



CAPE COD GATEWAY AIRPORT COMMISSION

Tuesday, March 21, 2023

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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1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Minutes of the previous meetings:

None

5. Public Comment

6. Commissioners Response to Public Comment

7. Report from Sub-Committees

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

8. OLD BUSINESS

None

9. NEW BUSINESS

COM0323-1 Update WS Development



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

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

COM0323-2 Approval of the FY2024 Proposed Operating Budget

COM0323-3 Approval of a lease agreement by and between the Town of Barnstable Cape Cod Gateway Airport and Michele Kennedy D/B/A Studio Gallery at the Airport

COM0323-4 Approval of the Award and Contract for FY23 Airfield Pavement Marking in the Amount of \$110,845.00 (One Hundred Ten Thousand Eight Hundred Forty-Five Dollars)

COM0323-5 Travel Approval Letter for Airport Staff

COM0323-6 Approval of Amendment #1 by and between Cape Cod Gateway Airport and Judith Goetz for On-Call Professional Media Services for Integrated Communications Services

COM0323-7 Monthly Update Airport Business Plan for FY2023

COM0323-8 Approval of Allies Air Name Change & Sign Updates

Executive Session pursuant to M.G.L. c. 30A, § 21(a)(6) to discuss strategy with respect to the lease of real property by and Between Cape Cod Gateway Airport and a Future Lessee for 110 Mary Dunn Way as a discussion in open session may have a detrimental effect on the negotiating position of the public body, the Airport Commission.

10. Report of Special Committees

- Noise Report (July, October, January, April)
- Yarmouth Representative Comments

Updates:

- Southern Airways Express
- Gull Air
- Monthly Financial Review (Finance)
 - Attached
- Monthly Business Plan Review (Infrastructure)
 - Attached
- Upcoming Finance Items:
 - NetJets Discount Fuel Contract
 - Land Lease (Hangar Development) - AMA
 - Land Lease - DPW - Water Department
 - Land Lease - Pain D 'Avignon - in progress
 - MOU PFAS - in progress
 - Option Renewal - Reef Parking - in progress
- Upcoming Infrastructure Items:
 - Business Plan Update
 - Electric Aviation Discussion
 - Events Update
 - Airport Round Table
- Projects Update/Status
 - Replacement of T-hangar CARES1 & Airport Operations Renovation (see above)



- Project update by Matt Elia/Chris Bostwick
 - Mary Dunn Way Extension
 - Project update by Matt Elia/Chris Bostwick
 - Runway 6/24 Reconstruction Project
 - Project update by Matt Elia/Chris Bostwick
 - EMAS Replacement Project
 - Project update by Matt Elia/Chris Bostwick
- Procurement
 - Communications Manager (Available for bid = April 10, 2023)
 - Airline Consultant (on hold until the Summer 2023)
 - Café commercial kitchen or retail
- Airport Environmental Assessment Status (<https://flyhya.com/airport-info/environmental-assessment/>)
 - Next meetings in June 2023
 - Meetings with Yarmouth 3/14/2023
 - Future Updates for Town Council
- PFOS/Public Involvement Plan & Update
 - Final Phase IV Report submitted to DEP in October 2022
 - Phase V Report underway
 - Meetings with the Town and Barnstable County Fire - occurred 3/13/2023
 - Informational public meeting - Yarmouth - upcoming (to be held at the Airport)
- Upcoming Events:
 - March 2023
 - March 7 = Barnstable Citizenship Academy 6:30 - 9:00 = it was a success!
 - March 10/11, 2023 = A Night in the Terminal - Scout Sleepover = it was a success!
 - Annual TSA Inspection = underway
 - March 31 1-2 Cape & Island Delegation Zoom Meeting - Airport Update (Zoom invitation sent)
 - April 2023
 - Annual FAR Part 139 Airport Certification Inspection
 - May 2023
 - None
 - June 2023
 - June TBD, 2023 = Airplanes, Aviation and Cigars
 - July 2023
 - July 2023 = Hangars & Hamburgers (3rd Saturday)
 - August 2023
 - None
 - September 2023
 - September 22, 2023 = SE MA Aviation Career Fair (3rd event)
 - September 23, 2023 = A Great Day at the Gateway
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11. Announcements - Commissioner's Comments

12. Matters not reasonably anticipated by the Chair

13. Adjournment - Next Meeting, April 18, 2023



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

COM0323-1 Update WS Development

COM0323-2 Approval of the FY2024 Proposed Operating Budget

MOTION to approve the proposed Fiscal Year 2024 Cape Cod Gateway Airport Operating Budget totaling \$12,030,401.00. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0323-3 Approval of a lease agreement by and between the Town of Barnstable Cape Cod Gateway Airport and Michele Kennedy D/B/A Studio Gallery at the Airport

MOTION to approve the lease by and between the Cape Cod Gateway Airport and Michele Kennedy D/B/A Studio Gallery at the Airport effective April 1, 2023 for a five year term with two additional 5 year options at an annual rate of \$4,200 per year. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0323-4 Approval of the Award and Contract for FY23 Airfield Pavement Marking in the Amount of \$110,845.00 (One Hundred Ten Thousand Eight Hundred Forty-Five Dollars)

MOTION to approve the bid award and subsequent contract for the Fiscal Year Airfield Pavement Marking in the amount of \$110,845.00. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0323-5 Travel Approval Letter for Airport Staff

MOTION to approve the travel letter for Airport Operations staff to travel out of state to attend Aircraft Rescue Fire Fighting and Live Burn training as required by Federal mandate. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0323-6 Approval of Amendment #1 by and between Cape Cod Gateway Airport and Judith Goetz for On-Call Professional Media Services for Integrated Communications Services

MOTION to approve the Amendment #1 by an between Cape Cod Gateway Airport and Judith Goetz for On-Call Professional Media Services for a three month term ending April 30, 2023 for a not to exceed total amount of \$9,300.00. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM323-7 Monthly Update Airport Business Plan for FY2023

COM0323-8 Approval of Allies Air Name Change & Sign Updates

MOTION to approve the Allies Air name change to Gull Air and signage updates to the building. **SPONSOR:** Infrastructure & Marketing Subcommittee (**May be acted upon**)



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 the lease of real property by and Between Cape Cod Gateway Airport and a Future Lessee for 110 Mary Dunn Way 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.

