



## CAPE COD GATEWAY AIRPORT COMMISSION

Tuesday, December 19, 2023

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

The meeting will be televised live via Xfinity Channel 8 or high definition Channel 1072. It may also be accessed via the Government Access Channel live stream on the Town of Barnstable's website:

<http://streaming85.townofbarnstable.us/CablecastPublicSite/watch/1?channel=1>

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1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Minutes of the previous meetings:  
November 28, 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, Guidod*)

### 8. OLD BUSINESS

None

### 9. NEW BUSINESS

COM1223-1 Review, Discussion and Approval of the Airport Capital Improvement Plan FY2025-2029

COM1223-2 Approval of the Lease Subordination, Non-Disturbance, Recognition, and Attornment Agreement by and through the Cape Cod Gateway Airport Commission and Boston Bread LLC (aka Panera Bread), Sub-lessor of WS Development.

COM1223-3 Review, Discuss and Approve Branding Options in the Cape Cod Gateway Airport Terminal for American Airlines.

### 10. Report of Special Committees

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

### Updates:

- Monthly Financial Review (Finance)
  - See attached and to be further discussed at the meeting
- Monthly Business Plan Review (Infrastructure)



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

- Future workshop to update the Business Plan to be discussed with Infrastructure and the newly added ad hoc Strategic Planning Subcommittee
- Strategic Planning Subcommittee
- American Airlines Update
  - A draft lease was forwarded to AA on 12/6/2023 for internal review by the AA team.
  - The document was drafted in coordination with the Airport's attorneys from Anderson & Kreiger
- Electric Aviation Update
  - Airport Management has continued conversations with tenants and hopefully new tenants (MassDOT)
  - A draft lease has been completed for BETA of VT to install a facility on the East Ramp and perhaps a smaller facility at Hangar II on the North Ramp
    - Site visits occurred on 11-1-2023 by the engineering firm and development team to assess site.
    - Lease review in BETAs court
  - Conversations have started with Southern Airways Express and Surf Air Mobility regarding HYA as a local for hybrid aircraft operations
    - Meeting with Southern Airways Express commenced in November to discuss electric aviation and infrastructure needs
    - Future meetings will be planned to discuss options in more detail
  - Transend Air introductions made, and Airport Management requested a meeting
  - MassDOT Procurement for SmartGrid program underway
    - Grant award – to establish a smart microgrid (solar, wind, geothermal) to provide sustainable energy supply to the airport and CCRTA - We are also looking to supply excess power to the airport (for buildings, charging stations, etc.)
    - Award and payments will go through MassDOT
    - We are looking at 30% design stage for this planning effort
    - Data request was made the week of November 27 – Airport staff working on collecting data
    - Schedule:
      - 7/14/2023 = bid on the street
      - 7/26/2023 = pre-bid meetings (airport cannot be an evaluator)
      - 8/16/2023 = bids due
      - 8/30/2023 = bid award
      - 10/1/2023 = contract
      - TBD = kickoff meeting
      - 3/1/2025 = planning project completed
      - TDB = implementation grant
- WS Development Update
  - Access Road Impacts Update
    - DELAYED = connecting access to the Airport
  - Floor & Décor = up and running
  - Whole Foods = interior space under development
  - The Paper Store = lease recently signed
  - Panera Bread = lease underway and December Commission agenda item for recognition agreement
- Projects Update/Status



- Runway 6/24 – Punch List Items Week of Dec. 4
  - Project update by Matt Elia/Chris Bostwick
- 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
- Tower HVAC Project
  - Project update by Matt Elia/Chris Bostwick
- ARFF/Maintenance Facility Floor Drain Improvements Project
  - Project update by Matt Elia/Chris Bostwick
- Airport Environmental Assessment Status (<https://flyhya.com/airport-info/environmental-assessment/>)
  - General Update
  - Next meeting = December 12, 2023 (2:00 virtual & in-person @ 6:00PM)
    - Virtual @ 2:00PM December 12, 2023: All, this is the virtual component of the next public meeting for the following: CAPE COD GATEWAY AIRPORT IMPROVEMENT PROJECTS PUBLIC MEETING 4 (Virtual Meeting). The in-person meeting will be at 6PM on the same day. I will send that invitation to you as well. <https://townofbarnstable-us.zoom.us/j/81693116447?pwd=pDs1cbgN8vismAPQh4faidoWgszLf7.1>
    - In-Person @ 6:00PM December 12, 2023: James H. Crocker Jr. Hearing Room 367 Main Street, 2nd floor, Hyannis, MA 02601
- PFOS/Public Involvement Plan & Update
  - PFAS Next Community Meeting – December 18 @6PM: James H. Crocker Jr. Hearing Room 367 Main Street, 2nd floor, Hyannis, MA 02601
    - Meetings with DEP and Phase V Report Overview
    - Phase V Report = (October 2023 submittal)
    - Intra-Municipal Agreement = underway and completed by Airport Attorney
- Upcoming Events:
  - Other
    - Airport Tours for various groups:
      - Airfield Tour - Nauset Newcomers - Tour 1 (November 11) – COMPLETED and well attended
      - Airfield Tour - Nauset Newcomers - Tour 2 (December 8)
  - March TBD 2024 – A Night in the Terminal – planning underway.
  - April 30/May 1, 2024 – Cape Cod Blue Economy Foundation’s Event (Big Blue Conference)
    - Just by way of background, the foundation was launched in 2015 by the Cape Cod Chamber of Commerce.
    - The Blue Economy Project is a regional initiative to promote and sustain a maritime-focused economy on Cape Cod, the islands of Martha’s Vineyard and Nantucket, and southern Plymouth County.
    - This effort builds on existing tourism industries, a world class marine research and technology cluster, and sustainable use planning dedicated to preserving the Cape’s environment and quality of life. Initial project support funding was provided by a grant from the Baker-Polito administration’s Seaport Economic Council.
    - For 2024, they would like to focus on electrification, which sits well in the airport’s wheelhouse with our 20-acre array and many tenants who have or



- are seeking rooftop solar on their facilities. As well as installation of recharging stations for both vehicles and electric aviation.
- June 13 (rain date June 20) 2024 – Festivities on the Flight Line
- September 2024 –
  - CCYP September 19, 2024
  - A Great Day at the Gateway September 21, 2024
- October 24, 2024 – 4th Annual SE MA Aviation Career Fair
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**11. Announcements – Commissioner’s Comments**

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

**13. Adjournment – Next Meeting, January 16, 2024**

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**

**COM1223-1 Review, Discussion and Approval of the Airport Capital Improvement Plan FY2025-2029**

**MOTION** to review, discuss, and approve the FY2025 – FY2029 Airport Capital Improvement Plan for submittal to the Town of Barnstable. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

**COM1223-2 Approval of the Lease Subordination, Non-Disturbance, Recognition, and Attornment Agreement by and through the Cape Cod Gateway Airport Commission and Boston Bread LLC (aka Panera Bread), Sub-lessor of WS Development.**

**MOTION** to approve the Lease Subordination, Non-Disturbance, Recognition, and Attornment Agreement by and through the Cape Cod Gateway Airport Commission and Boston Bread LLC (aka Panera Bread), Sub-lessor of WS Development.

**SPONSOR:** Management **(May be acted upon)**

**COM1223-3 Review, Discuss and Approve Branding Options in the Cape Cod Gateway Airport Terminal for American Airlines.**

**MOTION** to review, discuss, and approve the Branding Options in the Cape Cod Gateway Airport Terminal for American Airlines. **SPONSOR:** Management **(May be acted upon)**

