



**FINANCE SUBCOMMITTEE AGENDA**  
**Tuesday, March 7, 2023**  
**Airport Conference Room 8:30 A.M.**

**Join Zoom Meeting**

<https://townofbarnstable-us.zoom.us/j/86461206445>

Meeting ID: 864 6120 6445

One tap mobile

+16468769923,,86461206445# US (New York)

+13017158592,,86461206445# US (Washington DC)

Dial by your location

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+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

888 475 4499 US Toll-free

833 548 0276 US Toll-free

833 548 0282 US Toll-free

877 853 5257 US Toll-free

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Call Meeting to Order

Roll Call (Weill, Flores, Bailey)

Review & Approve minutes of the June, July, August, September, November, December 2022 & January 2023 Finance Subcommittee meeting.

**OLD BUSINESS**

**None**

**NEW BUSINESS**

***Executive Session pursuant to M.G.L. c. 30A, § 21(a)(6) to discuss strategy with respect to the lease of real property by and Between Cape Cod Gateway Airport and a Future Lessee for 110 Mary Dunn Way as a discussion in open session may have a detrimental effect on the negotiating position of the public body, the Airport Commission.***

***FIN0323-1 Review and Approve the FY2024 Proposed Operating Budget***

***FIN0323-2 Review and Approve a lease agreement by and between the Town of Barnstable Cape Cod Gateway Airport and Michele Kennedy D/B/A Studio Gallery at the Airport***

***FIN0323-3 Review and Approve the Award and Contract for FY23 Airfield Pavement Marking***

***FIN0323-4 Review and Approve Travel Approval Letter for Airport Staff.***

***FIN0323-5 Review and Approve Amendment #1 by and between Cape Cod Gateway Airport and Judith Goetz for On-Call Professional Media Services for Integrated Communications Services***

**Updates:**

- Southern Airways Express
- Gull Air – Bill McGrath
- Monthly Financial Review (Finance)
- Monthly Business Plan Review (Infrastructure)



- Upcoming Finance Items:
  - Land Lease (Hangar Development) – Ben deRuyter
  - NetJets Discount Fuel Contract
  - Land Lease (Hangar Development) – AMA
  - Land Lease – DPW – Water Department
  - Land Lease – Pain D 'Avignon
  - MOU PFAS
- Upcoming Infrastructure Items:
  - Business Plan Update
  - Electric Aviation Discussion
  - Events Update
  - Airport Round Table
- Projects Update/Status
  - 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
  - Runway 6/24 Reconstruction Project
    - Project update by Matt Elia/Chris Bostwick
  - EMAS Replacement Project
    - Project update by Matt Elia/Chris Bostwick
- Procurement
  - Communications Manager
  - Airline Consultant (on hold until the Spring 2023)
  - Café commercial kitchen or retail
- Airport Environmental Assessment Status (<https://flyhya.com/airport-info/environmental-assessment/>)
  - Next meetings in June 2023
- PFOS/Public Involvement Plan & Update
  - Final Phase IV Report submitted to DEP in October 2022
  - Webpage development – completed
  - Meetings with the Town and Barnstable County Fire – upcoming
  - Informational public meeting - Yarmouth
- Upcoming Events:
  - March 2023
    - March 7 = Barnstable Citizenship Academy 6:30 – 9:00
    - March 10/11, 2023 = A Night in the Terminal – Scout Sleepover
    - Annual TSA Inspection
    - March 31 1-2 Cape & Island Delegation Zoom Meeting – Airport Update
  - April 2023
    - Annual FAR Part 139 Airport Certification Inspection
  - May 2023
    - None
  - June 2023
    - June TBD, 2023 = Airplanes, Aviation and Cigars
  - July 2023
    - July 2023 = Hangars & Hamburgers (3rd Saturday)
  - August 2023
    - None
  - September 2023
    - September 22, 2023 = SE MA Aviation Career Fair (3rd event)
    - September 23, 2023 = A Great Day at the Gateway

## Adjourn Meeting

The list of matters, are those reasonably anticipated by the president/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 sub-committee may go into executive session.

PERSONS INTERESTED ARE ADVISED THAT IN THE EVENT THAT ANY MATTER TAKEN UP AT THE MEETING THAT REMAINS UNFINISHED AT THE CLOSE OF THE MEETING, IT MAY BE PUT OFF TO A CONTINUED SESSION OF THIS MEETING WITH PROPER POSTING.

For your information the section of the M.G.L. that pertains to postings of meetings is as follows: Except in an emergency, in addition to any notice otherwise required by law, a public body shall post notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays and legal holidays. In an emergency, a public body shall post notice as soon as reasonably possible prior to such meeting. Notice shall be printed in a legible, easily understandable format and shall contain: the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. For meetings of a local public body, notice shall be filed with the municipal clerk and posted in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located.

480 Barnstable Rd, Hyannis, MA 02601 | [flyHYA.com](https://flyHYA.com) | 508.775.2020

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

