



CAPE COD GATEWAY AIRPORT COMMISSION

Tuesday, April 16, 2024

Meeting to be held On-line at 4:00 PM - Via link below:

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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, the Chair 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. March 19, 2024



480 Barnstable Rd, Hyannis, MA 02601 | flyHYA.com | 508.775.2020

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

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.

9. NEW BUSINESS

COM0424-1 Approval of the Proposed FY2025 Airport Operating Budget.

COM0424-2 Approval of the contract by and between Cape Cod Gateway Airport and Airport Solutions Group in the amount of \$536,200.00.

COM0424-3 Approval of the award and contract to Hi-Lite Airfield Services, LLC for the 3-Year on-call airfield painting contract.

COM0424-4 Approval of the award for five (5) Dual-Port Publicly Accessible Level 2 Loop Charging Stations from Inovis Energy acting on behalf of Eversource and the Department of Public Utilities (DPU) EV Make Ready Program.

EXECUTIVE SESSION

EXECUTIVE SESSION: Executive Session pursuant to M.G.L. c. 30A, § 21(a)(2) to conduct strategy sessions for contract negotiations and engage in negotiations with the Airport Manager. The Commission will return to public session after the executive session.

PUBLIC SESSION

10. 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.

11. Report of Special Committees

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

Updates:

- Monthly Financial Review (Finance)
- Strategic Planning Subcommittee Development – Mark Guiod (Chair)



- Future workshop to update the Strategic Plan
 - Committee members to select initial meeting date
- American Airlines Update
- 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.
 - ALP updated in February 2024 with this new piece of infrastructure
 - Lease review in BETAs court
 - Next meeting with BETA scheduled for April 2024
 - Southern Airways Express and Surf Air Mobility – no updates
 - Transend Air – no updates
 - MassDOT Procurement for Smart Grid program underway
 - Phase I nearing completion with draft reports anticipated for end of March 2024
 - Phase II about to start
 - August/September 2024 – we will need to request implementation funding for the above planned process
- 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
 - Cape Air Hangar Door Replacement
 - Project update by Matt Elia/Chris Bostwick
- Airport Environmental Assessment Status (<https://flyhya.com/airport-info/environmental-assessment/>)
 - General Update
 - 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 or marching orders for a Scope of Work and development of the Final Environmental Assessment (EA)(the federal action)/Environmental Impact Report (FEIR)
 - May/June = next public meeting – meeting #5
- PFOS/Public Involvement Plan & Update
 - Approval of mitigation funding to DPW in February 2024
 - Town Council Workshop on April 11, 2024 to go over the airports process to date
 - Next steps = Town Council meeting for funding transfer (April 25, 2024)
- Upcoming Events:



- April 30/May 1, 2024 – Cape Cod Blue Economy Foundation’s Event (Big Blue Conference)
 - See attached agenda
 - Commission at the event (Aviation day is April 30) = Wendy Bierwirth and John Flores
- June 13 (rain date June 20) 2024 – Festivities on the Flight Line
 - Eventbrite set up and ready to go
 - Poster and social graphics underway
- September 2024 –
 - CCYP September 19, 2024
 - A Great Day at the Gateway September 21, 2024
 - Full Scale Emergency Exercise September 26, 2024
- October 24, 2024 – 4th Annual SE MA Aviation Career Fair

12. Announcements – Commissioner’s Comments

13. Matters not reasonably anticipated by the Chair

14. Adjournment – Next Meeting: May 21, 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 February 29, 2024, for associated land parcels as described in the lease. **SPONSOR: Finance Subcommittee (May be acted upon)**

COM0424-1 Approval of the Proposed FY2025 Airport Operating Budget.

MOTION to approve the proposed Fiscal Year 2025 Cape Cod Gateway Airport Operating Budget totaling \$12,830,026.00. **SPONSOR: Finance Subcommittee (May be acted upon)**

COM0424-2 Approval of the contract by and between Cape Cod Gateway Airport and Airport Solutions Group in the amount of \$536,200.00.

MOTION to approve the contract by and between Cape Cod Gateway Airport and Airport Solutions Group in the amount of \$536,200.00 for professional consulting services associated with the Air Traffic Control Tower HVAC and Mechanical System Replacement Project. **SPONSOR: Finance Subcommittee (May be acted upon)**



COM0424-3 Approval of the award and contract to Hi-Lite Airfield Services, LLC for the 3-Year on-call airfield painting contract.

MOTION to approve the award to Hi-Lite Airfield Services, LLC and to approve the subsequent contract by and between Hi-Lite Airfield Services, LLC and the Cape Cod Gateway Airport for the 3-year on-call Airport Pavement Markings Contract with a total not to exceed amount of \$493,390.00 for the entire three years.

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

COM0424-4 Approval of the award for five (5) Dual-Port Publicly Accessible Level 2 Loop Charging Stations from Inovis Energy acting on behalf of Eversource and the Department of Public Utilities (DPU) EV Make Ready Program.

MOTION to approve the award for five (5) Dual-Port Publicly Accessible Level 2 Loop Charging Stations through the Eversource and Department of Public Utilities (DPU) EV Make Ready Program; and to approve the Site Host & License Agreement Contract by and between Inovis Energy, the Make Ready Contractor, and the Cape Cod Gateway Airport. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

EXECUTIVE SESSION: Executive Session pursuant to M.G.L. c. 30A, § 21(a)(2) to conduct strategy sessions for contract negotiations and engage in negotiations with the Airport Manager. The Commission will return to public session after the executive session.

As Chair of the Airport Commission, I move to go into Executive Session pursuant to M.G.L. c. 30A, § 21(a)(2) to discuss strategy with respect to contract negotiations with the Airport Manager as a discussion in open session may be detrimental to the bargaining position of the Airport Commission. This meeting will reconvene in open session after the Executive Session.

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)**

