This agenda item was moved and read by Commissioner Flores, and seconded by Commissioner Bailey.

- The Amendment is similar to what occurred last year in preparation for the new fiscal year's on-call services.
- The fee has been added to the FY2022 budget and covers locally funded CIP Projects for Fiscal Year (FY) 2022
- The dollar amount identified has been established in their contract
- The Consultant shall provide on-call services for airport engineering. The compensation for the professional services provided shall be in accordance with negotiated scope of services per assigned project utilizing the negotiated rate structure in effect for the agreement term.
- This agenda item was unanimously approved by verbal vote

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) This agenda item was moved and read by Commissioner Bailey, and seconded by Commissioner Flores.

- The Amendment is similar to what occurred last year in preparation for the new fiscal year's on-call services.
- The fee has been added to the FY2022 budget and covers locally funded CIP Projects for Fiscal Year (FY) 2022
- The dollar amount identified has been established in their contract
- The Consultant shall provide on-call services for airport environmental services. The compensation for the professional services provided shall be in accordance with negotiated scope of services per assigned project utilizing the negotiated rate structure in effect for the agreement term.
- This agenda item was unanimously approved by verbal vote

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 (Perfluorooctane Sulfonate soils (PFOS), Phase III in the amount of \$200,000.00 SPONSOR: Finance Subcommittee (May be acted upon)



This agenda item was moved and read by Commissioner Flores, and seconded by Commissioner Bailey.

- The Amendment is for additional On Call Environmental Engineering, Permitting and Department of Environmental Protection(DEP) Remediation Consultant Services related to the following project at Cape Cod Gateway Airport: FY2022 Capital Improvement Plan Project services for Reporting, Testing, Mitigation, and Monitoring (Perfluorooctane Sulfonate soils (PFOS) Phase III
- This project and the dollar amount have been approved by the Airport Commission and Town Council as part of the FY2022 Capital Improvement Plan.
- The dollar amount identified has been established from the Scope of work supplied consultant.
- Commissioner Young asked if we can get a reimbursement for this. Manager Servis stated yes, we can through the Coronavirus Aid, Relief, and Economic Security (CARES) Funds.
- We continued to test our foam to see the ratio to water until 2015. In 2015 we purchased the Ecological Cart and discontinued in 2015.
- This agenda item was unanimously approved by verbal vote

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)

This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner Flores.

- The Amendment is similar to what occurred last year in preparation for the new fiscal year's on-call services.
- The fee has been added to the FY2022 budget and covers locally funded CIP Projects for Fiscal Year (FY) 2022
- The dollar amount identified has been established in their contract
- The Consultant shall provide on-call services for airport marketing. The compensation for the professional services provided shall be in accordance with negotiated scope of services per assigned project utilizing the negotiated rate structure in effect for the agreement term.
- Manager Servis stated The Website Redevelopment Services and Maintenance Plan were opened under FY21 On-Call Amendment #2 and are not under this contract.
- This agenda item was unanimously approved by verbal vote

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)

This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Young.



- The Amendment is for additional professional architectural services related to the following project at Cape Cod Gateway Airport: Griffin Avionics Hangar - Existing Conditions Evaluations
- Manager Servis stated this is in preparation of building lease.
- The dollar amount identified has been established through a scope of work from Fennick and McCredie Architecture, Ltd .
- This agenda item was unanimously approved by verbal vote

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)**

This agenda item was moved and read by Commissioner Young, and seconded by Commissioner Flores.

- Manager Servis stated all four leases allow for a one-time 36-month extension.
- Letters have been sent to each agency requesting responses by June 18, 2021 that they wish to exercise the extension of their lease.
- To date we have received a response from Hertz and Enterprise and are waiting on a response from Avis & Budget.
- Manager Servis stated she had no reason to believe they all will not exercise the
 extension based on they all have done quite well in revenues. As of March 2021 at two
 car rental companies were well over \$ 1,000,000.00 dollars in revenues, with the other
 two not far behind.
- Commissioner Flores asked if with the increase in the cost to rent a car if we are seeing an increase in revenue. Manager Servis stated yes, that it would factor into the 10% monthly commission we receive from the companies.
- This agenda item was unanimously approved by verbal vote

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)
This agenda item was moved and read by Commissioner Bierwirth, and seconded by Commissioner Bailey.

- Manager Servis stated they lease approximately 7 acres from the airport for remote parking of vehicles. Six acres are for passenger vehicles and is utilized May through September and one acre is for tractor trailer trucks which is utilized year round.
- Steamship Authority would like to make some modifications to the layout and use of their existing parcel that they lease from the Airport.
- They would like to move their trucks to the back of their location.
- Manager Servis stated the benefits to this modification are:
 - o There are already AMA /Marine Lumber trucks parked near there and this would consolidate truck parking to one area.
 - o This could also reduce additional fence line damage which has been an issue previously.
 - o Horsley Witten Group confirmed there are no environmental concern as long as the volatile organic compounds testing we have now continues.



- A modification and amendment to the lease agreement is required and will be covered in July's subcommittee meetings.
- This agenda item concept was unanimously approved by a verbal vote and will be on the July's subcommittee agendas.

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)

This agenda item was moved and read by Commissioner Flores, and seconded by Commissioner Young.

- Manager Servis reviewed the power point presentation for the FY2022 Business Plan Goals and Objectives.(attached)
- The following was reviewed:
- Post COVID we will focus on goals A-D.
- The goal is not to achieve 100% of a goal within the fiscal year as many goals are ongoing and will stretch form one fiscal year to the next. The objective is to stay on track and keep moving forward.
- Goals in progress was reviewed:
- Goal A-General Aviation, Flight instruction and aircraft rental.
 - o Mary Dunn Way Extension
 - o Hangar Development on the East Ramp.
 - o Massachusetts Air & Space Museum moving on airport.
 - o Restaurant
 - o Events & Planning.
- Goal B-Diversity Revenue Streams and Leases.
 - o Flight instruction and aircraft rentals
 - Airport advertising
 - Vehicle Parking Leases
 - o Massachusetts Air and Space Museum
 - Restaurant or Café'
- Goal C-Become a Regional Air Transportation Leader
 - o Focus on Jump State 2021/2022 and reaching out to potential partners.
 - Airport Marketing
 - o Airport master Plan Development & Runway Extension.
- Goal D- Enhance Airport Image & Branding.
 - o Rebranding and Website.
 - o Email, Letterhead, business cards, social media changes have been completed.
 - o Redeveloping area signage is underway.
 - o Airport Uniforms are complete.
 - o Airport Equipment is complete.
- Manager Servis stated she is in the process of preparing a quarterly report for the commission.
- This agenda item concept was unanimously approved by verbal vote.

COM621-15 – Annual Election of Airport Commission Officers

Chairman Griffin stated there commissioners that are up for re-election.

Commissioner Flores made a motion to nominate John T. Griffin to serve as Chairman of the Commission, Elizabeth Young to serve as the Vice Chair of the Commission and Norman E. Weill to service as Clerk of the Commission. The motion was seconded by Commissioner Bailey.



• This agenda item was unanimously approved by verbal vote

Yarmouth Representative Comments:

William Marasco, Yarmouth Representative commented the Master Plan process is coming along. The citizens of Yarmouth have been involved. At the Yarmouth Selectman Meeting scheduled on June 29th, 2021 at 6:00 p.m. and the Cape Cod Gateway Airport Master Plan Presentation is on the agenda for discussion. He would like to remind everyone they are the Policy Board for the Town of Yarmouth and he is attending our Full Commission meeting as a representative. He suggested we have three strategies to the presentation. What would be the impact on the Town of Yarmouth?

- Quality of Life benefits to quality of life. Increased ease of travel, moving around the islands. People will not have to go to another airport. The down side of quality of life would be centered on noise.
- Economic Impact- the impact on the Town of Yarmouth government and business. Whether it be emergent medical equipment being shipped at 2:00 am to a local hospital or local restaurant where people are flying in to visit local restaurants.
- Environmental Impact- This would be centered on Perfluorooctane Sulfonate (PFOS). He suggested bringing data on the monitoring of the wells.

Announcements: Commissioners Comments:

Commissioner Griffin stated Massachusetts State Senator, Julian Cyr's is in favor of the Massachusetts State Senate Bill 2305 which proposes a tax of at least \$1,000 per landing at a Massachusetts Airport by any general aviation, charter, or corporate aircraft to "mitigate the climate impact of private and corporate air travel. This would exclude commercial aviation, for instance businesses like Cape Air. The tax would be split 50% to the Airports and 50% would go into an escrow fund for environmental purposes. Manager Servis stated they have a huge hurdle to get over which is the standpoint that the Federal Government requires all monies made by the airport remain at the Airport for projects. A Transportation Committee Hearing is scheduled on June 24th at 2:00 p.m., written testimony can be sent up until 5:00 pm on the day of the hearing. He stated it would be in the Airport's best interest to prepare a letter to be sent opposing the tax. Manager Servis will prepare a letter opposing the tax for the commissioners to make modifications and for signature

Taken out of order Updates:

- o Monthly Noise Report:
 - o Christina Lounsbury will provide a monthly report to the Commission at the July Commission meeting.
- Airport Finances Update:
 - o Manager Servis reviewed the Budget Summary presentation which was sent to the commissions via email last week. (attached)
 - o She stated we needed to revisit the budget and make revisions.
 - Reviewed the top 6 Revenue producers which are Jet Fuel; Land Leases; Rental Car Concessions; Grants; Transfer to undesignated fund balance & Land Lease Rental.
 - Revenues with & without cares was reviewed and also Budget totals vs Actual totals.
 - Reviewed top 6 Expenses which are Jet Fuel; Permanent Employees Salaries;
 Principal Long Term Debt; Retirement; Property/Fire/Liability Insurance and Salary/Wage Overtime.



- o Operations count is up 32% for the month of May compared to FY2020. However, operations overall are down 20% for FY2021 compared to FY2020.
- o Fuel sales are up are up 53% for the month of May compared to FY2020. Fuel sales overall (July through May) are up 25% for FY2021 compared to FY2020.
- Manager Servis stated we have met our projected budget and have surplus of \$ 943,000.00 without Cares Act funds. This is largely contributed to new leases and increased jet fuel sales.
- o Manager Servis reviewed CARES Acts submittal to date.

Chairman Griffin moved 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 Executive Session pursuant to M.G.L. c. 30A, § 21(a)(2) to conduct strategy sessions for contract negotiations with nonunion personnel. This meeting will reconvene in open session after the Executive Session

The motion was seconded, and a roll call vote was taken to go into executive session at 6:20 PM.

Griffin yes Weill yes Bierwirth yes Young Yes

Flores yes Bailey yes DiGeorge yes

The Airport Commission voted to reconvene in open session at 6:35 PM. This was seconded and a roll call vote was taken.

Griffin yes Weill yes Bierwirth yes Young Yes

Flores yes Bailey yes DiGeorge yes

COM0621-16 – 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) This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Flores.

• This agenda item was unanimously approved by verbal roll call vote as follows:

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Griffinyes Young yes Weill yes Bierwirth Flores yes Bailey yes DiGeorge yes

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 6:45 PM. The next meeting will be held on July 27, 2021.

NORMAN WEILL, CLERK



BARNSTABLE MUNICIPAL AIRPORT

Barnstable Municipal Airport Commission Meeting Tuesday, June 15, 2021 at 4:00 PM

SIGN IN SHEET

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, NAME (please print)	ORGANIZATION	<u>PHONE</u>
Ned Daves	Stantec	781-219-809
Gristine Greetey	Hyannistank Civic Acan	508 534 964
Faula Hersey	Town Barnstalle	508-862-4783
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