



CAPE COD GATEWAY AIRPORT COMMISSION
Tuesday, June 25, 2024
Meeting to be held in the Airport Conference Room at 4:00 PM

- This meeting will be replayed via Xfinity Channel 8 or high definition Channel 1072. It may also be accessed via the Government Access Channel live video on demand archives on the Town of Barnstable's website:
<https://streaming85.townofbarnstable.us/CablecastPublicSite/?channel=1>
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PUBLIC SESSION

1. Call to Order

- a. This meeting of the Cape Cod Gateway Commission meeting is being recorded and broadcast on the Town of Barnstable's Government Access Channel. In accordance with Massachusetts General Laws Chapter 30A, Section 20, I must inquire whether anyone else is recording this meeting and, if so, to please make their presence known.

2. Roll Call

3. Pledge of Allegiance

4. Minutes of the previous meetings:

5. May 21, 2024

6. Public Comment

6. Commissioners Response to Public Comment

7. Report from Sub-Committees

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

8. OLD BUSINESS

COM0224-4 Approval of Lease Agreement by and Between Cape Cod Gateway Airport and Atlantic Aviation.

COM0424-5 Approval of the Airport Manager Contract for Cape Cod Gateway Airport by and between the Town of Barnstable (by and through the Airport Commission per MGL Chapter 90) and the Airport Manager.



9. NEW BUSINESS

EXECUTIVE SESSION

Executive Session pursuant to M.G.L. c. 30A, § 21(a)(6) to discuss strategy with respect to the lease of real property of the Steamship Authority Parking Lots as a discussion in open session may have a detrimental effect on the negotiating position of the public body, the Airport Commission.

PUBLIC SESSION

COM0624-1 – Approval of the Option chosen in Executive Session to move forward on the future disposition of the Steamship Authority Parking Lots.

COM0624-2 Approval of the License Agreement, Amendment #2, by and between the Cape Cod Gateway Airport Commission and HMI Parking Services LLC.

COM0624-3 Approval of Letter of Commitment by and between the Cape Cod Gateway Airport Commission and Island Café and Grill LLC.

COM0624-4 Approval of Grant Assurances for the following State Grants awarded to the Cape Cod Gateway Airport: Purchase SRE Truck Airport #27 - \$58,640.00, Runway 6-24 RA \$3,080.93, Purchase SRE Truck Airport #31 \$73,600.00, and Purchase Tractor \$128,640.00.

COM0624-5 Approval of the 5-year Strategic Plan Model for the Cape Cod Gateway Airport and discussion of Stakeholder Development.

COM0624-6 Annual Election of Airport Commission Officers and appointment to subcommittees

10. Report of Special Committees

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

Updates:

- Advertisement Update
- Monthly Financial Review (Finance)
- Strategic Planning Subcommittee Development Update – Mark Guidod (Chair)
 - A new date needs to be established for the 2nd meeting of the Ad Hoc Committee
- American Airlines Update
 - Passenger numbers
- Electric Aviation Update
 - BETA
 - Smart Grid Program
 - EV Make Ready Charging Stations
 - CIP FY2025 Charging Stations



- WS Development Update
 - Next update = July 2024 Commission meeting
- Projects Update/Status
 - Tower HVAC Project
 - Project update by Matt Elia/Chris Bostwick
 - Equipment Purchases
 - 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/>)
 - Draft Environmental Assessment (EA)(the federal action)/Environmental Impact Report (DEIR) (the state action) submitted jointly - received 15 comments from the public
 - Comment Period extended into February (over 2 months review offered to the community)
 - Secretary's Certificate received – this gives us marching orders for a Scope of Work and development of the Final Environmental Assessment (EA)(the federal action)/Environmental Impact Report (FEIR)
 - July = next public meeting – meeting #5
- 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)
 - ~~A Great Day at the Gateway September 21, 2024~~ canceled
 - Full Scale Emergency Exercise September 26, 2024
 - Looking for volunteers and evaluators
 - October 24, 2024 – 4th Annual SE MA Aviation Career Fair
 - Exhibitor emails sent to previous exhibitors (about 50). I heard back from about 10 confirming they will be in attendance
 - School emails and invitations sent.
 - 12 exhibitors already signed up
 - 3 schools have already signed up

11. Announcements – Commissioner's Comments

12. Matters not reasonably anticipated by the Chair

13. Adjournment – Next Meeting, July 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

COM0224-4 Approval of Lease Agreement by and Between Cape Cod Gateway Airport and Atlantic Aviation.

MOTION to approve the 20-year Lease Agreement by and Between Cape Cod Gateway Airport and Atlantic Aviation effective July 1, 2024, for associated land parcels totaling 207,824 square feet as described in the lease. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

COM0424-5 Approval of the contract agreement by and between the Town of Barnstable (by and through the Airport Commission per MGL Chapter 90) and the Airport Manager for the Airport Manager Contract for Cape Cod Gateway Airport.

MOTION to approve the proposed Airport Management Contract by and between the Town of Barnstable (by and through the Airport Commission per MGL Chapter 90) and the Cape Cod Gateway Airport Manager for the following term and salary as recommended by the Airport Commission. **SPONSOR:** Airport Commission **(May be acted upon)**

EXECUTIVE SESSION

Executive Session pursuant to M.G.L. c. 30A, § 21(a)(6) to discuss strategy with respect to the lease of real property of the Steamship Authority Parking Lots as a discussion in open session may have a detrimental effect on the negotiating position of the public body, the Airport Commission.

As Chair of the Airport Commission, I move to go into Executive Session pursuant to M.G.L. c. 30A, § 21(a)(6) to discuss strategy with respect to the lease of real property of the Steamship Authority Parking Lots as a discussion in open session may have a detrimental effect on the negotiating position of the public body, the Airport Commission. This meeting will reconvene in open session after the Executive Session.

PUBLIC SESSION

COM0624-1 – Approval of the Option chosen in Executive Session to move forward on the future disposition of the Steamship Authority Parking Lots.

MOTION to approve the option chosen by the Airport Commission during Executive Session for the future disposition of the Steamship Authority Parking Lots. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

COM0624-2 Approval of the License Agreement, Amendment #2, by and between the Cape Cod Gateway Airport Commission and HMI Parking Services LLC.

MOTION to approve the Amendment #2 to the License Agreement by and Between Cape Cod Gateway Airport and HMI Parking Services LLC effective July 1, 2024, for



an additional 6,688 square feet of land. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM0624-3 Approval of Letter of Commitment by and between the Cape Cod Gateway Airport Commission and Island Café and Grill LLC.

MOTION to approve the Letter of Commitment by and Between Cape Cod Gateway Airport and Island Café and Grill, LLC effective June 3, 2024, to be able to Lease the café space and patio within the Airport Terminal to provide food service. This will allow café staff and contractors access to the facility prior to Lease execution.

SPONSOR: Finance Subcommittee (**May be acted upon**)

COM0624-4 Approval of Grant Assurances for the following State Grants awarded to the Cape Cod Gateway Airport: Purchase SRE Truck Airport #27 - \$58,640.00, Runway 6-24 RA \$3,080.93, Purchase SRE Truck Airport #31 \$73,600.00, and Purchase Tractor \$128,640.00.

MOTION to approve the Massachusetts Department of Transportation Aeronautics Division Grant Assurances awarded to the Cape Cod Gateway Airport for the Purchase of SRE Truck Airport #27 - \$58,640.00, the Runway 6-24 Reimbursable Agreement - \$3,080.93, the Purchase of SRE Truck Airport #31 - \$73,600.00, and the Purchase of a Tractor - \$128,640.00. **SPONSOR:** Management (**May be acted upon**)

COM0624-5 Approval of the 5-year Strategic Plan Model for the Cape Cod Gateway Airport and discussion of Stakeholder Development.

MOTION to approve the 5-year Strategic Plan Model to be used to develop the Cape Cod Gateway Airport Strategic Plan; and to discuss Stakeholder development.

SPONSOR: Strategic Planning Ad Hoc Committee (**May be acted upon**)

COM0624-6 Annual Election of Airport Commission Officers and appointment to subcommittees

