



FINANCE SUBCOMMITTEE MEETING MINUTES
Tuesday, March 1, 2022
8:30 a.m.
Via Zoom Virtual Meeting

Call Meeting to Order:

8:34 a.m.

Commissioner's Present: (Roll Call)

Norman E. Weill, Commissioner
Bradley J. Bailey, Commissioner
John G. Flores, Commissioner

Commissioner's Absent:

None

Airport Staff:

Katie R. Servis, Airport Manager
Matthew T. Elia, Assistant Airport Manager
Mary McDonald, Financial Analyst

Public Members:

John T. Griffin

Commissioner Public Comments: *Norman E. Weill, Commissioner wanted to recognize the departure of Fidora Rodrigues, Airport Administrative Assistant, that has taken a new position at the Barnstable Police Department as a dispatcher. She will be missed as every interaction the Commission has had with her has been pleasant and professional.*

No minutes were available for review

OLD BUSINESS

There was no old business to discuss.

F0322-1 Review and Approve Amendment #5 to the contract for On-Call Marketing Services by and between Cape Cod Gateway Airport and The Quotient Group in the amount of \$1,000 (One Thousand Dollars) for the Custom Web Photo Gallery associated with the website redevelopment project.

- Manager Servis stated that Airport Management has been working with The Quotient Group (TQG) on the development of the airport website.
- Manager Servis stated that in order to meet the requests of the Infrastructure and Marketing Sub-Committee and to better highlight Cape Cod and the website for visitors, the Infrastructure and Marketing Sub-Committee requested that on the visitor page and photo gallery that we provide a brief description with each photo. Manager Servis stated that visitors that come to Cape Cod as the largest user group of the airport.
- Manager Servis brought up the draft website to provide an example <https://flyhya.b2web.co/> and explained that on the visitor page text was added to all thumbnail photos as well as links so that if a visitor sees a photo they like, they can click on it and learn more about that particular place on Cape Cod. Manager Servis



walked through a few online examples and showed the added value of the text with links to bring visitors to particular pages

- The additional text was not envisioned in the original scope and modifications would need to be made to the website template and design to include this feature at a cost of \$1,000.
- Management feels it important to include this as we want visitors to our site to learn more about what they can do and see on Cape Cod.
- Commissioner Weil stated that it seems to be a small amount of money to incorporate this.
- A motion was made by Commissioner Weill and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting by a roll call vote:

Commissioner Weill = Yes
Commissioner Bailey = Yes
Commissioner Flores = Yes

Action: The agenda item was moved to the *March 15th, 2022* Full Commission meeting for approval.

F0322-2 Review and Approve HYA Tower Operations Agreement by and between the Cape Code Gateway and the Federal Aviation Administration (FAA).

- Manager Servis stated that the Federal Aviation Administration (FAA) has revised and updated the Air Traffic Control Tower Operations Agreement (TOA) for FAA Contract Towers (FCT).
- For background, the airport at Hyannis is a contract tower. We have a contract with the FAA through Midwest ATC. Midwest ATC supplies the staff and operates the facility but the Airport maintains the facility. We are not a fully staffed FAA operated tower like Logan Airport.
- Manager Servis indicated that the TOA sets forth the terms under which FAA will provide air traffic control services to the airport sponsor at each FCT airport and in turn, highlights with the Airport will provide in return of those services. This action is to ensure that we comply with a January 2017 Department of Transportation (DOT) Office of Inspector General (OIG) recommendation “to standardize the conditions under which FAA will provide air traffic control services at FCTs.” With this update, the airport is receiving a renewal with update terms but essentially this is similar to the agreement we currently have in place.
- This Agreement automatically renews annually on the effective date unless terminated by either of the parties in writing
- This Agreement replaces and supersedes any prior documents signed by the parties.
- The Airport will provide and maintain, at no expense to the FAA, an Airport Traffic Control Tower (ATCT) that meets all applicable state and local codes, standards and regulations
 - The Airport sets aside \$10,000 annually to maintain the operations of facility in case anything breaks or is in need of attention. Manager Servis gave an example of maintenance needed recently.
 - The Airport also has additional funds in the budget to maintain buildings and assets. The \$10,000 is for equipment that is needed ASAP for replacement.



- The airport also has a 5-year agreement for maintenance of radios and communications equipment so that if something needs to be replaced, we will hopefully know in advance and can plan for that.
- The Airport provides, maintains, and replaces, at no expense to the FAA, all non-FAA-owned tower equipment and provides and continually maintain all utilities and services, including but not limited to: heating, air conditioning, electrical, water, gas and sewer. The Airport Sponsor shall maintain janitorial services (to include washing tower cab windows and shades, interior and exterior, when necessary).
- A motion was made by Commissioner Weill and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting by a roll call vote:

Commissioner Weill = Yes
 Commissioner Bailey = Yes
 Commissioner Flores = Yes

Action: The agenda item was moved to the *March 15th, 2022* Full Commission meeting for approval.

F0322-3 Review and Discuss the Disposition of the Mildred's Lot and Future Land Lease

- Airport Management wanted to give the Commission a heads up regarding the Mildred's lot. In the past we have discussed the ability to use this property for vehicle parking and developing Requests for Proposal (RFP) but due to the recent completion of the Airport Master Plan Update, this property will be needed for the protection of airspace surfaces associated with the runway extension; therefore, a short-term lease is more preferable.
- Manager Servis stated that a lot of work would be necessary to bring the property up-to-speed for parking with lighting, and a new surface for cars to park on and with a short-term lease agreement that may not be appropriate
- Manager Servis stated materials stockpiling for area roadway and natural gas projects may be more appropriate and the airport has been approached by another company with interest to use the property for such purposes.
- Northeast Utility Constructors are using the property now but for less than 8-months. Another company is interested in using the property for a 3-year period for stockpiling equipment and material similar to its use now.
- We can rent the property out as is without modifications for the going rate of approximately \$1.30/square foot. This short-term approach is more appropriate with our future plans
- This is a change/transition in focus from and RFP for parking to materials stockpile and a 3-year license agreement
- A motion was made by Commissioner Weill and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting by a roll call vote:

Commissioner Weill = Yes
 Commissioner Bailey = Yes
 Commissioner Flores = Yes

Action: The agenda item was moved to the *March 15th, 2022* Full Commission meeting for approval.



Updates:

- Airport Master Plan Update
 - Complete
 - Final documentation received within the past few weeks – the final chapter “Implementation Chapter/Funding for the Projects” has been received
 - The FAA is reviewing the Airport Layout Plan Update sheets that are associated with the written documents.
 - The FAA approval is needed before we move on to the Environmental Assessment
- Monthly Financial Review-
 - Manager Servis went over the monthly financials
 - Jet Fuel Sales are well over budget expenditure estimates due to:
 - Increases in sales
 - Increases in fuel prices
 - Rental car concessions are 40% above estimated revenues within 1st 7 months of fiscal year
 - Revenue generation is meeting budget goals without CARES/CRRSAA grants
 - We are tracking well within overall budget with a current budget surplus of \$1.45M without CARES/CRRSAA grants
 - Jet Fuel Sales = -8% for the month of January compared to FY2021
 - Fuel Sales = overall +24% for FY2022 compared to FY2021 (July – January)
 - We have collected 28% more in Jet fuel sales revenue than that projected for the FY as of February 22, 2022!
 - Operations (December numbers not available)
 - Operations = -5% for the month of January compared to FY2021
 - Operations = overall +14% for FY2022 compared to FY2021 (July – January)
 - Norman E. Weill, Commissioner, thanked the team for their efforts and management on the finances
 - Airport Manager Servis also thanked the team indicating that it is a group effort but thanking Mary McDonald is also very important as she has a heavy lift in the office and keeps management informed of any issues
- Upcoming April Finance Items:
 - Griffin Avionics Lease – Griffin attorney's still reviewing the draft lease – not ready for March meetings
 - Financial/Budget Update
 - DRAFT RFP for the Air Cape Cod facility - executive session
 - Hyannis Hangar LLC (maintain for June meetings)
- CARES Act Projects Update
 - Replacement of T-hangar CARES1 & FBO Renovation CARES4
 - Invitation for Bid and Request for Proposal = 2/25/2022
 - Mary Dunn Way Extension CARES3
 - Invitation for Bid and Request for Proposal = 3/23/2022
 - Non Mandatory In Person Pre Bid Meeting = 3/29/2022
 - Last Day for Questions = 4/1/2022;
 - Bids Due = 4/13/2022
- Town of Barnstable Budget
 - Completed with Airport Commission with approvals on 2/15/2022
 - Meetings with the Town will commence for both the Capital Improvement Plan (CIP) & Operating Budget (April – June)
- Airport Environmental Assessment
 - As noted, waiting for the FAA's review of the Airport Layout Plan documents



- PFOS/Public Involvement Plan & Update
 - Completed Phase III Reporting
 - Continuing data collection and preparing for submittal of the Phase IV report to DEP in October 2022 that will detail final mitigation efforts.
 - Working with the Town of Barnstable to identify how the Airport will mitigate for impacts to the Maher Wells. The FAA must be comfortable with the justification and our approach to mitigate for these impacts to ensure that there are no issues with revenue diversion.
- Rebranding
 - Sign Replacement
 - At this point in time, the permits have been received for the terminal sign replacement and we are waiting for an installation date
- Website Upgrade
 - As noted above – we are hoping for an April 2022 reveal to that we are ready for our 2022 season
- Dates to remember:
 - Cape Cod Gateway Airport Community Event Series
 - March 31, 2022: Rock Your Garden (6:30-8:30) \$38/ticket
 - April 21, 2022: COVID Healthcare Appreciation “Restore and Refresh” (4:30 to 7:00) – free to healthcare providers
 - May 19, 2022: Cigars & Whiskey (6:30-8:30) \$100/ticket
 - June 12, 2022: Celebrating America on Cape Cod (12-4:00)

Norman E. Weill, Commissioner, thanked the team for their snow removal efforts and responding to snow events this year.

Chairman Griffin as a public member at the meeting stated that he was pleased with the event schedule as outlined. He also asked if the airport was aware of who purchased the gas station property on the corner of 132 and Mary Dunn Way.

John Flores, Commissioner, requested that our marketing team reach out to businesses on Nantucket and identify potential partnerships.

Brad Bailey, commissioner asked how long the Zoom meetings will last. Airport Manager Servis indicated that she would find out and report back. She did note that the online meeting option has been good not only for the volunteerism of the commissioners but also for the public at large with much more participation by all.

Meeting Adjourned at 0919 am

The next Finance Subcommittee Meeting is scheduled Tuesday, April 5, 2022 @ 8:30 a.m.



Norman E. Weill, Chairman

