



FINANCE SUBCOMMITTEE AGENDA
Tuesday, February 1st, 2022
Airport Conference Room 8:30 A.M.

Join Zoom Meeting
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Call Meeting to Order

Roll Call (Weill, Flores, Bailey)

Review and approve minutes of the January 4th, 2022 Finance Subcommittee meeting.

OLD BUSINESS

None

NEW BUSINESS

FIN0222-1 Review and Approve Airport Management's Suggested Modified/Updated Airport Rates & Charges for FY2022

FIN0222-2 Review and Approve Airport Management's Suggested FY2023 Airport Operating Budget

FIN0222-3 Review and Discuss Amendment #10 to the contract for On-Call Architectural Services by and between Cape Cod Gateway Airport and Fennick McCredie in the amount of \$98,964 (Ninety-Eight Thousand Nine Hundred Sixty-Four Dollars) for the Airport Aircraft Rescue and Firefighting (ARFF) Airport Operations Renovation.

FIN0222-4 Review and Discuss Fleet Hangar Door Replacement Project CARES2

Updates:

- Airport Master Plan Update
 - Complete
 - Final documentation under FAA review
- Monthly Financial Review
- Monthly Business Plan Review



- Upcoming March Finance Items:
 - Hyannis Hangar LLC (June)
 - Griffin Avionics Lease (March) – Griffin attorney's still reviewing the draft lease – not ready for February meetings
 - Financial/Budget Update (March)
 - ~~Amendment to Cape Air Lease for Electric Aviation Charging Stations (February)~~ No longer needed (see discussion below)
 - DRAFT RFP for the Air Cape Cod facility (March) executive session
 - Disposition of the Mildred's Lot (March)
- Upcoming March Infrastructure Items:
 - Signage (Airport Access Road)
 - Business Plan Update – February 2022
 - Website (Continuation)
 - ~~Amendment to Cape Air Lease for Electric Aviation Charging Stations (February)~~ No longer needed (see discussion below)
 - DRAFT RFP for the Air Cape Cod facility
 - Upcoming Events
 - Electric Aircraft Charging Station Policy
- CARES Act Projects Update
 - Replacement of T-hangar CARES1 (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 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 Federal Aviation Administration to complete the review and approval of the proposed projects and that will take 90-days
- PFOS/Public Involvement Plan & Update
 - Met with DEP on October 1, 2021 to go over Audit finding
 - Continuing data collection and preparing for submittal of the Phase III report to Department of Environmental Protection (DEP) in January 2022 (an extension was granted)
- 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.
 - We may not have quotes and graphics to share for the December 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
 - March 31, 2022: Rock Your Garden
 - April 21, 2022: COVID Healthcare Appreciation “Restore and Refresh”
 - May 19, 2022: Cigars & Whiskey featuring Chef Stephen Coe.
 - Tent as a possibility to get away from the terminal
 - June xx, 2022: TBD
 - November xx, 2022: Pottery Night
 - December xx, 2022: Holiday Entertaining

Adjourn Meeting

The list of matters, are those reasonably anticipated by the president/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 sub-committee may go into executive session.

PERSONS INTERESTED ARE ADVISED THAT IN THE EVENT THAT ANY MATTER TAKEN UP AT THE MEETING THAT REMAINS UNFINISHED AT THE CLOSE OF THE MEETING, IT MAY BE PUT OFF TO A CONTINUED SESSION OF THIS MEETING WITH PROPER POSTING. _____ For your information the section of the M.G.L. that pertains to postings of meetings is as follows: Except in an emergency, in addition to any notice otherwise required by law, a public body shall post notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays and legal holidays. In an emergency, a public body shall post notice as soon as reasonably possible prior to such meeting. Notice shall be printed in a legible, easily understandable format and shall contain: the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. For meetings of a local public body, notice shall be filed with the municipal clerk and posted in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located.

