



CAPE COD GATEWAY AIRPORT COMMISSION

Tuesday, June 20, 2023

Meeting to be held in the Airport Conference Room at 4:00 PM

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1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Minutes of the previous meetings:  
May 16, 2023

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

COM0623-1 Approval to enter into Lease negotiations by and between Cape Cod Gateway Airport and Aloft Aviation Management LLC (or Assigns) for Airport owned property at 110 Mary Dunn Way (a.k.a Air Cape Cod).

COM0623-2 Approval of the License Amendment by and between Cape Cod Gateway Airport and HMI Parking Services LLC.

COM0623-3 Approval of Award and Contract for On-Call Communications Management and Community Outreach Services to Pierce Cote, A Regan Communications Company.

COM0623-4 Annual Election of Airport Commission Officers and appointment to subcommittees

10. Report of Special Committees

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

Updates:



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

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

- Seasonal Staff Update
  - Airport Operations
  - Airport Project Manager Assistant
  - Airport Maintenance/Landscaper
- Monthly Financial Review (Finance)
  - See attached documents and note slight modifications based on discussion at the May 2023 Airport Commission meeting
- Monthly Business Plan Review (Infrastructure)
  - Future workshop to update the Business Plan
- Electric Aviation Update
  - Smart Program Memo & Update
- WS Development Update
  - Public Meeting took place on = May 30 @ 6:00 PM in Town Hall with only 3 public members present
    - Meeting Title = "The Landing at Hyannis: Transformation of Cape Town Plaza Public Information Session"
    - Session available for review "on-demand"
      - <https://streaming85.townofbarnstable.us/CablecastPublicSite/show/10568?channel=1>
- Upcoming Finance Items:
  - 110 Mary Dunn Way - Lease
  - Land Lease (Hangar Development) - AMA (on hold until AMA gets back to the airport)
  - Land Lease - DPW - Water Department
  - MOU PFAS
  - BETA Electric Charging Station Lease
- Upcoming Infrastructure Items:
  - Business Plan Update
  - Smart Grant Award Update
    - Electric Aviation Discussion
  - Events Update
- 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 - completed
  - 110 Mary Dunn Way - completed
  - Airline Consultant (on hold until the Spring/Summer 2023)
  - Café commercial kitchen or retail
    - Potential seasonal use - in discussions with potential user on April 10
  - Airport Signs and Tower Sign
    - Requires procurement due to construction of sign base.
    - Waiting for additional drawings for bid specifications
- Airport Environmental Assessment Status (<https://flyhya.com/airport-info/environmental-assessment/>)



- o Airport Commission Workshop = June 12 @ 1:30 via Zoom
- o Public Meeting = June 21 2023 (Zoom at 2:00 and in-person public meeting at 6:00 in Town Hall Hearing Room)
- o PFOS/Public Involvement Plan & Update
  - o Phase V Report = underway (October 2023 submittal)
- o Upcoming Events:
  - o June 2023
    - June 8, 2023 = "Festivities on the Flight Line" GREAT EVENT with 35 tickets sold and some walk-ins
  - o July 2023
    - None
    - Massachusetts Air and Space Museum requested that this event be moved to October
    - Hangars & Hamburgers (3rd Saturday) - Name change anticipated for this event
  - o September 2023
    - September 22, 2023 = SE MA Aviation Career Fair (3rd event)
    - September 23, 2023 = A Great Day at the Gateway
  - o October 2023
    - Massachusetts Air and Space Museum requested that this event be moved to October
    - Hangars & Hamburgers (October 14) - Name change anticipated for this event
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**11. Announcements** - Commissioner's Comments

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

**13. Adjournment** - Next Meeting, July 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

**COM0623-1 Approval to enter into Lease negotiations by and between Cape Cod Gateway Airport and Aloft Aviation Management LLC (or Assigns) for Airport owned property at 110 Mary Dunn Way (a.k.a Air Cape Cod).**

**MOTION** to approve the Lease Negotiation process by and between the Cape Cod Gateway Airport and Aloft Aviation Management LLC (or Assigns) for the Airport owned property located at 110 Mary Dunn Way as approved by the Town of Barnstable Procurement Office. **SPONSOR: Management (May be acted upon)**

**COM0623-2 Approval of the License Amendment by and between Cape Cod Gateway Airport and HMI Parking Services LLC.**



**MOTION** to approve License Amendment #1 by and between Cape Cod Gateway Airport and HMI Parking Services LLC, effective July 1, 2023 for an additional 1,688 square feet of land for the purpose of vehicle parking. This will increase the monthly payment to \$3,241.57 through September 30, 2025.  
**SPONSOR:** Finance Subcommittee (**May be acted upon**)

**COM0623-3 Approval of Award and Contract for On-Call Communications Management and Community Outreach Services to Pierce Cote, A Regan Communications Company.**

**MOTION** to approve the Award and Contract for On-Call Communications Management and Community Outreach Services to Pierce Cote, A Regan Communications Company.

**SPONSOR:** Infrastructure & Marketing Subcommittee (**May be acted upon**)

**COM0623-4 Annual Election of Airport Commission Officers and Appointment to Subcommittees**

