



CAPE COD GATEWAY AIRPORT  
COMMISSION MINUTES OF THE REGULAR SESSION  
Held at the Cape Cod Gateway Airport  
TUESDAY, September 17, 2024

**Commissioners Present:**

John G. Flores, Chair; Norman Weill, Clerk, Wendy Bierwirth; and Bradley J. Bailey

**Commissioners not present:**

Mark Guiod, Vice Chair; and Joseph DiGeorge

**Yarmouth Representative:**

Christine Greeley

**Airport Staff Present:**

Katie Servis, Airport Manager; Matthew Elia, Assistant Airport Manager; Chris Bostwick, Project Manager, and Suzanne Kennedy, Administrative Assistant to the Airport Manager

**Public Members:**

John Griffin, Citizen

**Call To Order:**

Chairman Flores called the regular meeting of the Cape Cod Gateway Airport Commission to order at 4:00 p.m. He stated this meeting of the Cape Cod Gateway Airport Commission is being recorded and broadcast on the Town of Barnstable's Government Access Channel. In accordance with Massachusetts General Laws Chapter 30A, Section 20, the Chair must inquire whether anyone else is recording this meeting and, if so, please make their presence known.

Attendance roll call was taken followed by the Pledge of Allegiance.

**Minutes of the previous meetings:**

A motion was made and seconded to approve the August 20, 2024, Commission meeting minutes. This was unanimously approved.

**Public Comment:**

John Griffin, former Airport Commissioner, thought it might be beneficiary to request a passenger count from the non-scheduled, charter, and other carriers now that the seasonal scheduled air carriers have departed for the season.

**Commissioners Response to Public Comments:**

None

**Finance Subcommittee (Commissioners Weill, Guiod, and Bailey)**

The Finance Subcommittee met on Tuesday, September 10, 2024. Commissioner Weill gave a review of the meeting (see attached).

**Infrastructure & Marketing Subcommittee (Commissioners DiGeorge, and Bierwirth)**

The Infrastructure & Marketing Subcommittee met on Tuesday, September 10, 2024. Commissioner Bierwirth gave a review of the meeting (see attached).

Chairman Flores reiterated the purpose of the subcommittees was to meet on a regular monthly basis to vet all agenda items prior to being forwarded to the full commission.

**Old Business:**

None

**New Business:**

**COM0924-1 –Approval of the Lease Agreement by and between the Cape Cod Gateway Airport Commission and Kingsbury Aviation.**

**MOTION** to approve the 64,000 square feet 20-year land lease by and between the Cape Cod Gateway Airport Commission and Kingsbury Aviation effective August 14, 2024, with annual increases to reach the current going rate during the first 3 years, and 3% or CPI increases thereafter. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Weill; and seconded by Commissioner Bailey.
- Kingsbury Aviation has been a tenant of the Airport for over 10-years. They purchased two t-hangars on the East Ramp from former owners, Silvia and Silva.
- They wish to continue leasing the 64,000 square feet of land, and renting hangar space to airport tenants, located at 260 and 270 Mary Dunn Way.
- The 20-year lease has been back dated to an effective date of August 14, 2024 as negotiations were in progress.
- The lease has been updated to match new language requirements, insurance requirements, FAA lease provisions, and to bring the rental rate up to fair market value consistent with other airport tenants with newer leases.
- During negotiations, management agreed to gradually step the increase over the first 3 years to bring them up to fair market value as outlined below:

Land Lease/square foot	
Assumes Increase Annually to Reach Going Land Lease Rates. In Year 4-20 based on CPI or 3%, Whichever is Greater	
Area (square feet)	64,000
Existing	\$0.39
Annual Rate	\$25,216.00
Monthly Rate	\$2,101.33
Year 1 (12% increase)	<b>\$0.44</b>
Annual Rate	\$28,241.92
Monthly Rate	\$2,353.49
Year 2 (15% increase)	<b>\$0.51</b>
Annual Rate	\$32,478.21
Monthly Rate	\$2,706.52
Year 3 (15% increase)	<b>\$0.58</b>
Annual Rate	\$37,349.94
Monthly Rate	\$3,112.49

Year 4 (3% increase or CPI whichever is greater)* Assumed 3% here for planning purposes	\$0.60
<b>Annual Rate</b>	\$38,470.44
<b>Monthly Rate</b>	\$3,205.87

- Now that the airport has sanitary sewer available, the LESSEE is to transition from the existing septic system for wastewater to sanitary sewer within years 3-5 of Commencement Date of the Lease but no later than August 13, 2029. The LESSEE is responsible for all permitting, decommissioning and removal of existing septic and connection to sanitary sewer available at Mary Dunn Way.
- Ms. Greeley asked how the 4<sup>th</sup> year rate was determined. Ms. Servis responded that it was assumed at this point in time, but it would be based upon the CPI at that time, or a 3% increase (whichever was greater).
- This agenda item was unanimously approved by verbal vote.

**COM0924-2 – Approval of the Fuel Pricing Agreement by and between the Cape Cod Gateway Airport Commission and AEG Fuels.**

MOTION to approve the annual Fuel Pricing Agreement by and between the Cape Cod Gateway Airport Commission and AEG Fuels effective October 1, 2024 for a minimum purchase of 100,001 gallons of Jet A. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Bailey; and seconded by Commissioner Weill.
- AEG Fuels have been customers at the airport for some time. They reached out to Airport Management to sign up for the existing approved jet fuel discount program.
- They are contracting with the airport for Tier 1 of the Gold Program for a minimum annual total purchase of 100,001 gallons of Jet fuel. This allows for the highest discount because if this minimum is not reached, AEG Fuels will be required to pay for the difference that they have contracted.
- It is great to have an additional (three total) Fuel Discount Pricing Agreements.
- Previously, NetJets, our longest standing contract for fuel discounts, had contracted for this discount tier, and they were back billed for the difference of the minimum that they did not meet.
- The Airport purchases the JetA and rents the fuelers from World Fuel. This contract will have to be rebid next year.
- This agenda item was unanimously approved by verbal vote.

**COM0924-3 – Approval of the Fuel Pricing Agreement by and between the Cape Cod Gateway Airport Commission and Everest Fuel Management LLC.**

MOTION to approve the annual Fuel Pricing Agreement by and between the Cape Cod Gateway Airport Commission and Everest Fuel Management LLC effective October 1, 2024 for a minimum purchase of 400,001 gallons of Jet A. **SPONSOR: Finance Subcommittee (May be acted upon)**

- This agenda item was moved and read by Commissioner Bierwirth; and seconded by Commissioner Bailey.
- Everest Fuel Management LLC has contracted with the airport for 7 consecutive years under the jet fuel discount program. Each year they come to the airport and buy lunch for the fueling staff as a thank you. It is a good partnership for both the Airport and Everest Fuel.
- They are contracting with the airport for Tier 4 of the Gold program.
- Commissioner Weill mentioned that Mark Frangiosa, Everest Fuel Vice President, has been participating in the Strategic Plan process and is a big supporter of this airport. He is also a member of the Cape Cod Aero Club.
- This agenda item was unanimously approved by verbal vote.

## 10. Report of Special Committees

- Noise Report (July, October, January, April)
- Yarmouth Representative Comments
  - Ms. Greeley raised some questions that were forwarded to her from the Yarmouth Town Hall:
    - Has the Airport hired a consultant for the proposed project advisory committee on the voluntary flight path adjustments.
    - They would like to see a Scope of Work with the proposed plans
    - They want to make sure that leadership from Yarmouth and the Town of Yarmouth Contracted consultant would be on the committee.
      - Manager Servis responded that Airport Solutions Group, the Airport Consultant, will be overseeing the process. They have brought in experts from Jviation, Inc. that has worked on many procedural tasks at other airports. She will forward the Scope of Work to Yarmouth Town Administrator once it is complete. She would like Ron Price, the consultant that Yarmouth has hired, to be involved as he has a lot of experience in aviation planning. A team has not been identified, but it will involve members from Yarmouth as well as the various Civic Association members.
  - Comments were received about Sunday, mid-day, there was an extremely large plane that flew from the west over Keyes Beach to Stewart Creek. It was very loud and low. On Monday at 8:02 Ms. Greeley experienced what appeared to be a Cessna 560 Citation Ultra over her house that was also loud and low.
    - She was asked to reach out to Christina Lounsbury for additional information.

### Updates:

- Hyannis Hangar LLC– up for sale
  - A potential buyer would have to receive approval from the Airport Commission
- Strategic Planning Subcommittee Development Update– Mark Guiod was commended on doing a great job as administrator
  - These have been going well and there is one more meeting planned for Session 4: Final review of the Airport MVP Strategic Plan (Sep 30<sup>th</sup>)
  - Commissioner Weill commented that there have been strict rules to participate in the process which has excluded a few people from participating. He suggested that there may be a way to get some input from Paul Phalen and Bette Ludtke, as they have had a specific interest, so that they do not feel excluded.
  - There have been about 28 participants with a good cross-section of backgrounds. When the process has been finalized, he requested that the Mission, Vision, Philosophy, goals and objectives be forwarded to the group that initially received invitations, as well as the participants.
- Airline Updates– Pierce Cote will report the media outreach/passenger count comparisons and destinations during the October Commission meeting. Discussions have been had to try and instill year round service.
- Electric Aviation Update
  - BETA–waiting for BETA to review the lease that was sent to them
  - Commissioner Guiod will be attending the Archer has an event in Washington D.C. this week
- WS Development Update
  - The Plaza redevelopment is moving forward and Whole Foods should be opening October 15<sup>th</sup>. They are working on more potential occupancy.
- Projects Update/Status
  - Tower HVAC Project– This project went out to bid and several bids were received but they were all over budget by approximately \$700,000. The project will be rescoped and put back out to bid in a few months.
- Airport Environmental Review Status (<https://flyhya.com/airport-info/environmental-assessment/>)

- The review date for public comment has been extended to 60 days. The Massachusetts Environmental Policy Acts Office will make the documents available online.
- The final FAA Determination will not be received until after the response date closes.
- PFOS/Public Involvement Plan & Update
  - Next status report = October 2024
  - Next public informational meeting = November 2024
    - To be done in coordinate with BFTA so that the public has one meeting to attend for updates for both entities
- Upcoming Events:
  - September 2024–
    - CCYP September 18, 2024– the attendees should have received the QR Code to check-in
    - Full Scale Emergency Exercise September 26, 2024
      - Assistant Manager Elia stated they are till looking or volunteers to be victims with professional moulage makeup. There will be a majority of emergency service entities participating. The team has been working extremely hard to plan this event. There will be media coverage.
  - October 24, 2024 – 4th Annual SE MA Aviation Career Fair
    - Exhibitor emails sent to previous exhibitors (about 50).
    - School emails and invitations sent.
    - 20 exhibitors already signed up
    - 5 schools have already signed up
    - Attendance may be low due to other aviation events in the same time period (STEM Week)
- Internships
  - Kayden Fortes, Barnstable High School senior, started his internship today. He is interested in becoming a pilot.
  - He met with staff and had an airfield tour.
  - His schedule with various staff and tenants has been set up through January 27, 2025.
  - Typically, the Airport is only able to accommodate one intern at a time. Manager Servis reviewed the application and interview process. Ther was only one student that applied within the 6-month time frame.
  - The airport is trying to see if Cape Air would be able to work with other interns.
  - Kayden will be featured in the Airport's December newsletter.
  - Commissioner Weill offered to contact the Cape Cod Aero Club to coordinate a pre-flight, flight, and log-book interaction.

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

**12. Matters not reasonably anticipated by the Chair**  
None

**13. Adjournment –**  
Upon Motion duly made and seconded, the meeting was adjourned at 4:50 PM. The next meeting will be held on October 17, 2024.

  
\_\_\_\_\_  
NORMAN WEILL, CLERK

Documents attached:  
Finance Subcommittee Speaking notes  
Infrastructure & Marketing Subcommittee Speaking notes



**Met Tuesday, September 10, 2024**

The meeting was held via ZOOM

The meeting was called to order at 8:44 a.m.

Commissioners Weill, Bailey & Guiod were present via zoom.

#### **OLD BUSINESS**

There was no old business to discuss.

#### **NEW BUSINESS**

##### ***FIN0924-1 – Review and Approve the Lease Agreement by and between the Cape Cod Gateway Airport Commission and Kingsbury Aviation.***

- Kingsbury Aviation is in the 10<sup>th</sup> year of their 20-year lease.
- They wish to continue leasing the land and renting hangar space to airport tenants.
- The lease has been updated to match new language requirements, insurance, FAA lease provisions, bring the rental rate up to fair market value and consistent with other airport tenants.
- During negotiations, management agreed to step the increase over 3 years to bring them up to fair market value as outlined below:
- The airport has sanitary sewer available; the LESSEE is to transition from the existing septic system to sanitary sewer within years 3-5 of Commencement Date of Lease, but no later than August 13, 2029. The LESSEE is responsible for all permitting, decommissioning and removal of existing septic and connection to sanitary sewer available at Mary Dunn Way.
- The agenda item was moved to the September 17, 2024, Full Commission meeting for approval.

##### ***FIN0924-2 – Review and Approve the Fuel Pricing Agreement by and between the Cape Cod Gateway Airport Commission and AEG Fuels***

- AEG Fuels reached out to Airport Management to sign up for the existing jet fuel discount program
- They are contracting with the airport for Tier 1 of the gold program and have agreed to purchase \$100,000 gallons of jet fuel.
- The agenda item was moved to the September 17, 2024, Full Commission meeting for approval.

##### ***FIN0924-3 – Review and Approve the Fuel Pricing Agreement by and between the Cape Cod Gateway Airport Commission and Everest Fuel Management LLC.***

- Everest Fuel Management LLC. has contracted with the airport for 7 consecutive years under the jet fuel discount program
- They are contracting with the airport for Tier 4 of the gold program
- The agenda item was moved to the September 17, 2024, Full Commission meeting for approval.

#### **Updates:**

- American Airlines – end of season was September 3<sup>rd</sup>. Additional destinations are possible such as Philadelphia, Charlotte & Baltimore.
- JetBlue – ended their season September 3.
- Electric Aviation Update – We need to get back into Electric Aviation discussions.
  - BETA
  - Smart Grid Program
  - EV Make Ready Charging Stations
  - CIP FY2025 Charging Stations
- WS Development Update – The outdoor patio is coming along nicely.
- Airport Environmental Assessment Status (<https://flyhya.com/airport-info/environmental-assessment/>)
  - August 27, 2024 public meeting of the Final Environmental Assessment (EA)(the federal action)/Environmental Impact Report (FEIR)(the state action) – meeting #5 was at 2:00 and an in-person meeting was held at 6:00 (Town Hall Hearing Room)

- PFOS/Public Involvement Plan & Update:
  - Next status report= October 2024
  - Next public informational meeting= November 2024
    - To be done in coordinate with BFTA so that the public has one meeting to attend for updates for both entities
- Upcoming Events:
  - September 2024--
    - CCYP September 18, 2024 (Note date change)
    - CCYP are providing tickets to the commissioners who would like to attend, Commissioner Flores and Commissioner Guidod stated they would like to attend.
    - Full Scale Emergency Exercise September 26, 2024
      - We are looking for volunteers and evaluators
      - Commissioner Flores asked if there was an agenda.
      - Assistant Airport Manager, Elia stated and will also send out an email:
      - Briefing 4:00-4:30.
      - Activities start at 5:00 and run for 3 hours.
      - Post meeting and dinner at 8:00.
      - Both commissioners Flores and Guidod would like to attend.
  - October 24, 2024 – 4th Annual SE MA Aviation Career Fair
    - As of this morning we 5 school participating.

The meeting was adjourned at 9:09 am.



Speaking Notes: Infrastructure & Marketing 09-10-24

Met Tuesday, September 10 at 10:30 am

Commissioners DiGeorge and Bierwirth were present. The meeting was held via ZOOM.

**UNFINISHED BUSINESS:**

None

**NEW BUSINESS:**

**IN0924-1 – Review and Discuss Website Modifications**

- Several areas of the website need revamping to make it easier to navigate. Overall, there are a lot of clean lines, but a lot of links and connections appear to be too cumbersome to navigate easily.
- Manager Servis reviewed the areas that need changes and mainly focused on the Noise Abatement Page, Airport Information drop down list, and the Contacts list to clean up and simplify ease of usage.
- The commissioners requested some additional revisions that will also be forwarded to Pierce -Cote.
- Manager Servis will have a draft available for review by the Commission prior to being live on the website.
- A Google Analytics report of the number of times people click on the website links, and a listing of the links by priority was requested to help with the re-design. This report will be provided by Pierce-Cote in the future.

There was a discussion of the status of the Pierce-Cote option renewal. Mr. Flores was asked to comment. He stated if the Finance Subcommittee forwards an agenda item, that it should have been fully discussed and vetted prior to moving it forward. Manager Servis is verifying that the information currently requested is complete prior to bringing it back to the subcommittee for discussion.

**Updates:**

**Manager Servis provided updates on the following topics:**

- Hyannis Hangar LLC – up for sale
- Strategic Planning Subcommittee Development Update – Mark Guid (Chair)
  - American Airlines – end of season September 3
  - JetBlue – end of season September 3
  - Cape Air –
- Electric Aviation Update
- WS Development Update –
- Airport Environmental Assessment Status (<https://flyhya.com/airport-info/environmental-assessment/>)
- Upcoming Events:
  - September 2024 –
    - CCYP Back to Business BASH - September 18, 2024
    - Full Scale Emergency Exercise - September 26, 2024
  - October 24, 2024 – 4th Annual SE MA Aviation Career Fair

**Adjournment:** Having no other business to discuss, the meeting was adjourned at 11:32 a.m.