



March 15, 2021

## CAPE COD GATEWAY AIRPORT COMMISSION

Tuesday, February 15, 2021

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

Join Zoom Meeting

<https://zoom.us/j/99251893242>

Meeting ID: 992 5189 3242

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1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Minutes of the previous meetings:**  
December 17, 2020  
January 19, 2021
5. **Public Comment**
6. **Commissioners Response to Public Comment**
7. **Report from Sub-Committees**
  - **Finance** (*Commissioners Weill, Flores, Bailey*)



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

- **Infrastructure & Marketing**(Commissioners Young, Bierwirth)

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## **AGENDA**

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### **8. Old Business**

None

### **9. New Business**

**COM0321-01 – Welcome and Presentation by Aloft Aviation Management, LLC**

**COM0321-02 – Approval of FY2022 proposed budget**

**COM0321-03 – Review and discuss modified financial reporting**

**COM0321-04 – Review and discuss Airport Commission By-Laws**

**COM0321-05 – Business Plan Update Presentation – Third Quarter FY2021.**

**EXECUTIVE SESSION: Executive Session pursuant to G.L. c. 30A, § 21(a)(3) to discuss strategy with respect to municipal t-hangar lease agreements as a discussion in open session may be detrimental to the bargaining position of the Airport Commission.**

**COM0321-06 – Approval of Management’s proposal for lease rates post t-hangar construction by and between the Airport and the six municipal hangar lessors.**

### **10. Report of Special Committees**

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

### **Updates:**

- Airport Finances Update
  - CRRSA Grant Update – see above
- 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
  - Live public meeting scheduled for March 22 @ 6PM – live on Zoom Webinar and possibly Facebook
  - Please visit our website for documentation details available to the public
  - Coordination with both Town of Barnstable and Yarmouth
- Airport Environmental Assessment
  - Post master plan update planning process
  - 18-24 month process
  - Airport Manager, is crafting an 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:
    - 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. All work is required to comply with FAA, State and Local requirements and regulations.
- Airport Tree Clearing Project
  - Spring reseeded 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 reseeded and replanting plan for failed growth
  - Airport Maintenance site prep in March 2021 (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
- ARFF/SRE Roof Replacement Update – Completed
- Airport Rates & Charges Update (2021 review post-COVID19)
  - FY2022 effort
- Rebranding & Website Upgrade
  - Terminal name to celebrate 90th Anniversary for Boardman/Polando Flight (date?)
  - Website modifications – starting in March (after March 20 due to funding being released by Town Council)
  - Sign plan modifications underway.
    - SOW form on-call MJ, to revamp language on signs that are easy to read and not cluttered
    - The Quotient Group will design signs
    - Trying to reused existing signs by updating face of signs (reusing posts and sign face if possible to reduce cost)
    - Adding solar lighting to illuminate signs
- MCI Drill September 2021
- Upcoming:
  - Management Contract
  - Management Review

**11. Announcements** – Commissioner’s Comments

**12.** Matters not reasonably anticipated by the Chair

**13. Adjournment** – Next Meeting, March 16, 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**

**COM0321-02 – Approval of FY2022 proposed budget**

**MOTION** to approve the Cape Cod Gateway Airport Fiscal Year 2022 Operating Budget.

**SPONSOR:** Management (**May be acted upon**)

**EXECUTIVE SESSION:**

**As Chair of the Airport Commission, I move to go into Executive Session pursuant to G.L. c. 30A, § 21(a)(3) to discuss strategy with respect to municipal t-hangar lease agreements 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.**

**COM0321-06 – Approval of Management’s proposal for lease rates post t-hangar construction by and between the Airport and the six municipal hangar lessors.**

**MOTION** to approve Airport Management’s proposal for new lease rates to commence post-construction for the contracts by and between the Cape Cod Gateway Airport and the six municipal hangar lessors. **SPONSOR:** Management (**May be acted upon**)

