



CAPE COD GATEWAY AIRPORT  
COMMISSION MINUTES OF THE REGULAR SESSION  
Held at the Cape Cod Gateway Airport  
TUESDAY, June 20, 2023

Commissioners Present:

John T. Griffin, Jr., Chair; John G. Flores, Vice Chair; Norman Weill, Clerk; Wendy Bierwirth; Bradley J. Bailey; Joseph DiGeorge and Mark Guidod

Commissioners not present:

None

Yarmouth Representative:

Christine Greeley

Airport Staff Present:

Katie Servis, Airport Manager; Matt Elia, Assistant Airport Manager; Suzanne Kennedy, Executive Assistant to the Airport Manager; and Chris Bostwick, Senior Project Manager/Airfield Compliance Supervisor;

Public Members:

Bette Ludtke, Town of Barnstable Town Councilor; Eric Drugge, Aloft Aviation

Call To Order:

Chairman Griffin called the regular meeting of the Cape Cod Gateway Airport Commission to order at 4: p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

Chairman Griffin welcomed Christine Greeley as the new Yarmouth Representative.

Minutes of the previous meetings:

The minutes of the May 16, 2023 Airport Commission meeting were approved and signed

Public Comment:

None

Commissioners Response to Public Comments:

None

Finance Subcommittee (Commissioners Weill, Flores, and Bailey)

The Finance Subcommittee met on Tuesday, June 6, 2023. Commissioner Weill read a review of the meeting (attached).

Infrastructure & Marketing Subcommittee (Commissioners Young, and Bierwirth)

The Infrastructure & Marketing subcommittee met on Tuesday, June 6, 2023. Commissioner DiGeorge read a review of the meeting (attached).

Old Business:

None

New Business:

COM0623-1 Approval to enter into Lease negotiations by and between Cape Cod Gateway Airport and Aloft Aviation Management LLC (or Assigns) for Airport owned property at 110 Mary Dunn Way (a.k.a Air Cape Cod).

**MOTION** to approve the Lease Negotiation process by and between the Cape Cod Gateway Airport and Aloft Aviation Management LLC (or Assigns) for the Airport owned property located at 110 Mary Dunn Way as approved by the Town of Barnstable Procurement Office. **SPONSOR:** Management **(May be acted upon)**

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner DiGeorge.
- After two public bid attempts made by the Procurement Office with little to show for those efforts, Airport Management is requesting that we move forward with direct negotiations with an interested tenant.
- During the recent public procurement process the following occurred:
  - One proposal was received and approved during the 2022 effort but the awardee rescinded their proposal in December 2022
  - No proposals were received in the June 2023 effort
- Due to the lack of proposals received during the recent public procurement process, Eric Drugge (Aloft Aviation Management LLC) reached out to Airport Management and asked if we could resurrect negotiating a lease for the property.
- Eric Drugge's intentions are to use the land for aeronautical purposes as follows:
  - Aircraft Maintenance Operator (Groups I and II Piston Aircraft),
  - Avionics or Instrument Maintenance Operator (Groups I and II Piston Aircraft),
  - Aircraft Storage Operator,
  - Aircraft Rental or Flight Training Operator,
  - Aircraft Charter or Aircraft Management Operator, and
  - Other Commercial Aeronautical Activities
    - Specifically defined as Other Air Transportation Services for Hire - defined as non-stop sightseeing flights
- As these activities are aeronautical in nature, the Airport's attorneys indicated that the Airport is not legally required to go through the Chapter 30B procurement process.
- The Town's Procurement Officer was in agreement with the exemption and the course of action, direct negotiations with an interested tenant, given the fact that on two separate occasions, the public had the opportunity to bid on the property and because an exemption exists.
- Lease negotiations will begin with the form of lease approved by the Commission and attached to the Request for Proposal (RFP) as part of the public procurement process.
- Eric Drugge, Aloft Aviation, spoke about his intentions for the facility.
- Mr. Drugge has been trying to get into the building on a more permanent basis for a longtime. Wanted to use the hangar, so usage with the Museum would not have worked. Aloft Aviation does a lot of general aviation activities and the location of the building is key in the general aviation businesses. He is happy to renovate the building as it is more cost effective, but his is the best option for Aloft Aviation.
- Chairman Griffin stated he is happy to have an entity that offers aviation services.
- Commissioner Guiod is pleased with the process that was followed and the end result.
- Relative to the lease negotiations and the metrics that are built in that need to be met, Commissioner Flores stated that they need to be reasonable, and they need to be complied with.
- This agenda item was unanimously approved by verbal vote.

*Eric Drugge left the meeting at 4:19 pm*

**COM0623-2 Approval of the License Amendment by and between Cape Cod Gateway Airport and HMI Parking Services LLC.**

**MOTION** to approve License Amendment #1 by and between Cape Cod Gateway Airport and HMI Parking Services LLC, effective July 1, 2023 for an additional 1,688 square feet of land for the



purpose of vehicle parking. This will increase the monthly payment to \$3,241.57 through September 30, 2025. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

- This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner Flores.
- The Amendment includes expansion of the land leased from the Airport for vehicle parking.
- The Amendment will be tied to the existing terms of the current License and will terminate that the same time as the current three-year License Agreement in September 30, 2025.
- The additional land lease is as follows:
  - 1,688 square feet (essentially one additional row of vehicles)
  - \$1.34/square foot is the current rate with increases anticipate in October 2023 per the License Agreement
  - \$ 2,261.92/year or \$188.49/month
- Total lease rate with the above addition is as follows:
  - Thirty-Eight Thousand Eight Hundred and Ninety-Eight Dollars and Eighty-Six Cents (\$38,898.86) per year for the term of the License or
  - 12 equal monthly payments of Three Thousand Two Hundred Forty-One Dollars and Fifty-Seven Cents (\$3,241.57)
- The amended language includes the total amount of the new lease. Commissioner Guidod recommended striking a paragraph on page two for additional conditions as it seems unnecessary.
- Commissioner Flores asked about the Minimum Annual Guarantee (MAG) for this lease. Management will look at this for future leases.
- This agenda item was unanimously approved by verbal vote.

**COM0623-3 Approval of Award and Contract for On-Call Communications Management and Community Outreach Services to Pierce Cote, a Regan Communications Company.**

**MOTION** to approve the Award and Contract for On-Call Communications Management and Community Outreach Services to Pierce Cote, A Regan Communications Company.

**SPONSOR:** Infrastructure & Marketing Subcommittee **(May be acted upon)**

- This agenda item was moved and read by Commissioner DiGeorge, and seconded by Commissioner Flores.
- The Evaluation Committee made up of Katie Servis, Airport Manager; Matt Elia, Assistant Airport Manager; and Wendy Bierwirth, Commissioner reviewed each proposal received and interviewed Pierce Cote on 6/2/2023
- Pierce Cote demonstrated their capabilities in meeting the needs of the airport in the proposal providing very detailed responses to the scope of work anticipated:
  - Development of a strategic plan
  - Organization of public relations messaging to control the content
  - Implementation of tactics for outreach on multiple platforms and development of a quarterly newsletter
  - Reporting on measures of strategy success and opportunities for improvement in all media;
  - Working closely with the executive management in developing concept and creative materials for promoting Airport programs and services to the local community and aviation community
  - Coordination and production of various aviation, technical, and marketing award submissions;
  - Digital and social media planning, development, monitoring, scheduling, scripting and maintenance;

- Crisis management and issues management
- Public relations outreach
- Media and industry analyst relations and response
- Website design updates, maintenance, content and script development and posting
- Analytics in support of traffic to website pages and social media
- Special events and promotions planning, coordination and event management
- Developing, printing and/or mailing collateral pieces such as videos, newsletters, handouts or postcards;
- Taking photographs and developing videos of assigned projects and events; prepares, scripts and edits video presentations; creates and produces computer generated graphics;
- Develop and implement targeted marketing campaigns that target the media, elected officials and the public;
- Engage in unique public participation and solicitation techniques either via the web or in person.
- Airport retail advertisement management to include solicitation of potential advertisers in the terminal and on airport grounds.
- During the interview, the team was asked questions and they were able to provide well thought-out responses to all that satisfied the Evaluation Committee:
  - Provide a breakdown of all staff, titles, and a percentage/description of their anticipated commitment of work and identify a list of responsibilities. One main contact for the Airport was identified and they would utilize all of the staff members in the company.
  - Provide an example of a client who has requested a change to their scope of services and explain how your firm addressed these changes and prioritized work.
  - Outline your firm's basic scope of work and procedures for a social media plan and schedule of services. Provide an example of a website that is entirely managed by their group, and an example of a recent (or upcoming) radio advertisement.
  - Expand upon your firm's scope of work regarding what you will provide for efficient communications.
  - For crisis and emergency situations outline the steps your firm will engage in starting from the first notification of a crisis (i.e. on site presence, media announcements, determination for point of contact).
  - Provide your expectations for the role of Airport staff for crisis and emergency situation. Provide yearly crisis training for the Airport staff.
  - Describe how your firm will support existing clients and the Airport if there is a conflict. This is no longer a concern as the other client has severed services with Pierce-Cote due to funding.
- The firm has the staffing and the reach to provide the Airport with public relations necessary for this transportation facility.
- The firm has experience working for the Airport in the past and a proven track record for completing tasks, thinking outside the box and setting a strategic and well thought-out marketing campaign
- Wendy added that their presentation was very professional and they did not see any conflict of interest. They have both regional and local availability to expand their services.
- Pierce-Cote has an assigned project manager who will be the main contact. The main scope of work and task implementation will be disseminated to their staff.
- This agenda item was unanimously approved by verbal vote.



COM0623-4 Annual Election of Airport Commission Officers and Appointment to Subcommittees  
Chairman Griffin stated that commissioner officers are up for re-election and asked for nominations.

Commissioner Bierwirth made a motion to nominate John T. Griffin to serve as Chairman of the Commission, John Flores to serve as the Vice Chair of the Commission and Norman E. Weill to service as Clerk of the Commission. The motion was seconded by Commissioner Bailey.

- All commissioners individually accepted their nominations.
- This nominations and acceptances were unanimously approved by verbal vote
- Chairman Griffin assigned the Commission members to remain on their current Subcommittees

#### Report of Special Committees

- Noise Report (July, October, January, April)
- Yarmouth Representative Comments
  - Christine Greeley, returning after a previous stint years ago, will be making an active effort to meet with Selectmen and Town administrators to see if there are issues of concern that she could bring to the Commission. She stated there were concerns over the flow of the PFOS and monitoring. There is concern that the end of the plumes is not being monitored.
  - Manager Servis thanked Ms. Greeley for the information. There have been two previous meetings provided to the Yarmouth Administration that presented PFOS and the monitoring of the PFOS from the Airport. She would be prepared to do that again for the Yarmouth Administration to present another informational meeting with the environmental representatives.

#### Updates:

- Seasonal Staff Update
  - Airport Operations – three returning from previous years
    - John Hearn = Pennsylvania State University, BS Security Risk Analysis
    - Joey Bearse = Barnstable HS student
    - Sean Dowling = Bridgewater State University, BS Aviation Science & Flight Training, graduate
    - Michael Carrara = Bridgewater State University, BS Aviation Science, 1<sup>st</sup> year
  - Airport Project Manager Assistant
    - Samantha Bunar = Bates College Lewiston, Maine, BS Mechanical Engineering and Physics
  - Airport Maintenance/Landscaper
    - Not yet filled
- Commissioner Weill stated that 2 of the 4 CAPA (Cape Area Pilot's Association) scholarships were awarded to prior Cape Cod Gateway Airport interns.
- Monthly Financial Review was provided to the Commission prior to the meeting (attached)
  - Manager Servis reviewed the current to date budgetary revenues and expenses
  - The Jet Fuel revenue yearly comparison has increased due to fluctuations in the price of fuel, however the gallons sold have decreased.
  - Diversification of revenue information for the top 6 revenue producers was compared with the prior year in both aviation and non-aviation fields.
  - The Jet Fuel cost center and net revenue were reviewed. Commissioner Weill commented that this is the correct manner to reflect the Jet Fuel revenue.
  - Reasons for increased overtime has to do with it being difficult to fill custodial positions for various reasons and covering escorting needs for projects.
  - Rental car concessions have increased – even with reduced passenger loads.
  - The airline summer schedule has increased flights for both JetBlue and Cape Air.

- Grant programs and current reimbursements were reviewed
- Projects Update/Status - Chris Bostwick gave a power point report on the projects statuses.
  - ARFF/OPS remodel of 1700 sq. ft. is progressing and a bit behind schedule
  - T-Hangar project is well on the way to be completed in July.
  - Runway 6-24 project is on track. The base course of asphalt will be complete soon. Total completion should be in October.
  - The EMAS project access for the construction site is in place and will be completed prior to the runway completion.
  - Management stated Chris has been a godsend in running these projects.
- Monthly Business Plan Review
  - Future workshop to update the Business Plan
- Infrastructure subcommittee will be cancelled for the month of July
- Finance subcommittee meeting may be moved to another date – possibly July 11th
- Procurement
  - Communications Manager – completed
  - 110 Mary Dunn Way – completed
  - Airline Consultant (on hold until the Spring/Summer 2024)
  - Café commercial kitchen or retail
    - Potential seasonal use
  - Airport Signs and Tower Sign
    - Requires procurement due to construction of sign base.
    - Waiting for additional drawings for bid specifications
- Airport Environmental Assessment Status (<https://flyhya.com/airport-info/environmental-assessment/>)
  - Airport Commission Workshop = was held on June 12 @ 1:30 via Zoom
  - Public Meeting = June 21 2023 (Zoom at 2:00 and in-person public meeting at 6:00 in Town Hall Hearing Room) Chairman Griffin recommended the Commissioners attend
  - Press releases and letters of notification have been sent out
- Upcoming Events:
  - June 2023
    - June 8, 2023 = “Festivities on the Flight Line” Update
      - GREAT EVENT with 35 tickets sold and some walk-ins
      - Manager Servis thank Sue Kennedy for getting Mark Greel for the entertainment
  - July 2023
    - None
    - Massachusetts Air and Space Museum requested that this event be moved to October
    - Hangars & Hamburgers (3rd Saturday) - Name change anticipated for this event
  - September 2023
    - September 22, 2023 = SE MA Aviation Career Fair (3rd event)
    - September 23, 2023 = A Great Day at the Gateway

#### Announcements – Commissioner’s Comments

Commissioner Weill acknowledged the work that management has done to respond to input from the Finance Subcommittee with the upgraded reporting.

Chairman Griffin stated that there is a really good team with the Commission with many areas of expertise, a good management team, and staff.

The landscaping on the Mildred’s property is a great improvement.

Chairman Griffin commented on the difficulty in finding good workers and the students enrolled in the local Airframe and Powerplant class all have jobs waiting for them once they graduate.

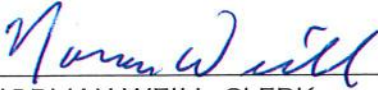
**Matters not reasonably anticipated by the Chair**

None

**Adjournment –**

Upon Motion duly made and seconded, the meeting was adjourned at 5:44 PM.

The next meeting will be held on July 18, 2023.



NORMAN WEILL, CLERK

Documents attached:

Finance Subcommittee speaking notes

Infrastructure & Marketing Subcommittee speaking notes

FY2023 Budget Update – 5/24/2023

Existing Projects Update







**Met Tuesday, June 6, 2023**

The meeting was held via ZOOM

Meeting was called to order at 8:32 a.m.

Commissioners Weill, Flores & Bailey were present via zoom.

Minutes of the May 2, 2023 Regular Session Finance meeting were unanimously approved by a roll call vote.

**OLD BUSINESS:**

There was no old business to discuss.

**NEW BUSINESS**

***FIN0623-1 Review and Approve the License Amendment by and between Cape Cod Gateway Airport and HMI Parking Services LLC.***

- The Amendment includes expansion of their land lease for vehicle parking.
- The Amendment will be tied to the existing terms of their current License and both will expire on 09/30/2025.
- Discussed additional square footage and rate increase.

*Action:* The agenda item was moved to the June 20<sup>th</sup>, 2023 Full Commission meeting for approval.

**Updates:**

- Monthly Financials were reviewed.
- Seasonal Staff Update:
  - Discussed Airport Operations seasonal help and Airport Project Manager summer intern.
- WS Development Update:
  - Public Meeting took place on = May 30 @ 6:00 PM in Town Hall with only 3 public members present
- Upcoming Finance Items:
  - 110 Mary Dunn Way proposals due June 7<sup>th</sup>, 2023.
- Procurement:
  - Communications Manager was posted on April 3, 2023 via Bonfire (online Procurement) and closed
  - We received two proposals and one withdrew. The elevation Committee will still be conducting an interview.
  - 110 Mary Dunn Way – posted May 3 via Bonfire (online Procurement) and will run until June 7, 2023. We have selected an evaluation committee.
- Upcoming Events:
  - June 8, 2023 (Rain Date June 15) = "Festivities on the Flight Line".
- Additional discussion:
  - June 12<sup>th</sup>, 2023 Environmental Assessment Progress & Overview workshop at 1:00 p.m.

Meeting was adjourned at 9:33 am.



Speaking Notes: Infrastructure & Marketing 06-06-23

Met Tuesday, June 6, 2023 at 10:32 am

Commissioners DiGeorge, Bierwith, and Guiod were present. The meeting was held via ZOOM.

**UNFINISHED BUSINESS:**

**IN1021-2 Review and Discuss the Sign Plan Modifications to Meet Rebranding Efforts**

- On-call engineering, Airport Solutions Group, is developing the bid specifications for the wooden sign replacement as this is required by the Town of Barnstable Procurement office to go out to bid
- Management has reached out to the Highway Division District 5 Office to start the process of replacing the signage on Route 6.

**NEW BUSINESS:**

**IN0623-2 – Review and Discuss Approval for On-Call Communications Management and Community Outreach Services to Pierce Cote, A Regan Communications Company**

- There were two bids that were originally received, Pierce-Cote and Goetz Marketing; but Goetz Marketing withdrew their bid.
- The Pierce-Cote firm demonstrated their capabilities in meeting the needs of the airport in the proposal; providing very detailed responses to the scope of work anticipated.
- During the interview, the Pierce-Cote team was asked questions and they were able to provide well thought-out responses to all that satisfied the Evaluation Committee.
- Other reasons for the award to Pierce-Cote were discussed and the evaluation team was very impressed with their professionalism, organization, and availability to expand their services.
- This agenda item was moved to the full commission for approval.

**IN0423-1 Monthly Update Airport Business Plan for FY2023**

- Manager Servis reviewed the new highlighted information on the Business Plan Update as of 6/6/2023.
- She commented that she would like to look at a better way to report the Business Plan in the future, but will continue on with the Memo until a change is made.
- Development of a new Business Plan will be discussed at a strategic planning workshop once the Communications Management team is on board.
- Manager Servis reviewed the future events, new leads in leases and hangar developments, and the Jet Fuel Discount Program.
- The FBO rehab completion has been delayed from July to August.
- Project overview and progress status was reviewed. The T-Hangar Project is still on track for a July completion. Mary Dunn Way is complete, under budget, and should be closed out soon.
- The uptick in Cape Air flights to Boston, promoting inter-connectivity on Cape Air, and lack of JetBlue marketing for Cape Cod was reviewed.
- The feedback from Media marketing, via the radio, for the JetBlue customer area has been very positive with a higher than national average response.
- The Airport has hired 4 seasonal Operations Department staff, as well as an engineering seasonal internship for this year.
- The draft RFP for the Air Carrier Consultant should be ready for bid in July for a selection in September.
- Monthly meetings on the Electric Aviation Task Force have halted for now. Details are still being worked on for potential leases for charging stations.
- A draft newsletter was prepared by the previous Communications agent. Pierce-Cote will review this and may have a different approach to formalizing the newsletter.
- The two Environmental Assessment meetings are scheduled for June 21<sup>st</sup> with a Commission workshop to occur beforehand on June 12<sup>th</sup>.

John Griffin recognized the 79<sup>th</sup> anniversary of D-Day just as two jets made a low pass of the field.

An update on the Nantucket Airport staffing issues was reviewed and Manager Servis stated that the Cape Cod Gateway Airport is prepared and has issued a Standard Operating Procedure in preparation for an influx of additional aircraft parking.

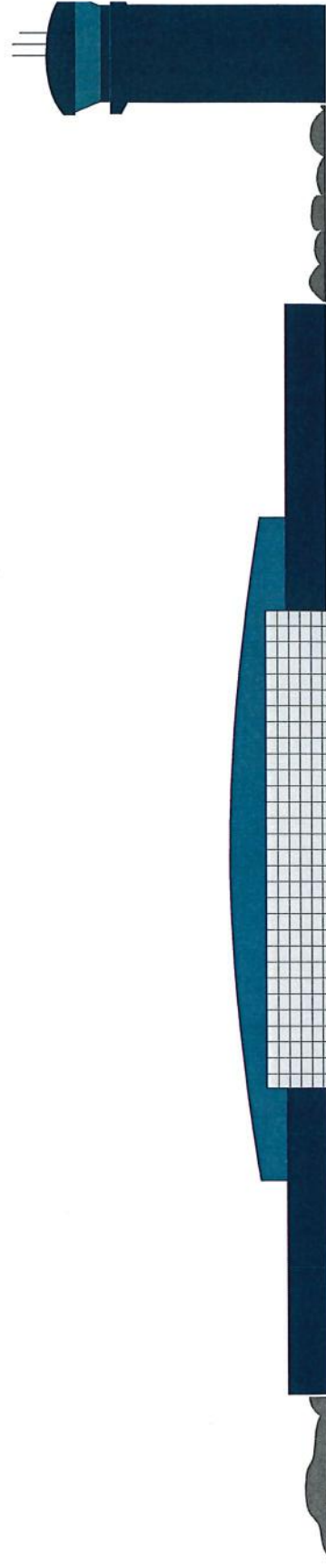
**Updates:**

Updates will be addressed at the Commission meeting on May 16, 2023.

**Adjournment: Having no other business to discuss, the meeting was adjourned at 11:35 a.m.**

# Cape Cod Gateway Airport

FY2023 Budget Update  
Airport Commission Presentation  
As of May 24, 2023





# FY2023 Budget Summary Revenues

## CAPE COD GATEWAY AIRPORT BUDGET SUMMARY AS OF (5-24-2023)

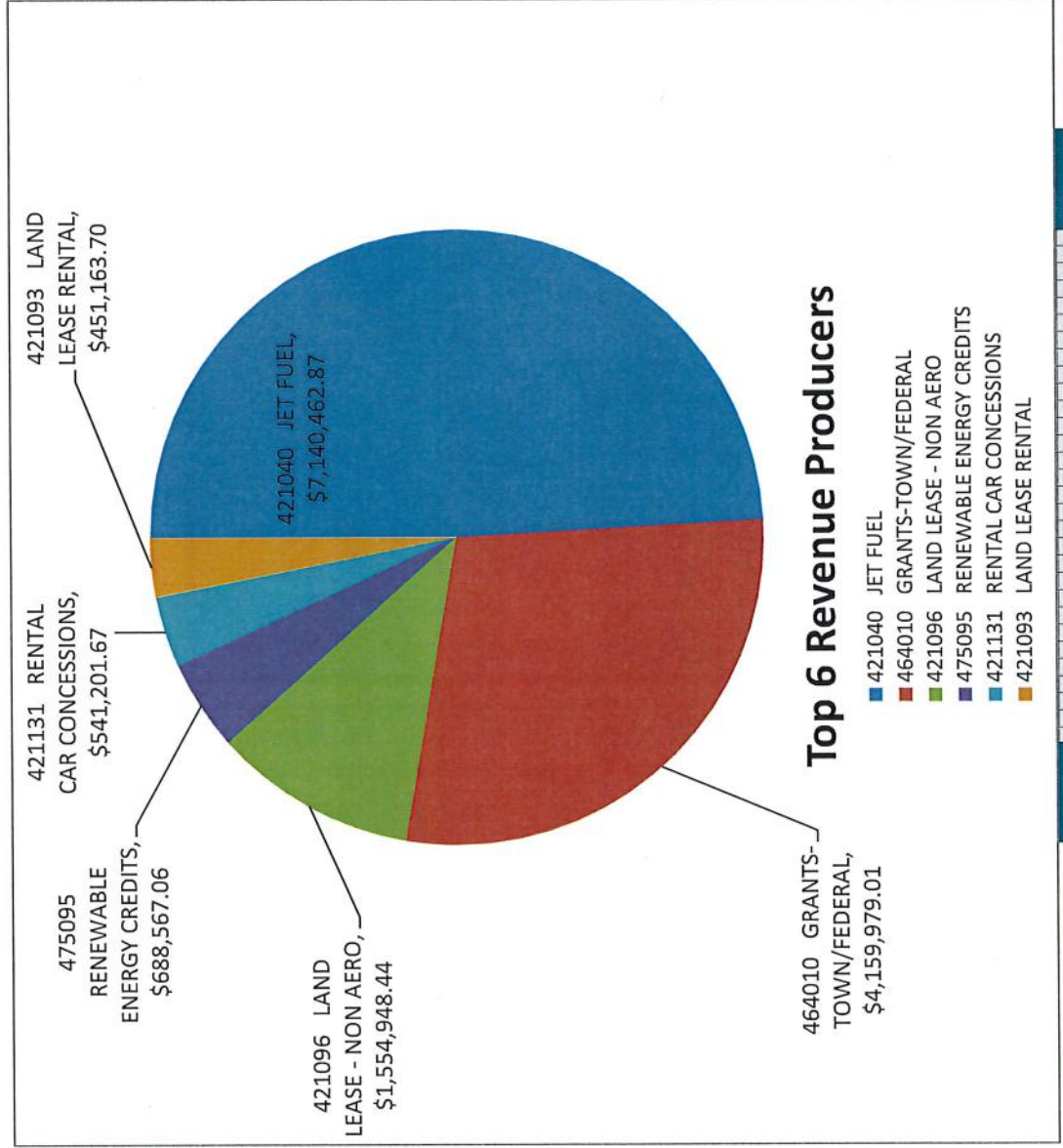
REVENUES	BUDGET (For entire FY)	ACTUAL (So far in FY)	VARIANCE (So far in FY)	% VARIANCE (So far in FY)*
<b>CHARGES FOR SERVICES</b>	\$ 7,431,297.00	\$ 9,232,533.59	\$ 1,801,236.59	24%
<b>Jet Fuel</b>	\$ 5,580,000.00	\$ 7,140,462.87	\$ 1,560,462.87	28%
<b>Rental Car Concessions</b>	\$ 415,000.00	\$ 541,201.67	\$ 126,201.67	30%
<b>Land Leases</b>	\$ 380,377.00	\$ 451,163.70	\$ 70,786.70	19%
<b>FEES</b>	\$ 1,818,125.00	\$ 1,724,772.36	\$ (93,352.64)	-5%
<b>Land Lease Non-Aviation</b>	\$ 1,646,439.00	\$ 1,554,948.44	\$ (91,490.56)	-6%
<b>GRANTS</b>	\$ 58,400.00	\$ 4,208,779.01	\$ 4,150,379.01	7107%
<b>TSA Grant</b>	\$ 58,400.00	\$ 48,800.00	\$ (9,600.00)	-16%
<b>CRRSAA Act Grant</b>	\$ -	\$ -	\$ -	#DIV/0!
<b>CARES Act Grant</b>	\$ -	\$ 4,159,979.01	\$ 4,159,979.01	1418301%
<b>OTHER REVENUE</b>	\$ 444,228.00	\$ 866,477.53	\$ 422,249.53	95%
<b>Renewable Energy</b>	\$ 373,728.00	\$ 688,567.06	\$ 314,839.06	84%
<b>PERMITS</b>	\$ 3,000.00	\$ 6,725.00	\$ (3,725.00)	-124%
<b>TOTAL REVENUES (w/out CARES, CRRSAA &amp; ARPA Act)</b>	\$ 9,755,050.00	\$ 11,879,308.48	\$ 2,124,258.48	22%
<b>TOTAL REVENUES (WITH CARES, CRRSAA &amp; ARPA Act)</b>	\$ 9,755,050.00	\$ 16,039,287.49	\$ 6,284,237.49	64%

\* Since we budget for the entire year and a number of items are lump sum or not evenly distributed (i.e. we don't buy FAA sand in the summer, and we pay insurance policies one time per year) we can't divide a line item total by 12 and get a percentage for each month.



# FY2023 Budget Summary Revenue

421040	JET FUEL	\$7,140,462.87	44.5%
464010	GRANTS-TOWN/FEDERAL	\$4,159,979.01	25.9%
421096	LAND LEASE - NON AERO	\$1,554,948.44	9.7%
475095	RENEWABLE ENERGY CREDITS	\$688,567.06	4.3%
421131	RENTAL CAR CONCESSIONS	\$541,201.67	3.4%
421093	LAND LEASE RENTAL	\$451,163.70	2.8%

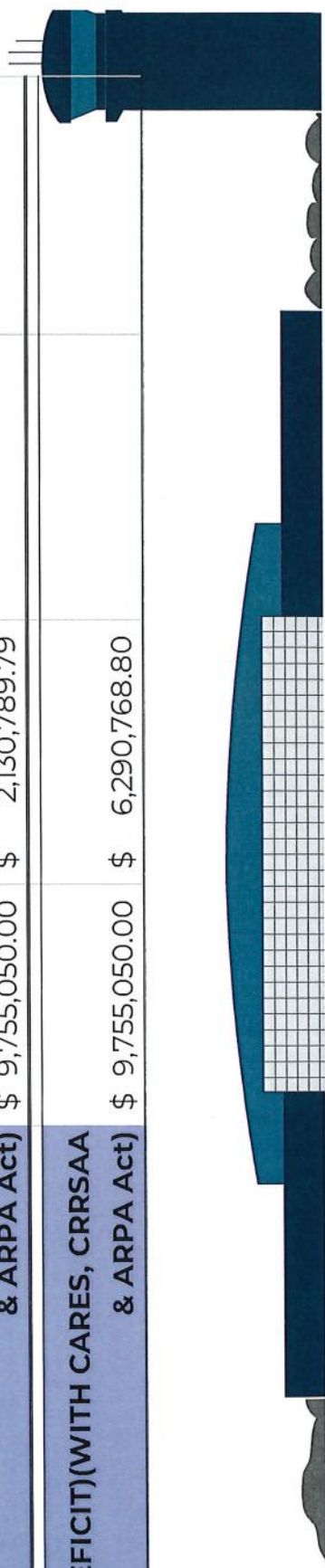
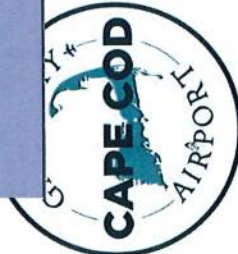




# FY2023 Budget Summary Expenses

## CAPE COD GATEWAY AIRPORT BUDGET SUMMARY AS OF (5-24-2023)

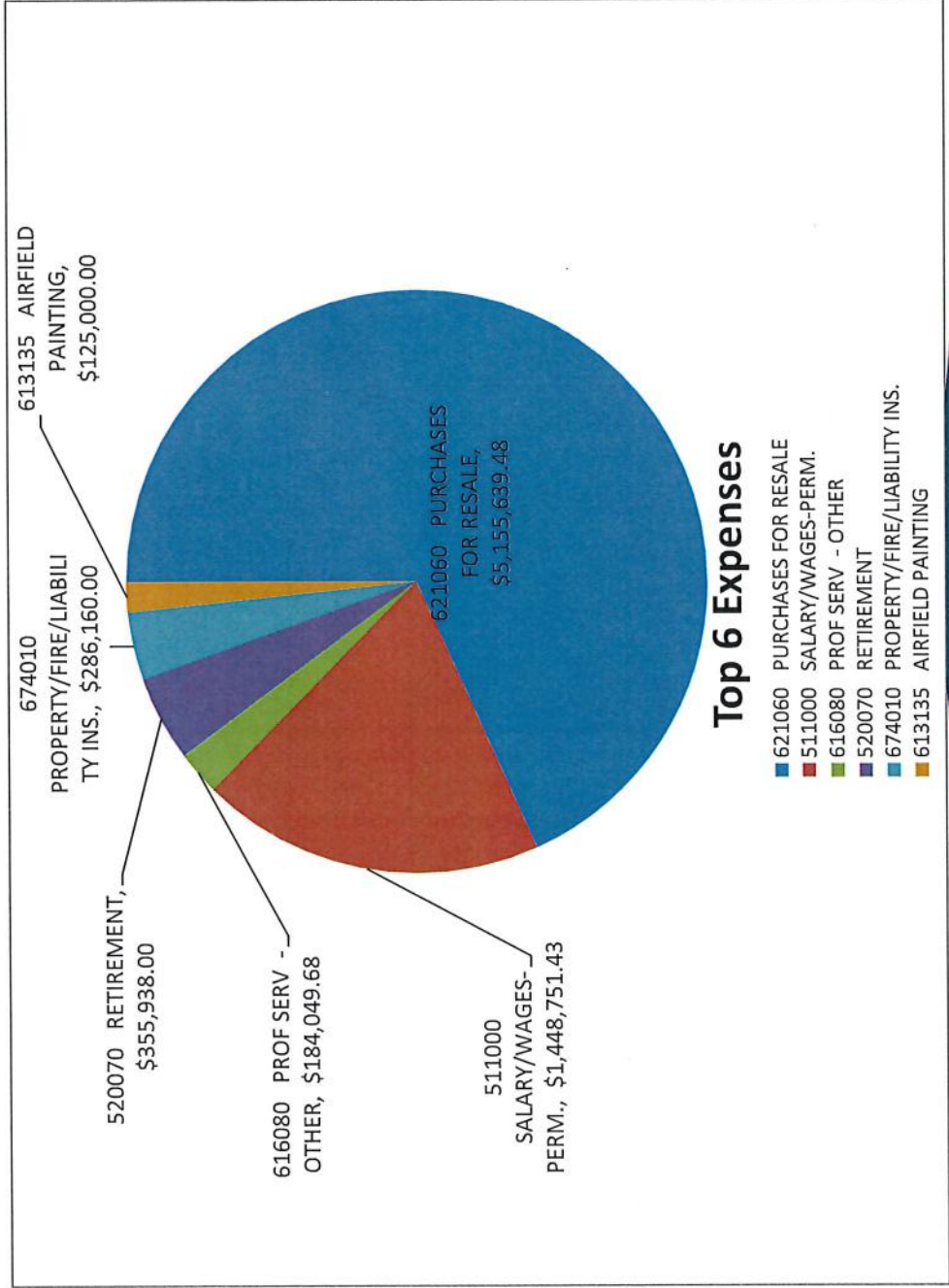
	BUDGET (For entire FY)	ACTUAL (So far in FY)	VARIANCE (So far in FY)	% VARIANCE (So far in FY)*
<b>EXPENDITURES</b>	\$ 9,755,050.00	\$ 9,748,518.69	\$ (6,531.31)	0%
<b>PERSONNEL</b>	\$ 2,845,457.00	\$ 2,389,611.43	\$ (455,845.57)	-16%
<b>SALARY/WAGES-PERM</b>	\$ 1,808,572.00	\$ 1,448,751.43	\$ (359,820.57)	-20%
<b>RETIREMENT</b>	\$ 388,300.00	\$ 355,938.00	\$ (32,362.00)	-8%
<b>SALARY/WAGES-OVERTIME</b>	\$ 235,000.00	\$ 309,887.72	\$ 74,887.72	32%
<b>DEBT &amp; TRANSFERS</b>	\$ 370,735.00	\$ 339,421.02	\$ (31,313.98)	-8%
<b>TRANSFER TO GENERAL FUND</b>	\$ 192,735.00	\$ 176,671.00	\$ (16,064.00)	-8%
<b>OPERATING EXPENSES</b>	\$ 6,212,857.00	\$ 6,988,480.40	\$ 775,623.40	12%
<b>JET FUEL PURCHASES FOR RESALE</b>	\$ 3,684,372.00	\$ 5,155,639.48	\$ 1,471,267.48	40%
<b>PROPERTY/FIRE/LIABILITY INS.</b>	\$ 336,600.00	\$ 286,160.00	\$ (50,440.00)	-15%
<b>CAPITAL OUTLAY</b>	\$ 326,000.00	\$ 31,005.84	\$ (294,994.16)	-90%
<b>SURPLUS (DEFICIT)(w/out CARES, CRRSAA &amp; ARPA Act)</b>	\$ 9,755,050.00	\$ 2,130,789.79		
<b>SURPLUS (DEFICIT)(WITH CARES, CRRSAA &amp; ARPA Act)</b>	\$ 9,755,050.00	\$ 6,290,768.80		





# FY2023 Budget Summary Expenses

621060 PURCHASES FOR RESALE	\$ 5,155,639.48	52.89%
511000 SALARY/WAGES-PERM.	\$ 1,448,751.43	14.86%
616080 PROF SERV - OTHER	\$ 184,049.68	1.89%
520070 RETIREMENT	\$ 355,938.00	3.65%
674010 PROPERTY/FIRE/LIABILITY INS.	\$ 286,160.00	2.94%
613135 AIRFIELD PAINTING	\$ 125,000.00	1.28%





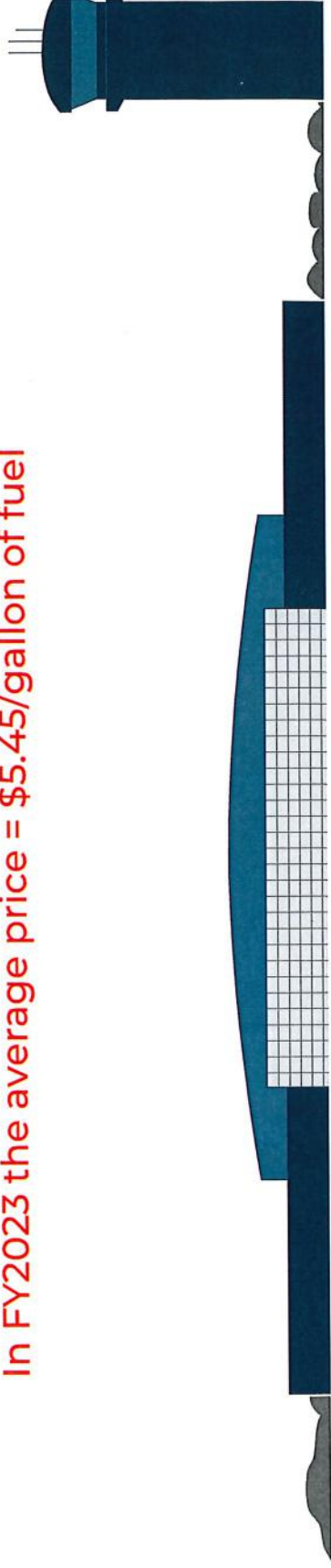
# 2023 Budget Summary – Jet Fuel

- Jet Fuel Revenue (FY Comparison = Revenue Collected FY2022 vs. FY2023)
  - ↑ @ 20% \$5,951,105.80 collected in FY2022 vs. \$7,140,462.87 collected in FY 2023) \*\*
  - Revenue Collected = 28% more than anticipated within the original revenue budget.
- Jet Fuel Sales (Monthly Comparison = Gallons Sold May 2022 vs. May 2023) \*\*
  - ↓ @ 48% (111,488 gallons sold in May 2022 vs. 56,855 gallons sold in May 2023)
- Jet Fuel Sales (FY Comparison = Gallons Sold FY2022 vs. FY2023) \*\*
  - ↓ @ 4% (1,278,767 gallons sold in FY2022 vs. 1,228,101 gallons sold in FY2023)

\*\*Note that even though jet fuel sales by the gallons sold has decreased for this month and for the fiscal year, the revenue collected reflects the difference in the price of fuel from one fiscal year to the next (approximately an average \$1.08/gallon price difference).

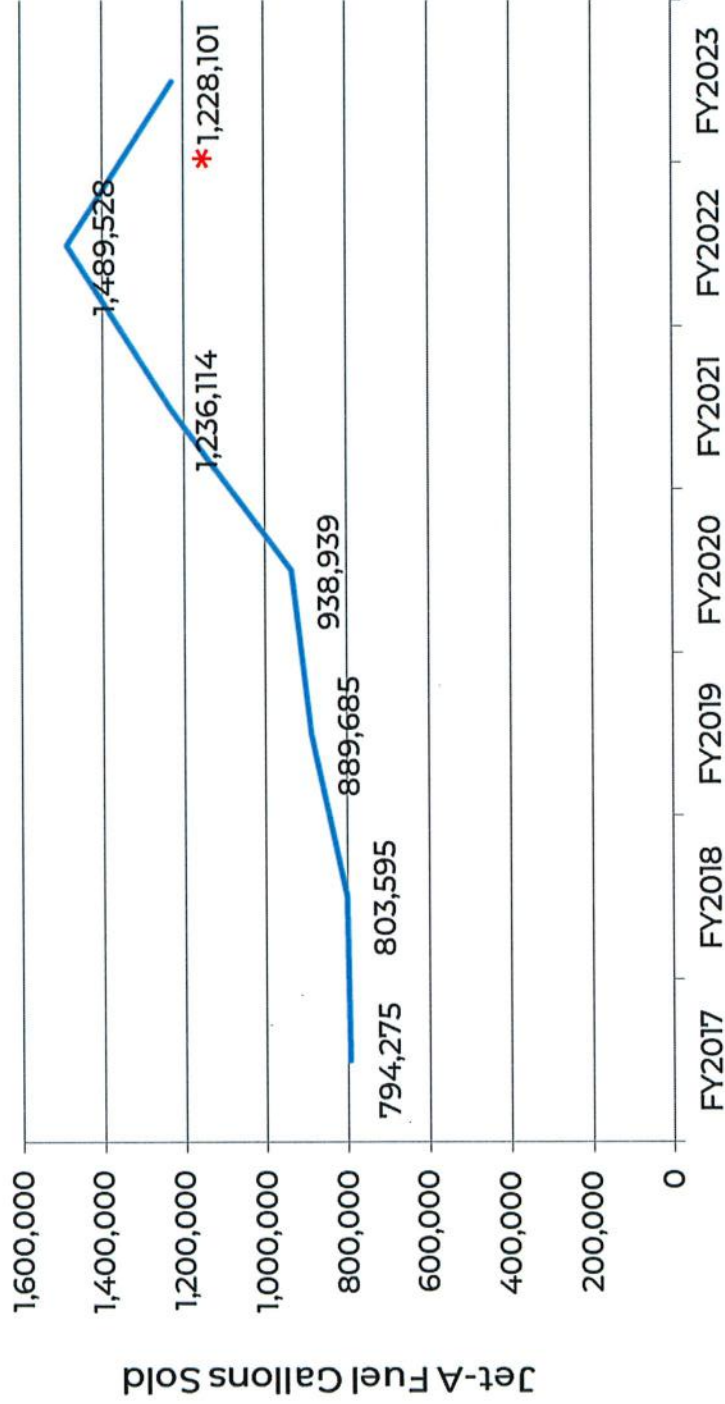
In FY2022 the average price = \$4.37/gallon of fuel

In FY2023 the average price = \$5.45/gallon of fuel



# 2023 Budget Summary - Jet Fuel Gallons Sold by Fiscal Year

Annual Jet-A Fuel Sales by Fiscal Year



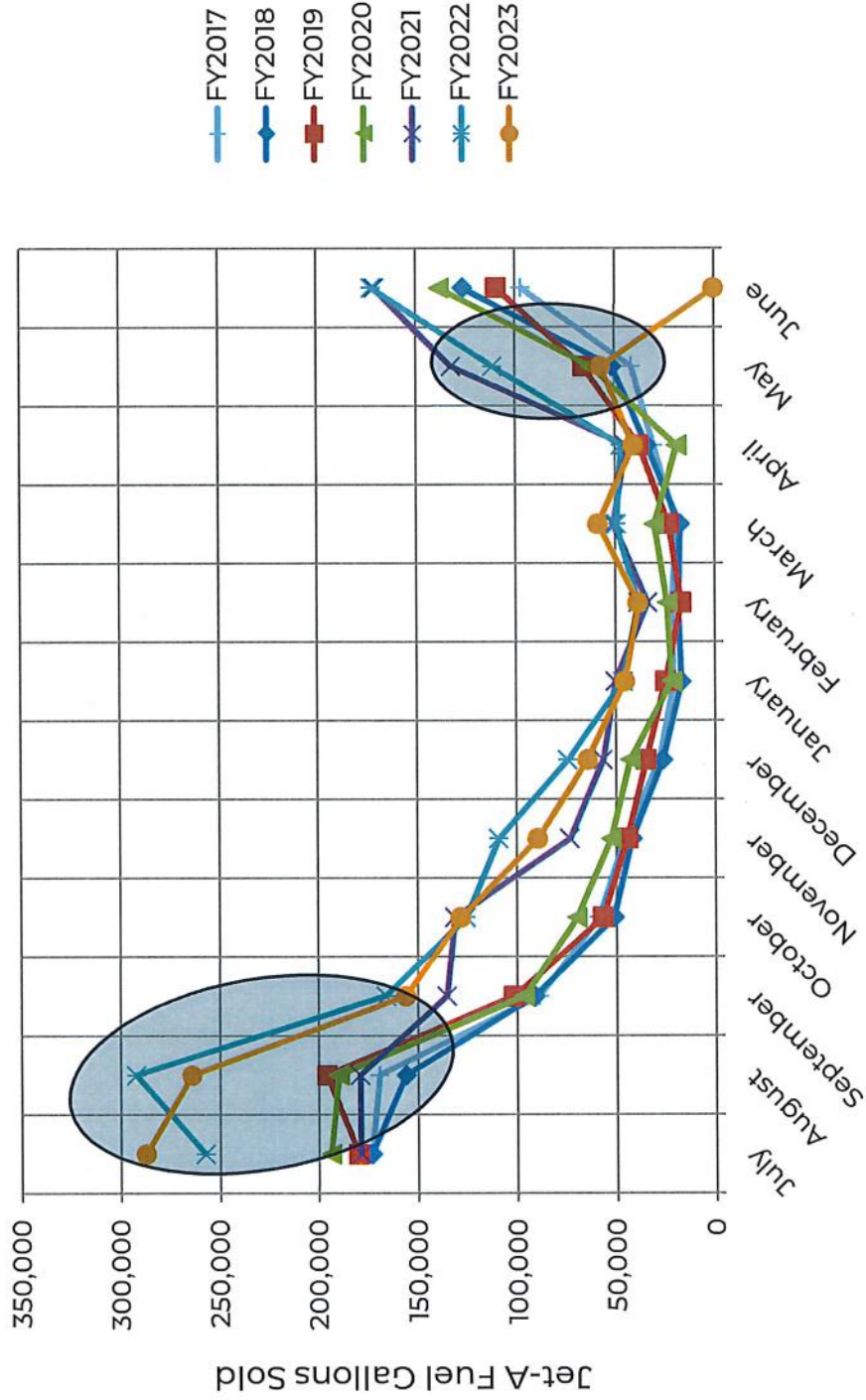
\*Note that is for a partial fiscal year





# 2023 Budget Summary - Jet Fuel Gallons Sold by FY and by Month

Monthly Jet-A Fuel Sales by Fiscal Year





BUSINESS AVIATION

## Bizav Ops Dip Further in North America, Europe in April

by Kerry Lynch - May 19, 2023, 11:10 AM



In Europe, large-cabin jet operations led the decrease in flight activity, plunging 36.9 percent year-over-year in April. (Photo: acroprints.com, CC BY-SA 3.0, via Wikimedia Commons)

Global business aircraft flight activity declined by 6.9 percent in April over the same month in 2022, results that were driven by a 7.7 percent year-over-year decrease in North America and a 16.7 percent drop in Europe, according to Argus International's latest TraqPak report.



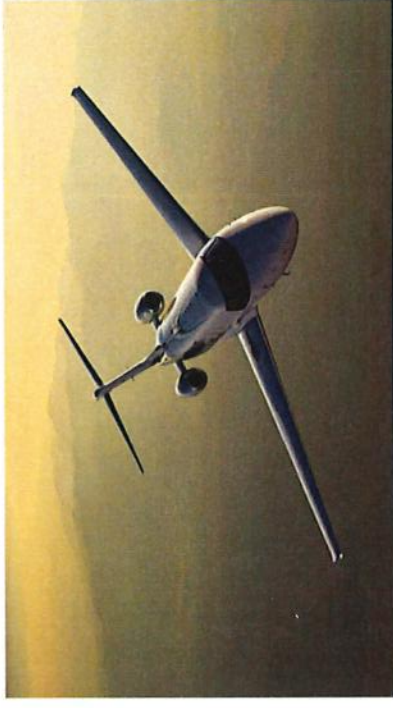
Home / Aviator / Business Jet Activity on the Decline, Report Shows  
**AIRCRAFT**

## Business Jet Activity on the Decline, Report Shows

Global business jet activity has decreased by 8 percent in the last four weeks compared to the same time period a year ago, according to WingX.

By Amelia Walsh

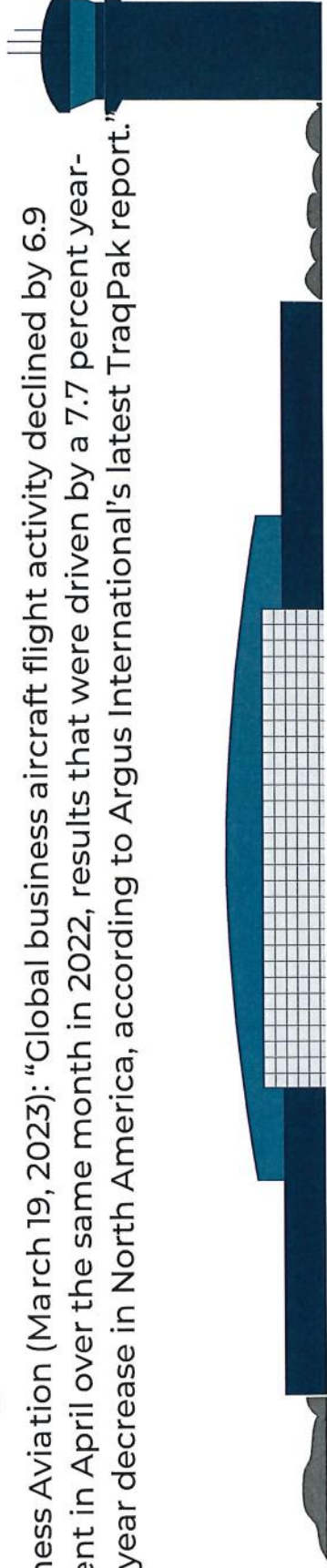
March 23, 2023



A new report from data research company WingX shows a widening decline in business jet activity compared to the same weeks last year. (Courtesy: Pilatus)

→ Corporate jet operational declines are being reported nationwide and account for some of our jet operation and fuel sales declines in FY2023

- Flying Magazine (March 23, 2023): “Business jet activity is not only down, but the decline is widening. According to data research company WingX, which compared 2023 activity to that reported during the same weeks last year.”
- Business Aviation (March 19, 2023): “Global business aircraft flight activity declined by 6.9 percent in April over the same month in 2022, results that were driven by a 7.7 percent year-over-year decrease in North America, according to Argus International’s latest TraqPak report.”



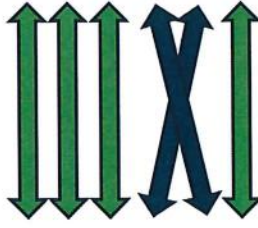


# Diversification of Revenue

→ The Top 6 Revenue Producers fluctuates slightly month-month, year to year.

FY2022 Top 6

421040	JET FUEL
464010	GRANTS-TOWN/FEDERAL
421096	LAND LEASE - NON AERO
421131	RENTAL CAR CONCESSIONS
421010	LANDING FEES-AVIATION
421093	LAND LEASE RENTAL



FY2023 Top 6

421040	JET FUEL
464010	GRANTS-TOWN/FEDERAL
421096	LAND LEASE - NON AERO
475095	RENEWABLE ENERGY CREDITS
421131	RENTAL CAR CONCESSIONS
421093	LAND LEASE RENTAL

421040	JET FUEL
464010	GRANTS-TOWN/FEDERAL
421096	LAND LEASE - NON AERO
475095	RENEWABLE ENERGY
421131	RENTAL CAR CONCESSIONS
421093	LAND LEASE RENTAL
421010	LANDING FEES-AVIATION
474020	EARNINGS ON INVESTMENT
421074	FIXED BASE - RECTRIX
421092	TERMINAL RENTAL
421090	HANGER RENTAL
421094	RENTAL CAR SPACE RENTAL
421020	LANDING FEES-AIRLINES
475080	REIMBURSEMENTS
421098	HYANNIS WATER WELL LEASE
421130	CONCESSIONS
421095	TERMINAL RENT - NON AERO
464080	GRANT - FEDERAL - FAA SECURITY
421030	PARKING FEES
431115	PASSENGER FACILITY CHARGE
421091	TIE DOWN RENTAL
421138	AIRLINES 3% CONCESSIONS
421041	FUEL FLOWAGE FEES
421210	EVENT FEES
421060	MOGAS
421071	FIXED BASE - GRIFFEN
421145	AIRPORT ADVERTISEMENT REVENUE
433265	BUSINESS PERMITS
421200	ID FEES
421136	TERMINAL COMMISSIONS
421070	FIXED BASED-HYANNIS AIR
421099	EQUIPMENT LEASE-AVIATION
475090	MISCELLANEOUS
421133	AIR FREIGHT CONCESSIONS
421072	FIXED BASED - AIR CAPE COD
421011	GROUND POWER UNIT CHARGES
474030	FINANCE CHARGES
421135	MISCELLANEOUS CONCESSIONS

→ FY2022 Revenues = \$17,608,198.18\*

- Aviation (Green text right) = \$14,735,052.20 (84%)\*
- Non Aviation (Black text right) = \$2,873,145.98 (16%)

\* Note that the federal grants are included in this total





# Diversification of Revenue (cont.)

→ FY2022 Revenues = \$17,608,198.18

- Aviation (Green text right) = \$14,735,052.20 (84%)
- Non Aviation (Black text right) = \$2,873,145.98 (16%)

## → Consider

- Jet fuel = cost of goods sold (COGS) (see lower left)
  - Fluctuates annually (increases in various components)
  - **Components are given a percentage based on use and determined during the Rates & Charges Study completed in 2019 (updated annually)**
- Average Net = anywhere from \$1.0M - \$1.5M
- FY2022 Net = \$1,472,492

COMPONENTS OF JET FUEL EXPENSE FY2022	AMOUNT
Staff Salary & Wages Expense	\$ 498,953
Staff Benefits Expense	\$ 156,371
Jet Fuel Purchase for Resale	\$ 4,908,724
Fuel Truck Lease Payments	\$ 87,440
Fuel Truck Insurance Expense	\$ 11,534
Property/Liability Insurance	\$ 15,000
Credit Card Fees	\$ 90,032
Amortization of Sponsor Funded Assets (Debt)	\$ 45,875
Capital Improvements - Cash Outlay	\$ -
Allocation of Administrative Expense	\$ 69,163
Other Services/Contracts	\$ 4,414
Training Fees	\$ 9,460
Training Travel Expenses	\$ 1,636
Local/State Permitting/Inspections	\$ 1,445
Supplies	\$ 350
<b>TOTAL JET FUEL COGS</b>	<b>\$ 5,900,395</b>
<b>COGS TOTAL W/OUT RESALE PURCHASE</b>	<b>\$ 991,672</b>
<b>JET FUEL REVENUE</b>	<b>\$ 7,372,887</b>
<b>JET FUEL NET REVENUE</b>	<b>\$ 1,472,492</b>

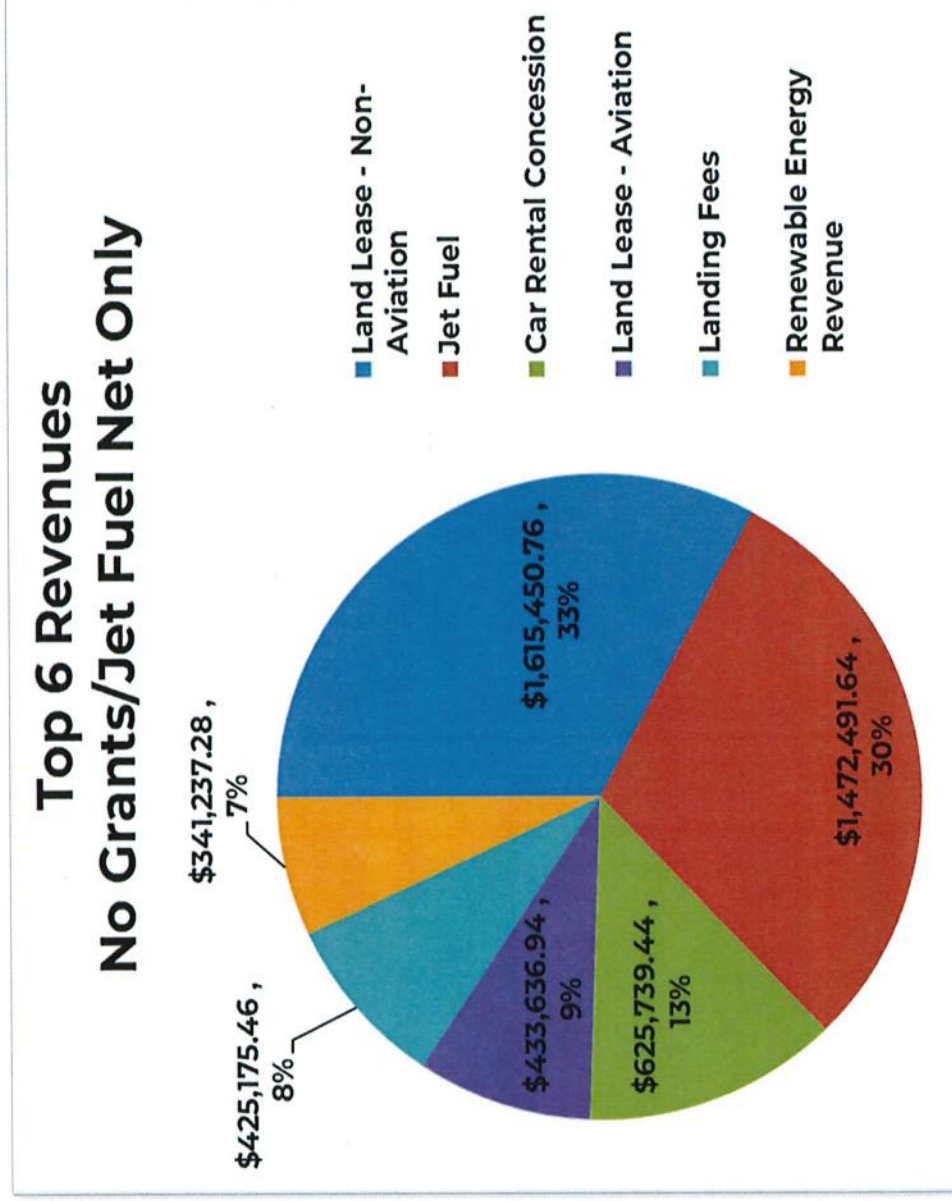
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# Diversification of Revenue (cont.)

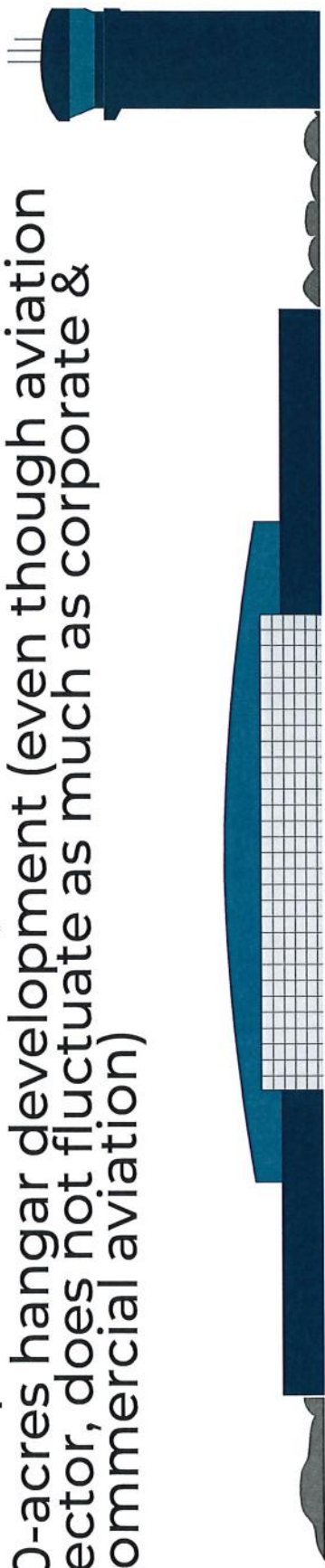
## → Consider (for FY2022)

- Using FY2022 as a case study because this is a complete year and the budget has officially been closed
- If we were to do the following:
  - Removing the grants
  - Reducing jet fuel to net only
- The top 6 revenue producers would change



# Focus for Diversification of Revenue

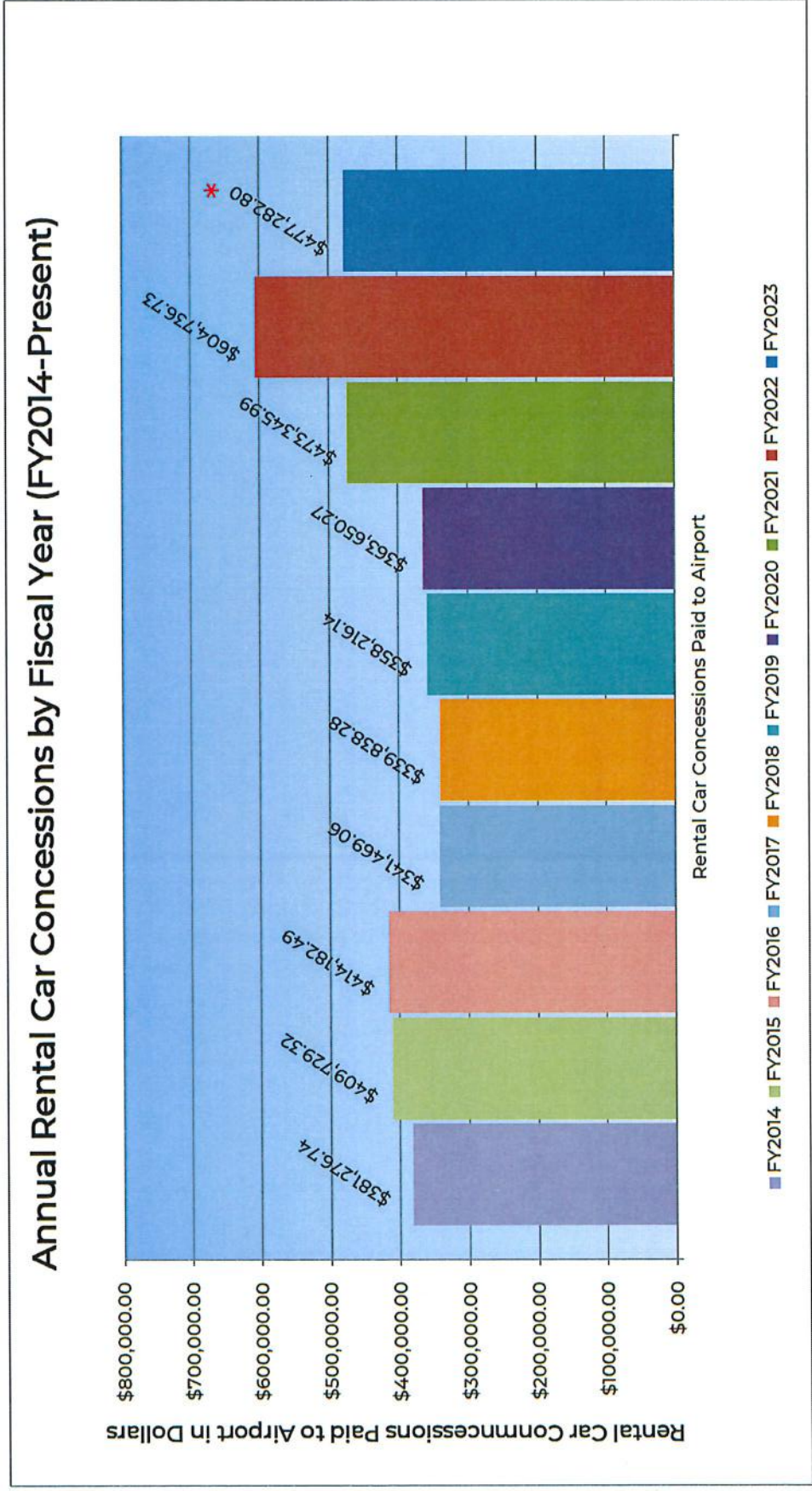
- Increase Non-Aviation Revenue Goals
- Land/Lease Priorities:
  - New
    - 211 Airport Road (1.4 acre parcel)
    - Café Lease
      - Due to lack of pax activity =not significant revenue resource
  - Vehicle Parking
    - RFP now leased by Steamship (exp. 12-31-2024)
    - RFP now leased to Reef Parking (exp. 12-31-2027)
    - RFP now leased to HMI Parking (exp. 9-1-2025)
  - Vehicle Rentals
    - RFP now leases to four rental companies (exp. 6-30-2024)
  - Develop more robust Airport Advertisement
  - 10-acres hangar development (even though aviation sector, does not fluctuate as much as corporate & commercial aviation)





# 2023 Budget Summary - Rental Car Concessions

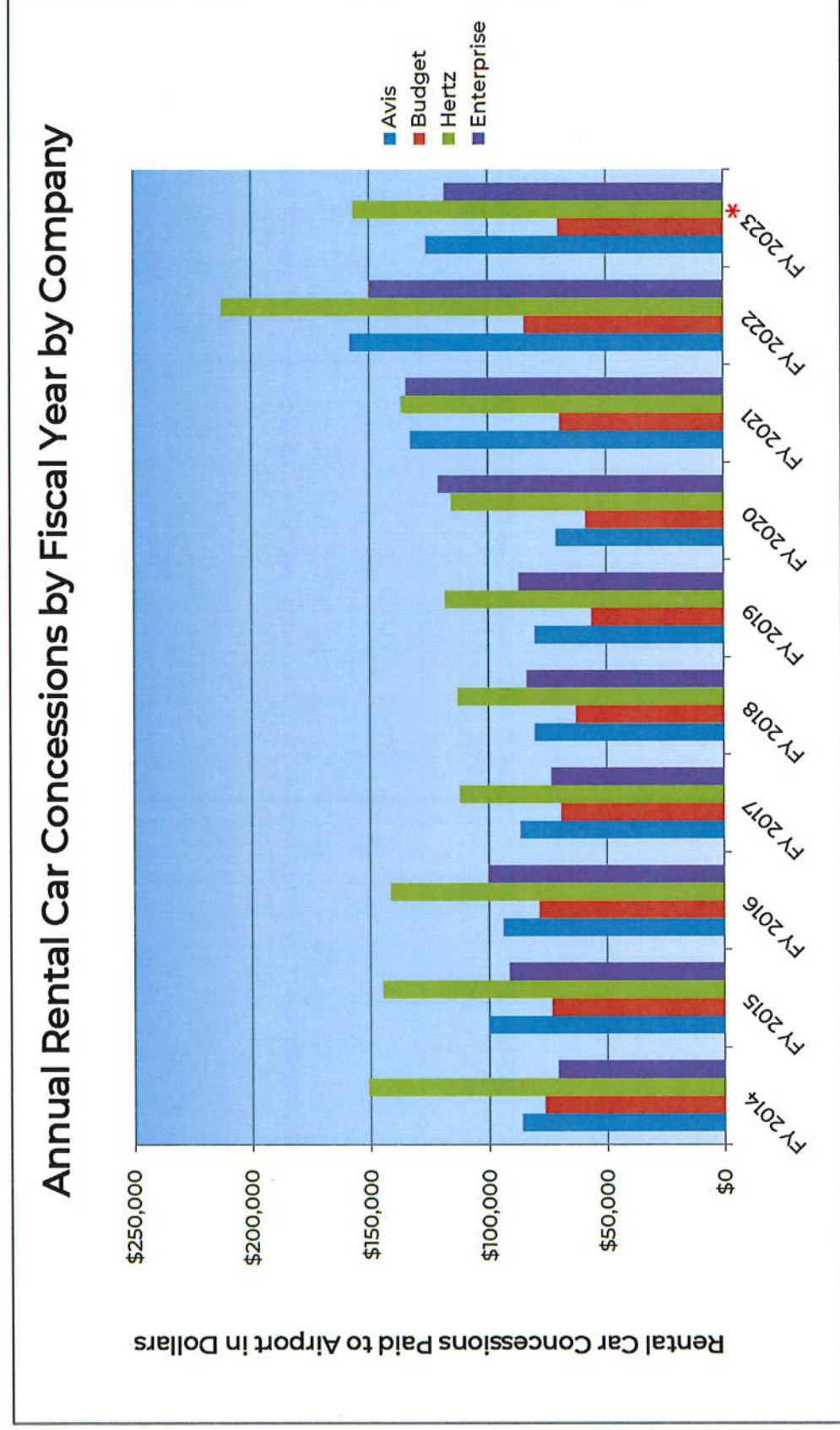
→ Rental car concessions = \$477,282.80 in revenue collected for this FY



\*Note that is for a partial fiscal year

# 2023 Budget Summary - Rental Car Concessions

→ Hertz brings in the highest revenue year over year

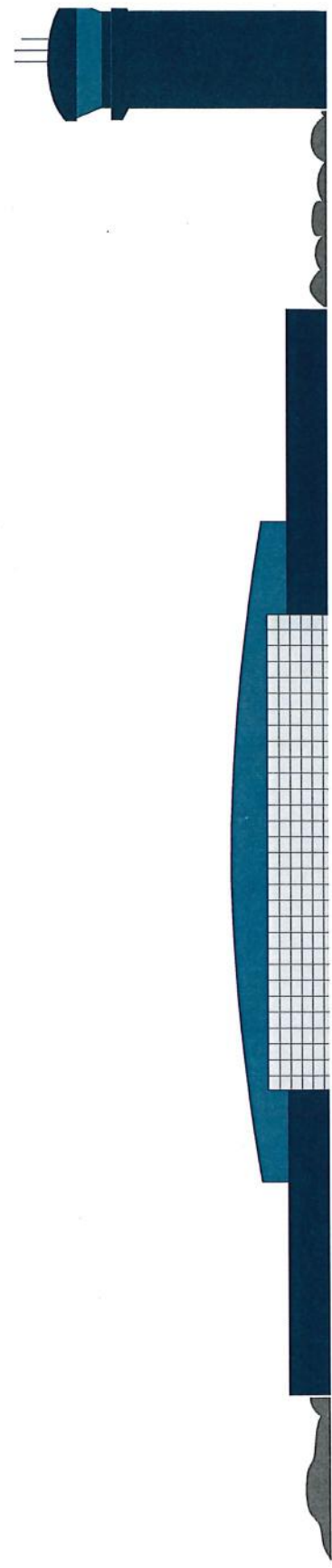


\*Note that is for a partial fiscal year



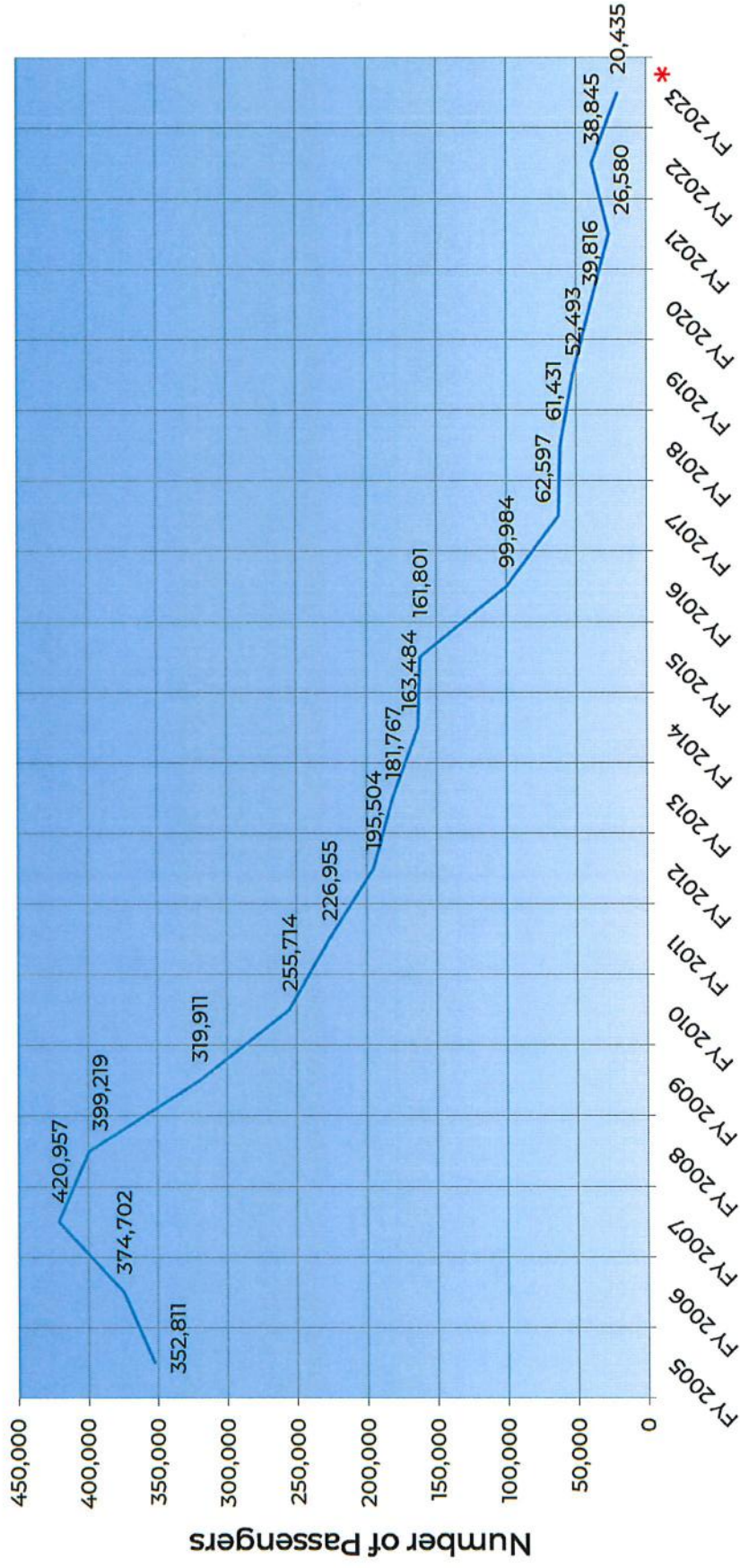
# FY2023 Airport Operations/Passenger Activity

CAPE COD GATEWAY AIRPORT BUDGET SUMMARY AS OF (5-24-2023)				
	BUDGET (For entire FY)	ACTUAL (So far in FY)	VARIANCE (So far in FY)	% VARIANCE (So far in FY)*
<b>PASSENGERS &amp; OPERATIONS</b>				
ENPLANED PASSENGERS	20,000	9,828	-10,172	-51%
DEPLANED PASSENGERS	20,000	10,607	-9,393	-47%
<b>TOTAL PASSENGERS</b>	<b>40,000</b>	<b>20,435</b>	<b>-19,565</b>	<b>-49%</b>
		*Passenger # = Through April 2023		
<b>TOTAL AIRPORT OPERATIONS</b>	<b>60,000</b>	<b>44,398</b>	<b>-15,602</b>	<b>-26%</b>
		*Operations # = Through April 2023 (May is not available yet from ATCT)		



# FY2023 Airport Operations/Passenger Activity

Annual Airline Passenger Activity by Fiscal Year (FY2005 - Present)



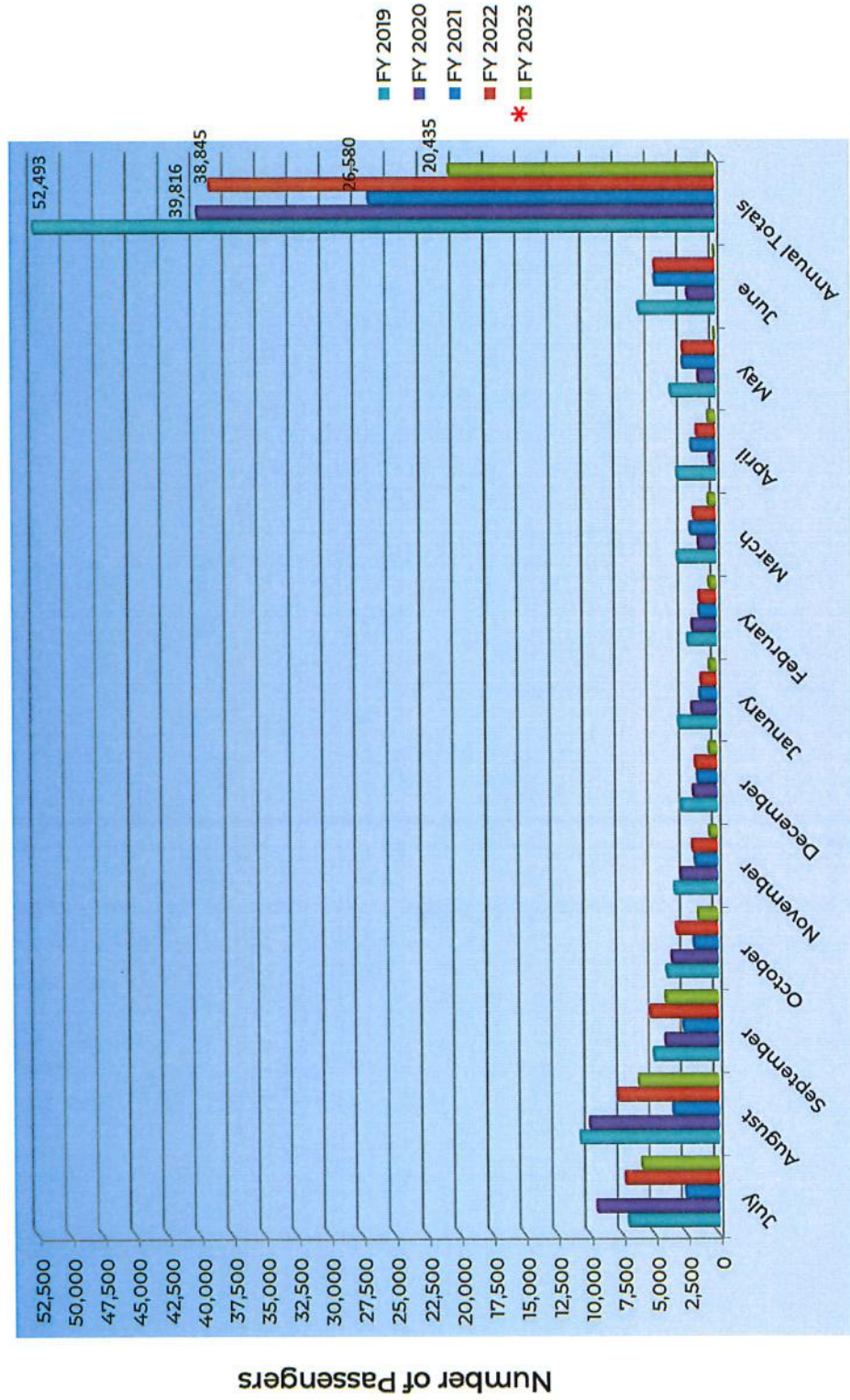
\*Note that is for a partial fiscal year





# FY2023 Airport Operations/Passenger Activity

Monthly Airline Passenger Activity by Fiscal Year (FY2019 - Present)

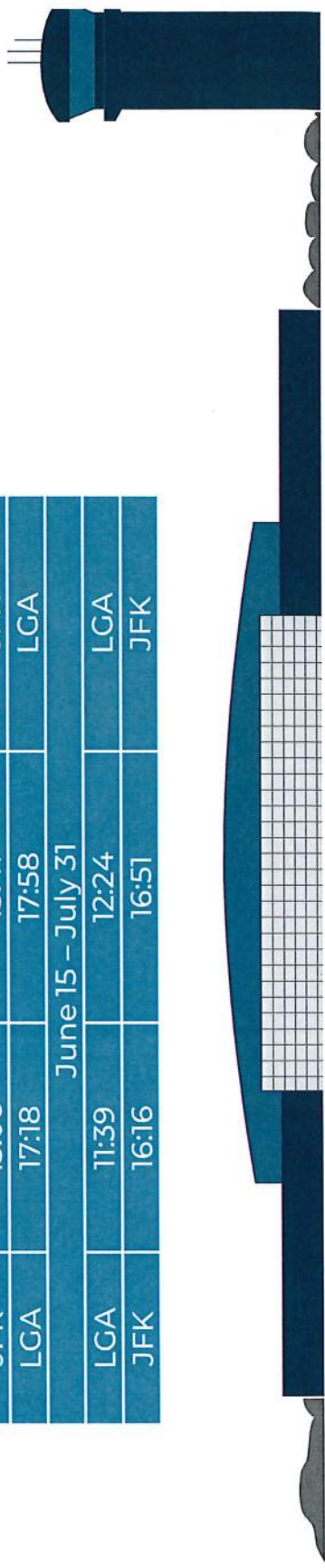


\*Note that is for a partial fiscal year

# Airline Summer Schedule

- Increased air carrier operations in the Summer 2023 will help passenger and operations numbers
- JetBlue (May 25, 2023 – July 31, 2023)
  - We do not have the August, September or October schedule yet

Origin	Arrival Time (local)	Departure Time (local)	Destination
May 25 – June 14			
JFK	13:06	13:41	JFK
LGA	17:18	17:58	LGA
June 15 – July 31			
LGA	11:39	12:24	LGA
JFK	16:16	16:51	JFK





# Airline Summer Schedule (Cont.)

→ Cape Air (June 16  
– October 10, 2023)  
○ ~ 2-5 flights  
leaving HYA/day

## Hyannis/Nantucket

Hyannis to Nantucket						
Monday 6:00 am / Ft 7511	Tuesday 6:00 am / Ft 7511 11:00 am / Ft 7911	Wednesday 6:00 am / Ft 7511 11:00 am / Ft 7911	Thursday 6:00 am / Ft 7511 11:00 am / Ft 7911	Friday 6:00 am / Ft 7511 11:00 am / Ft 7911	Saturday 8:05 am / Ft 7531	Sunday 8:05 am / Ft 7531 9:23 am / Ft 7511
Nantucket to Hyannis						
Monday 2:22 pm / Ft 7681	Tuesday 2:22 pm / Ft 7681	Wednesday 2:22 pm / Ft 7681	Thursday 2:22 pm / Ft 7681 6:20 pm / Ft 7921	Friday 2:22 pm / Ft 7681	Saturday 3:22 pm / Ft 7521 5:27 pm / Ft 7681	Sunday

## Hyannis/Martha's Vineyard

Hyannis to Martha's Vineyard						
Monday 6:45 am / Ft 163	Tuesday	Wednesday	Thursday	Friday 7:20 am / Ft 163	Saturday	Sunday 6:40 am / Ft 163
Martha's Vineyard to Hyannis						
Monday	Tuesday 7:26 pm / Ft 168	Wednesday 7:26 pm / Ft 168	Thursday 7:26 pm / Ft 168	Friday 7:26 pm / Ft 168	Saturday	Sunday 5:20 pm / Ft 186

## Hyannis/Boston

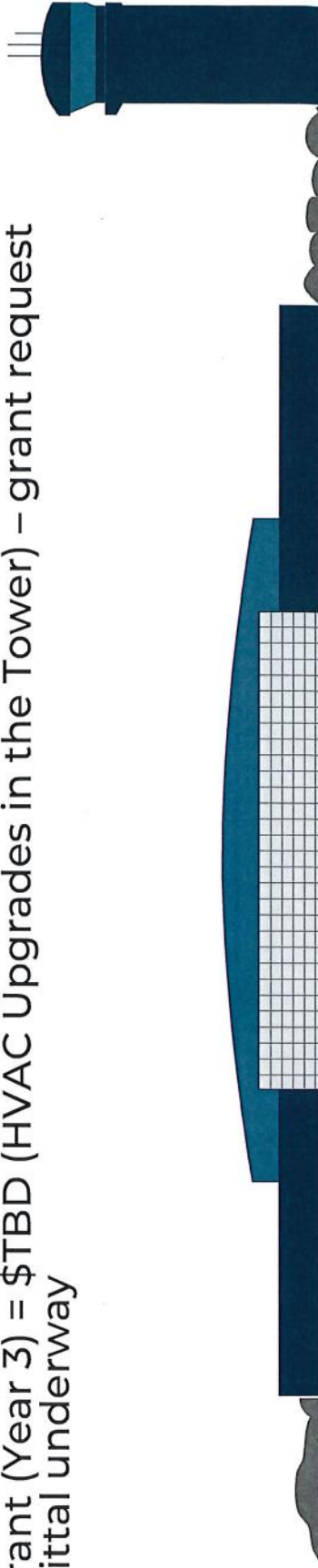
Hyannis to Boston						
Monday 10:50 am / Ft 7021 3:00 pm / Ft 7041	Tuesday 10:50 am / Ft 7021 3:00 pm / Ft 7041	Wednesday 10:50 am / Ft 7021 3:00 pm / Ft 7041	Thursday 9:45 am / Ft 7081 10:50 am / Ft 7021 3:00 pm / Ft 7041	Friday 10:50 am / Ft 7021 3:00 pm / Ft 7041	Saturday 9:30 am / Ft 7081 10:50 am / Ft 7021 3:00 pm / Ft 7041	Sunday 10:50 am / Ft 7021 3:00 pm / Ft 7041
Boston to Hyannis						
Monday 9:16 am / Ft 7031 11:25 am / Ft 7051 1:55 pm / Ft 7071	Tuesday 9:16 am / Ft 7031 1:55 pm / Ft 7071	Wednesday 9:16 am / Ft 7031 1:55 pm / Ft 7071	Thursday 9:16 am / Ft 7031 1:55 pm / Ft 7071	Friday 9:16 am / Ft 7031 1:55 pm / Ft 7071 5:10 pm / Ft 7091	Saturday 9:16 am / Ft 7031 1:55 pm / Ft 7071 6:45 pm / Ft 7091	Sunday 9:16 am / Ft 7031 1:55 pm / Ft 7071 5:10 pm / Ft 7091 7:48 pm / Ft 7131





# Grant Updates

- Projects underway AND we will use CARES Act Grant before performance expiration date!
  - Operating Budget Use = \$8,307,159.72
  - Project Use (Mary Dunn Way) = \$5,350,458.00
  - Project Use (Airport Operations/Hangar) = \$6,459,348.00\*
    - \* \$2,145,000.00 Local as approved by Commission
- Exhausted funds of \$1,008,311 (used for fuel purchases) for the CRRSAA Grant and closeout has occurred
- Exhausted funds of \$1,120,580 (used for fuel purchases) for the ARPA Grant and closeout will occur in a few months
- BIL (5-year grant) = grant applications underway & projects included in CIP.
  - BIL Grant (Year 1) = \$1,015,864 (Environmental Assessment) – awaiting grant
  - BIL Grant (Year 2) = \$1,015,674 (HVAC Upgrades in the Tower) – grant request submittal underway
  - BIL Grant (Year 3) = \$TBD (HVAC Upgrades in the Tower) – grant request submittal underway



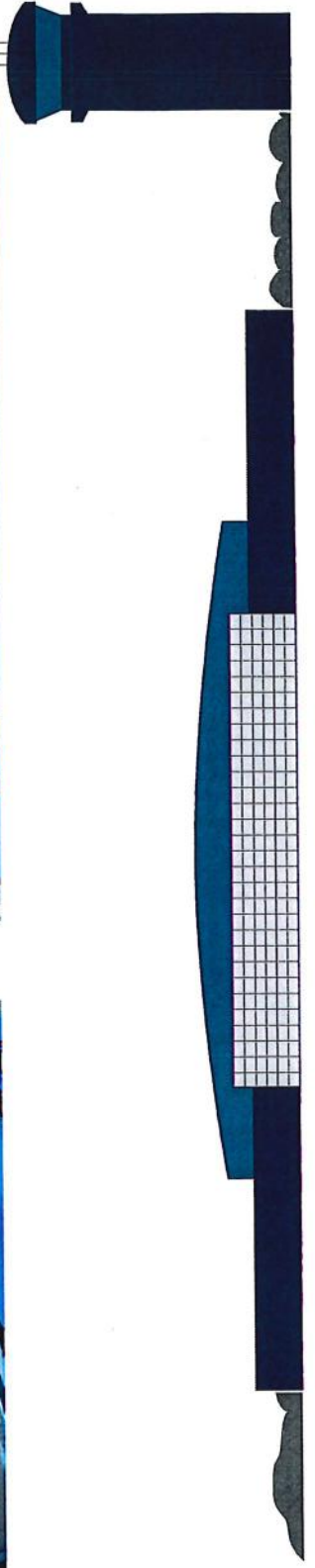


# ARPA Act/BIL Funds

Grant Title	Grant Allocation	Grant Acceptance Date	Period of Performance Expiration Date
Coronavirus Aid, Relief, and Economic Security (CARES) Act	\$17,971,966	June 25, 2020	June 24, 2024
Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA)	\$1,008,311	April 23, 2021	April 22, 2024
Concession Relief	\$5,240	April 23, 2021	April 22, 2024
American Rescue Plan Act (ARPA)	\$1,120,580	December 15, 2021	December 14, 2025
Concession Relief	\$20,959	December 15, 2021	December 14, 2025
Bipartisan Infrastructure Law (BIL)	\$1,015,864 (FY2022)	March 31, 2023	March 31, 2027
Bipartisan Infrastructure Law (BIL)	\$1,015,674 (FY2023)	MORE DETAIL TO COME	5-year annual program
Bipartisan Infrastructure Law (BIL)	\$TBD (FY2024)	MORE DETAIL TO COME	5-year annual program
Total Grant Funding	\$22,158,594		

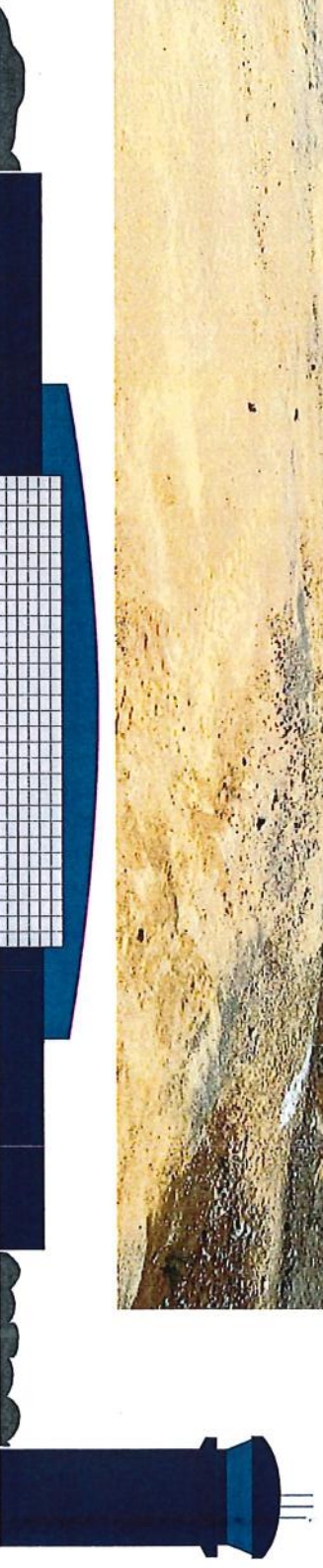


# ARFF/OPS Remodel Project



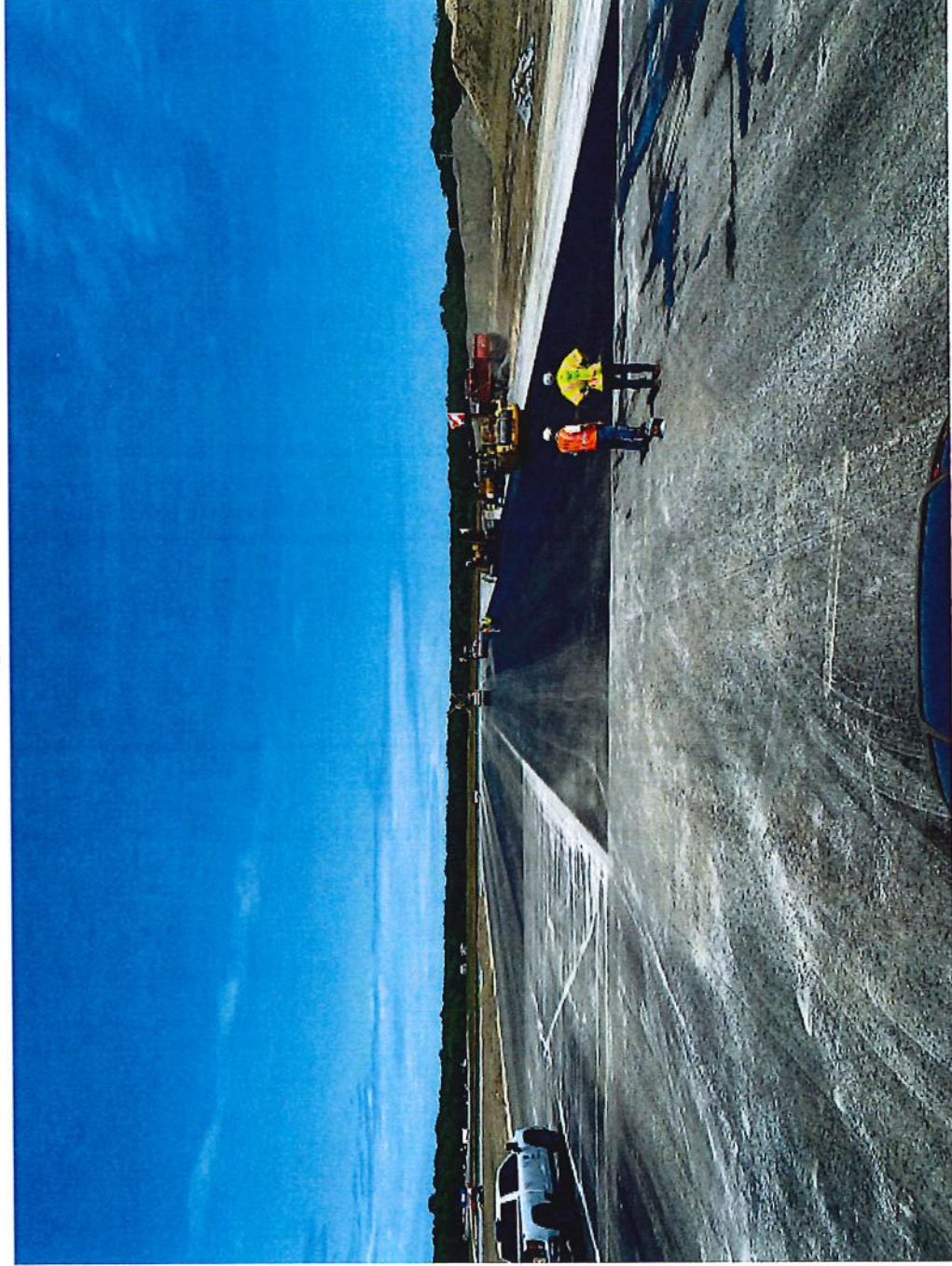


# T-Hanggar Project





# Runway 6-24 Project





# EMAS Project

