



CAPE COD GATEWAY AIRPORT
COMMISSION MINUTES OF THE REGULAR SESSION
TUESDAY, JULY 27th, 2021
Via ZOOM

Commissioners Present:

John T. Griffin, Jr., 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 and via ZOOM

Commissioners not present:

Elizabeth Young, Vice Chair

Yarmouth Representative:

William Marasco was not present

Airport Staff Present:

Katie R. Servis, Airport Manager; Matt Elia, Assistant Airport Manager; Suzanne Kennedy, Executive Assistant to the Airport Manager; and Christina Lounsbury, Security and Noise Abatement Specialist

Public Members:

Rick Lucas, Jennifer Zorn, and Laura Canham, McFarland Johnson, Inc.; Christine Greeley, Hyannis Park Civic Association (in person), Craig Schuster, Airport Solutions Group; Alyssa Jacobs, Epsilon Associates; Donny Goris-Kol and Carol Laurie, VHB; and Ned Dawes, Stantec Airport Engineer.

Call To Order:

Chairman Griffin called the regular meeting of the Cape Cod Gateway Airport Commission to order at 4:00 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

Minutes of the previous meetings:

None

Public Comment:

Public Comment: Christine Greeley has been elected the President of the Hyannis Park Civic Association, replacing Rachael Youngling.

Commissioners Response to Public Comments:

None

The following was taken out of order:

Report of Special Committees

Noise Report:

- Christina Lounsbury reviewed the quarterly report of April, May, and June 2021 that were previously sent to the Commissioners (attached). There were a total of 18 complaints made by 14 complainants. (Attached).



- Ms. Lounsbury compiled information comparing the percentage of change from 2019, 2020, and 2021 for the following:
 - Operations at the airport
 - Disturbance calls
 - Disturbance areas
- The total Operations/calls were also compared for 2001 through 2020.
- Ms. Lounsbury gave a brief description of the different types of disturbance calls for the current year.

Christina Lounsbury left the meeting at 4:11 pm.

Finance Subcommittee (Commissioners Weill, Flores, and Bailey)

The Finance Subcommittee met on Tuesday, July 13, 2021. Commissioner Weill read a review of the meeting (attached).

Infrastructure & Marketing Subcommittee (Commissioners Young, and Bierwirth)

The Infrastructure & Marketing subcommittee met on Tuesday, July 20, 2021. Commissioner Bierwirth read a review of the meeting (attached).

Old Business:

COM621-13 – Approval of proposed Steamship Authority Modifications

MOTION to approve the proposed modifications to the layout of the existing Steamship Authority leased parcel. Upon approval, Management will prepare an amendment to the lease. **SPONSOR: Infrastructure & Marketing Subcommittee (May be acted upon)**

- This agenda item was tabled

New Business:

COM0721-01 – Review and Discuss Fleet Hangar Door Replacement Project Bid Rejection.

- The Airport worked with the Town of Barnstable Procurement Office and Fennick McCredie Architecture to develop the specifications and bid documentation for the Fleet Hangar Door Replacement Project
- Fennick McCredie's Scope of Work also include cost estimation for the project with an RFP/Bid Estimate of \$757,667.00
- Bids came in with one bidder, Paul J. Rogan Co. Inc. with a bid of \$1,725,000.00, approximately \$1M over estimate
- Procurement indicated that we could reach out to the sole bidder to try to ascertain where the estimate and bid diverged.
 - Paul J. Rogan Co. Inc. stated they priced the project very aggressively and that there was not that much profit in the project.
 - He suggested, to reduce cost, that the existing headers & jamb columns could be kept and just reinforced as needed to handle the new loads of the new doors.
 - This was discussed with the engineer, and it was determined that this could work.
 - He said he didn't want to lose this job, but that there no way to get his bid near the \$750k estimate that we had.
- Procurement indicated that negotiating price with Paul Rogan was not appropriate and the best thing to do was to cancel and rebid the project.
- Paul Rogan reviewed Fennick McCredie's RFP/Bid Estimate of \$757,667 to find any major discrepancies. The following were identified:
 - Cost for steel columns and headers, needing to splice header, brace the building to remove old & install new headers.



- o The cost for the metal panel siding and installing it.
- Management has cancelled the bid and is assessing next steps to review any modifications that can be made and then Re-bid in February 2022.

COM0721-02 – Approval of Federal Airport Grants, Status and Use

MOTION to approve the proposed use of the Federal Airport Grants as recommended by management. **SPONSOR:** Finance Subcommittee (May be acted upon)

- This agenda item was moved and read by Chairman Griffin and seconded by Commissioner Bailey.
- Manager Servis reviewed the Coronavirus Aid, Relief, and Economic Security (CARES) Act, the Coronavirus Response and Relief Supplemental Appropriation (CRRSA) Act, and the American Rescue Plan Act (ARPA) (attached).
- She outlined the allocations, amounts awarded, and the expiration dates for each grant as well as the current reimbursements received and the proposed project expenditures for the CARES act.
- Spreadsheets will be set up for each grant to track the reimbursements.
- This agenda item was unanimously approved by verbal vote:

Griffin	yes	Weill	yes	Bierwirth	yes
Flores	yes	Bailey	yes	DiGeorge	yes

COM0721-03 – Review and Discuss FY2021 Finances and Fiscal Year End

- Manager Servis reviewed the FY2021 Budget Update power point presentation (attached).
- She noted that the fiscal year does not "officially close" until August/September as we await payment of several tenants such concession fee payments.
- The revenues reflect higher than anticipated for the year. Manager Servis commented on the highlights of the revenue and expense totals.
- Chairman Griffin commended the Finance Subcommittee for their leadership and adapting with all of the changes due to COVID. Commissioner Weill commented that the quality of the financial reporting and the leadership of management for the prior six months have been exceptional.

COM0721-04 – Approval of Amendment #1 to the contract by and between Cape Cod Gateway Airport and HMI Parking to expand the leased rental space from 19,000 square feet to 27,341 square feet.

MOTION to approve the Amendment #1 to the contract by and between Cape Cod Gateway Airport and HMI Parking to expand the leased rental space from 19,000 square feet to 27,341 square feet. **SPONSOR:** Finance Subcommittee (May be acted upon)

- This agenda item was moved and read by Chairman Griffin and seconded by Commissioner Bailey.
- HMI Parking has a desire to increase the space that they are using from 19,000 square feet to 27,341 square feet for vehicular parking at a rate of \$1.30/square foot.
- They are utilizing the grass lot located next to Ross Aviation.
- The monthly increase (\$2,961.94-\$2,058.33 (original)) will be \$903.61
- HMI Parking LLC also indicated wanting to procure a 3-year license. This is allowable from a Procurement standpoint in regards to length of time but may not be from a monetary standpoint as the annual rate would be \$35,543.30.
- The existing one year lease expires the end of October.
- This agenda item was unanimously approved by verbal vote:

Griffin	yes	Weill	yes	Bierwirth	yes
---------	-----	-------	-----	-----------	-----



Flores yes Bailey yes DiGeorge yes

COM0721-05 – Approval of Bid Acceptance, Award Recommendation and Contract for the 2021 Cape Cod Gateway Airport Environmental Impact Analysis of Proposed Airport Actions Associated with the Airport Master Plan Update in accordance with Request for Proposals dated May 26, 2021 and proposal submittal dated May 14, 2021

MOTION to approve the Bid Acceptance, Award Recommendation and Contract for the 2021 Cape Cod Gateway Airport Environmental Impact Analysis of Proposed Airport Actions Associated with the Airport Master Plan Update in accordance with Request for Proposals dated May 26, 2021 and proposal submittal dated May 14, 2021. SPONSOR: Management (May be acted upon)

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Flores.
- Recommendation for Award for the 2021 Cape Cod Gateway Airport Environmental Impact Analysis of Proposed Airport Actions Associated with the Airport Master Plan Update goes to Epsilon Associates, Inc.
- The Request for Proposal was advertised and two (2) proposals were received in response to the RFP as follows:
 - Epsilon Associates, Inc.
 - McFarland-Johnson, Inc.
- In accordance with the Request for Proposal, an evaluation committee was appointed and included:
 - Airport Manager Katie Servis
 - Assistant Airport Manager, Matt Elia
 - Commissioner Norm Weill,
 - Town of Barnstable Chief Procurement Officer, Amber Patterson and
 - Town of Barnstable Purchasing Agent, Kathleen Girouard
- A meeting of the evaluation committee was held on June 17, 2021 during which all members discussed their individual evaluations and a ranking of the proposals was completed based on technical merit. Based on the discussions, rankings were determined as follows:
 1. Epsilon Associates, Inc.
 2. McFarland-Johnson, Inc.
- After the technical ranking, interviews were scheduled with the two firms on July 15, 2021. Firms presented an overview of their proposed project plan and introduced their key staff who would be working on this project. They also answered 6 additional clarifying questions and the committee ranked the firms as follows:
 1. Epsilon Associates, Inc.
 2. McFarland-Johnson, Inc.
- The evaluation committee chose Epsilon Associates, Inc. for the following reasons:
 - Strong understanding of the project and stakeholders
 - Detailed understanding of the need for census building with stakeholders and the community
 - Relevant experience with 3 other similar airports
 - Team selection responded to Airports needs by choosing experts in the field with substantial experience
 - Excellent technical proposal and demonstration of their understanding of the project scope and timeline;
 - Pricing lower than the \$1,150,000 estimate and the lowest priced proposal



- Additionally, the team chosen for the EA was different than the team that developed the Airport Master Plan and will provide a fresh look at the alternatives presented in the Airport Master Plan and may present other alternative projects to meet the airport's purpose and need for implementation
- After the interviews pricing was opened and reviewed by the committee and was as follows:
 1. Epsilon Associates, Inc. \$ 997,000
 2. McFarland-Johnson, Inc. \$1,145,000
- The Contract amount of \$997,000 was below the estimate of \$1,150,000 approved by the Airport Commission in the FY2021 Capital Improvement Plan.
- Commissioner Weill appreciated the extensive proposals prepared by the respondents and the time and effort put in by the evaluation committee.
- Commissioner Flores moved to amend the current agenda item to include the language " with a not to exceed amount of \$997,000.00". This was seconded by Commissioner Bailey.
- This amended agenda item was unanimously approved by verbal vote:

Griffin	yes	Weill	yes	Bierwirth	yes
Flores	yes	Bailey	yes	DiGeorge	yes
- This project will start in the Fall and should be completed within 18 to 24 months.

Updates:

- CARES Act Projects Update
 - Replacement of T-hangar project should be ready for construction start in April/May 2022.
 - Fleet Hangar Door Replacement is on hold.
 - Mary Dunn Way Extension project is under design and should be ready for construction start in April/May 2022.
- Airport Master Plan Update
 - Next and Final Planning Advisory Group (PAG) Meeting will be held in August 2021 (waiting for feedback from the FAA on several alternatives)
 - An overview was provided to the Town of Yarmouth and Hyannis Park Civic Association on June 29th.
- Town of Barnstable Budget
 - FY2023 Capital Improvement Plan meetings with on-call consultant teams have commenced.
 - FY2023 Operating Budget has commenced.
- PFOS/Public Involvement Plan & Update
 - The next DEP reporting is due in the Fall
 - A meeting with Town Council Leadership was held to discuss the data that was collected.
- Airport Rates & Charges Update
 - FY2022 effort (October 2021)
 - Airport Management will start working on various updates and tenant meetings will be held.
- Rebranding & Website Upgrade
 - Website modifications – underway
 - Sign plan modifications – underway. Some quotes for the terminal building and wooden sign replacement are underway.
- Dates to remember:



- o July 28 @ 0930 – Terminal Dedication Ceremony – Boardman-Polando - 90th Anniversary for Boardman/Polando Flight
- o July 21, 2021 Tour (0900-1400) National Aviation Academy – New England. Chairman Griffin commented that the academy was originally the originally the East Coast Aero Technical School that was founded by his Dad. He thoroughly enjoyed talking with the students. The students got to tour and talk with four potential employers on the airport.
- o MCI Drill September 28, 2021
 - o The Massachusetts Casualty Incident Drill occurs every three years.
 - o Assistant Manager Elia has been working diligently to coordinate the FAA mandated drill to test the ability of the Airport and local Emergency responders to respond.
- o Lease Development Update
 - o Griffin Avionics – Anderson & Kreiger has been working on a draft lease.
 - o Hyannis Hangar LLC - planned for discussion at the August meeting.

Air Cape Cod – further discussions will occur next month.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:12 PM. The next meeting will be held on August 17, 2021.

via 

 NORMAN WEILL, CLERK

Documents attached:
 Noise Report April/May/June 2021
 CARES, CRRSA, and ARPA Grant power point
 FY2021 Budget Update – June 30, 2021





NOISE REPORT APR/MAY/JUN 2021

MONTH	TOWN	COMPLAINTS	COMPLAINANTS
APR	Yarmouth	3	2
MAY	Barnstable	2	2
	Hyannis	1	1
	Yarmouth	6	5
JUN	Centerville	1	1
	Hyannis	1	1
	Yarmouth	4	2
TOTAL		18	14

Total reflects complaints counted once

2020 Quarterly Comparison

QUARTER	COMPLAINTS	COMPLAINANTS*
1 st (JAN/FEB/MAR)	2	2
2 nd (APR/MAY/JUN)	36	15
3 rd (JUL/AUG/SEP)	24	12
4 th (OCT/NOV/DEC)	21	11
TOTAL	83	31**

**Unique complainants during quarter*

*** Complainants total per year end*

Past Year/Past Quarter Comparison

	YEAR	COMPLAINTS	COMPLAINANTS
2 nd Quarter	2020	38	17
	2021	18	14
Year-to-date	2020	38	17
	2021	32	22





Noise Complaint Report – April 2021

Date	Time	Name	Town	Disturbance/Response
4/25/2021	16:39	Karen Ingemie	Yarmouth	Reporting a low and noisy aircraft over her area. She requested the altitude, airport (to/from), and the type of aircraft. Responded this was an IFR arrival to Rwy 33 at 275 feet of a Gulf IV Miami Opa Locka Airport.
4/26/2021	06:44	Karen Ingemie	Yarmouth	Reporting a low and noisy aircraft over her area. She requested the altitude, airport (to/from), and the type of aircraft for 06:44, 08:19, 08:20, 08:22 and 09:12. Responded the following: 06:44 IFR Arr to Rwy 33 at 250 ft, Gulfstream VI from Atlantic City 08:19 IFR Arr to Rwy 33 at 250 ft, Gulfstream V from Hickory, NC 08:20 IFR Arr to Rwy 33 at 250 ft, Cessna 402 from Nantucket 08:22 IFR Arr to Rwy 33 at 250 ft, Lear XR from Burlington, Vt 09:12 IFR Arr to Rwy 33 at 300 ft, Technam Traveler from Nantucket
4/27/2021	10:19	John Powers	Yarmouth	Reporting an IFR arrival that was off course and low arrival from the south. Responded arrival under tower control over 900 feet in altitude and coming from the south to Runway 24 (not usual arrival, but not off course or low).



Noise Complaint Report – May 2021

Date	Time	Name	Town	Disturbance/Response
5/1/2021	12:02	Christine Greeley	Yarmouth	Reporting a low aircraft made a sharp turn in, not over the bog, not in the correct path.
				<i>Responded via mail that this was an IFR arrival from the south and would not be in the voluntary noise abatement flight path.</i>
5/19/2021	18:05	Nancy Hossfeld	Barnstable	Reporting a very low and noisy helicopter over her home. Wanted to know who allowed this.
				<i>Responded via phone that this was a military helicopter and explained that the airport does not have jurisdiction over their flight paths for training.</i>
5/19/2021	18:05	Patty Hughes	Barnstable	Reporting low flying helicopter and requested return call.
				<i>Responded via phone that this was a military helicopter and explained that the airport does not have jurisdiction over their flight paths for training.</i>
5/19/2021	18:07	Marie Labrie	Yarmouth	Reporting low helicopter that was very annoying and frightening and wanted a response from the airport.
				<i>Responded via phone that this was a military helicopter and explained that the airport does not have jurisdiction over their flight paths for training.</i>
5/19/2021	18:18	Sandra Hall	Hyannis	Reporting a very low helicopter that made her very upset because she has a heart condition and wants this to stop flying immediately.
				<i>Responded via phone (message left) that this was a military helicopter and explained that the airport does not have jurisdiction over their flight paths</i>
5/20/2021	05:14	Paul Harkins	Yarmouth	Reporting a very early morning flight and was interested as to the purpose and company.
				<i>Responded via email that this is Cape Air's cargo flight (contract) that is an early morning required departure (between 0500-0530) every Thursday.</i>
5/26/2021	09:50	Marie Labrie	Yarmouth	Reporting more military helicopters today and wanted to know why.
				<i>Reported via phone that these was a different military unit.</i>
5/26/2021	14:34	Nina Meyer	Yarmouth	Reporting she noticed more jets over her area this year and her dog is afraid of them when they fly over.
				<i>Reported via phone that there had been a couple of days with IFR arrivals over her area in Yarmouthport and traffic increased over 2020.</i>

5/27/2021	17:35	Jim Dougherty	Yarmouth	Reporting that there were planes coming in low over his home and he just wanted it reported.
				<i>Reported via mail that these were IFR arrivals between 350-200 feet.</i>



Noise Complaint Report – June 2021

Date	Time	Name	Town	Disturbance/Response
6/1/2021	21:30	Tom Sullivan	Yarmouth	Reporting Cape Air very low in a pattern they should not be flying in. Reported via email that Cape Air was not too low and was in the traffic pattern conducting training, but I would pass along to Cape Air his concerns.
6/6/2021	05:34	Deborah Harkins	Yarmouth	Reporting an early morning departure on Sunday at 05:34 and she was requesting information.
				Responded via email that this was a Cape Air repositioning departure to Nantucket.
6/16/2021	06:00	Tom Sullivan	Yarmouth	Reporting, "It sounded like we were under attack this morning between 0600 and 0700 hours. One 402 after another at full throttle going by. Cape Air is not helping your airport. I suggest Airport Management Put their big boy pants on and lay the law on Dan Wolf and Cape Air."
				I forwarded this complaint to Cape Air's chief pilot who responded: "They also appear to be fairly compliant with the voluntary noise abatement procedures. As far as the use of full throttle, our normal procedures call for a power reduction to begin no lower than 400 feet AGL. I would think that these flights would have throttled back by the time they crossed over the complainant's property." Information sent to Mr. Sullivan via email.
6/19/2021	11:09	John Henderson	Yarmouth	Reporting low flying helicopters, military, that should not be flying over residential areas and wants the airport to stop allowing this activity.
				Responded via phone (message) and via mail that these were military helicopters from out of state arriving for fuel and the airport has no authority over military aircraft.
6/20/2021	11:59	James Kluber	Centerville	Reporting a change in the airport's flight paths as he was noticing more air traffic over his area including jetBlue.
				Responded via mail that we had not changed any flight path (provided screen shots of his area for 2020 and 2019), but that we have jetBlue earlier than 2020, that they do not usually fly over his area, but can and I would note his concerns.
6/29/2021	06:44	Roberta Mauch	Hyannis	Reported low flying aircraft over her area and she is concerned about the potential apartments (Twin Brooks) by the golf course and that the aircraft

				would be too low over them and the airport should contact the town to stop this.
				<i>Responded via phone that neither aircraft was off course or low (over 800 feet). She explained that she was part of a neighborhood group attempting to stop this construction because the area in her opinion is.</i>

Met Tuesday, July 13th, 2021

The meeting was held via ZOOM.

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

Commissioners Weill, Flores & Bailey was present.

Commissioner Flores was absent

Review and approved minutes of the May 4th, 2021 Regular Session and June 1st, 2021 minutes of the Finance Subcommittee meeting.

OLD BUSINESS;

There was no old business to discuss.

NEW BUSINESS

F0721-01 – Review and Discuss Fleet Hangar Door Replacement Project Bid Rejection.

- Manager Servis stated this agenda item is for informational purposes only.
- Management, Town of Barnstable Procurement Office and Airport On-Call Architectural firm Fennick and McCredie worked to develop the specifications and bid documentation for the Fleet Hangar Door Replacement Project
- Fennick and McCredie's Scope of Work also includes cost estimate for the project with an Request for Proposal and Bid for an Estimate of \$757,667.00
- One Bid was received from Paul J. Rogan Co. Inc. in the amount of \$1,725,000.00, approximately \$1,000,000.00 over estimate.
- Procurement indicated that we could reach out to the sole bidder to try to determine where the estimate and bid differ.
- Paul Rogan reviewed Fennick and McCredie's Request for Proposal and Bid Estimate of \$757,667.00 to find any major discrepancies. The following were identified:
 - Cost for steel columns and headers, needing to splice header, brace the building to remove old & install new headers.
 - The cost for the metal panel siding and installation cost.
- Management has cancelled the bid and is assessing options on next steps.

Action: None

F0721-02 – Review and Discuss Federal Airport Grants & Status.

- Manager Servis reviewed CARES ; CRRSAA; ARPA (American Rescue Act)
- Cares \$17.9 million funding we received expires on June 24, 2024
- CRRSAA \$1.8 million we received expires April 22,2024
- ARPA expires June 24, 2024
- Reviewed Summary of CARES ACT
- Reviewed Tier 4.

Action: The agenda item was moved to the July 27th, 2021 Full Commission meeting for approval.

F0721-03 – Review and Discuss FY2021 Finances and Fiscal Year End

- Manager Servis shared FY2021 Budget Update presentation.
- She noted some of the revenues are lagging and will come in between July and August.
- The FY2021 officially closes in late September early October.
 - Compared budget with & without Cares ACT.
 - Jet Fuel Sales are up 19% for the month of June compared to FY2020. Jet fuel overall (July –June) are up 24% compared to FY2020.
 - Reviewed Top 6 Revenue producers -Jet Fuel, Grants Town/Federal. Land Lease Non Aeronautical, Transfer to the Undesignated Fund Balance, Rental Car Concessions and Land Lease Rental.
 - Review Top 6 Expenses-Purchase of Jet Fuel for Resale, Salaries/Wages- Permanent Employees, Principal Long Term Debt and Retirement.

Action: – None

0721-04 – Review and Discuss Amendment #1 to the contract by and between Cape Cod Gateway Airport and HMI Parking to expand the leased rental space from 19,000 square feet to 21,250 square feet.

- HMI Parking would like to increase the space that they are using from 19,000 square feet to 27,341 square feet for vehicle parking at a rate of \$1.30/square foot
- Increased monthly revenue of \$903.61
- HMI Parking LLC also indicated wanting to procure a 3-year license
- Manager Servis stated HMI has had an overflow of vehicles and she to curb this she has requested Jersey Barriers be installed as markers.

Action: The agenda item was moved to the July 27th, 2021 Full Commission meeting for approval.

Updates:

Manager Servis stated she has received a few requests from commissioners to only receive the updates once a month at the Full Commission meeting. She asked for the finance subcommittee thoughts on this. They are in agreement, so updates will not be discussed at the subcommittee meetings going forward.

- Airport Finances Update
 - See above.
- CARES Act Projects Update
 - Replacement of T-hangar (Amendment Commission approved January 2021),
 - Fleet Hangar Door Replacement (Amendment Commission approved January 2021), (see above)
 - Mary Dunn Way Extension (underway and amendment forthcoming).
- Airport Master Plan Update
 - Next and Final Planning Advisory Group (PAG) Meeting = July 2021
 - Overview of Yarmouth Selectman meeting on 6/29/2021
- Town of Barnstable Budget
 - FY2023 Capital Improvement Plan meetings commencing with on-call consultant teams on July 27
 - FY2023 Operating Budget to commence October 2021
- Airport Environmental Assessment
 - Bid deadline May 14, 2021
 - We received two proposals from Epsilon & McFarland Johnson
 - Review of proposals completed
 - Interviews scheduled for 7/15/21
- PFOS/Public Involvement Plan & Update
 - Additional meeting scheduled for July 9th, 2021 to update TOB on findings of additional testing
 - Future meeting with Town Council Leadership
- Airport Rates & Charges Update (2021 review post-COVID19)
 - FY2022 effort (October 2021)
 - Airport Management will start working on various updates
- Rebranding & Website Upgrade
 - Website modifications – underway and speaking with the Infrastructure Subcommittee on July 20, 2021
 - Sign plan modifications - underway
- Dates to remember:
 - July 21, 2021 Tour (0900-1400) National Aviation Academy – New England Atlantic Aero support; heritage turbine, Cape Air; MSASM will be visited. Commissioner Weill asked if they could visit ALOFT Aviation also. Manager Servis stated with the time restraint there is not enough time to include a visit ALOFT Aviation. However, she could put him on the schedule to speak at the luncheon.
 - July 28 @ 093 – Terminal Dedication Ceremony – Boardman-Polando - 90th Anniversary for Boardman/Polando Flight
 - MCI Drill September 28, 2021
- Lease Development Update
 - Griffin Avionics
 - Hyannis Hangar LLC - Planned for discussion at the August meeting
 - Air Cape Cod- planned for further discussion in September.

Additional Discussion:

Commissioner Weill stated he has a friend who is retired and has expertise in financial reporting and would be available if we would like to consult with her.

Meeting Adjourned: 9:28 am.

Speaking Notes: Infrastructure & Marketing 07-20-21

Met Tuesday, July 20, 2021 @ 8:30 am

Commissioners Young, Bierwirth, and DiGeorge were present. The meeting was held via ZOOM.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

I0621-01 – Review and Discuss the Proposed Website Development

- The Quotient Group (TQG) presented the modified webpage based on the June 2021 Commission meeting discussion.
- TQG reviewed the company history and the website models from other airports that had positive results from their updated pages.
- Manager Servis commented that the new webpage addresses all of the distinct areas of the Airport Business Plan.
- The new design is quick and easy to navigate and will include rolling photos of whatever the commission wants. These can be updated easily.
- TQG will now move forward to build out the site. They will share the website with the commission for feedback and comments prior to going live.
- The subcommittee members gave input on what they would like to see on the webpages.
- This agenda item will be revisited in August.

I0621-02 – Review and Discuss Ross Aviation Electric Vehicle Charging Station Development and Site Host Agreement.

- The Electric Vehicle (EV) Program is moving forward. Eversource has been working with Ross Aviation to determine the best location for the station.
- The list of items that Airport Management needs from Ross Rectrix and the Eversource requirements were reviewed.
- The project should begin after October 2021.
- If management receives the Site Host Agreement from Eversource, it will be on the August agenda for approval.

I0721-03 – Review and Discuss in Detail the FY2022 Business Plan Goals and Objectives

- This agenda item will be on the August agenda to allow for the Fiscal Year measures to be added to the presentation.

I0721-04 – Update on the Fleet Hangar Door Replacement Project Bid Rejection

- Manager Servis gave a brief review of the process for the cost/estimation for the project that was submitted by Fennick McCredie Architecture of approximately \$750,000.
- The actual bid, by the sole bidder, came in at approximately \$1M over the estimated cost.
- The bidder stated the divergence was due to the amount of work that was necessary based on the specifications. Even with a reduction of the scope of work by reinforcing the existing headers, jams and columns, there was no way to meet the initial estimate.
- As there was only one bidder, there was no gauge to determine if this is an accurate bid amount. Management cancelled the bid and Fennick McCredie will review their figures. This will hopefully be rebid in February.

Updates:

- CARES Act Projects were reviewed.
- The Environmental Assessment Bid evaluation process has been completed and approval will be on the July Commission meeting agenda.
- The National Aviation Academy of New England students will be at the airport tomorrow to tour various tenant businesses and the Massachusetts Air and Space Museum. Cape Air has provided lunch for the students. The Academy provides Airframe and Powerplant training and is interested in expanding. Management will meet with them to look at facilities and discuss options.
- Food Trucks that were contacted to stage at the airport were not interested, but might be able to come for a planned event.

Adjournment: Having no other business to discuss, the meeting was adjourned at 9:41 a.m.

Cape Cod Gateway Airport

Grant Funding:

Coronavirus Aid, Relief, and Economic Security (CARES) Act

Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA)

American Rescue Plan Act (ARPA)

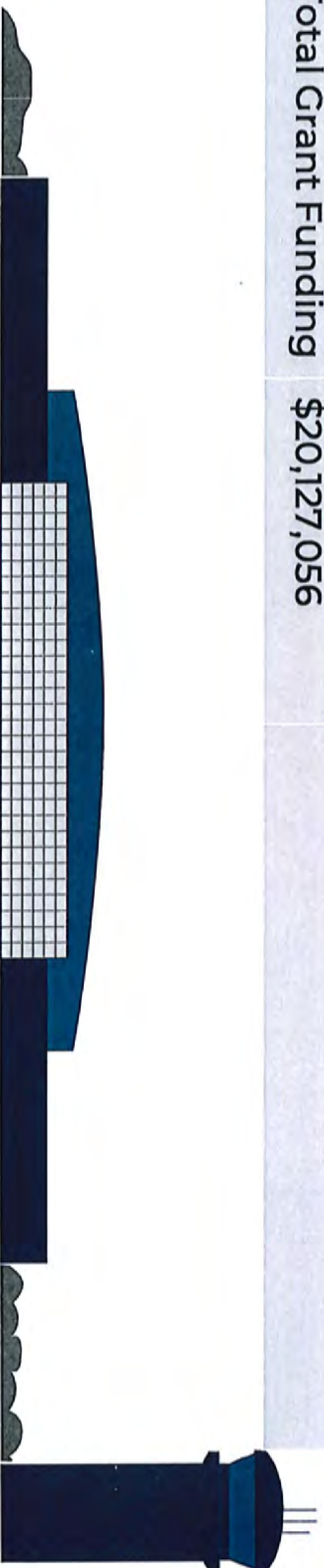
Airport Subcommittee & Commission Presentation

July 13, 2021



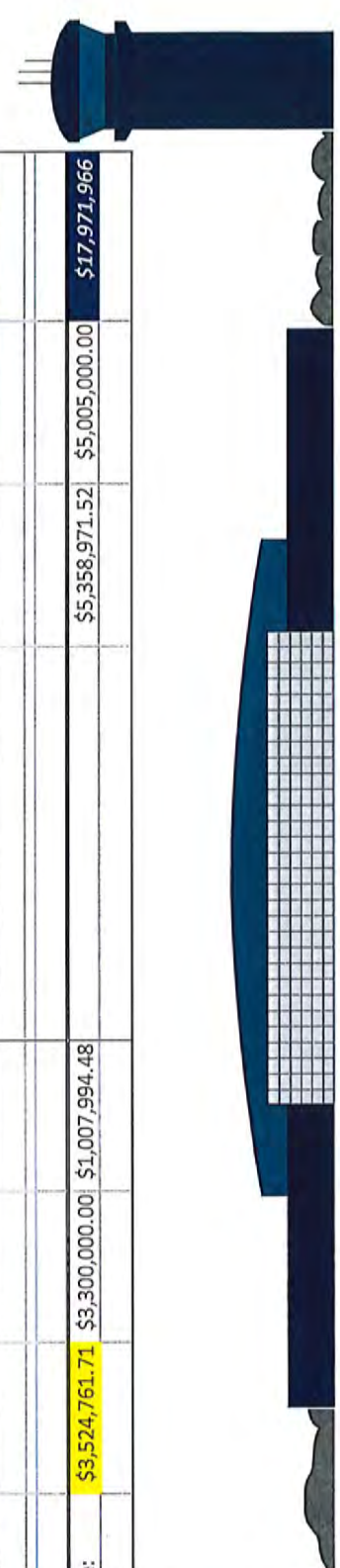
Additional Assistance Summary

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	TBD	TBD
Concession Relief	\$20,959	TBD	TBD
Total Grant Funding	\$20,127,056		



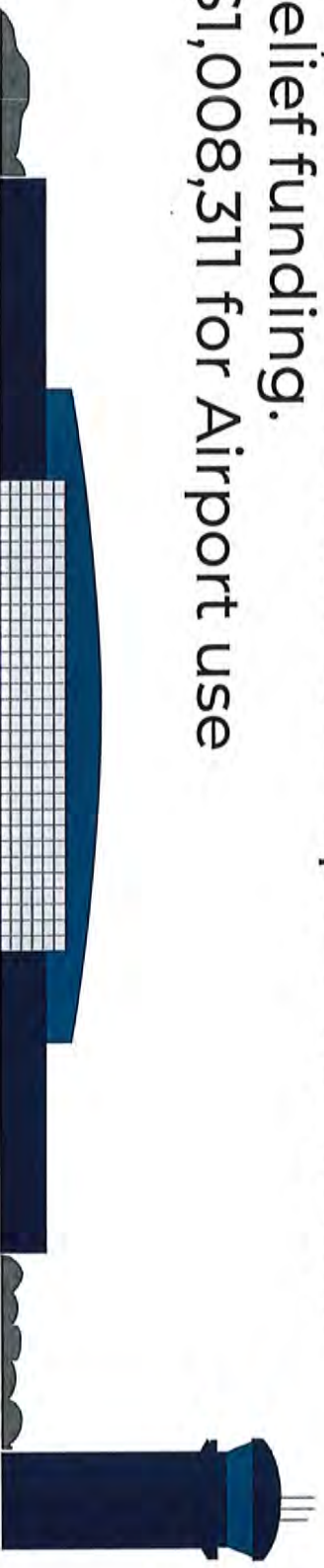
CARES Act Summary

CARES Act Grant	\$17,971,966		\$7,607,994.48		\$10,363,971.52	
FAA Payment Request	Tier 1, 2 & 3: Operating Expenses SubTotal =		Tier 4: Business Plan/Economic Improvement Projects Subtotal =			
	Planned Use:	\$3,300,000.00	Planned Use:	\$5,358,971.52	FY22	FY23
	Dates	FY2021	FY2022	FY21	FY22	FY23
PV#1	7/1-8/20	\$378,242.44		\$78,471.52		
PV#2	8/21-9/17	\$182,370.07		\$1,255,000.00		
PV#3	9/18-10/29	\$253,792.37		\$305,000.00		
PV#4	10/30-11/19	\$138,690.17		\$680,000.00		
PV#5	11/20 - 12/31	\$257,967.26			\$5,005,000.00	
PV#6	1/1 - 1/28	\$207,239.56		\$440,500.00		
PV#7	7/1 - 2/2	\$255,985.28		\$2,600,000.00		
PV#8	7/1 - 2/25	\$372,264.63				
PV#9	1/29 - 2/25	\$179,729.87				
PV#10	2/26 - 3/25	\$225,384.76				
PV#11		\$438,300.00				
PV#12	3/26 - 4/29	\$314,467.98				
PV#13	4/30 - 5/27	\$241,856.32				
PV#14	ARFF Roof Share	\$78,471.00				
Totals	Actual Use:	\$3,524,761.71	\$3,300,000.00	\$5,358,971.52	\$5,005,000.00	\$17,971,966



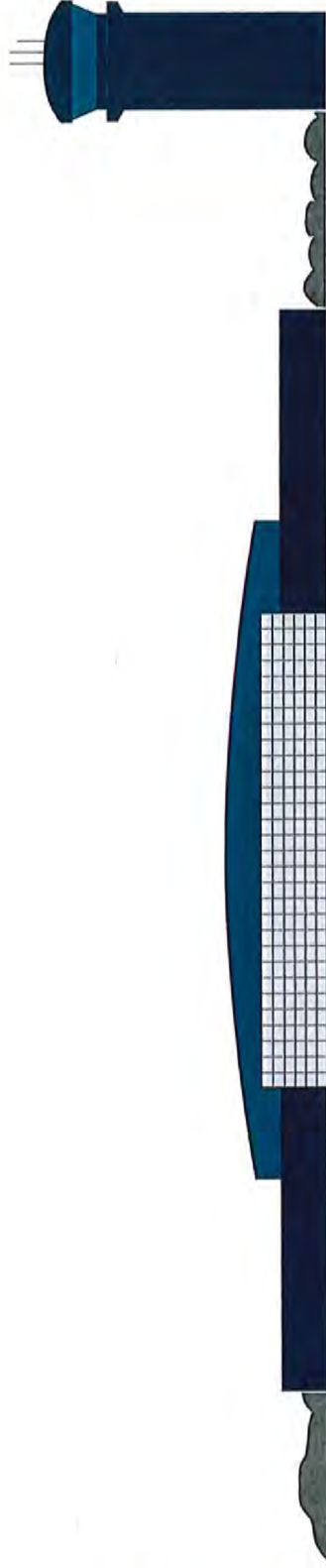
CRRSAA Summary

- Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA)
- Funds from US Treasury General Fund = impacts of the COVID-19 pandemic with FAA administration of use of funds
- New money based on enplanements, reserves and debt service formula = \$1,013,551
 - \$5,240 must be used for Airport Concession relief funding.
 - \$1,008,311 for Airport use



CRRSAA Fund Application/Deadlines

- Applications must be in prior to June 30, 2021
- Funds are good for four years
- Funds reimbursed based on incurred costs – similar to CARES Act Funding
- Airport must have a policy in place for mask wearing at the facility



CRRSAA Eligible Use

- Used for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens, and debt service payments - similar to CARES Act Funds
- Used to cover funding needed to respond to pandemic such as janitorial, PPE, cleaning, disinfecting, etc. (cannot double dip – i.e. FEMA money for PPE)
- Used for airport development specifically for pandemic response (HVAC, expansion in terminal, etc.)
- Includes relief from rent and minimum annual guarantees (MAG) for eligible airport concessions at primary airports.



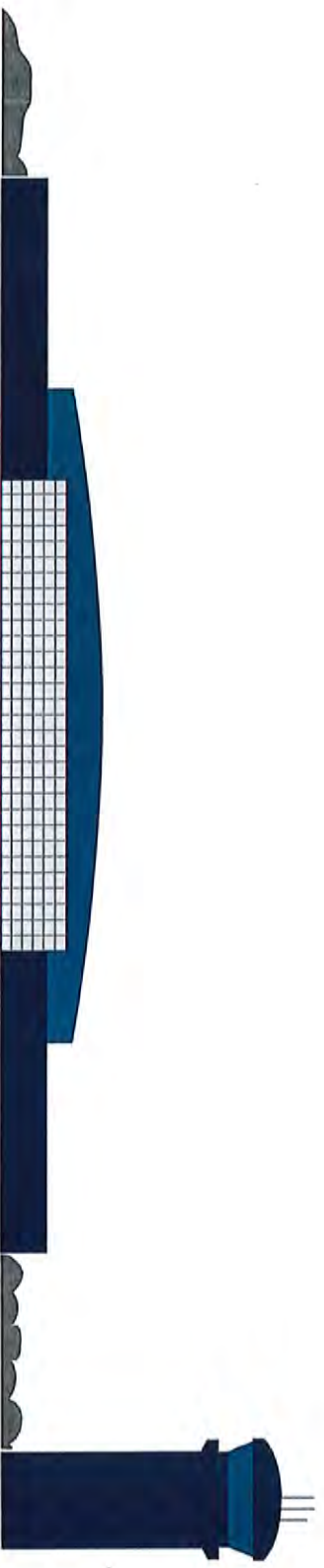
CRRSAA Eligible Use (Cont.)

- A sponsor may use CRRSAA grants for airport operating expenses that arise due to the COVID-19 pandemic.
- FAA will reimburse sponsors for operational expenses directly related to the airport incurred on or after January 20, 2020. Operational expenses = expenses necessary to operate, maintain, and manage an airport. Such as payroll, utilities, service contracts, and items generally having a limited useful life, including personal protective equipment and cleaning supplies.
- We can also use funds to pay off debt service payments due on or after 12/27/2020 and/or our monthly debt service reoccurring payments



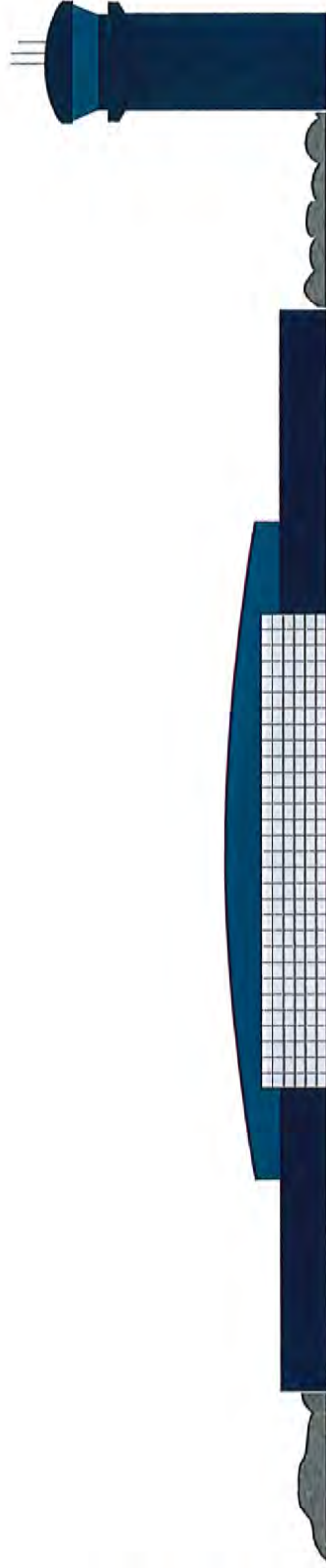
Funding for Concession Relief

- Minimum Annual Guarantee relief is eligible. This could include:
 - Car rental companies
 - Reef Parking
- Relief is eligible only after 12/27/2020
- Working with on-call staff to hone in on policy and plan for the above entities.



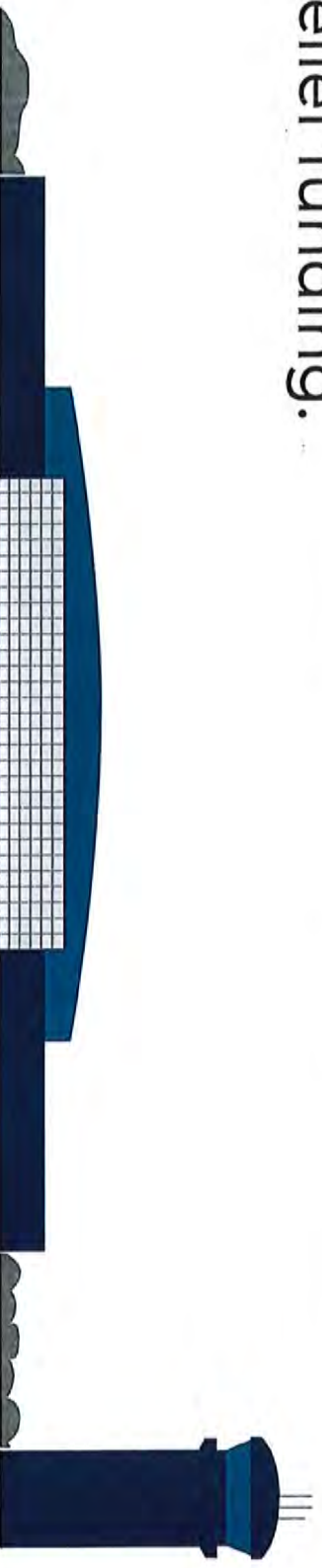
Funding Use

- Management proposes to use CRRSAA funds for fuel purchase expenses
- Funds not used in budget for this purpose will go back to the Airport reserves



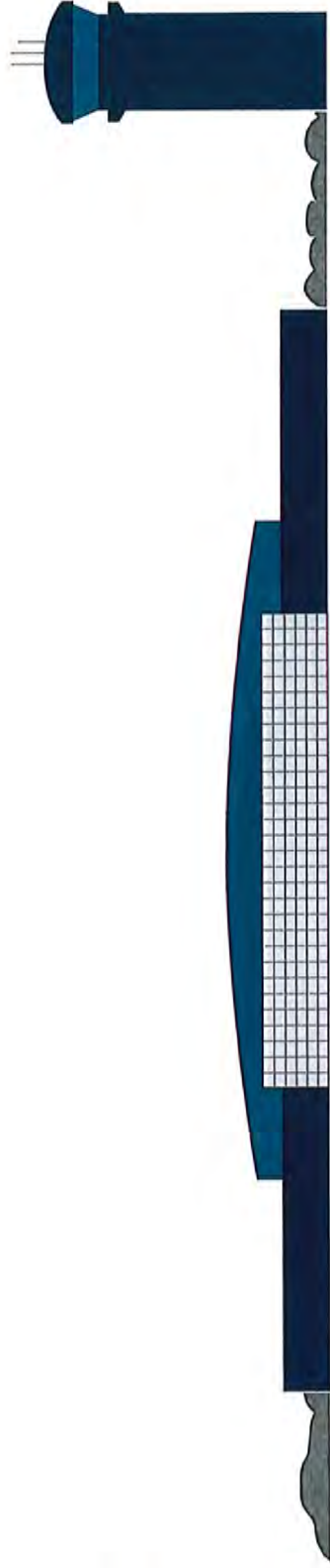
ARPA Summary

- American Rescue Plan Act (ARPA)
- Funds from US Treasury General Fund = impacts of the COVID-19 pandemic with FAA administration of use of funds
- New money based on enplanements, reserves and debt service formula = \$1,120,580
 - \$20,959 must be used for Airport Concession relief funding.



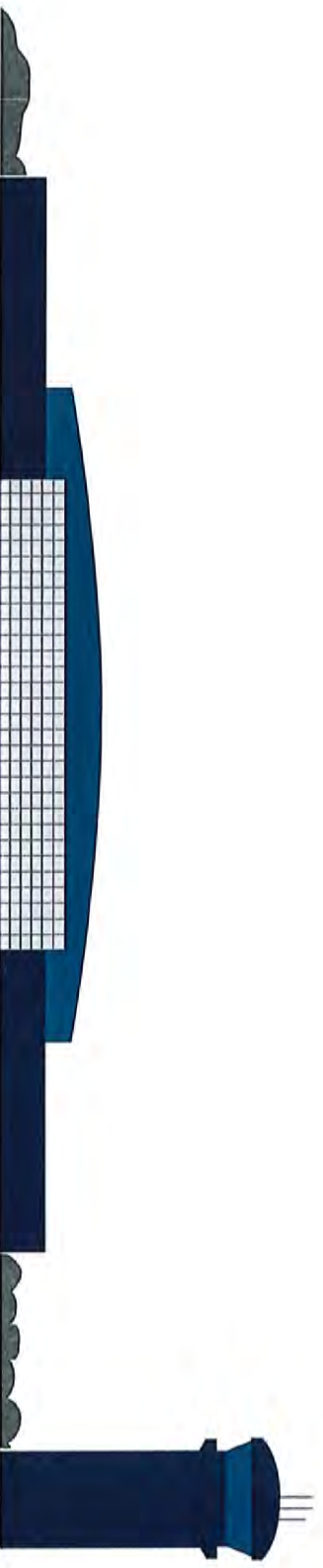
ARPA Fund Application/Deadlines

- Applications must be in prior to September 30, 2024
- Funds are good for four years
- Funds reimbursed based on incurred costs – similar to CARES Act Funding



ARPA Eligible Use

- Used to cover operating expenses similar to CARES Act Funds
- Used for costs related to operations, personnel, cleaning, sanitization, janitorial services, combating the spread of pathogens at the airport, and debt service payments.





The Town of Barnstable
 Department of Human Resources
 230 South Street, Hyannis MA 02601
 Email: humanresources@town.barnstable.ma.us

Office: 508-862-4694
 FAX: 508-790-6307

William E. Cole
 Director

TO: All Employees

FROM: Human Resources

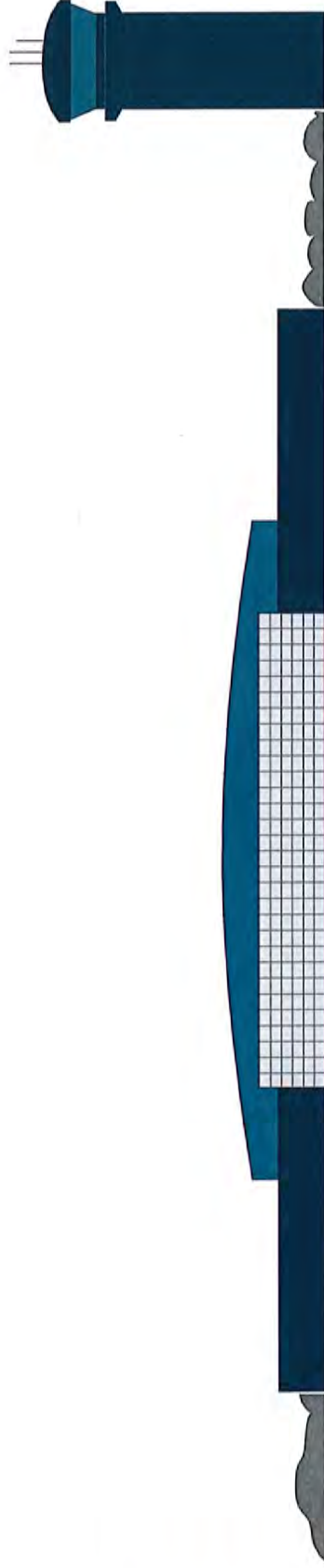
DATE: December 16, 2020

SUBJECT: *HOLIDAY SCHEDULE - 2021*

Date Observed	Day of the Week	Holiday
January 1, 2021	Friday	New Year's Day
January 18, 2021	Monday	Martin Luther King Jr. Day
February 15, 2021	Monday	Washington's Birthday
April 19, 2021	Monday	Patriots' Day
May 31, 2021	Monday	Memorial Day
June 18, 2021	Friday	Juneteenth Independence Day
July 5, 2021	Monday	Independence Day
September 6, 2021	Monday	Labor Day
October 11, 2021	Monday	Columbus Day
November 11, 2021	Thursday	Veterans' Day
November 25, 2021	Thursday	Thanksgiving Holiday
November 26, 2021	Friday	Thanksgiving Holiday
December 23, 2021	Thursday - ½ day	Christmas Holiday
December 24, 2021	Friday	Christmas Holiday
December 31, 2021	Friday	New Year's Day

Cape Cod Gateway Airport

FY2021 Budget Update
Airport Commission Presentation
As of June 30, 2021



FY2021 Budget Summary

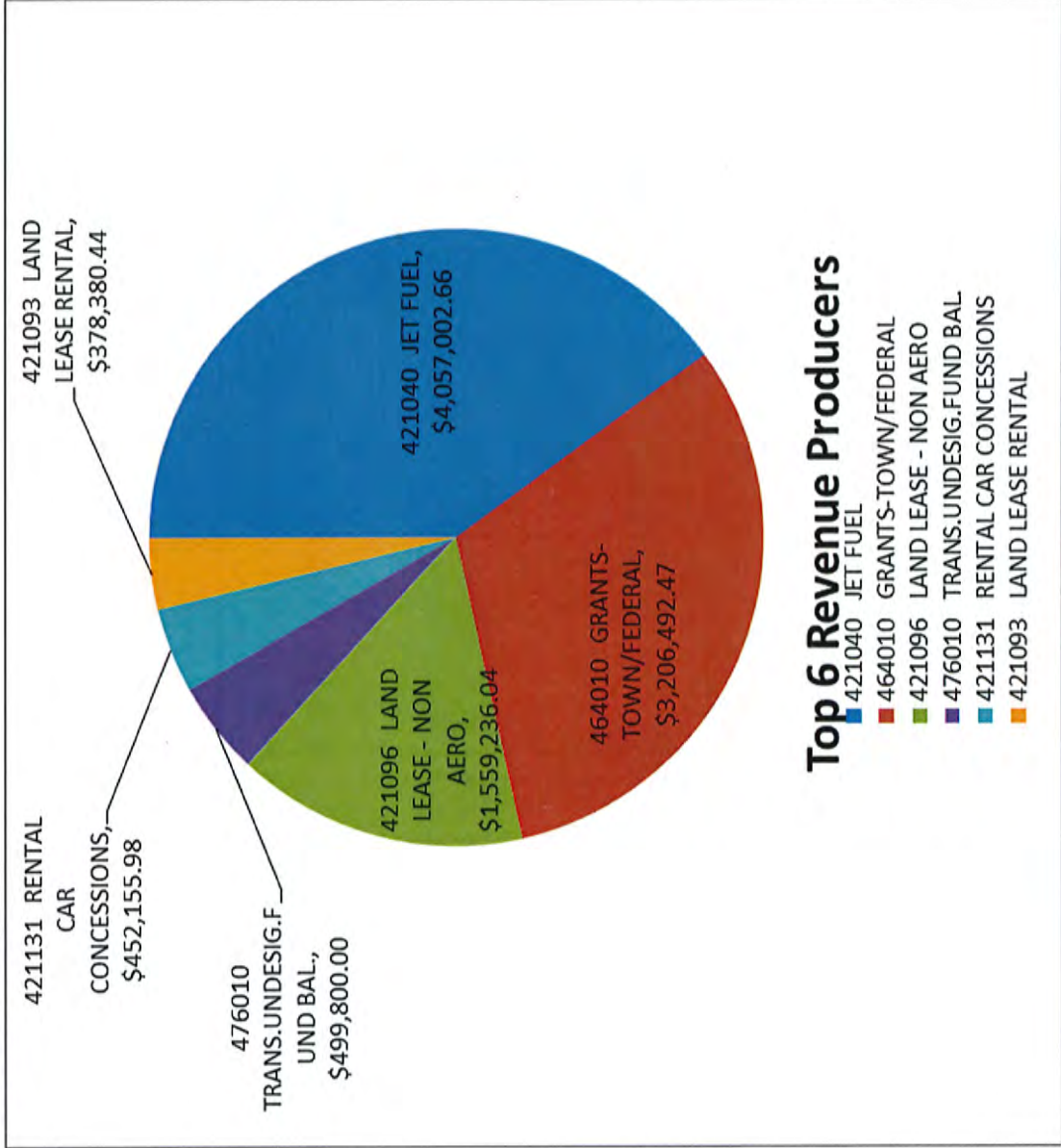


CAPE COD GATEWAY AIRPORT BUDGET SUMMARY AS OF (6-30-2021)

REVENUES	BUDGET	ACTUAL	VARIANCE	% VARIANCE
CHARGES FOR SERVICES	\$ 4,662,758.00	\$ 5,703,218.72	\$ 1,040,460.72	22%
Jet Fuel	\$ 3,140,789.00	\$ 4,057,002.66	\$ 916,213.66	29%
Rental Car Concessions	\$ 296,000.00	\$ 452,155.98	\$ 156,155.98	53%
Land Leases	\$ 380,457.00	\$ 378,380.44	\$ (2,076.56)	-1%
FEES	\$ 1,722,352.00	\$ 1,736,720.06	\$ 14,368.06	1%
Land Lease Non-Aviation	\$ 1,558,740.00	\$ 1,559,236.04	\$ 20,496.04	1%
GRANTS	\$ 44,000.00	\$ 3,290,192.47	\$ 3,246,192.47	7378%
TSA Grant	\$ 44,000.00	\$ 83,700.00	\$ 39,700.00	90%
CARES Act Grant	\$ -	\$ 3,206,492.47	\$ 3,206,492.47	1418301%
OTHER REVENUE	\$ 409,517.00	\$ 402,038.05	\$ (7,478.95)	-2%
Renewable Energy	\$ 351,517.00	\$ 351,239.75	\$ (277.25)	0%
PERMITS	\$ 3,000.00	\$ 3,000.00	\$ -	0%
TOTAL REVENUES (w/out CARES Act)	\$ 6,841,627.00	\$ 8,428,476.83	\$ 1,586,849.83	23%
TOTAL REVENUES (w/CARES Act)	\$ 6,841,627.00	\$ 11,634,969.30	\$ 4,293,542.30	63%
EXPENDITURES	\$ 6,841,627.00	\$ 7,335,746.43	\$ 494,119.43	7%
PERSONNEL	\$ 2,356,650.00	\$ 2,384,400.11	\$ 27,750.11	1%
SALARY/WAGES-PERM	\$ 1,494,122.00	\$ 1,518,482.61	\$ 24,360.61	2%
RETIREMENT	\$ 334,432.00	\$ 334,432.00	\$ -	0%
SALARY/WAGES-OVERTIME	\$ 187,000.00	\$ 227,863.13	\$ 40,863.13	22%
DEBT & TRANSFERS	\$ 424,787.00	\$ 836,718.02	\$ 411,931.02	97%
TRANSFER TO GENERAL FUND	\$ 193,268.00	\$ 193,268.00	\$ -	0%
OPERATING EXPENSES	\$ 4,012,690.00	\$ 3,919,112.58	\$ (93,577.42)	-2%
JET FUEL PURCHASES FOR RESALE	\$ 1,872,000.00	\$ 2,200,081.94	\$ 328,081.94	18%
PROPERTY/FIRE/LIABILITY INS.	\$ 334,432.00	\$ 250,263.04	\$ (84,168.96)	-25%
CAPITAL OUTLAY	\$ 8,436.40	\$ 195,515.72	\$ 187,079.32	2218%
SURPLUS (DEFICIT)(w/out CARES Act)	\$ -	\$ 1,092,730.40	\$ 1,092,730.40	16%
SURPLUS (DEFICIT)(w/CARES Act)	\$ -	\$ 4,299,222.87	\$ 3,799,422.87	56%
PASSENGERS & OPERATIONS				
ENPLANED PASSENGERS	20,000	12,966	-7,034	-35%
DEPLANED PASSENGERS	20,000	13,784	-6,216	-31%
TOTAL PASSENGERS	40,000	26,750	-13,250	-33%
TOTAL AIRPORT OPERATIONS	65,000	56,463	-8,537	-13%
TOTAL JET FUEL (GALLONS)	900,000	1,236,112	336,112	37%
Top Revenue Producers				
Top Expenditures				

FY2021 Budget Summary

Revenue



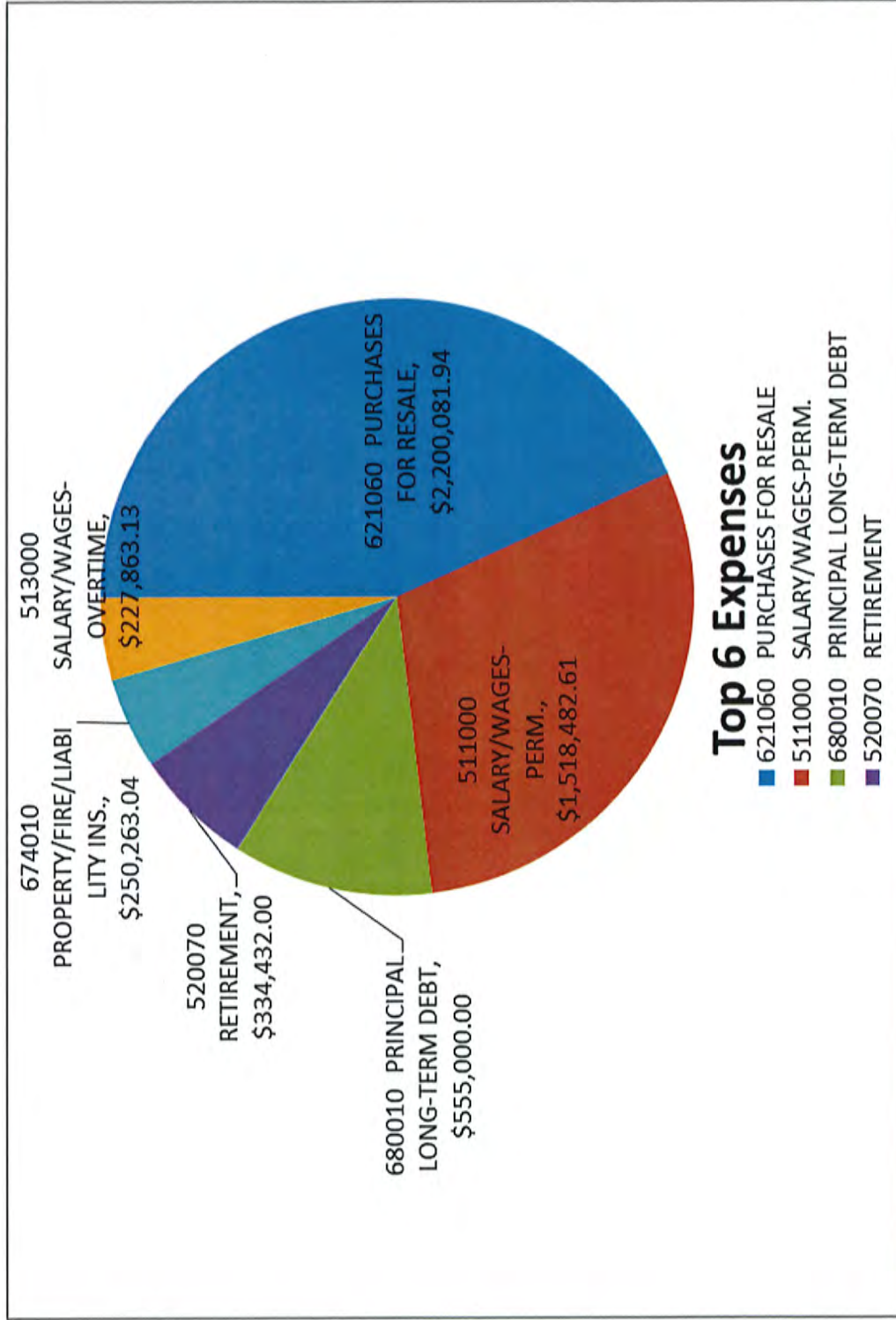
Top 6 Revenue Producers

- 421040 JET FUEL
- 464010 GRANTS-TOWN/FEDERAL
- 421096 LAND LEASE - NON AERO
- 476010 TRANS.UNDESIG.FUND BAL
- 421131 RENTAL CAR CONCESSIONS
- 421093 LAND LEASE RENTAL



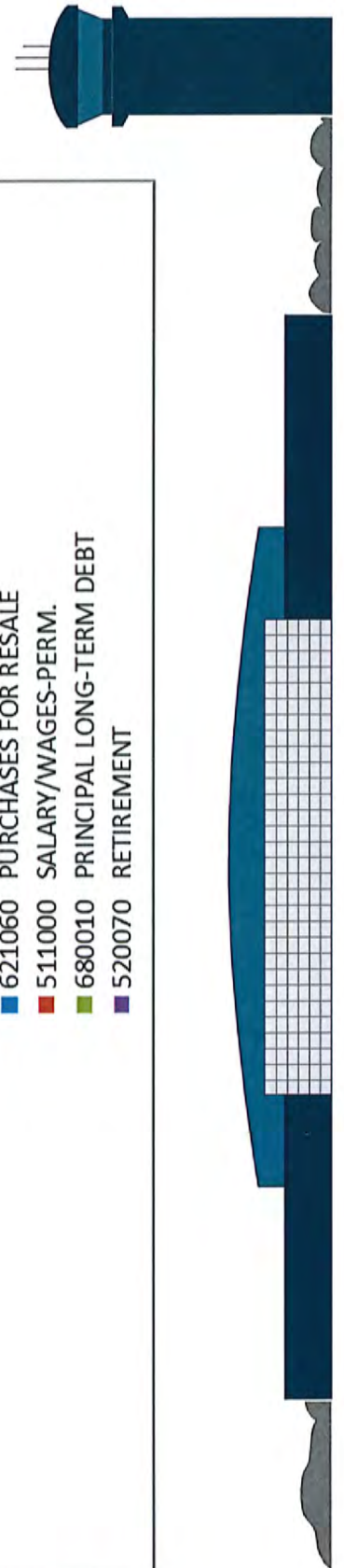
FY2021 Budget Summary

Expenses



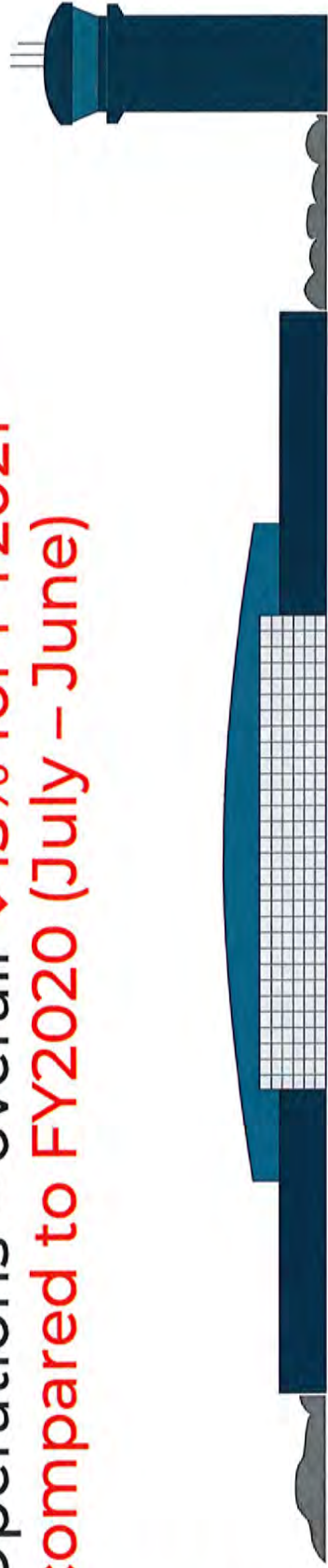
Top 6 Expenses

- 621060 PURCHASES FOR RESALE
- 511000 SALARY/WAGES-PERM.
- 680010 PRINCIPAL LONG-TERM DEBT
- 520070 RETIREMENT



Fuel Sales & Airport Operations

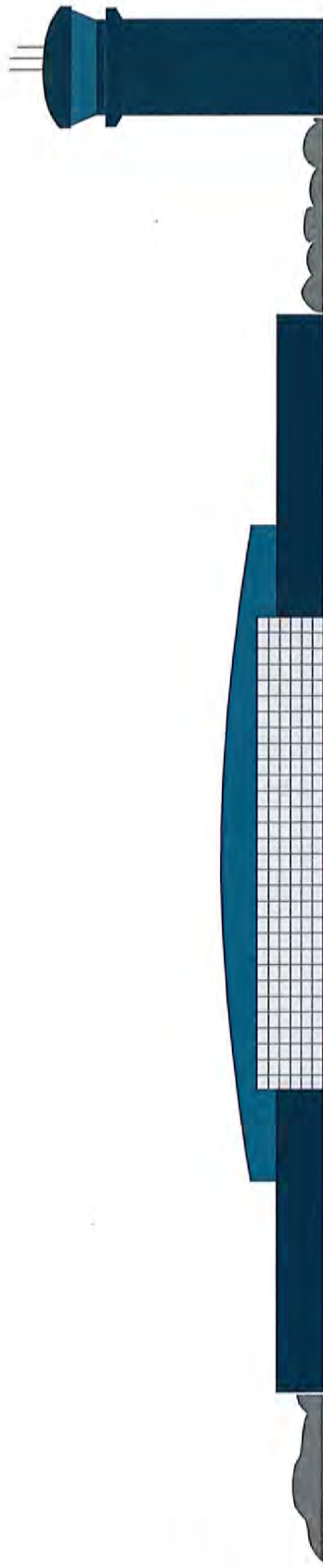
- Jet Fuel Sales
 - Fuel Sales = ↑19% for the month of June compared to FY2020!!!
 - Fuel Sales = overall ↑24% for FY2021 compared to FY2020 (July – June)
- Operations
 - Operations = ↑24% for the month of June compared to FY2020!!!
 - Operations = overall ↓15% for FY2021 compared to FY2020 (July – June)



2021 Budget Report

Conclusion

- As of this report, we have met projected budget and have a surplus of \$1,092,730.40 without CARES Act!!!!
- Not all revenue is yet posted as of this report so we will most likely tip higher than noted above
- Thank you to all for making this happen and minding our spending and revenues
- Thank you for new leases that made this happen and increased fuel sales!



CARES Act Funds

CARES Act Grant		\$17,971,966					
FAA Payment Request	Tier 1, 2 & 3: Operating Expenses SubTotal =	\$7,686,466.00		Tier 4: Business Plan/Economic Improvement Projects Subtotal =		\$10,285,500.00	
	Planned Use:	\$3,600,000.00	\$3,300,000.00	Planned Use:	\$5,280,500.00	\$5,005,000.00	
	Dates	FY2021	FY2022	FY2023	FY21	FY22	FY23
PV#1	7/1-8/20	\$378,242.44			SEE Tier 1,2, 3		
PV#2	8/21-9/17	\$182,370.07			CARE1 Demo & Construct T-Hangars	\$1,255,000.00	
PV#3	9/18-10/29	\$253,792.37			Mary Dunn Way Extension - Design	\$305,000.00	
PV#4	10/30-11/19	\$138,690.17			CARE2 Fleet Hangar Door	\$680,000.00	
PV#5	11/20 - 12/31	\$257,967.26			CARE 3 Mary Dunn Way Construction	\$5,005,000.00	
PV#6	1/1 - 1/28	\$207,239.56			Various FY2022 CIP	\$440,500.00	
PV#7	7/1 - 2/2	\$255,985.28			CARE4 Construct 2 T-Hangars/Other	\$2,600,000.00	
PV#8	7/1 - 2/25	\$372,264.63					
PV#9	1/29 - 2/25	\$179,729.87					
PV#10	2/26 - 3/25	\$225,384.76					
PV#11		\$438,300.00					
PV#12	3/26 - 4/29	\$314,467.98					
PV#13	4/30 - 5/27	\$241,856.32					
PV#14	ARFF Roof Share	\$78,471.00					
Totals	Actual Use:	\$3,524,761.71	\$3,300,000.00	\$786,466.00	\$5,280,500.00	\$5,005,000.00	\$17,971,966

