



**CAPE COD GATEWAY AIRPORT COMMISSION**

Tuesday, February 15, 2022

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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Find your local number: <https://zoom.us/u/adL7EUHsQK>

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Minutes of the previous meetings:

October 19, 2021

November 16, 2021

5. Public Comment

6. Commissioners Response to Public Comment

7. Report from Sub-Committees

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

**8. OLD BUSINESS**

None



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

## 9. NEW BUSINESS

COM0222-1 Approval of execution of the ground lease by and between the Town of Barnstable, acting by and through the Cape Code Gateway Airport Commission (f/k/a Barnstable Municipal Airport Commission), and WS Landing at Hyannis LLC. Notwithstanding the earlier Execution Date of this Lease, the "Effective Date" of this Lease is deemed to be as of September 1, 2024.

COM0222-2 Approval of the LEASE SUBORDINATION, NON-DISTURBANCE, RECOGNITION, AND ATTORNMENT AGREEMENT by and between Town of Barnstable, acting by and through the Cape Cod Gateway Airport Commission, and future Tenants at The Landing at Hyannis

COM0222-3 Approval of Airport Management's Suggested Modified/Updated Airport Rates & Charges for FY2022

COM0222-4 Approval of Airport Management's Suggested FY2023 Airport Operating Budget

COM0222-5 Approval of Amendment #10 to the contract for On-Call Architectural Services by and between Cape Cod Gateway Airport and Fennick McCredie in the amount of \$98,964 for the Airport Aircraft Rescue and Firefighting (ARFF) Airport Operations Renovation.

COM0222-6 Approval of Removal of the Fleet Hangar Door Replacement Project - CARES2

## 10. Report of Special Committees

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

### Updates:

- Airport Master Plan Update
  - Complete
  - Final documentation under FAA review
- Monthly Financial Review
- Monthly Business Plan Review
- Upcoming March Finance Items:
  - Amendments to The Quotient Group Contract for Website Development
  - Hyannis Hangar LLC (June)
  - Griffin Avionics Lease (March) - Griffin attorney's still reviewing the draft lease - not ready for February meetings
  - Financial/Budget Update (March)
  - DRAFT RFP for the Air Cape Cod facility (March) executive session
  - Disposition of the Mildred's Lot (March)
- Upcoming March Infrastructure Items:
  - Signage (Airport Access Road)
  - Business Plan Update - February 2022
  - Website (Continuation)
  - DRAFT RFP for the Air Cape Cod facility
  - Upcoming Events
  - Electric Aircraft Charging Station Policy
- CARES Act Projects Update
  - Replacement of T-hangar CARES1 (January/February 2022 Bid),



- Mary Dunn Way Extension CARES3 (January/February 2022 Bid).
  - FBO Renovation CARES4 (March/April 2022 Bid)
- Town of Barnstable Budget
  - FY2023 Operating Budget to commence October 2021
    - Internal staff meetings completed
    - Development underway
- Airport Environmental Assessment
  - Epsilon Associates Kickoff Meeting TBD
  - February 2022 start as long as we have an approved Airport Layout Plan from the FAA
    - We originally anticipated a October start but we must wait for the FAA to complete the review and approval of the proposed projects and that will take 90-days
- PFOS/Public Involvement Plan & Update
  - Meeting with DEP on October 1 to go over Audit finding
  - Continuing data collection and preparing for submittal of the Phase III report to DEP in January 2022 (an extension was granted)
- Rebranding
  - Sign Replacement
    - At this point in time, staff has ordered the terminal sign replacement
    - Staff is also getting additional quotes for the replacement of the wooden access signs with the revised stone façade signs with solar lighting.
    - We may not have quotes and graphics to share for the December meeting but we will keep you in the loop
  - Website Upgrade
    - Website modifications - underway and an interactive test website available for Subcommittee review
    - Airport Management continues to work with The Quotient Group on the website.
      - They have Airport Management and Commissioner feedback on look and feel and are making modifications
      - They have new approved photos for use
    - They are continuing to work with the developer on the site
    - A revised page based on Marketing and Infrastructure Subcommittee and Management comments is forthcoming
- Dates to remember:
  - Cape Cod Gateway Airport Community Event Series
    - March 31, 2022: Rock Your Garden
    - April 21, 2022: COVID Healthcare Appreciation "Restore and Refresh"
    - May 19, 2022: Cigars & Whiskey featuring Chef Stephen Coe.
      - Tent as a possibility to get away from the terminal
    - June xx, 2022: TBD
    - November xx, 2022: Pottery Night
    - December xx, 2022: Holiday Entertaining

**11. Announcements** - Commissioner's Comments

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



**13. Adjournment** - Next Meeting, March 15, 2022

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**

**COM0222-1 Approval of execution of the ground lease by and between the Town of Barnstable, acting by and through the Cape Code Gateway Airport Commission (f/k/a Barnstable Municipal Airport Commission), and WS Landing at Hyannis LLC. Notwithstanding the earlier Execution Date of this Lease, the "Effective Date" of this Lease is deemed to be as of September 1, 2024.**

**MOTION** to approve the execution of the ground lease by and between the Town of Barnstable, acting by and through the Cape Code Gateway Airport Commission (f/k/a Barnstable Municipal Airport Commission), and WS Landing at Hyannis LLC. Notwithstanding the earlier Execution Date of this Lease, the "Effective Date" of this Lease is deemed to be as of September 1, 2024. **SPONSOR:** Management **(May be acted upon)**

**COM0222-2 Approval of the LEASE SUBORDINATION, NON-DISTURBANCE, RECOGNITION, AND ATTORNMENT AGREEMENT by and between Town of Barnstable, acting by and through the Cape Cod Gateway Airport Commission, and future Tenants at The Landing at Hyannis**

**MOTION** to approve the LEASE SUBORDINATION, NON-DISTURBANCE, RECOGNITION, AND ATTORNMENT AGREEMENT by and between Town of Barnstable, acting by and through the Cape Cod Gateway Airport Commission, and future Tenants at The Landing at Hyannis. **SPONSOR:** Management **(May be acted upon)**

**COM0222-3 Approval of Airport Management's Suggested Modified/Updated Airport Rates & Charges for FY2022**

**MOTION** to approve the Airport Management's suggested modified/updated Airport Rates & Charges for Fiscal Year 2022. **SPONSOR:** Finance **(May be acted upon)**

**COM0222-4 Approval of Airport Management's Suggested FY2023 Airport Operating Budget**

**MOTION** to approve the Airport Management's suggested Fiscal Year 2023 Airport Operating Budget in the amount of \$9,755,049.65. **SPONSOR:** Finance **(May be acted upon)**

**COM0222-5 Approval of Amendment #10 to the contract for On-Call Architectural Services by and between Cape Cod Gateway Airport and Fennick McCredie in the amount of \$98,964 for the Airport Aircraft Rescue and Firefighting (ARFF) Airport Operations Renovation.**

**MOTION** to approve the Amendment #10 to the contract for On-Call Architectural Services by and between Cape Cod Gateway Airport and Fennick McCredie Architecture in the amount of \$98,964.00 for the Airport Aircraft Rescue and Firefighting (ARFF) Airport Operations Renovation. **SPONSOR:** Finance **(May be acted upon)**



**COM0222-6 Approval of Removal of the Fleet Hangar Door Replacement Project - CARES2**

**MOTION** to approve the removal of the Fleet Hangar Door Replacement Project from the CARES Act grant funding . **SPONSOR: Finance (May be acted upon)**



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