



May 4, 2021

CAPE COD GATEWAY AIRPORT COMMISSION  
INFRASTRUCTURE & MARKETING SUBCOMMITTEE MEETING

Tuesday, April 6, 2021  
Airport Conference Room 10:30 AM  
Accessible via ZOOM

**Call to Order**

10:32 a.m.

**Commissioners Present:**

Commissioner Elizabeth Young and Commissioner Wendy Bierwirth

**Commissioners Not Present:**

None

**Airport Staff Present:**

Katie Servis, Airport Manager; Matthew Elia, Assistant Airport Manager; Suzanne Kennedy, Administrative Assistant to the Airport Manager; and Fidora Rodrigues, Administrative Financial Assistant

**Public Members Present:**

Liz Argo, Liz Argo Consulting ; and Jim Wolf, Cape Air

**Agenda of the Day:**

Minutes of the March 2, 2021 Infrastructure & Marketing Subcommittee were approved and will be signed at a later date.

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

**I0421-01 – Presentation – Flower Power – Solar Flower**

- Management has been speaking with Jim Wolf, Cape Air, and Liz Argo, formerly with the Cape and Vineyard Electric Cooperative (CVEC), now with Liz Argo Consulting, to discuss possible branding options for the airport.
- Liz Argo gave a brief presentation of the SMARTFLOWER solar installation possibilities and showed a video of how it works.
- This allows for a small footprint of 16' x 16' x 16' with a visually appealing functional solar array.
- The "flower" can either rotate to track the sun to increase productivity by 40%, or be set to a stationary position. It can be closed during high wind conditions.
- It Produces 4500-4600 kWh hours/year, there is a battery backup that will close the unit if there is a power outage, and it can tie into the grid or local building.
- The installation costs are \$24,950/flower or \$44,950/flower with a battery backup (11 kWh)



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- Net Metering Credits and the cost of installation were discussed, as well as the comparisons of Airport ownership vs. private ownership.
- The commissioners requested looking into possible green initiatives to defray some of the costs.
- Ms. Argo showed some suggested locations and discussed either tying into an Airport facility, or selling the power back to the grid. Ms. Argo will prepare some comparison spreadsheets to review this data.
- The benefits of the marketing value and the Airport Green initiatives were discussed.
- There were concerns over a possible location near the rotary and vandalism. Possible locations will be revisited.
- Jim Wolf spoke about Cape Air's involvement in electric aviation and the marketing value of promoting green initiatives and possible marketing partnerships between the Airport, Cape Air, Jet Blue, and Rectrix.
- This presentation was an introduction of the possibilities. The commissioners concerns were noted about the visibility, locations, and the limited revenue benefits.
- Manager Servis reiterated the benefits of Marketing and being a leader in the community of Green initiatives. Additional information will be revisited at the next meeting.

#### **10421-02 – Review and Discuss T-Hanger Replacement Project – modified approach**

- Manager Servis reviewed the T-Hanger development to date and presented information to potentially add two more T-hanger buildings in the area on the East Ramp (see attached).
- The project is to be funded 100% via the CARES Act Grant
- During project design and development, additional services were identified to support the expansion of the T-Hanger building replacement to include two additional bays (approx. 33% more area).
- Anticipated increased cost in consultant level work would be an additional \$50K (from the estimated \$1,225,000 to \$1,275,000). Primary steps to achieve two additional bays include concept vetting, introduction of site civil scope, and reconfiguration of the existing vehicle access way to the north of the building, extended construction period.
- Manager Servis reviewed the three potential options that were presented to the Finance Subcommittee.
- Because the project is funded via CARES Act, bonding or mortgage of the structure is not needed and reimbursement of the project cost is expected prior to the first year of occupancy; allowing the Airport to garner rental income immediately.
  - The rental income generated by 6 units = \$25,920 (Less assumed maintenance reserves of \$2,160/year)
  - The rental income generated by 8 units = \$34,560 (Less assumed maintenance reserves of \$2,880/year)
  - A difference of \$8,640 in revenue in year one
- The two extra bays would allow for improved revenues and meet Business Plan goals by responding to Goal A: Maximize General Aviation Activity at HYA.
- Manager Servis reviewed the return on investment for both these T-Hangers and the potential additional 8 T-hangers (total of 16 T-hangers).
- There is not enough room to build two buildings with a total of 10 units due to the location of the airport access road.
- An amendment to the Fennick McCredie contract for the additional design work would be needed to redesign the one building of 6 units to now be two buildings with a total of 8 units.
- To keep overall project costs down, the building will be designed to be physically separated into two buildings, eliminating the need for a fire suppression system, floor drains, and the extension of water and sewer lines to the building. A potential added cost of \$360,000 if the building were constructed as one unit.





- The roofs of the buildings would be solar ready for future installations.
- Commissioner Young requested to include calculations to build a net zero building in the planning stages.
- There would be space at the end of one of the buildings to add a 2000 sq. ft. Fixed Base Operation to the landside area.
- The 8 unit configuration was moved forward to the full commission. The Finance Subcommittee will revisit the cost.

#### **I0421-03 – Review and Discuss Modified CARES Act Development Plan**

- Manager Servis gave a power point presentation (see attached) that outlined the following:
  - Previous budget
  - Modifications to the CARES Act Four Tiered program and the revised project schedule
  - Current reimbursement requests and anticipated remaining operational costs for FY2021
- The modified development plan anticipates using the entire fund by FY2023.
- The amortized cost/revenue of the two additional T-hangars (16 total units) was discussed. These additional units would pay for themselves within a 19 year period if we were using a bond or mortgage rather than CARES Act monies.

#### **I0421-04 – Review and Discuss Mary Dunn Way Extension and Fleet Hangar Door Replacement Project**

- Manager Servis reviewed a schematic of the proposed Mary Dunn Way Extension
- The Mary Dunn Way improvements were discussed to include sanitary sewer, a sidewalk and a bike path. There will be gates and paved stubs to allow for future development access to the airfield. A future possible right of way over the railroad tracks to access Wil Street was mentioned.
- The existing Bi-fold door is being replaced with another bi-fold door per Cape Air's request.
- A tip-up door was easier to maintain with better longevity, but Cape Air would have had to contribute to the cost as it is more expensive than the bi-fold.
- A comparison of the two door types was reviewed.

#### **Updates:**

There were no updates to previously disseminated information listed below:

- Airport Finances Update – reviewed by Management
- CARES Act Projects
  - 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
  - Please visit our website for documentation details available to the public
  - Coordination with both Town of Barnstable and Yarmouth
- Town of Barnstable budget Meetings
  - CIP Meeting = 4-1-2021
  - Operating Budget Meeting = TBD
- Airport Environmental Assessment
  - Post master plan update planning process
  - 18-24 month process
  - Airport Manager completed the RFP to seek proposals from highly qualified firms with previous experience in environmental impact analyses of proposed airport actions that are subject to Federal Aviation Administration (FAA) decision. This includes but is not limited to:



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- National Environmental Policy Act (NEPA) environmental impact analyses;
- Massachusetts Environmental Policy Act (M.G.L. c. 30 § 61 et seq. (1972)) (MEPA) reviews of environmental impacts of development projects and other activities that require one or more state agency action;
- Cape Cod Commission (CCC) Developments of Regional Impact (DRI) for projects likely to have effects in more than one town; and
- Other assessments, and special purpose environmental laws and regulations associated with proposed airport actions that are subject to Federal Aviation Administration (FAA) decision.
- The project is to be funded in part by the FAA and the Massachusetts Department of Transportation (MassDOT) – Aeronautics Division in FY2022. All work is required to comply with FAA, State and Local requirements and regulations.
- Airport Tree Clearing Project
  - Spring reseeding late April 2021 on the condition of:
    - Temperature monitoring and presumed stretch of good weather with temperatures over 45 degrees
    - Reaching out to northern Tree to schedule April reseeding and replanting plan for failed growth
  - Airport Maintenance site prep (rock removal, rough cut, prep for April seed)
  - Press release
- PFOS/Public Involvement Plan & Update
  - Post mitigation monitoring
  - Meeting on 1/27/2021 with DEP identified additional testing and sampling to identify existing plume and future plume based on ground water and PFAS movement
  - Meeting scheduled for April 28, 2021 to update TOB on findings of additional testing
  - Future meeting with Town Council Leadership
- Airport Rates & Charges Update (2021 review post-COVID19)
  - FY2022 effort (October 2021)
  - Airport Management will start working on various updates
- Rebranding & Website Upgrade
  - Website modifications – starting in April 2021
  - Sign plan modifications underway
  - Letterhead, logo, business cards, social media - COMPLETED
- Dates to remember:
  - April 26, 27 and 28, 2021 – Annual FAA Airport Inspection
  - June/July – Terminal Dedication Ceremony – Boardman-Polando - 90th Anniversary for Boardman/Polando Flight
  - MCI Drill September 2021
- Upcoming:
  - Management Contract
  - Management Review
  -

**Adjournment: Having no other business to discuss, the meeting was adjourned at 12:36 p.m.**

*Elizabeth Young*

May 6, 2021

**Elizabeth Young, Commissioner**

**Date**



***Infrastructure Subcommittee***

Documents attached:

Smartflower.com presentation

Cape Cod Gateway Airport Hangar Options March 5<sup>th</sup>, 2021

Cape Cod Gateway Airport CARES Act Funding April 6, 2021



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## SIGN IN SHEET

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