CAPE COD GATEWAY AIRPORT COMMISSION
INFRASTRUCTURE & MARKETING SUBCOMMITTEE MEETING
Tuesday, May 4, 2021
Airport Conference Room 10:30 AM
Accessible via ZOOM

Call to Order
10:36 a.m.

Commissioners Present:
Commissioner Elizabeth Young, Commissioner Wendy Bierwirth, and Commissioner Joseph DiGeorge

Commissioners Not Present:
None

Airport Staff Present:
Katie Servis, Airport Manager; Matthew Elia, Assistant Airport Manager; Suzanne Kennedy, Administrative Assistant to the Airport Manager; and Fidora Rodrigues, Administrative Financial Assistant

Public Members Present:
Bob Griffin, Jean Griffin, Jim Griffin, and Tom Collier, Griffin Avionics; Helyne Mederios, Ross Rectrix; Jim Wolf and Peter Farrell, Cape Air; and John Griffin, Cape Cod Gateway Airport Commission Chair

Agenda of the Day:
Minutes of the April 6, 2021 Infrastructure & Marketing Subcommittee were approved and will be signed at a later date.

There was a brief introduction of Joseph DiGeorge, the new airport commissioner, and he gave a short synopsis of his background.

Commissioner Bierwith joined the meeting at 10:42 am.

Bob Griffin, Griffin Avionics, spoke in regards to their land lease language. Griffin Avionics had sent a letter to the Commission outlining their position on the building status. They believe that the language was to originally protect the airport if a tenant left, not to take an existing building away from a tenant with an ongoing business.

- Jim Griffin Jr. read a letter summarizing their position and stated that he hoped that they could agree upon terms that were acceptable to both parties (attached).
- Several positive aspects of them continuing to be an ongoing business were reiterated.
- The Airport Commission took into account what the Griffin's has said and was willing to work with them to come to terms that are acceptable to both parties.

- Bob Griffin stated it was in the best interest to the Airport to have Griffin Avionics continue to operate at this airport and not move elsewhere.
- The Griffins commented that it was a rainy day and the roof was leaking so they hoped the solar installation and roof repair could move forward quickly.
- Jim Griffin reported that he had signed the Next Grid documents so that they could apply for the electrical permits for the solar installation.

UNFINISHED BUSINESS:

I0421-01 – Presentation – Flower Power – Solar Flower

- This agenda item was tabled

NEW BUSINESS:

F0521-01 – Review and Discuss Amendment #6 to the contract for on-call architectural services by and between Cape Cod Gateway Airport and Fennick McCredie Architecture, Ltd. (F&M) for the T-Hangar Replacement Project – revised approach.

- Originally, to keep overall project costs down, the building was to be designed to be physically separated into two buildings, eliminating the need for a fire suppression system, floor drains, and the extension of water and sewer lines to the building. However, this is no longer an option due to estimated costs of two separate buildings, which would require more paving, underground electrical, building structure & cladding, and fencing and actually increase costs. A potential added cost of $178,000 if the building were constructed as two units.
- The overall project cost as estimated is approximately $1,275,000.00. The cost of steel has increased dramatically as a result of COVID-19 disruption to supply chains, so that may also increase the overall construction costs once bids are received.
- An amendment to the Fennick McCredie contract, in the amount of $67,066.00 for the additional design work would be needed to cover the additional and unanticipated items necessary for the revised approach.
- Because the building will have a fire suppression system, the design will still allow for FBO development in the future if so desired on the east side of the facility.
- This agenda item was moved forward to the full commission.

F0521-02 – Review and Discuss Procurement Process Commitment Letter for Round 6 Solar Photovoltaic (PV) and/or Battery Initiative by and Between Cape Cod Gateway Airport and the Cape and Vineyard Electric Cooperative (CVEC) for Request for Proposal (RFP) Development.

- CVEC has bundled 20 solar PV and/or battery system projects from 12 participants for inclusion in its Initiative.
- Any party wishing to formally participate in the Round 6 Procurement Process will need to countersign a Commitment Letter allowing CVEC the ultimate discretion to select the winning developers to design, procure, install, test, commission, operate and maintain a Project(s) at the identified location(s).
- This would be to install a solar canopy in the parking lot.
- The Airport's share for the Request for Proposal (RFP) development is $7,500
- *Jim Wolf left the meeting at 10:59 am.*
- Although the Commitment letter was to be signed by the Airport before May 7, 2021, due to our Airport Commission meeting scheduled, CVEC has allowed for more time to meet the airports approval process.
- This agenda item was moved forward to the full commission.

John Griffin left the meeting at 11:16 am.

EXECUTIVE SESSION: Chair Young moved to go into Executive Session at 11:17 a.m. pursuant to G.L. c. 30A, § 21(a)(3) to discuss strategy with respect to conduct strategy sessions in preparation for negotiations with nonunion personnel as a discussion in open session may be detrimental to the bargaining position of the Airport Commission. A roll call vote was taken.

Young - yes Bierwirth – yes DiGeorge - yes

The meeting reconvened after Executive Session at 11:34 a.m. A roll call vote was taken.

Young - yes Bierwirth – yes DiGeorge - yes

F0521-03 – Approval of the recommendation for negotiations with nonunion personnel.

- This agenda item was moved forward to the full commission.

Updates:

- Annual FAA Airport Inspection (see presentation)
- Aircraft accident (April 26, 2021)
- Lease Development Update
  - Griffin Avionics
  - Hyannis Hangar LLC
  - Ross Aviation – Air Cape Cod
- Airport Finances Update
  - These were sent to the Commissioners
- CARES Act Projects
  - Replacement of T-hangar
  - Fleet Hangar Door Replacement should start July 2021
  - Mary Dunn Way Extension should start April 2022
- Airport Master Plan Update
  - Next and Final Planning Advisory Group (PAG) Meeting = June 2021
- Town of Barnstable Budget Meetings
  - CIP Meeting = 4-1-2021
  - Operating Budget Meeting = June 2021
- Airport Environmental Assessment
  - RFP due May 14
- Airport Tree Clearing Project
  - Spring reseeding 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 reseeding and replanting plan for failed growth
  - Airport Maintenance site prep (rock removal, rough cut, prep for April seed)
- PFOS/Public Involvement Plan & Update
  - Post mitigation monitoring
  - Meeting scheduled for April 28, 2021 rescheduled to May 2021 to update TOB on findings of additional testing
  - Future meeting with Town Council Leadership
- Rebranding & Website Upgrade

- Website modifications – underway
- Sign plan modifications - underway

- Dates to remember:
  - June/July – Terminal Dedication Ceremony – Boardman-Polando - 90th Anniversary for Boardman/Polando Flight
  - MCI Drill September 28, 2021 – Assistant Manager Elia reviewed the protocol for the event
- Upcoming:
  - Airport Manager's contract ends June 30, 2021.
- Event Planning – Post COVID

Adjournment: Having no other business to discuss, the meeting was adjourned at 12:05 p.m.

Elizabeth Young _____ **02/20/2022**

Elizabeth Young, Commissioner ***Date***
Infrastructure Subcommittee

Documents attached:
April 19, 2021 Letter from Griffin Avionics to the Airport Commission
Fennick McCredie T-Hangar Design Add Services
Fennick McCredie T-Hangar Option comparisons

BARNSTABLE MUNICIPAL AIRPORT

Infrastruture & Marketing Subcommittee Meeting
Tuesday, May 4, 2021
10:30 a.m.
attended remotely via ZOOM
SIGN IN SHEET

NAME (PLEASE PRINT)	ORGANIZATION	PHONE
Bob Griffin	Griffin Avionics	
Tom Colleri	"	
Joan Griffin	"	
Bob Griffin	"	
Helyne Medeiros	Ross Rectenwald	
John Wolf	Cape Air	
Peter Fanell	Cape Air	
John Griffin	BMAC	

April 19, 2021

Katie Servis, Airport Manager
Matt Elia, Assistant Airport Manager
Barnstable Airport Commissioners

Good Afternoon,

In light of the Executive Session discussion scheduled for this Tuesday's Airport Commissioners' Meeting regarding the new proposed lease between the Airport and Griffin Avionics, we at Griffin Avionics Inc (and Griffin Realty Trust), would respectfully ask you to consider our concerns regarding the Airport's proposed taking possession of our building at the end of our current lease. We have been discussing this informally with Katie. While we are in general agreement with most of the new proposed terms and applaud her diligence in exploring all avenues to best serve the Airport in a new lease, we politely disagree with the Airport's interpretation of our expiring lease, as we believe this approach will have unintended consequences, both for the viability of our business going forward, as well as possible negative consequences for the Airport. We hope that you will review our very brief bullet points below and come to the same conclusion as us.

*Our current lease allows us to maintain possession of the building at the termination of this lease, providing we take it with us when we leave. We are not leaving in this case, and this clause is clearly meant for the Airport to take possession of the building when we leave or terminate our lease, with no desire to negotiate a new land lease.
*This would be the very first time we know of that the Airport took possession of a building from a company that was remaining as an ongoing business.
*Other Airports such as Plymouth, do not take over the buildings when tenants agree to a new lease and continue the tenancy.
*The most recent tenant lease we knew that was expiring, was in 2018. Airline Realty was allowed to rewrite their lease in 2016 for another 20 years, without having to give up possession of their building. This was agreed to by and signed by the previous Airport Manager and current Commissioner John T Griffin, and approved as to form by Anderson Krieger LLC.
*The loss of our main Asset, our building, assessed value of approx 1 million dollars, cripples our ability to obtain financing for ongoing building maintenance and capital improvements, which only would enhance the value for the Airport if they assume ownership at the expiration/termination of a new land lease.

*Based on proposed building rents over the next 20 years (amounting to another 1 million dollars), with the loss of our asset, the combined net loss for us is $2 million dollars.
*As mentioned above, the economic disparity between what was offered to us and Airline Realty is $2 million dollars, which as a small business, is absolutely unfair and unconscionable.
*As Katie has mentioned in our previous meeting, the Airport must be aware of and abide by FAA Grant assurances, and for reasons as we have just stated, may very well be in violation of AIP Grant Assurance #22, which clearly does not allow for economic discrimination by the Airport Sponsor, in their treatment of tenants.
*Based on all of the above, we simply ask to be treated fairly and equally, and do not believe we are asking for too much, to be granted the same consideration as Airline Realty Trust, and be allowed to defer the reversionary clause to the end of our next lease.

Cape Cod Gateway Airport

T-HANGAR PROJECT

Fennick McCredie Architecture

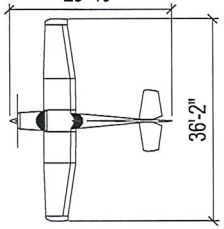
Deisgn Add Service 1

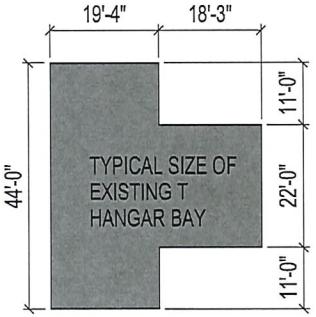
April 29th, 2021

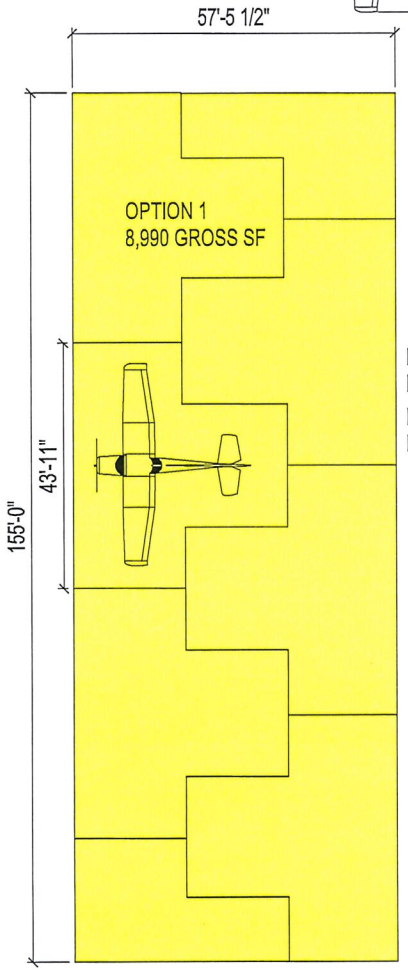
	AFTER: **SCOPE ITEMS: 6-BAYS**	Fenncik McCredie	McFarland Johnson	Horsley Witten	Fennessy Consulting Services	ATC Hazmat	**Total per Task**
1.0	**Program Management**						
1.1	Scoping, planning, fee development, schedule adjustments, team management and coordination for larger scope/longer project duration	$6,136					$6,136
2.0	**Design**						
2.1	8-bay option evaluation requested and completed	$5,888					$5,888
2.2	Environmental Permitting including town site plan review, DRI staff review, and combined CATEX & sole-source aquifer filing.			$13,530			$13,530
2.3	Design & drawings for paving and grading to north of existing building where utilities are being relocated.		$1,000				$1,000
2.4	Design & drawings for stormwater system tie-in for relocated storm drain below building. Includes drain line capping and reorientation, catch basins and drain manholes.		$4,303				$4,303
2.5	Electrical design/drawings for relocation of existing electrical duct bank and light pole to north of existing building		$5,004				$5,004
2.6	Design & drawings for fire suppression system, including sprinkler system, floor drains, trap primers, and force main pump and piping to sewer.		$11,141				$11,141
2.7	Prepare additional cost estimates – building alternatives, site, utilities, and fire suppression scope.	$2,204			$1,000		$3,204
2.8	Prepare asbestos remediation drawings and specifications	$2,000				$900	$2,900
3.0	**Construction Administration**						
3.1	Site work construction coordination and management (submittals, RFI's, etc.) for stormwater, sewer, water supply, and electrical.	$4,800					$4,800
3.2	Part-time Resident Engineering, additional site visits and construction meetings for an additional two months	$1,200	$7,960				$9,160
	Total Per Consultant	$22,228	$29,408	$13,530	$1,000	$900	
	Grand Total: 6-BAYS						$67,066

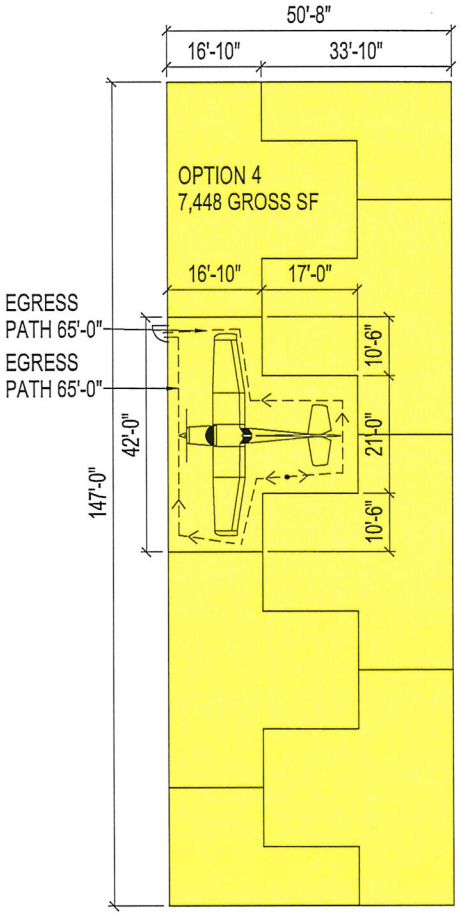
	ADDITIONAL SCOPE FOR +2 BAYS						
2.2	Environmental Permitting including town site plan review, DRI staff review, and combined CATEX & sole-source aquifer filing.			$6,000			$6,000
2.9	Drawings for reconfiguration of existing vehicle access road at north of building (applies only to 8-bay option)		$1,434				$1,434
	Total Per Consultant	$22,228	$30,842	$19,530	$1,000	$900	
	Grand Total: 8-BAYS						$74,500

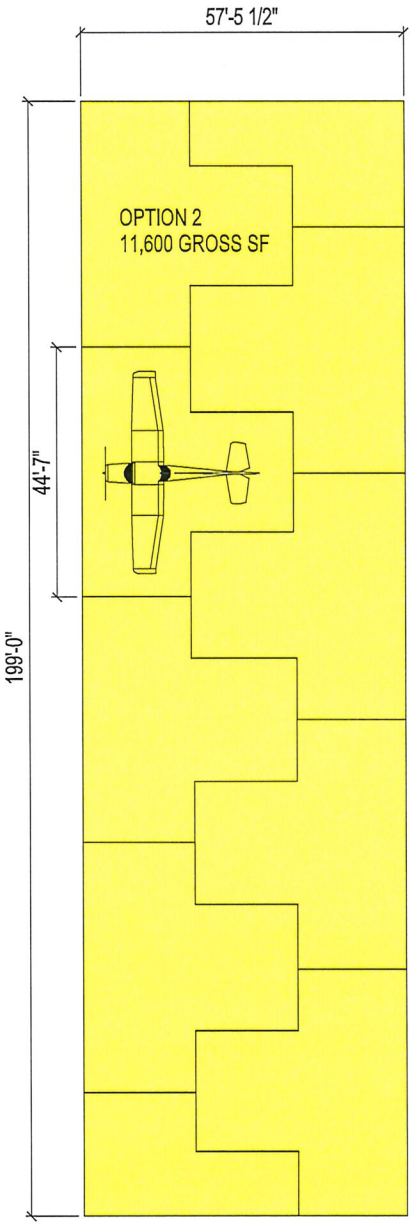
DIMENSIONS FOR THIS PLANE WERE TAKEN USING THE LARGEST DIMENSIONS IN EACH DIRECTION FROM THE CURRENT TENANTS PLANES

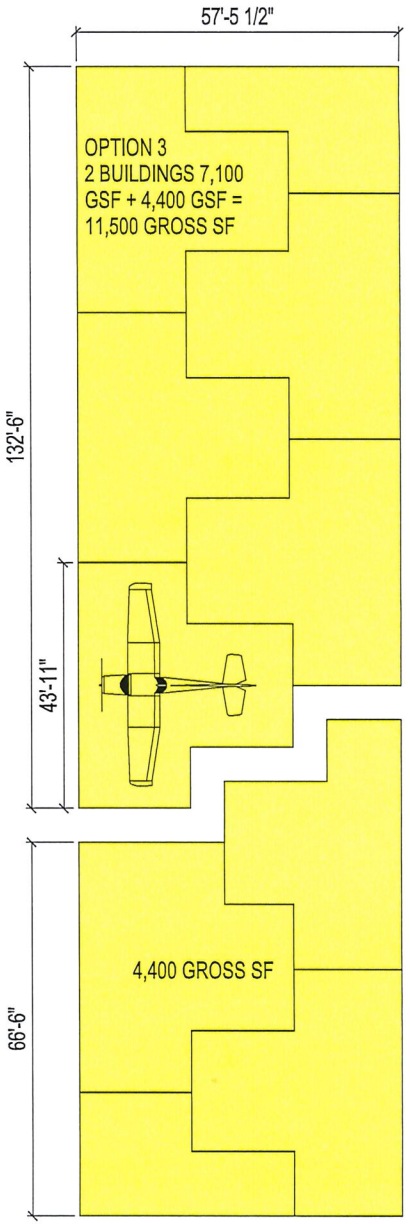












Fennick McCredie Architecture

Agenda

Date: April 22, 2021
Location: Cape Cod Gateway Airport
Project: New T-Hangar Building
Project No: 1175-06

Subject: FM Recommendation
Purpose: Review Pros & Cons of Options

OPTIONS DESCRIBED

- Option 1 – single building, 6 hangars with FP sprinklers
- Option 2 – single building, 8 hangars likely with sprinklers
  (possibility to go for variance, but likely to be denied)
- Option 3 – two buildings, 8 hangars, no sprinklers
- New Option 4 – single building, 6 smaller hangars, no sprinklers needed
  (7450sf size would not trigger sprinkling threshold and could still accommodate all existing tenant planes)

KNOWN ISSUES RESOLVED

- Costs necessary for all of the 4 Options:
  - relocate underground storm drain
  - relocate site pole light and underground branch conduit
  - repave 5-10' asphalt at full perimeter of building, 25' at north end where ramp slopes towards building and relocated utilities are being tied in
  - all roof drainage will not need local treatment, gutters or downspouts.
- Costs necessary for some of the options:
  - Vehicle service road paint (300 LF) will need to be redone for Options 2 & 3.
  - Relocate electrical duct bank running parallel to building in addition to light pole and branch conduit for Options 2 & 3.
  - FP sprinklers will need to be installed for Option 1 & likely for Option 2.
  -Adding two bays will add approximately $160k to the base building cost, per cost estimate.
  - Split building will add approximately $111k to the base building cost for either 6- or 8-bay configurations, per cost estimate.

  Note that cost estimates have been prepared with input from manufacturers of T-Hangar buildings, but are of only limited accuracy as project is still in preliminary design.

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KNOWN ISSUES PENDING

- If building department requires additional egress & accessible entrances to each hangar, it will increase the square footage of the building. This is in discussion with the building dept, who requested precedents. The design team has provided the 6-bay T-Hangar project at completed at Gardner Airport in 2021 as a recent and relevant precedent and are waiting to hear back. This question applies to all options. It has particular implications for the new Option 4, as any increase in square footage would trigger the sprinkling required for buildings over 7500sf.
- The design team has prepared a memo for John Merck regarding paving strategy for the airport's review. This applies to all of the options. Please refer to memo attached.

RECOMMENDATION SUMMARY

FM has reviewed the options and compared the costs with the estimator and with two hangar manufacturers. If lowest cost is a priority (and the building inspector accepts our egress proposal), **we recommend Option 4 – a smaller, 6-bay single building, unsprinkled** – which aligns with the original project goals. If maximizing T-Hangar space is the priority, **FM recommends HYA proceed with Option 2 – 8-bay single building with FP sprinklers.** Please refer to the **Budget History Summary** on the final page of this document for cost information.

BACKUP / REASONING

FM has eliminated Option 1 (single, 6-bay, sprinkled building), as it represents the option with the longest payback.

Option 4 (single, 6-bay, smaller, unsprinkled building) represents the quickest payback and is therefore the recommended budget option. The drawbacks to consider with this option are:

- Tenant spaces will be slightly smaller than current spaces and cannot accommodate bigger planes.
- Any future FBO would need to be added as a separate building in order to avoid triggering the 7500sf threshold for sprinkling.
- Need building inspector buy-in to planned egress design – decision expected shortly.

Among the 8-bay options, FM has determined that the costs of separating the hangars into two buildings does not provide a big enough benefit for HYA to justify it. The benefits of Option 2 (single, 8-bay, sprinkled building) rather than Option 3 (splitting the building into two) are:

- Fewer exterior facades to maintain.
- No void space to collect debris, miscellaneous storage, etc.
- Simpler design, simpler building better for the airport long term solution.
- Less impact on the VSR & east ramp.

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- HYA Fire Department has stated its preference for this option as the "right thing to do."
- FP sprinklers may decrease the annual insurance costs for the building.
- Future FBO space will have more flexibility in building materials used if sprinklers are part of the scope.
- The difference in projected costs is within the margin of error for a project at this stage.

FM does not recommend that HYA pursue a variance to eliminate the requirement for sprinkling the 8-bay building. We were able to confirm that a sprinkler pump and backup generator will not be required, bringing approximate costs of sprinkling down considerably, from +/-$311k to +/-$166k. Pursuing a variance will incur further schedule delays and code consultant fees. The code consultant deems it very unlikely the project would be approved for the variance and recommends HYA not pursue that option.

ESTIMATE DETAILS

The cost estimate was based on Option 3 (8-bay split hangar building). That estimate came in at $1.5M for the building, not including site work. There was $400k in site work, some of which has been discovered during preliminary design vetting process (underground storm drainage, underground electrical, etc.).

With Option 2, there is +/- $111k in base-building savings to go with a single building. This number was provided by the estimator; a manufacturer also provided a similar number for the difference between the 8-bay split hangar building and the 8-bay single building.

Please note all estimate numbers are based on preliminary drawings from FM, not final construction documents. Unfortunately, the cost of steel has doubled since last fall. The two manufacturers FM spoke to stated that the cost of steel is likely to increase further in 2021, though bidding may remain competitive throughout this spring & summer.

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BUDGET HISTORY SUMMARY

ORIGINAL BUDGET		
Building	$800,000	*Included contingency, normal escalation, & mark-ups
Site	$200,000	
	$1,000,000	*Design Fees were estimated at $250,000 for $1.25M total
CURRENT OPTION 1: 6 Bays (original)		
Building	$979,648	$/SF has increased due to Covid escalation
Site	$278,634	Site work has increased due to utilities relocation
Sprinklers	$166,300	
Contingency, Escalation & Markups	$299,162	
	$1,723,744	**
CURRENT OPTION 2: 8 Bays		
Building	$1,140,465	$160,000 more for +2 bays
Site	$324,009	More paving, fencing, and electrical
Sprinklers	$166,300	
Contingency, Escalation & Markups	$342,363	
	$1,973,137	**
CURRENT OPTION 3: 3 + 5 Bays (split)		
Building	$1,251,773	$111,000 more for splitting
Site	$328,509	More paving, fencing, and electrical
Contingency, Escalation & Markups	$321,271	
	$1,901,553	**
NEW OPTION 4: 6 Bays (7450sf)		
Building	$825,000	7500sfx$110/sf=$825,000
Site	$278,000	
Contingency, Escalation & Markups	$231,630	
	$1,334,630	**

**Design Fees of $317,514 will be adjusted for design of sprinklers, utilities relocation, & additional scope

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