



CAPE COD GATEWAY AIRPORT
COMMISSION MINUTES OF THE REGULAR SESSION
TUESDAY, MAY 18, 2021
Via Zoom

Commissioners Present:

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

The meeting was held at the Cape Cod Gateway Airport in the Airport Conference Room, 480 Barnstable Rd., Hyannis, MA via Zoom

Commissioners not present:

None

Yarmouth Representative:

None

Airport Staff Present:

Katie R. Servis, Airport Manager; Matt Elia, Assistant Airport Manager; and Suzanne Kennedy, Executive Assistant to the Airport Manager

Public Members:

Ned Dawes, Barnstable resident and Stantec Airport Engineer; and Rachael Youngling, Hyannis Park Civic Association, "Karen" – unknown attendee.

Call To Order:

Chairman Griffin called the regular meeting of the Cape Cod Gateway Airport Commission to order at 4:02 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

Minutes of the previous meetings:

The minutes of the March 16, 2021 Airport Commission Meeting and the minutes of the April 20, 2021 Airport Commission meeting were approved and will be signed at a later date.

Public Comment:

Rachael Youngling, President of the Hyannis Park Civic Association, read a letter outlining the Hyannis Park's position statement on the pending airport runway expansion (attached). The letter reviewed the history of the park and surrounding area. Today, the Hyannis Park represents over 500 property owners. For over 30 years the Hyannis Park Civic Association has engaged with the airport about safety and noise concerns, but they feel ignored. They understand that the airport has to conduct business, but feel that Yarmouth residents and businesses will bear the brunt of more noise with zero revenue or benefit. They feel that the area will suffer even more with the proposed runway expansion.

Commissioners Response to Public Comment:

Chairman Griffin requested that the letter be submitted to Airport Management and the Commission will take it under consideration.



Finance Subcommittee (Commissioners Weill, Flores, and Bailey)

The Finance Subcommittee met on Tuesday, May 4, 2021. Commissioner Weill read a review of the meeting (attached).

Infrastructure & Marketing Subcommittee (Commissioners Young, and Bierwirth) The Infrastructure & Marketing subcommittee met on Tuesday, May 4, 2021. Commissioner Young read a review of the meeting (attached).

Old Business

None

New Business:

COM0521-01 – Approval of Amendment #6 to the contract for on-call architectural services by and between Cape Cod Gateway Airport and Fennick McCredie Architecture, Ltd. (F&M) for the T-Hangar Replacement Project in the amount of \$67,066.

MOTION to approve Amendment #6 to the contract for on-call architectural services by and between Cape Cod Gateway Airport and Fennick McCredie Architecture, Ltd. (F&M) for the T-Hangar Replacement Project in the amount of \$67,066.00 SPONSOR: Management (May be acted upon)

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Flores.
- This amendment is to the existing on-call architectural contract for the T-Hangar Replacement Project at Cape Cod Gateway Airport.
- Moving forward on the project was approved at the June 16, 2020 Commission Meeting using CARES Act funds
- The project is to be funded 100% via the CARES Act Grant with no matching Airport share.
- The additional fees cover the following:
 - Additional evaluation services to support the expansion of the T-Hangar building replacement to include two additional bays (approx. 33% more area).
 - Additional services necessary to cover unanticipated fees and construction based on project survey/meetings with the Federal Aviation Administration:
 - Environmental permitting per discussions with the Federal Aviation Administration, Environmental Protection Agency (Sole Source Aquifer) and Cape Cod Commission
 - Additional design and drawings associated with the addition of a fire suppression system to meet existing fire code
 - Additional survey needed for paving and grading from the t-hangar for water lines and sanitary sewer to accommodate a fire suppression system
 - Additional design drawings to tie into water and sanitary sewer for the fire suppression system
 - Relocation of underground utilities and relocation of the storm water system tie-in for a storm drain located under the existing building
 - Relocation of an electrical duct bank and light pole located on the north side of the building
 - Additional cost estimation for the above added elements
 - Asbestos remediation for materials found during the hazardous materials inspection
 - Construction administration for the additional elements
 - Additional part-time resident engineering to cover the additional construction tasks associated with the fire suppression system, sanitary sewer connection, and movement and relocation of underground utilities
- Note that the overall project cost (estimated at \$1,275,000) is still an estimate based on known projects at other airports and based on a cost estimation services provided in the fall 2020 by the Fennick and McCredie Architecture Team. The true cost will be revealed during the post bidding process (estimated Late Summer/Fall 2021)
 - Note that the cost of steel has increased dramatically as a result of the COVID-19 pandemic and has resulted in a disruption to supply chains, so that may also increase the overall construction costs
- This agenda item was unanimously approved by verbal roll call vote as follows:



| | | | | | | | |
|---------|-----|--------|-----|----------|-----|-----------|-----|
| Griffin | yes | Young | yes | Weill | yes | Bierwirth | yes |
| Flores | yes | Bailey | yes | DiGeorge | yes | | |

COM0521-02 – Approval of the Procurement Process Commitment Letter for Round 6 Solar Photovoltaic (PV) and/or Battery Initiative by and Between Cape Cod Gateway Airport and the Cape and Vineyard Electric Cooperative (CVEC) in the amount of \$7,500 for Request for Proposal (RFP) Development.

MOTION to approve the Procurement Process Commitment Letter for Round 6 Solar Photovoltaic (PV) and/or Battery Initiative by and Between Cape Cod Gateway Airport and the Cape and Vineyard Electric Cooperative (CVEC) in the amount of \$7,500 for Request for Proposal (RFP) Development. SPONSOR: Management (May be acted upon)

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Bailey.
- The Cape & Vineyard Electric Cooperative, Inc. ("CVEC") was organized on September 12, 2007. CVEC was formed under Massachusetts General Laws, c. 164, §136. Section 136 provides for the establishment of energy cooperatives. CVEC's formation stemmed from the members' desire to develop renewable energy projects and use renewable energy projects to stabilize electric rates for ratepayers within CVEC member communities.
- CVEC has bundled 20 solar PV and/or battery system projects (Projects) from 12 participants for inclusion in its Initiative (Round 6 program).
- The Airport's share for the Request for Proposal (RFP) development is \$6,500. It was reduced after this was posted. This covers the writing of the RFP and the cost of the project consultant to review all of the proposals to insure that participants are vetted and cleared through a consultant committee.
- Although the Commitment letter was to be signed by the Airport before May 7, 2021, due to our Airport Commission meeting scheduled, CVEC has allowed for more time to meet the airports approval process.
- This agenda item was unanimously approved by verbal roll call vote as follows:

| | | | | | | | |
|---------|-----|--------|-----|----------|-----|-----------|-----|
| Griffin | yes | Young | yes | Weill | yes | Bierwirth | yes |
| Flores | yes | Bailey | yes | DiGeorge | yes | | |

Updates:

- COVID-19 update
 - Review of the May 29th lifting of restrictions
 - Reopening, rescission limits and new face covering order were reviewed
 - As of the June 15th State of Emergency lifting, the Commission meetings will be held in person. A hybrid model is being discussed by the Town.
 - A larger venue to meet with the public in attendance will be reviewed.
 - Management will look into vaccinated/non-vaccinated protocols recommended by the Town for future meetings.
- Discussion of Senator Cyr's proposed Climate Impact Landing Fee at Massachusetts airports
 - Manager Servis reviewed the points of the proposed Bill (see attached).
 - This is an aircraft landing fee tax to mitigate climate change.
 - There are concerns over the proposed changes to General Law Chapter 90 and the distribution of the collected proceeds.
 - The Massachusetts Airport Management Association (MAMA) will respond to the proposed Bill. Management responded to Senator Cyr and the Cape and Islands delegation.
 - The Commissioners comments were unanimously opposed to the proposed bill.
- Annual FAA Airport Inspection
 - Assistant Manager Elia presented a power point outlining the Part 139 Inspection highlights, summary results, and follow up actions that were completed ahead of deadline (see attached).
 - He commented that the Airport team did a great job.
- Aircraft accident (April 26, 2021)
 - Assistant Manager Elia presented a power point outlining the Cape Air Incident on April 26th (see attached).



- o This occurred during the Part 139 Inspection.
- o This cause of the incident will be investigated by the FAA.
- o There were no injuries, everyone walked away from the aircraft.
- o The response and timeline to the scene were reviewed.
- o Annual Election of Commission officers will occur at the June Commission meeting.
- o The Environmental Assessment (next step after the Master Plan) proposals have been received.
 - o Two companies, Epsilon Associates and McFarland Johnson, submitted bids.
 - o Commissioner Weil will see if he can be on the committee to analyze the submittals and make a selection.
- o CARES Act Projects – these are moving forward
 - o Replacement of T-hangar (Amendment Commission approved January 2021),
 - o Fleet Hangar Door Replacement (Amendment Commission approved January 2021),
 - o Mary Dunn Way Extension (underway and amendment forthcoming).
- o Airport Master Plan Update
 - o All of the information has been listed on the Airport's website
- o Town of Barnstable Operating Budget Meeting will occur in June 2021
- o Airport Tree Clearing Project
 - o Airport Maintenance site prep has been ongoing
 - o Reseeding should occur this week
- o Rebranding & Airport Website
 - o There will be a presentation at the June Infrastructure subcommittee meeting
- o Dates to remember:
 - o June/July – Terminal Dedication Ceremony – Boardman-Polando - 90th Anniversary for Boardman/Polando Flight
 - o MCI Drill September 28, 2021
- o Upcoming:
 - o Management Contract
 - o Management Review
 - o Chairman Griffin reminded the commissioners to submit the remainder of their evaluations to him to complete the final evaluation by the end of June.

Chairman Griffin moved to go into Executive Session pursuant to G.L. c. 30A, § 21(a)(3) to discuss strategy in preparation for negotiations with nonunion personnel 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.

The motion was seconded, and a roll call vote was taken to go into executive session at 4:58 PM.

| | | | | | | | |
|---------|-----|--------|-----|----------|-----|-----------|-----|
| Griffin | yes | Young | yes | Weill | yes | Bierwirth | yes |
| Flores | yes | Bailey | yes | DiGeorge | yes | | |

The Airport Commission voted to reconvene in open session at 5:12 PM. This was seconded and a roll call vote was taken.

| | | | | | | | |
|---------|-----|--------|-----|----------|-----|-----------|-----|
| Griffin | yes | Young | yes | Weill | yes | Bierwirth | yes |
| Flores | yes | Bailey | yes | DiGeorge | yes | | |

COM0521-03 – Approval of the recommendation for negotiations with nonunion personnel.

MOTION to approve the recommended changes to the non-union positions as discussed in executive session. **SPONSOR:** Management (May be acted upon)

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Flores.
- Manager Servis read the recommendation:
As approved in the executive session the reclassification will be retroactive to July 1, 2020 for the following positions, the Assistant Airport Manger's position, the Executive Assistant to the Airport Manager's position, and the Security Coordinator's position. The Airport Manager's position will be handled in the upcoming contract in June 2021.



Commissioner Young wanted to talk to Ms. Kennedy, and was remiss that the Security Coordinator was not in attendance. She stated that the commissioners in no way wanted to short her and that this was in no way reflective of her performance. The commissioners think that both Christina and Sue do an outstanding job and are thrilled with the performance of the entire team. They wanted to make sure that she felt that they are part of the team that they cherish and value. Chairman Griffin stated that this comment was from all of the Commissioners. Ms. Kennedy thanked all of the Commissioners for their consideration.

- This agenda item was unanimously approved by verbal roll call vote as follows:
Griffin yes Young yes Weill yes Bierwirth yes
Flores yes Bailey yes DiGeorge yes

Announcements – Commissioner’s Comments

Commissioner Weill commented that the sentiment communicated in the public comment does not represent anything that he recalls hearing in any meeting during his two years on the commission. The commission has endeavored to be responsive to the public’s concerns about noise and have attempted to react in a professional manner in every way, shape and form.

Chairman Griffin stated that certain phrases were taken somewhat out of context in the public comment.

Manager Servis stated that the Airport had tried, as part of the Master Plan, to balance the approach to the needs of the Airport and the communities so that not any one community would be adversely affected. There are community members that want to see an extended runway to be able to increase opportunities to travel with ease and others that do not want to see a runway extension. We are looking at all impacts to all parties and taking those impacts very seriously.

Commissioner Weill stated as a commissioner he has seen all of the responses and detailed reporting that Christina provides [regarding noise disturbances]; and as a pilot, he has received extensive encouragement and training about the Airport’s noise procedures.

Commissioner Bierwirth would like to see the studies that the airport has done in the past that justify the return on investment that the airport would receive from doing the runway extension. Manager Servis stated that most of the studies were done in 2018 and looked at the potential ridership and leakage of passengers. There is a need from a business standpoint and reduction in greenhouse gasses as well. Information on prior Master Plan studies is available on the website.

A response to the Public comment letter was discussed. Manager Servis will try and obtain the Hyannis Park Civic Association membership total. Manager Servis stated that she has tried on multiple occasions to meet with the Yarmouth Selectmen to hold a meeting, but to date, there has not been a response.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:27 PM
The next meeting will be held on June 15, 2021.



NORMAN WEILL, CLERK



Hyannis Park Civic Association Airport Position Statement

The following is a statement of conditions over the West Yarmouth neighborhood of Hyannis Park in response to the Barnstable Municipal Airport's proposed runway 15-33 expansion. Hyannis Park is a historic, residential neighborhood which proudly holds importance as far back as the War of 1812. It was always a residential area dating back to the 18th century. In the 19th century our beaches became a draw for tourists. During the 20th century Hyannis Park enjoyed much more residential development. It was during this latter development in the 1950's that Hyannis Park Civic Association was established for the preservation of the area's natural beauty and its way of life as a coastal community. Hyannis Park Civic Association is the oldest, continually- active, community group on Cape Cod. Today Hyannis Park represents over 500 property owners from the Barnstable line in the west to Mill Creek in the east, and from Route 28 in the north to Lewis Bay in the south.

Due to its location south of the Airport, Hyannis Park has experienced excessive noise pollution from Airport operations on runway 15-33. For over 30 years , the Hyannis Park Civic Association and its members have engaged with the Airport about safety and noise concerns but we feel ignored by the Airport Commission and Airport Management. Noise complaints are dismissed as being the work of "chronic complainers," individuals "having a bad day," or residents "with their windows open" in the depths of Winter. Complete and utter frustration with the Airport's response and disregard for our complaints has resulted in a sharp decline in recorded complaints. The Airport in turn complains that it is the same individuals who are lodging these complaints. Airport responses to noise complaints often reference that pilots are flying with instrumentation, but this does not explain the wide berth pilots are choosing around the recommended flight path. We fully understand that the Airport must conduct their business. The question has to be –why do West Yarmouth residents and businesses have to bear the brunt of the incessant noise from its aircraft?

With the proposed Master Plan, Yarmouth residents will face more air traffic and noise, but zero revenue or benefit from the proposed expansion. Hyannis Park

and its sister neighborhoods of Ocean Harbor Estates, Harbor Estates, and Grist Mill Village will suffer even more under the planned runway expansion.

The research and resultant marketing plan that the Airport and its consultants cite must be scrutinized. It is based on an extrapolation of nationwide FAA data and credit card zip code data from travelers through Boston and Providence. There has been no local needs assessment study on the desires of Cape Codders to see an expansion at the Airport. This appears to be a case of "if we build it, they will come," rather than a sound analysis of the true needs of local residents and the community. We recognize that the Airport operates as an Enterprise Fund grantee, and must therefore cover all of its expenses, however we strongly disagree that Yarmouth should bear the brunt of the expansion's deleterious noise increases, decreased quality of life, and increased crash concerns, while Barnstable bears all of the benefit.

We demand that consideration of the Airport's runway expansion include the harm that its development will certainly have on Hyannis Park and its residents. We have endured over 30 years of interruption to conversations in our home and in our yards. We will not be shuttered away in our homes as the Airport's callous suggestion of "closing our windows."

Met Tuesday, May 4th, 2021 @ 8:45 a.m.

The meeting was held via ZOOM.

Commissioners Weill, Flores & Bailey was present.

Public Present: Christyn MacDougall, Fennick McCredie Architecture and John Griffin, Guest

Minutes of the March 2nd Regular Session & April 6th, 2021 Finance Subcommittee meeting were unanimously approved. March 2nd Executive Session minutes were tabled.

OLD BUSINESS

F0421-01 – Review and Discuss Amendment #6 to the contract for on-call architectural services by and between Cape Cod Gateway Airport and Fennick and McCredie Architecture, Ltd. (F&M) for the T-Hangar Replacement Project in the amount of \$67,066.

- The project is to be funded 100% via the CARES Act Grant with no matching Airport share.
- Manager Servis introduced Christyn McDougall, Fennick McCredie Architecture.
- Christyn stated a year ago Fennick McCredie estimated construction cost to be \$1,000,000.00 and design fees were estimated at \$ 250,000.00 for a project total of \$ 125,000.00. She stated the cost of steel has doubled and lumber has increased by 4 times the amount it was a year ago. This has substantially increased the cost of the project.
- The request for additional funds will be to cover the following:
- **Program Management:**
 - Scope, plan, fee development, and coordination for larger scope of work and longer project duration.
- **Design:**
 - Additional evaluation services to support possible 8 bays option.
 - Environmental Permitting and Town of Barnstable site plan review.
 - Design & drawings for the following:
 - Storm water system and tie in for relocation of storm drain below building.
 - Electrical for relocation of existing electrical duct bank and light pole.
 - Paving & grading to building where utilities are being relocated.
 - Fire Suppression System(sprinkler system, floor drains, traps.)
 - Asbestos Remediation
 - **Construction Administration:**
 - Part time Resident Engineering
 - Additional site visits and construction meetings for an additional two months.
- The building will have a fire suppression system, the design still will still allow for FBO development in the future if so desired on the east side of the facility.

Action: The agenda item was moved to the May 18th, 2021 Full Commission meeting for approval

NEW BUSINESS

F0521-01 – Review and Discuss Procurement Process Commitment Letter for Round 6 Solar Photovoltaic (PV) and/or Battery Initiative by and Between Cape Cod Gateway Airport and the Cape and Vineyard Electric Cooperative (CVEC) in the amount of \$7,500 for Request for Proposal (RFP) Development.

- CVEC has bundled 20 solar PV and/or battery system projects (Projects) from 12 participants for inclusion in its Initiative.
- Any party wishing to formally participate in the Round 6 Procurement Process will need to countersign a Commitment Letter allowing CVEC the ultimate discretion to select the winning developers to design, procure, install, test, commission, operate and maintain a Project(s) at the identified location(s).
- The Airport's share for the Request for Proposal (RFP) development is \$7,500
- Although the Commitment letter was to be signed by the Airport before May 7, 2021, due to our Airport Commission meeting scheduled, CVEC has allowed for more time to meet the airports approval process

Action: The agenda item was moved to the May 18th, 2021 Full Commission meeting for approval

Updates:

- Annual FAA Airport Inspection Annual FAA Airport
 - Assistant Manager Elia reviewed the out brief presentation.
- Aircraft accident (April 26, 2021)
 - The FAA inspector stated responds time and team coordination was commendable.
 - Staff took care of the ruts by the evening of April 26th and we also had Horsley Witten Group & Clean Harbors on site.
 - Fresh loam and seed was down by Thursday. April 29th.
- Airport Finances Update
 - Management to reviewed
- CARES Act Projects
 - Replacement of T-hangar (Amendment Commission approved January 2021),
 - Fleet Hangar Door Replacement (Amendment Commission approved January 2021),
 - Mary Dunn Way Extension (underway and amendment forthcoming).
- Airport Master Plan Update
 - Next and Final Planning Advisory Group (PAG) Meeting = June 2021
- Town of Barnstable Budget Meetings
 - Operating Budget Meeting = June 2021
- Airport Environmental Assessment
 - RFP due May 14
- Airport Tree Clearing Project
 - Spring reseeding late April 2021:
 - Assistant Manager Elia stated the temperature and stretch of good weather has helped tremendously with the reseeding.
 - Airport Maintenance site prep (rock removal, rough cut)
- PFOS/Public Involvement Plan & Update
 - Post mitigation monitoring
 - Meeting scheduled for April 28, 2021 rescheduled to May 2021 to update TOB on findings of additional testing
- Airport Rates & Charges Update (2021 review post-COVID19)
 - FY2022 effort (October 2021)
- Rebranding & Website Upgrade
 - Website modifications – underway
 - Sign plan modifications - underway
 - Letterhead, logo, business cards, social media – COMPLETED
- Dates to remember:
 - June/July – Terminal Dedication Ceremony – Boardman-Polando - 90th Anniversary for Boardman/Polando Flight
 - MCI Drill September 28, 2021
- Upcoming:
 - Management Contract
 - Management Review

EXECUTIVE SESSION: pursuant to G.L. c. 30A, § 21(a)(3) to discuss strategy with respect to conduct strategy sessions in preparation for negotiations with nonunion personnel as a discussion in open session may be detrimental to the bargaining position of the Airport Commission. The meeting reconvened after Executive Session at 10:28 a.m.

F0521-03 – Approval of the recommendation for negotiations with nonunion personnel.

Action: The agenda item was moved to the May 18th, 2021 Full Commission meeting for approval

Meeting adjourned 10:30

Met Tuesday, May 4, 2021 @ 10:36 am

Commissioners Young, Bierwirth, and DiGeorge were present. The meeting was held via ZOOM. There was a brief introduction of Commission DiGeorge.

Bob Griffin, Griffin Avionics, spoke in regards to their land lease language. Griffin Avionics had sent a letter to the Commission outlining their position on the building status. They believe that the language was to originally protect the airport if a tenant left, not to take an existing building away from a tenant with an ongoing business. Jim Griffin Jr. read a letter summarizing their position and stated that he hoped that they could agree upon terms that were acceptable to both parties. Jim Griffin reported that he had signed the Next Grid documents so that they could apply for the electrical permits for the solar installation.

UNFINISHED BUSINESS:

I0421-01 – Presentation – Flower Power – Solar Flower

- This agenda item was tabled

NEW BUSINESS:

F0521-01 – Review and Discuss Amendment #6 to the contract for on-call architectural services by and between Cape Cod Gateway Airport and Fennick McCredie Architecture, Ltd. (F&M) for the T-Hangar Replacement Project – revised approach.

- Originally, to keep overall project costs down, the building was to be designed to be physically separated into two buildings, eliminating the need for a fire suppression system, floor drains, and the extension of water and sewer lines to the building. However, this is no longer an option due to estimated costs of two separate buildings, which would require more paving, underground electrical, building structure & cladding, and fencing and actually increase costs. A potential added cost of \$178,000 if the building were constructed as two units.
- The overall project cost is approximately \$1,275,000.00. The cost of steel has increased dramatically as a result of COVID-19 disruption to supply chains, so that may also increase the overall construction costs.
- An amendment to the Fennick McCredie contract, in the amount of \$67,066.00 for the additional design work would be needed to cover the additional and unanticipated items necessary for the revised approach.
- Because the building will have a fire suppression system, the design will still allow for FBO development in the future if so desired on the east side of the facility.
- This agenda item was moved forward to the full commission.

F0521-02 – Review and Discuss Procurement Process Commitment Letter for Round 6 Solar Photovoltaic (PV) and/or Battery Initiative by and Between Cape Cod Gateway Airport and the Cape and Vineyard Electric Cooperative (CVEC) for Request for Proposal (RFP) Development.

- CVEC has bundled 20 solar PV and/or battery system projects from 12 participants for inclusion in its Initiative.
- Any party wishing to formally participate in the Round 6 Procurement Process will need to countersign a Commitment Letter allowing CVEC the ultimate discretion to select the winning developers to design, procure, install, test, commission, operate and maintain a Project(s) at the identified location(s).
- This would be to install a solar canopy in the parking lot.
- The Airport's share for the Request for Proposal (RFP) development is \$7,500
- Although the Commitment letter was to be signed by the Airport before May 7, 2021, due to our Airport Commission meeting scheduled, CVEC has allowed for more time to meet the airports approval process.
- This agenda item was moved forward to the full commission.

EXECUTIVE SESSION: Chair Young moved to go into Executive Session at 11:17 a.m. pursuant to G.L. c. 30A, § 21(a)(3) to discuss strategy with respect to conduct strategy sessions in preparation for negotiations with nonunion personnel as a discussion in open session may be detrimental to the bargaining position of the Airport Commission. The meeting reconvened after Executive Session at 11:34 a.m.

F0521-03 – Approval of the recommendation for negotiations with nonunion personnel.

- This agenda item was moved forward to the full commission.

Updates:

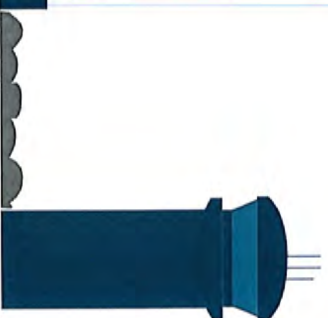
- Assistant Manager Elia gave a brief presentation on the Annual FAA Airport Inspection
- Airport Finances Update was forwarded to the commissioners
- CARES Act Projects were reviewed
- Airport Master Plan Update
 - Next and Final Planning Advisory Group (PAG) Meeting = June 2021
- Airport Environmental Assessment RFP will be due May 14
- Assistant Airport Manager Elia gave an overview of the Airport Tree Clearing Project

Adjournment: Having no other business to discuss, the meeting was adjourned at 12:05 p.m.

HYA's 2021 Annual FAA Inspection & Follow Up Actions

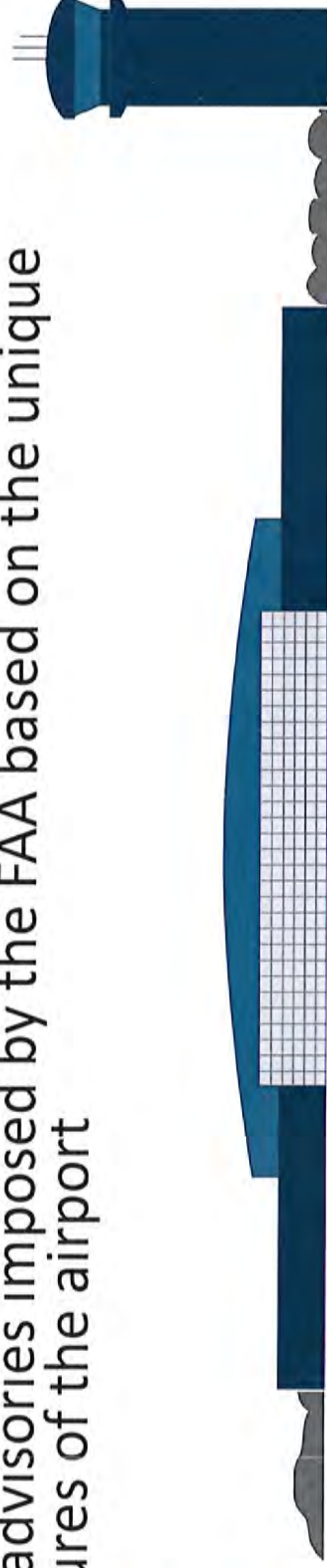
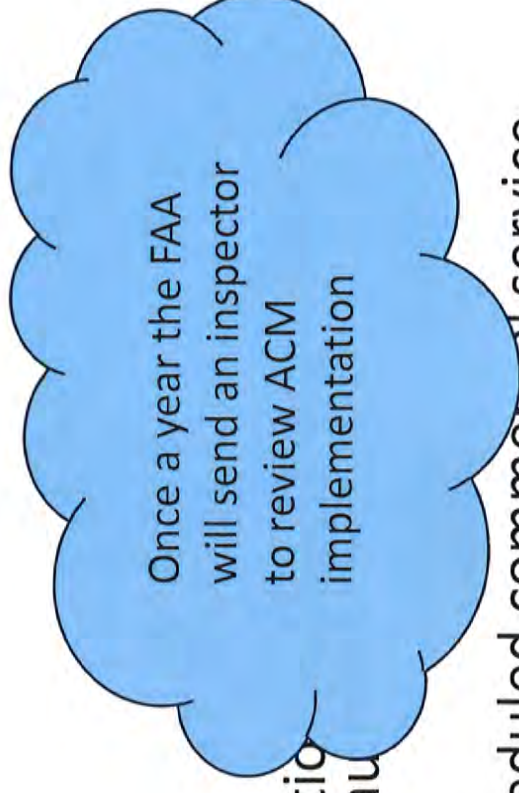


Inspection dates: April 26 – 28



FAA Compliance

- The FAA publish general regulations with the aim of ensuring safety in aeronautics
- Airports (such as HYA) with scheduled commercial service are required to be “Certificated” by the FAA
- Certificated airports must maintain and update an Airport Certification Manual (ACM)
- ACM = A plan of how the airport will meet the regulations and advisories imposed by the FAA based on the unique features of the airport



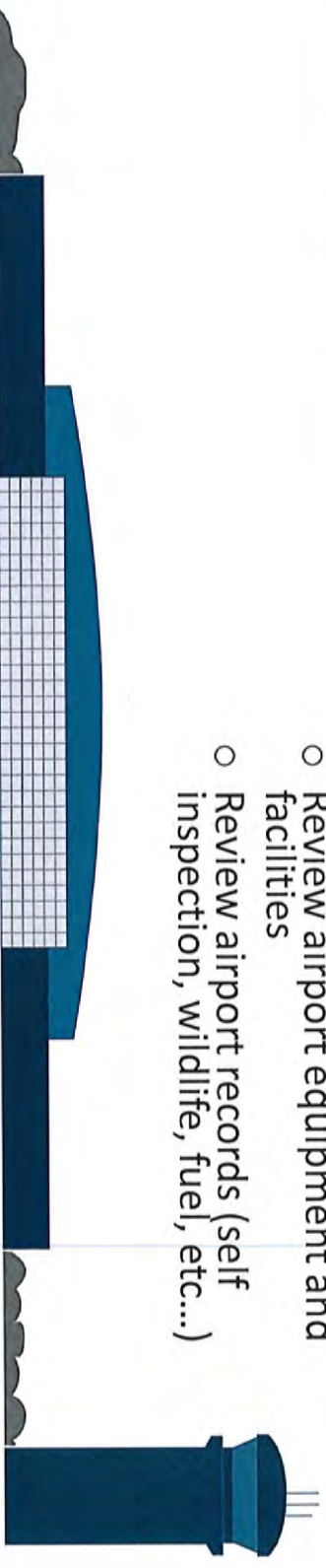
What is the annual inspection?



→ Safety is the main focus of the annual FAA inspection

→ FAA inspector on site for 3 days, during this time the inspector will:

- Conduct an airfield day and night inspection
- Conduct an ARFF times response drill
- Conduct an inspection of airport and tenant fuel facilities & vehicles
- Review airport staff & tenant training records
- Review airport equipment and facilities
- Review airport records (self inspection, wildlife, fuel, etc...)



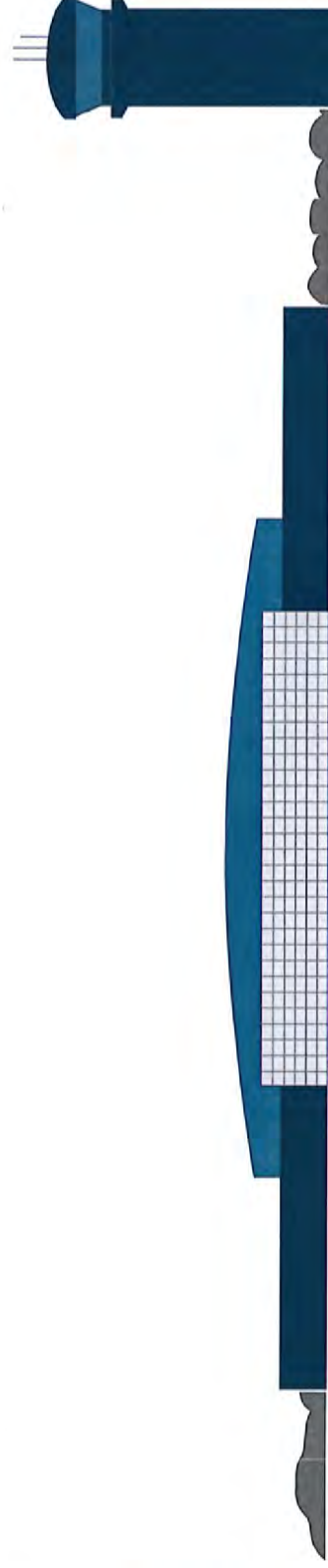
How did we do?

→ **GREAT!**



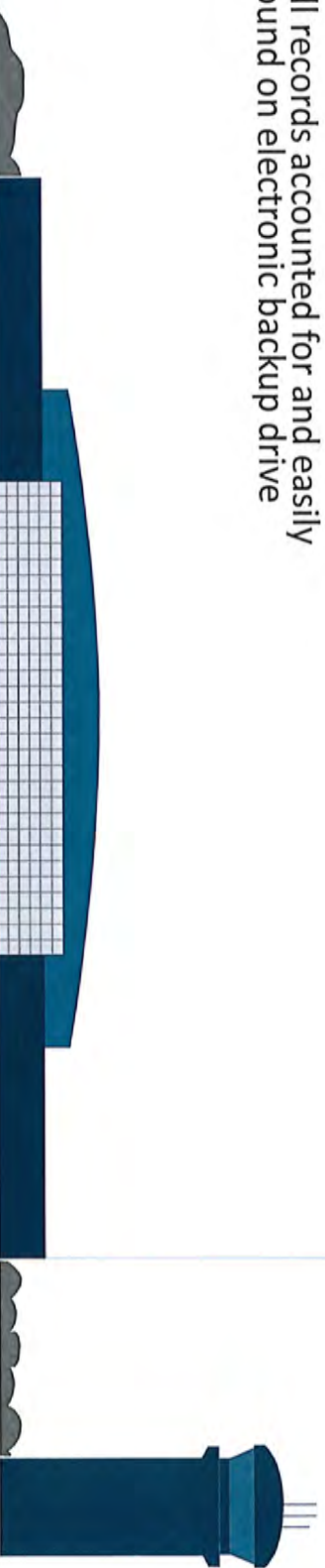
→ Overall the inspector noted:

- “Overall well done”
- Experienced, knowledgeable team
- Everyone the inspector interacted with exhibited a positive attitude towards safety and the airport operations



Some highlights

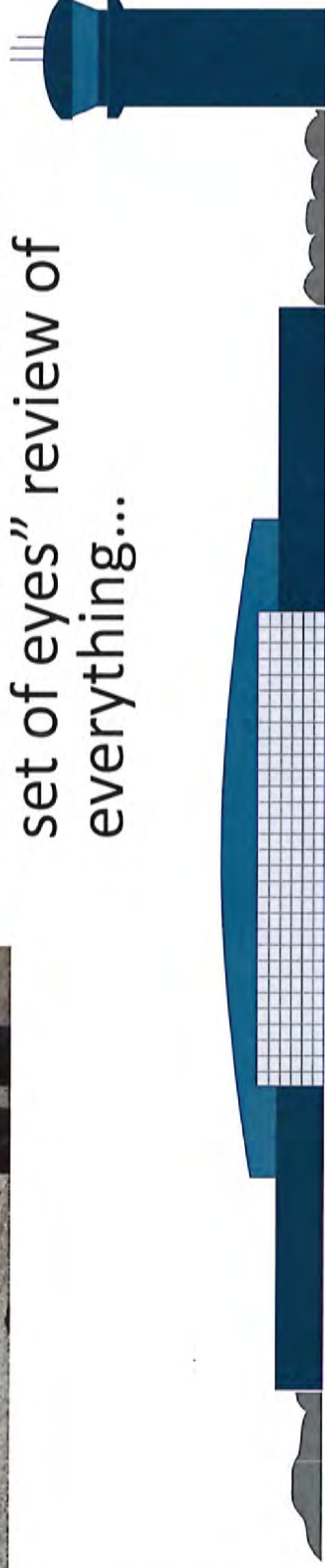
- Airfield
 - 4 (of the ~116) airfield signs faded
 - A few RWY 6-24 lights noted as dim
 - Pavement markings much improved
- ARFF
 - HYA ARFF staff responded to an actual aircraft crash during the inspection without skipping a beat!
 - Timed response 2:01, ~40 less than most recent inspection (2019), well under the 3-minute requirement
- Fueling
 - Excellent - facilities, equipment and records well maintained
- Records
 - All records accounted for and easily found on electronic backup drive



After the inspection



- The inspector then provided a Compliance Letter that outlined the single discrepancy found at the airport.
- The inspector will also likely make a number of recommendations based on their “second set of eyes” review of everything...

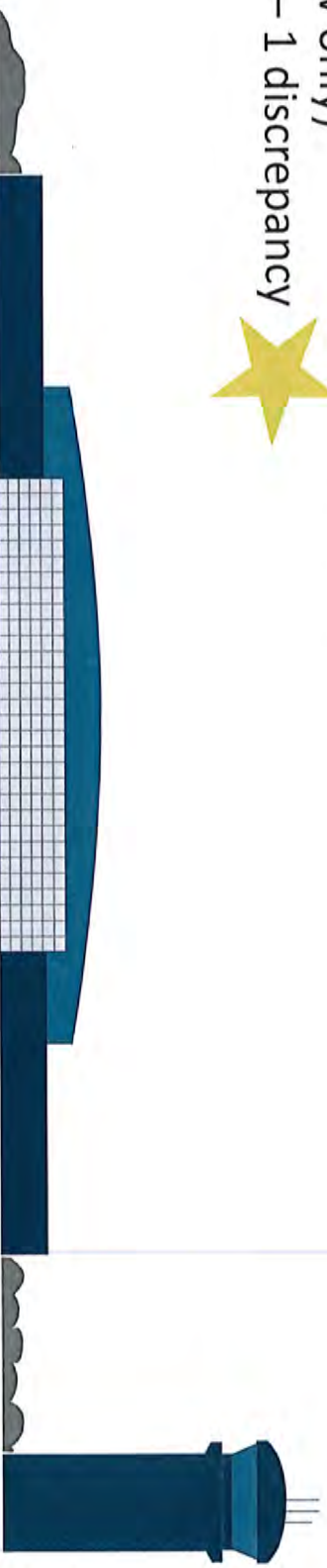


Our results

- Airport was found to have only 1 discrepancy; related to maintenance of RWY 6-24
 - RWY 6-24 had multiple dim runway edge and threshold lights
 - RWY 6-24 had multiple faded taxiway direction signs

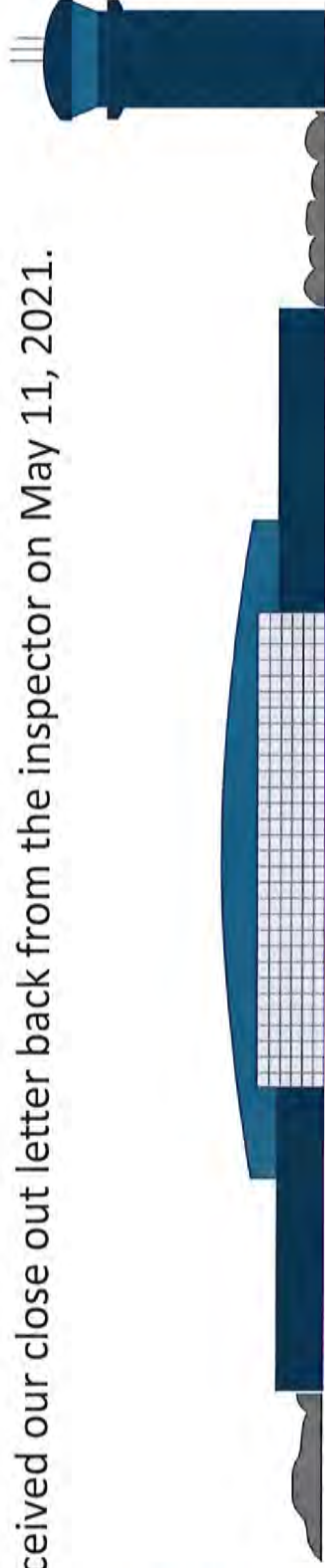


- Continuing to improve as shown in prior inspection results:
 - 2018 – 8 discrepancies
 - 2019 – 2 discrepancies
 - 2020 – 0 discrepancies (virtual, records review only)
 - 2021 – 1 discrepancy



Corrective Actions

- The inspector provided a deadline of June 29, 2021 to implement corrections.
- We were able to respond on May 10, 2021 that all corrective actions had been made, **well ahead of the deadline!**
- Runway lights:
 - HYA Maintenance staff replaced all runway lights identified as “dim” by **May 3, 2021** from existing bulb inventory stock
- Taxiway direction signs:
 - We ordered replacement sign faces from Lumacurve and the vendor was able to rush the order, with delivery on **May 7, 2021**
 - Airport Maintenance installed the new sign faces the same day
- We received our close out letter back from the inspector on May 11, 2021.

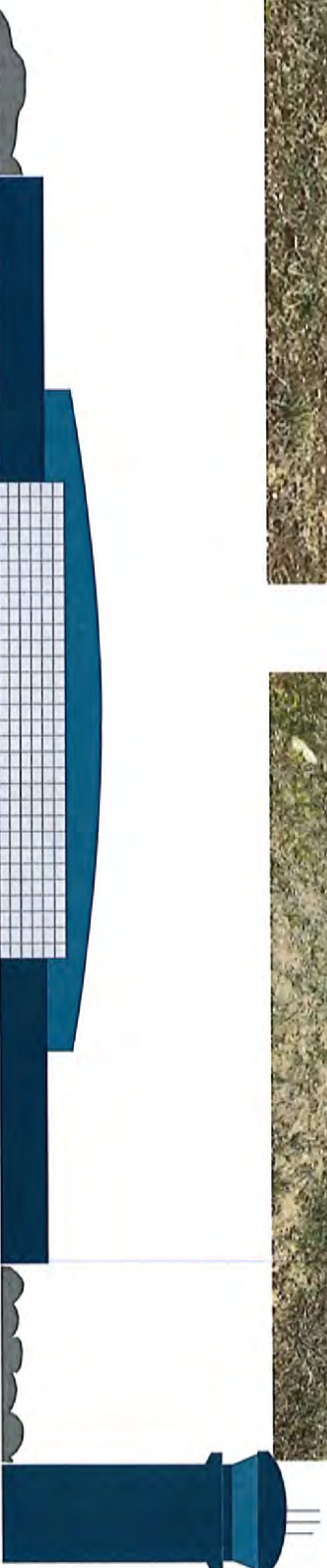


Let's take a look...

BEFORE



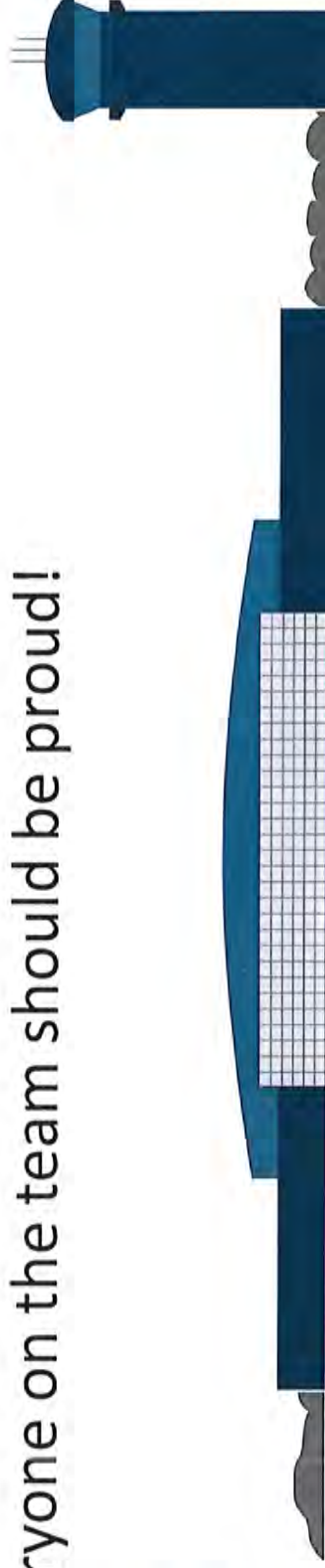
AFTER



In summary...

- It was a great job by everyone on Team HYA!
 - **Administration** – helped prepare the documentation and information, kept the office running while the team was short-handed during inspection preparations
 - **Maintenance** – did an outstanding job preparing the airfield for the inspection and responding to the discrepancy found
 - **Operations** – prepared all documentation in advance; walked the inspector through all of our processes, facilities and equipment; responded to an actual emergency during the inspection

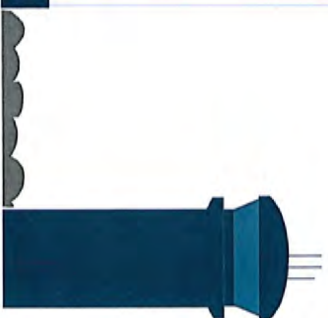
→ Everyone on the team should be proud!



HYA's 2021 Annual FAA Inspection & Follow Up Actions



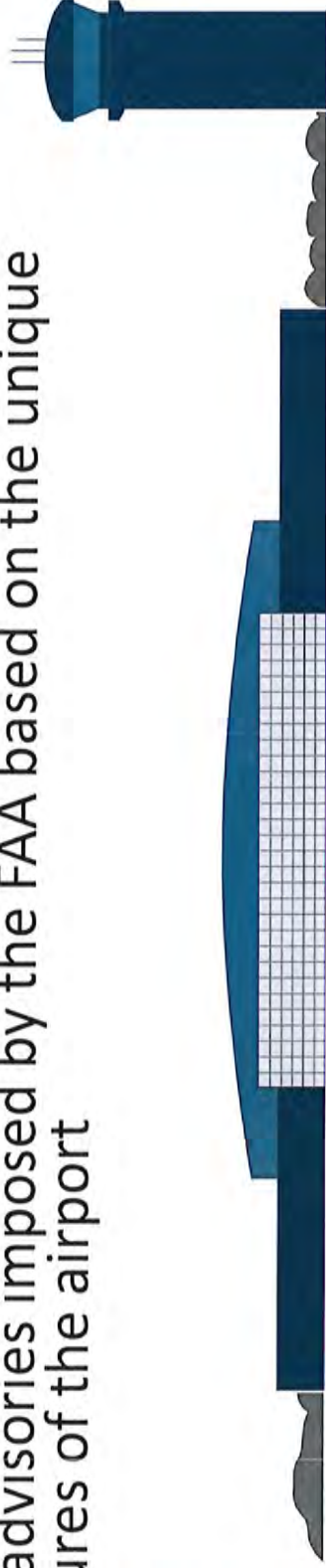
Inspection dates: April 26 – 28



FAA Compliance

Once a year the FAA will send an inspector to review ACM implementation

- The FAA publish general regulations with the aim of ensuring safety in aeronautics
- Airports (such as HYA) with scheduled commercial service are required to be “Certificated” by the FAA
- Certificated airports must maintain and update an Airport Certification Manual (ACM)
- ACM = A plan of how the airport will meet the regulations and advisories imposed by the FAA based on the unique features of the airport



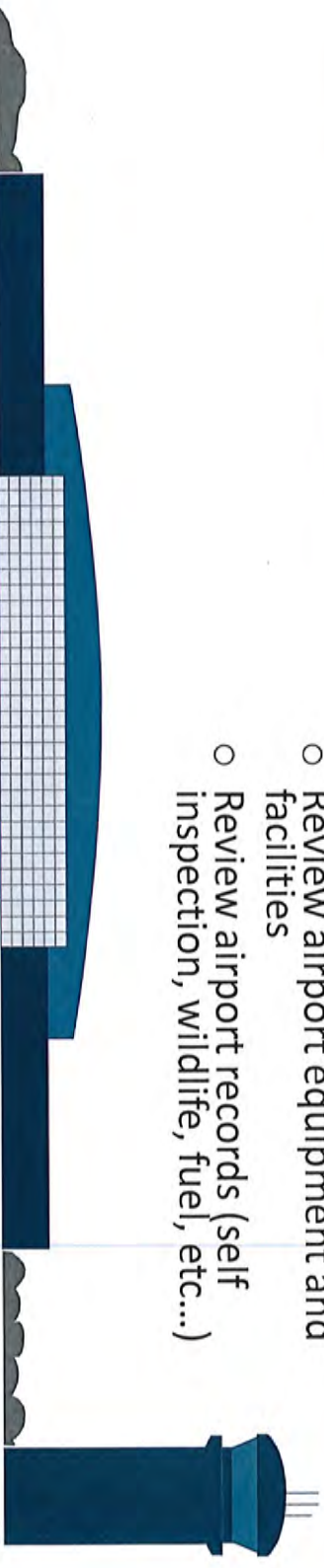
What is the annual inspection?



→ Safety is the main focus of the annual FAA inspection

→ FAA inspector on site for 3 days, during this time the inspector will:

- Conduct an airfield day and night inspection
- Conduct an ARFF times response drill
- Conduct an inspection of airport and tenant fuel facilities & vehicles
- Review airport staff & tenant training records
- Review airport equipment and facilities
- Review airport records (self inspection, wildlife, fuel, etc...)

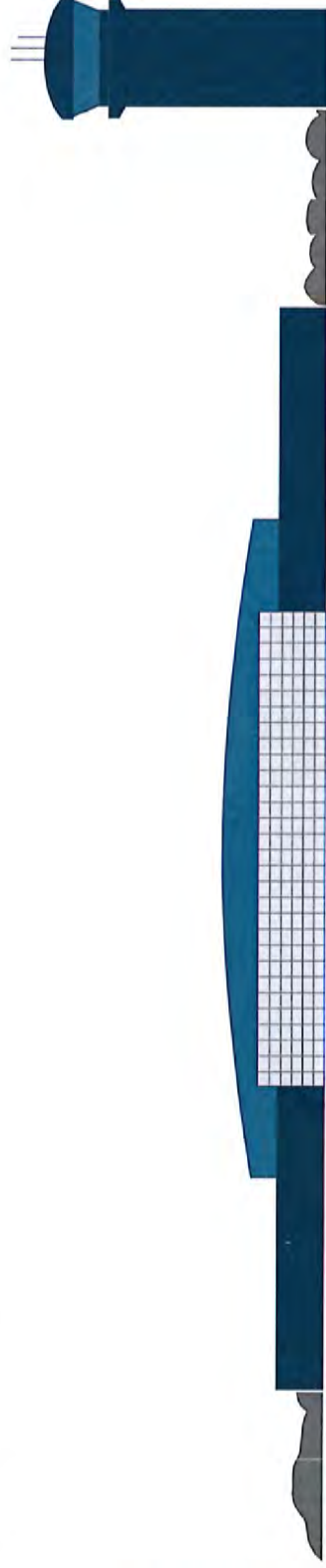


How did we do?

→ **GREAT!**

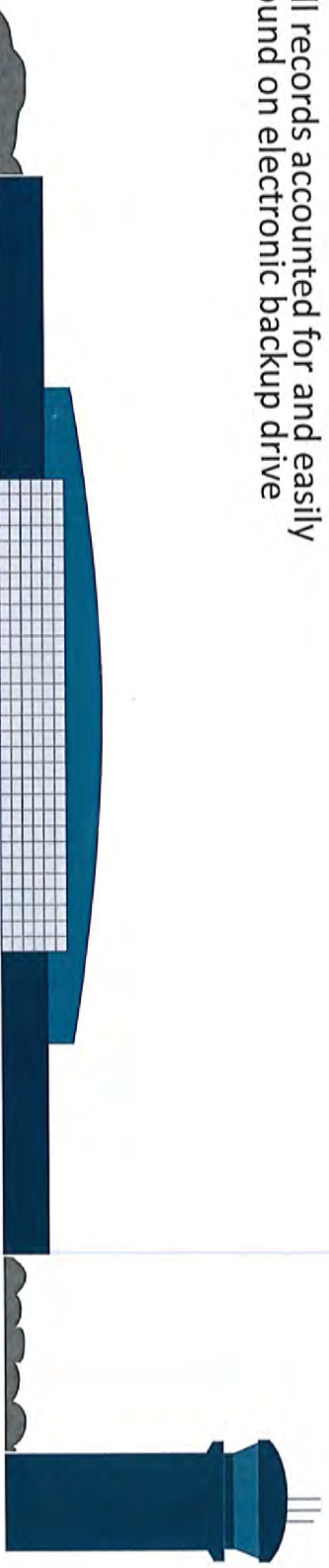


- Overall the inspector noted:
- “Overall well done”
 - Experienced, knowledgeable team
 - Everyone the inspector interacted with exhibited a positive attitude towards safety and the airport operations

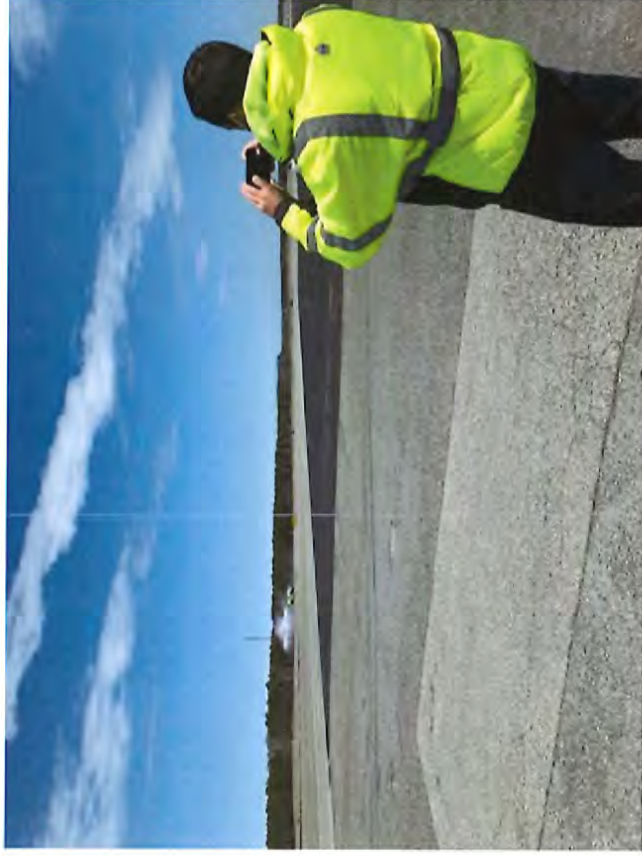


Some highlights

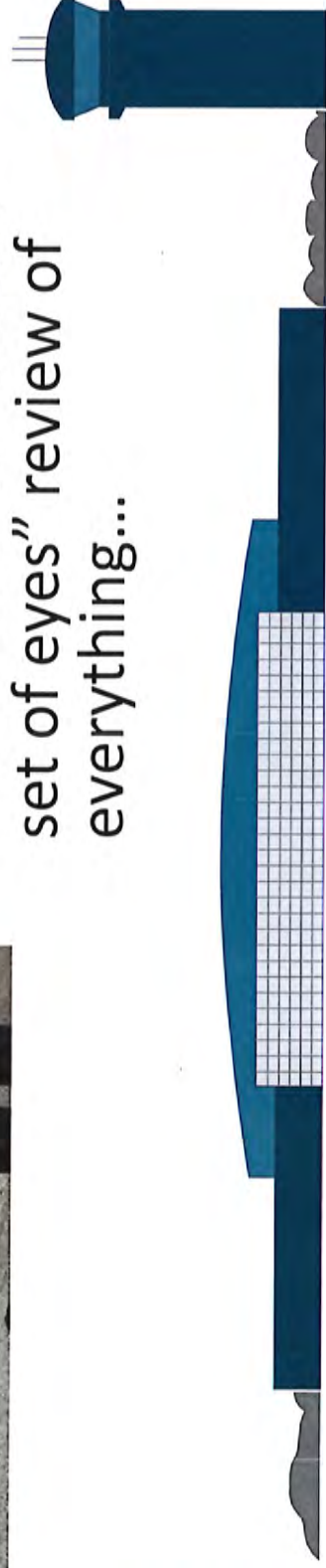
- Airfield
 - 4 (of the ~116) airfield signs faded
 - A few RWY 6-24 lights noted as dim
 - Pavement markings much improved
- ARFF
 - HYA ARFF staff responded to an actual aircraft crash during the inspection without skipping a beat!
 - Timed response 2:01, ~40 less than most recent inspection (2019), well under the 3-minute requirement
- Fueling
 - Excellent - facilities, equipment and records well maintained
- Records
 - All records accounted for and easily found on electronic backup drive



After the inspection



- The inspector then provided a Compliance Letter that outlined the single discrepancy found at the airport.
- The inspector will also likely make a number of recommendations based on their “second set of eyes” review of everything...

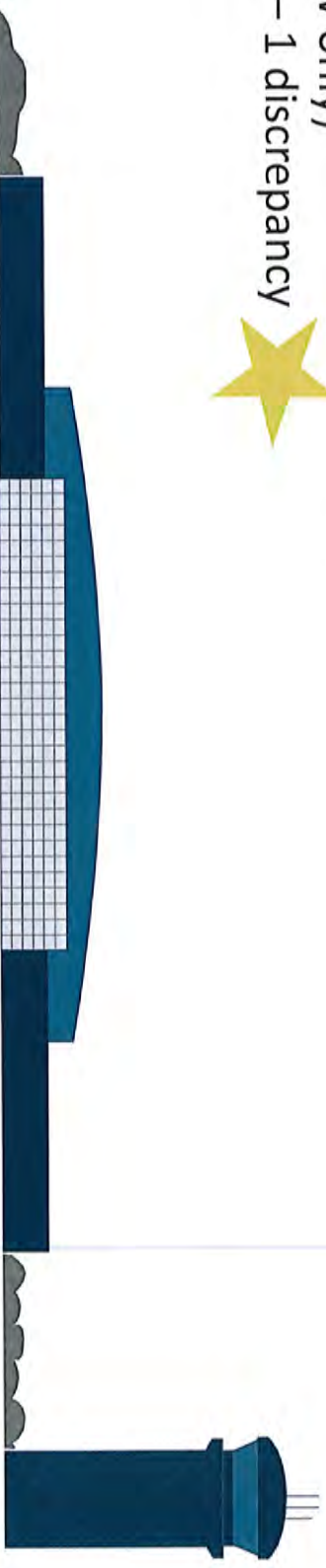


Our results

- Airport was found to have only 1 discrepancy; related to maintenance of RWY 6-24
 - RWY 6-24 had multiple dim runway edge and threshold lights
 - RWY 6-24 had multiple faded taxiway direction signs

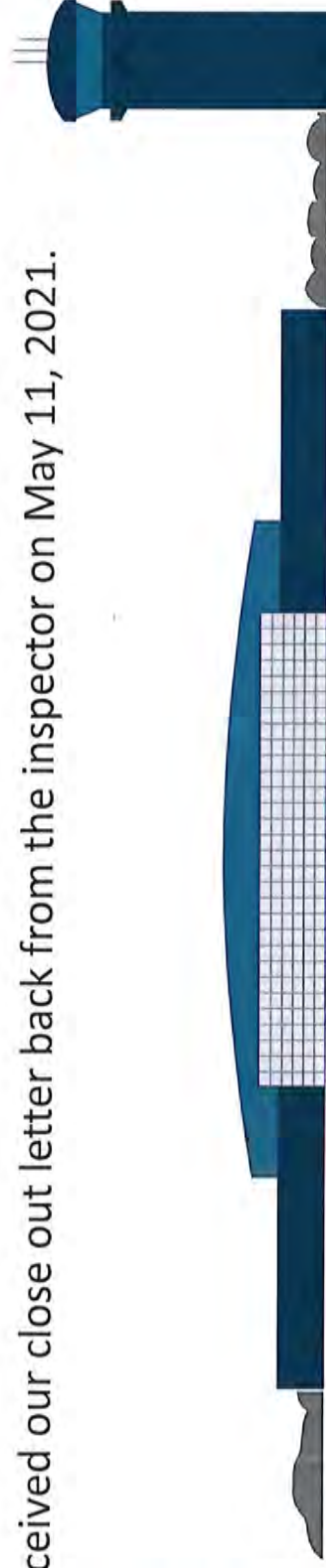


- Continuing to improve as shown in prior inspection results:
 - 2018 – 8 discrepancies
 - 2019 – 2 discrepancies
 - 2020 – 0 discrepancies (virtual, records review only)
 - 2021 – 1 discrepancy



Corrective Actions

- The inspector provided a deadline of June 29, 2021 to implement corrections.
- We were able to respond on May 10, 2021 that all corrective actions had been made, **well ahead of the deadline!**
- Runway lights:
 - HYA Maintenance staff replaced all runway lights identified as “dim” by **May 3, 2021** from existing bulb inventory stock
- Taxiway direction signs:
 - We ordered replacement sign faces from Lumacurve and the vendor was able to rush the order, with delivery on **May 7, 2021**
 - Airport Maintenance installed the new sign faces the same day
- We received our close out letter back from the inspector on May 11, 2021.

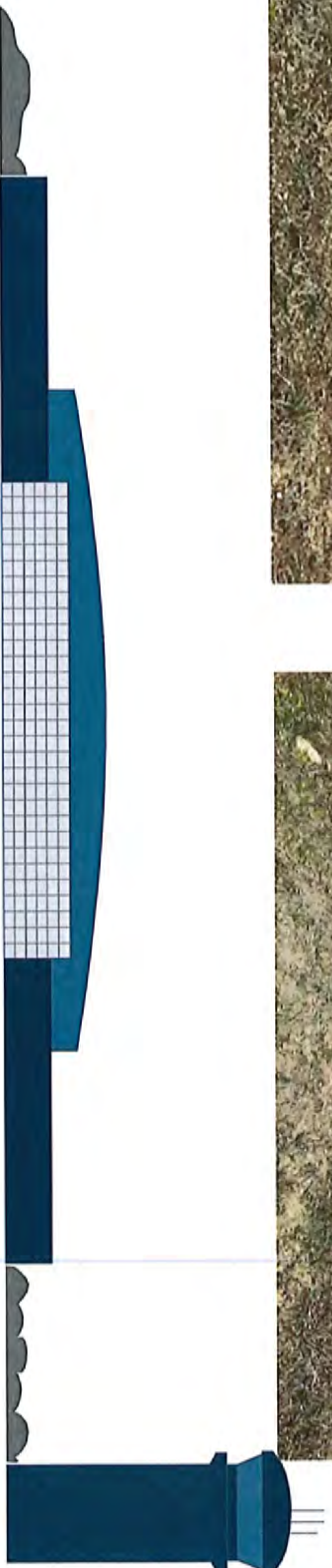


Let's take a look...

BEFORE



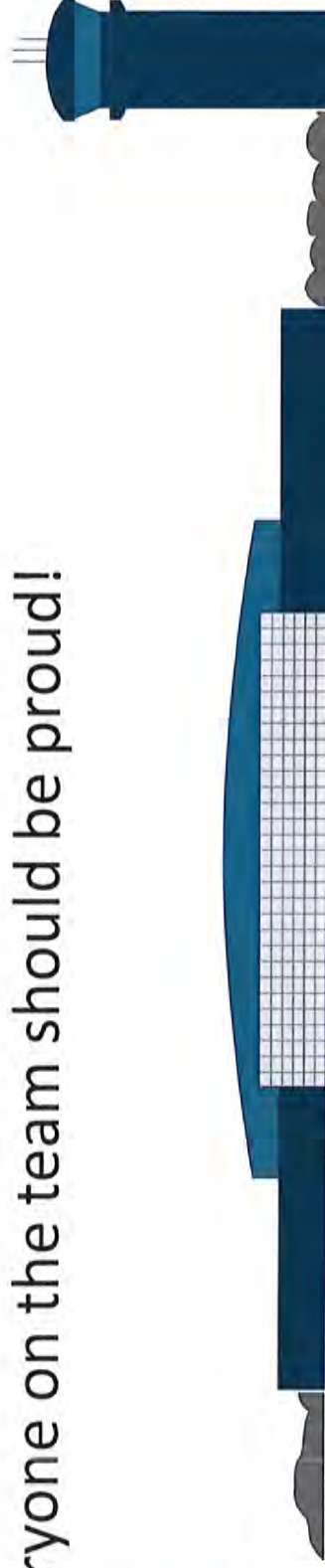
AFTER



In summary...

- It was a great job by everyone on Team HYA!
 - **Administration** – helped prepare the documentation and information, kept the office running while the team was short-handed during inspection preparations
 - **Maintenance** – did an outstanding job preparing the airfield for the inspection and responding to the discrepancy found
 - **Operations** – prepared all documentation in advance; walked the inspector through all of our processes, facilities and equipment; responded to an actual emergency during the inspection

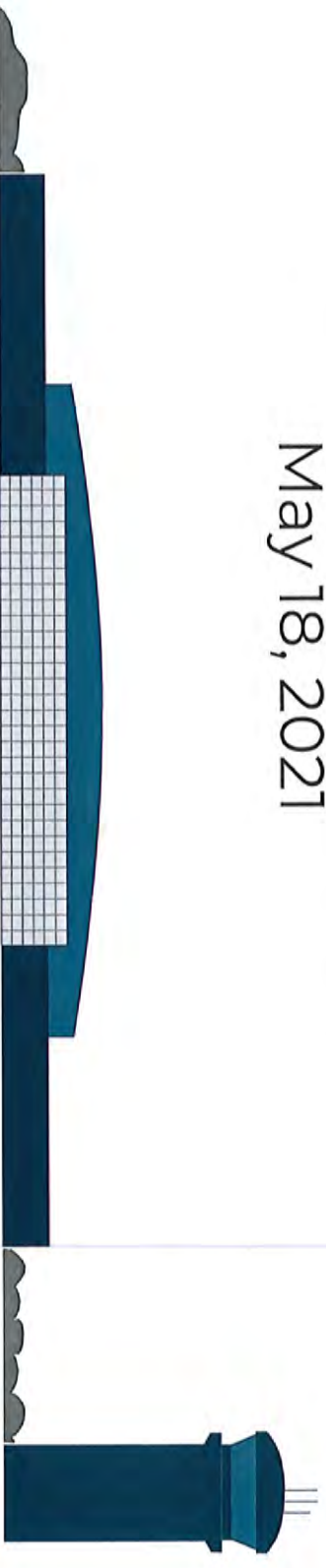
→ Everyone on the team should be proud!



Cape Cod Gateway Airport

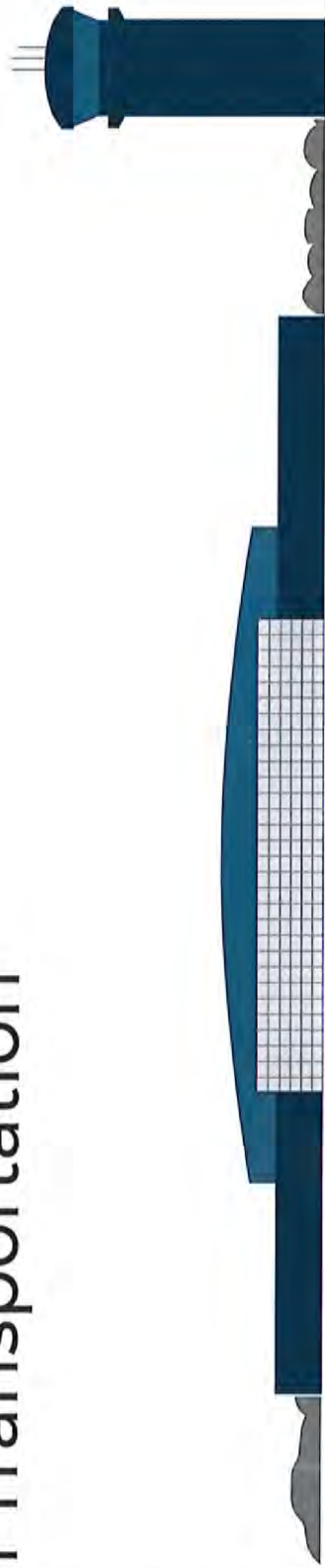
Senate Bill 2305

An Act to mitigate the climate impact of
private and corporate air travel
(AKA Landing Fee Tax)
May 18, 2021



Senate Bill 2305

- An Act to mitigate the climate impact of private and corporate air travel
- Mr. Cyr, issued a petition (accompanied by bill, Senate, No. 2305) of Julian Cyr for legislation to mitigate the climate impact of private and corporate air travel. Transportation.
- 3/29/2021: Referred to the committee on Transportation

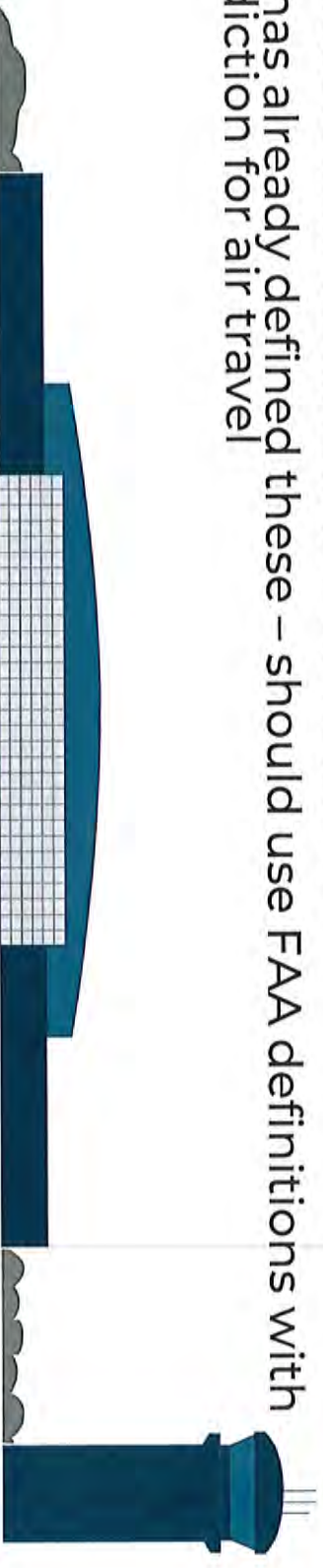


Proposal

→ Proposal to amend Chapter 90 of the General Laws by inserting in section 35 new definitions:

- (r) "Personal Aircraft", an aircraft owned by an individual for their personal air travel use and use by their guests with the permission of the owner.
- (s) "Corporate Owned Aircraft", an aircraft owned by a corporation for air travel use by its officers and their associates and guests.
- (t) "Aircraft Charter Rental Corporation", a corporation that provides aircraft for private air travel needs to persons and corporations through a rental agreement.
- (u) "Charter Rental Aircraft", an aircraft rented by an aircraft charter rental corporation for private aviation travel needs to persons and corporations through a rental agreement.
- (v) "Scheduled Commercial Passenger Air Transportation", an aircraft that is operated by a commercial airline company to transport scheduled paying customer passengers to domestic and international locations.
- (w) "Freight or Cargo Aircraft", an aircraft operated by a corporation or non-profit organization, including courier service corporations, to deliver goods to domestic and international locations.

→ FAA has already defined these – should use FAA definitions with jurisdiction for air travel



Proposal

→ Proposal to amend Chapter 90 of the General Laws by inserting in section 51N new sections:

- Section 51O. An airport commission... shall assess a climate impact landing fee of not less than one thousand dollars on personal aircraft, corporate owned aircraft and charter rental aircraft each time that any such an aircraft is to land at an airport in the commonwealth.
- Section 51P. An airport commission... shall retain not less than 50% per cent of the proceeds... 50% proceeds deposited in the transportation infrastructure climate adaptation fund.

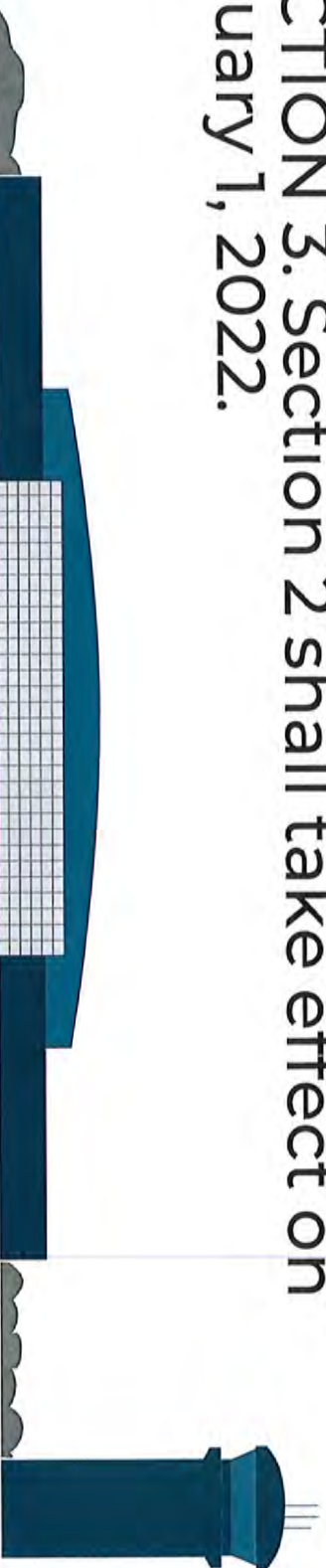


Proposal (Section 51N Cont.)

→ Section 51Q. Establishment of a separate fund to be known as the transportation infrastructure climate adaptation fund, administered by the secretary of the Massachusetts department of transportation.

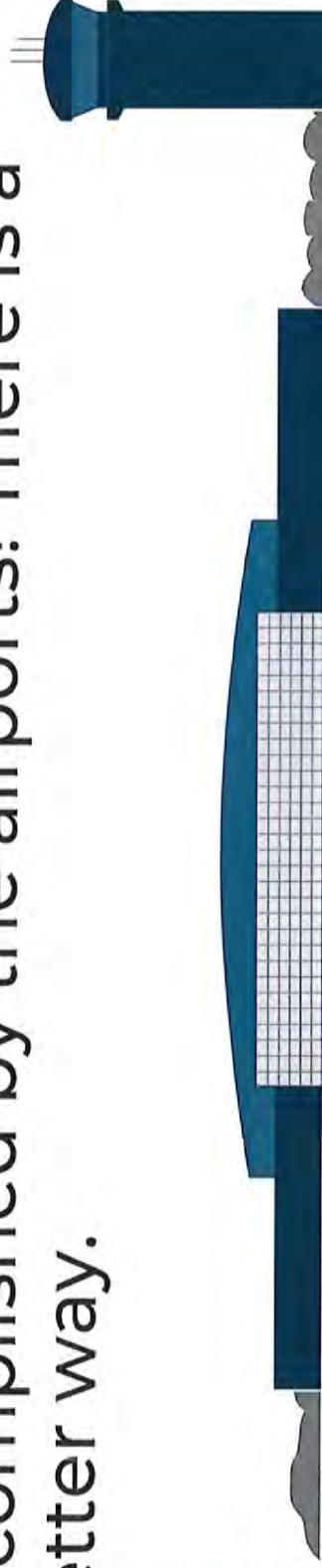
- The fund shall be used by the Massachusetts department of transportation to invest in infrastructure owned by the commonwealth that requires repair and adaptation due to the effects of climate change.

→ SECTION 3. Section 2 shall take effect on January 1, 2022.



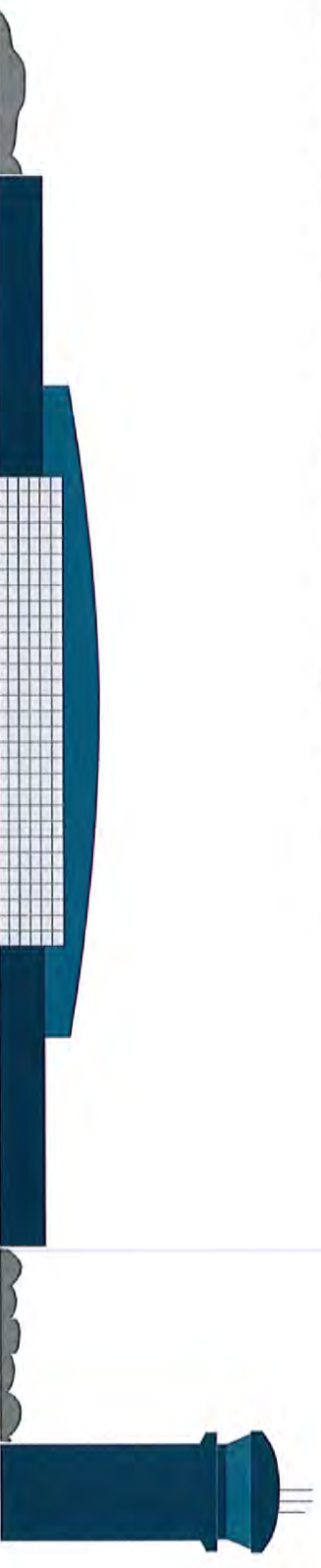
Concerns

- Landing fee as proposed =
 - Detrimental to flight and transportation commerce
 - 50/50 split of funds proposed would conflict with Grant Assurance 25, Airport Revenues, which states that all revenues generated by the airport stay with the airport
- Each industry needs to play their part but what about offsets already accomplished by the airports! There is a better way.



Next Steps

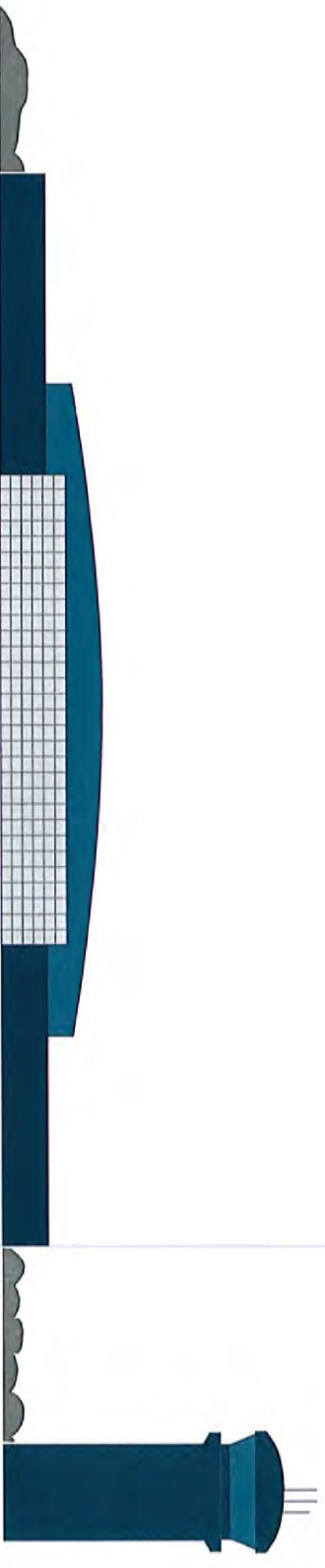
- Cape Cod Gateway Airport submittal a response against the Bill on May 10, 2021
- The Massachusetts Aviation Caucus met on 5/17/2021 to discuss issues with the Bill
- The Massachusetts Airport Management Association will respond within the next few weeks



Cape Cod Gateway Airport

Special Staff Meeting

May 20, 2021



Covid-19

- COVID-19 restrictions will be lifted effective May 29.
- All industries will be permitted to open
- Gathering limits will be rescinded
- Face covering order - rescinded on May 29 – but replaced with a new order.
 - Face coverings will still be mandatory for all individuals on public and private transportation systems,
 - In healthcare facilities and
 - In other settings hosting vulnerable populations, such as congregate care settings.



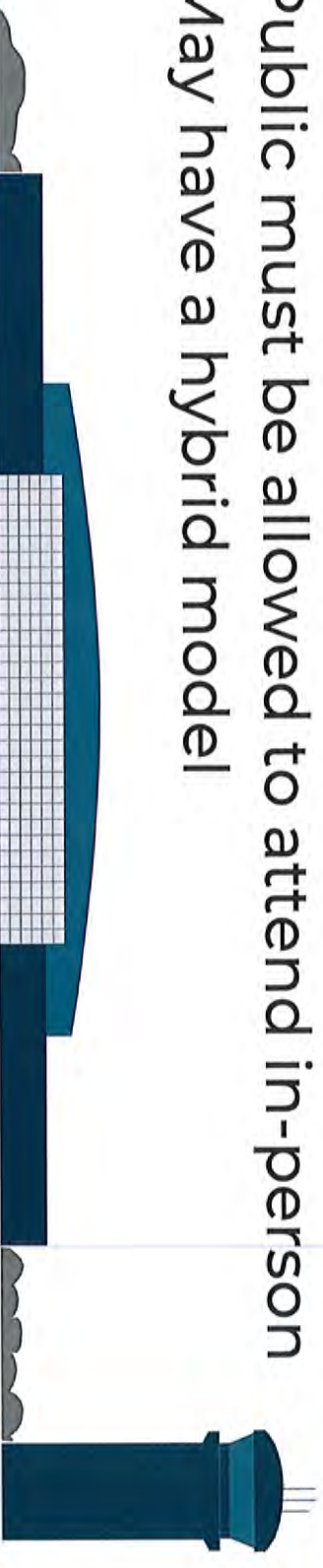
Covid-19

→ All industries will be encouraged to follow CDC guidance for *cleaning* and *hygiene protocols*.

→ Governor Charlie Baker will end the State of Emergency June 15.

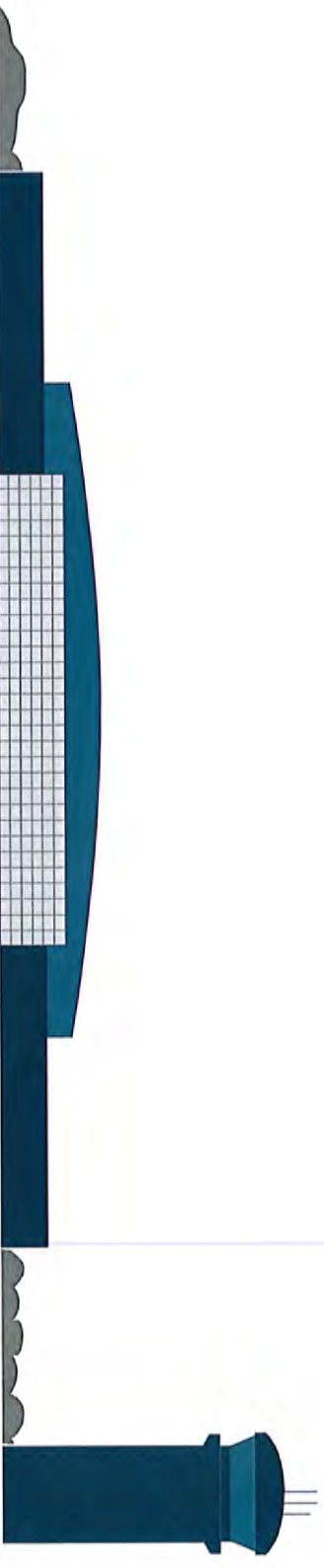
→ Open Meeting Law

- At least a quorum must be present (in-person)
- Public must be allowed to attend in-person
- May have a hybrid model



Cape Air Incident at HYYA

April 26, 2021



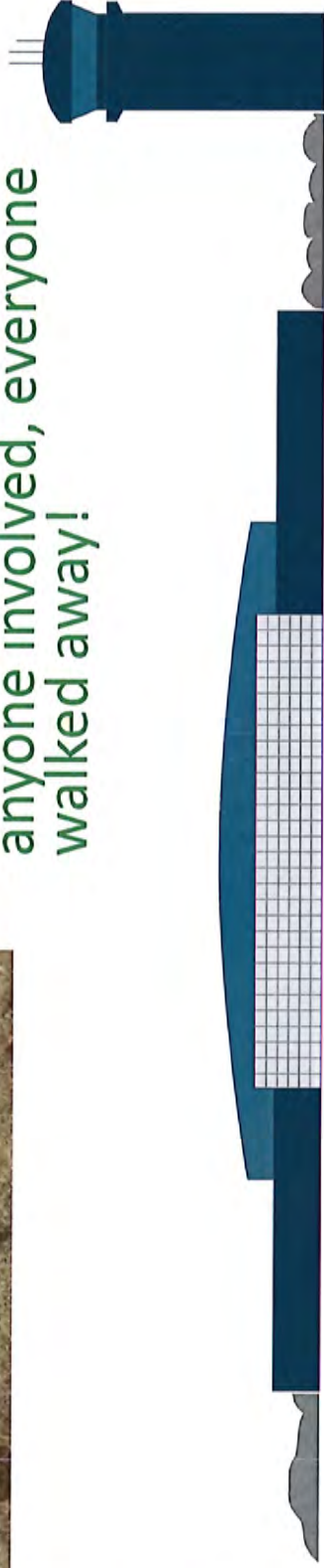
What happened?



→ The FAA will determine what occurred through an investigation that is presently on-going...

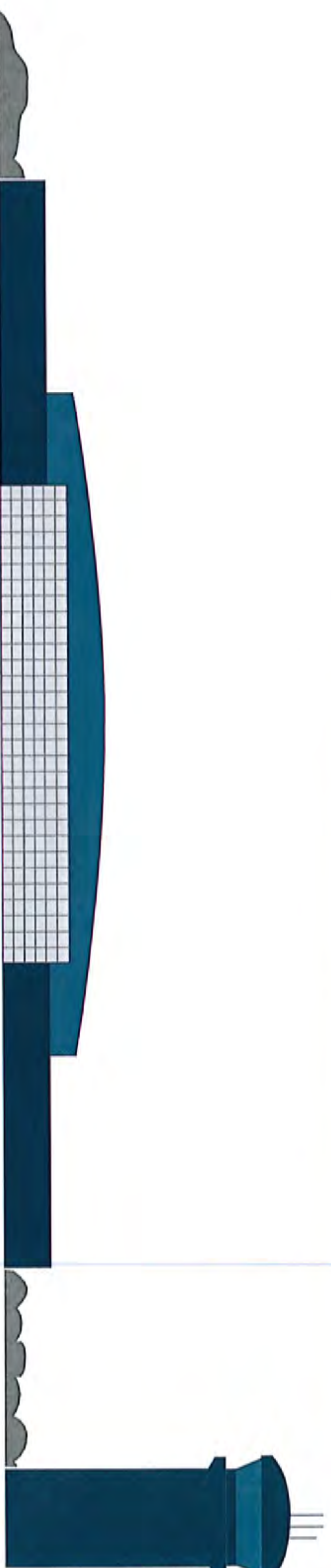
→ It would be inappropriate for us to speculate about the cause at this time...

→ The important thing is there were no injuries to anyone involved, everyone walked away!



Location

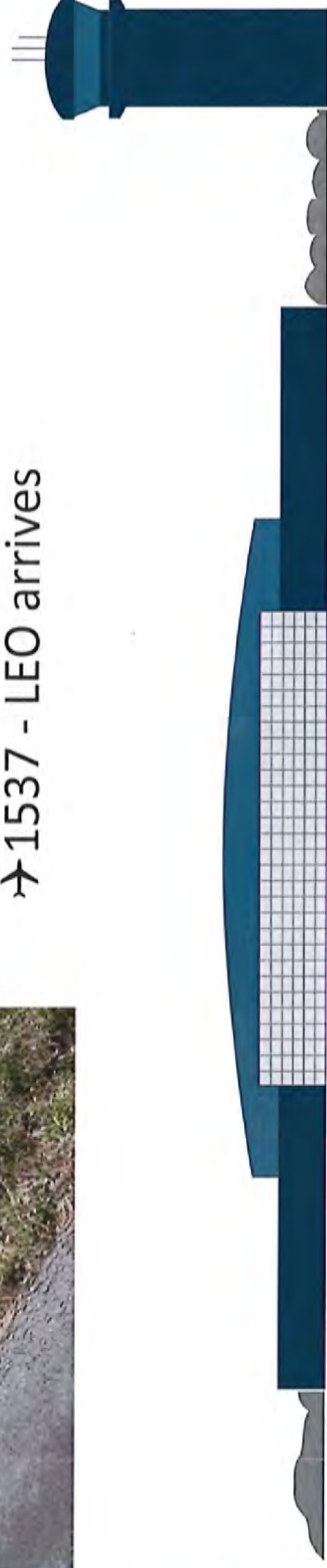
→ The Cape Air aircraft came to rest in the grass between Runway 24 and Taxiway Bravo, immediately West of the Taxiway Bravo & Delta intersection



Timeline – Initial Response



- 1526 - Aircraft comes to rest & ATCT activates “Crash Phone”
- 1527 - HYA ARFF arrives to site
- 1532 & 1536 - Management arrives w/FAA Airports Inspector
- 1533 - HFD arrives (2 cars, engine, 2 ambulances)
- 1537 - LEO arrives



Timeline – Day of

- FAA authorized moving the aircraft
- HYA Maintenance begins cleanup
- HWG arrives to the site
- Capeway Towing arrives and moves aircraft to hangar

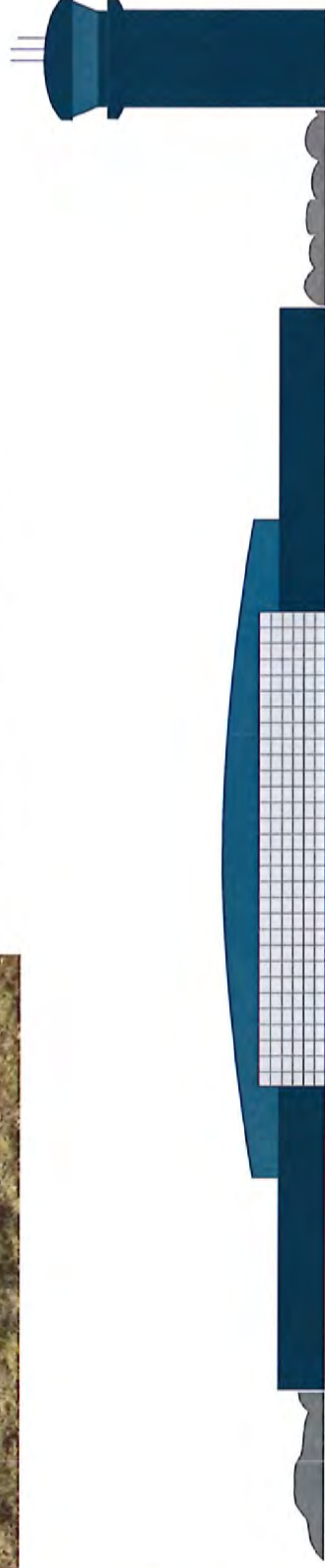


Tuesday, April 27th



→ ...while our FAA inspection is also happening...

→ HYA, HWG, Cape Air, AIG & Clean Harbors meet on site to discuss remediation



Wednesday, April 28th

→ Clean Harbors on site to conduct clean up as scheduled. HWG on site for testing and monitoring.

- Removed AvGas impacted soil
- Tested to ensure all hydrocarbons removed
- Plastic liner installed
- Clean fill backfilled
- Clean top soil added
- Seed mixture added

→ Work completed ahead of schedule



Summary

- Again, the most important thing is no one was hurt!
- FAA Inspector provided glowing feedback during inspection out briefing... “What you’d expect to see,” “It’s clear you have a good working relationship with HFD.”
- HWG was on site from immediate response and following to oversee clean up
- Cape Air and AIG worked closely with us

