



CAPE COD GATEWAY AIRPORT
COMMISSION MINUTES OF THE REGULAR SESSION
TUESDAY, April 18, 2023
Via ZOOM

The meeting was held via ZOOM

Commissioners Present:

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

Commissioners not present:

Yarmouth Representative:

William Marasco

Airport Staff Present:

Katie Servis, Airport Manager; Matt Elia, Assistant Airport Manager; Suzanne Kennedy, Executive Assistant to the Airport Manager; and Chris Bostwick, Senior Project Manager/Airfield Compliance Supervisor; and Christina Lounsbury, Noise Abatement/Security Officer

Public Members:

Bette Ludtke, Barnstable Town Councilor; Christine Greeley, Hyannis Park Civic Association; Robert Mallard, ASG; Bob Rosenbaum, Martha's Vineyard Airport Commission; Helyne Mederios, Atlantic Aviation (joined at 4:18 PM)

Call To Order:

Chairman Griffin called the regular meeting of the Cape Cod Gateway Airport Commission to order at 4:03 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

Minutes of the previous meetings:

The minutes of the March 21, 2023 and March 28, 2023 Airport Commission meetings were approved and will be signed at a later date.

Public Comment:

Bob Rosenbaum, Chair of <Martha's Vineyard Airport Commission, wanted to say hello and connect.

Chris Greeley asked if there was a place to access the documentation on the entire monitoring well placement on the Airport

Commissioners Response to Public Comments:

Manager Servis stated all of the information is on the Airport Website on the PFOS page. The last series of testing occurred in October (Phase IV) and is available on the website.

Finance Subcommittee (Commissioners Weill, Flores, and Bailey)

The Finance Subcommittee met on Tuesday, April 4, 2023. Commissioner Weill read a review of the meeting (attached).



Infrastructure & Marketing Subcommittee (Commissioners Young, and Bierwirth) The Infrastructure & Marketing subcommittee met on Tuesday, April 4, 2023. Commissioner DiGeorge read a review of the meeting (attached).

Old Business:

As Chair of the Airport Commission, Chairman Griffin moved to go into Executive Session pursuant to G.L. c. 30A, § 21(a) (3) to discuss strategy with respect the lease of real property by and Between Cape Cod Gateway Airport and a Future Lessee for 110 Mary Dunn Way as a discussion in open session may have a detrimental effect on the negotiating position of the public body, the Airport Commission. This meeting will reconvene in open session after the Executive Session.

This agenda item was seconded and a roll call vote was taken at 4:20 PM:

Griffin – yes Flores – yes Weill – yes
Bierwirth – yes Bailey – yes DiGeorge – yes Guiod – yes

The regular session of the commission meeting reconvened at 5:44PM. A roll call vote was taken.

Griffin – yes Flores – yes Weill – yes
Bierwirth – yes Bailey – yes DiGeorge – yes Guiod – yes

COM0323-01S – Approval of the Option chosen in Executive Session to move forward on the future disposition of 110 Mary Dunn Way

MOTION to approve Option #4 to initiate a Request for Proposal (RFP) for the disposition of 110 Mary Dunn Way. The RFP will include specific milestones to include roof replacement within 6 months of lease execution and the remainder of renovations with 24 months of the lease execution. **SPONSOR: Management (May be acted upon)**

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Flores
- This agenda item was unanimously approved by a roll call vote:

Griffin – yes Flores – yes Weill – yes
Bierwirth – yes Bailey – yes DiGeorge – yes Guiod – yes

Commissioner Guiod left the meeting 5:46 PM

New Business:

COM0423-1 Approval of the Lease Subordination, Non-Disturbance, Recognition, and Attornment Agreement by and through the Cape Cod Gateway Airport Commission and Whole Foods Market Group, INC., Sub-lessor of WS Development.

MOTION to approve the Lease Subordination, Non-Disturbance, Recognition, and Attornment Agreement by and between the Town of Barnstable, acting by and through the Cape Cod Gateway Airport Commission, and Whole Foods Market Group, INC., Sub-lessor of WS Development.

SPONSOR: Management (May be acted upon)

This agenda item was tabled

COM0423-2 Approval of the License Agreement by and between Cape Cod Gateway Airport and Pain D 'Avignon

MOTION to approve the lease by and between the Cape Cod Gateway Airport and Pain D 'Avignon effective May 1, 2023 for a three year term with one additional 3 year option at an annual rate of \$22,056.25 per year for year one. **SPONSOR: Finance Subcommittee (May be acted upon)**



- This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner Bailey.
- Management completed the License Agreement for vehicle parking for Pain D 'Avignon Restaurant
- The Airport has had an Agreement in place for over 12 years to provide vehicle parking behind the restaurant for employees and delivery trucks.
- The prior agreement with Pain D 'Avignon reflected a rate that was significantly lower than other parking agreements in place at \$0.976/square foot versus \$1.34/square foot
- To bring this up to date the following increases were incorporated:
 - In consultation with the tenant, we agreed to a 28% increase in year one, a 10% increase in year 2 and a 3% in the final year to bring them up to more current rates.

3-Year Lease 3% Minimum Annual Increase or CPI whichever is greater (\$1.34/square foot is the current Land Lease Rate)		Notes
Assumes 3% Increase Annually		
Area (square feet)	17,645	
Existing	\$0.976	
Annual Rate	\$17,221.52	
Monthly Rate	\$1,435.13	
Year 1	\$1.25	28% increase year one
Annual Rate	\$22,056.25	
Monthly Rate	\$1,838.02	
Year 2	\$1.38	10% increase year two
Annual Rate	\$24,261.88	
Monthly Rate	\$2,021.82	
Year 3	\$1.42	3% increase year three
Annual Rate	\$24,989.73	
Monthly Rate	\$2,082.48	

- The License is for 3 years with one option Term Renewal for 3 years with negotiation of fees for years 4-6
- 3 % annual increase was incorporated similar to the other vehicle parking agreements
- This agenda item was unanimously approved by verbal vote.

COM0423-3 Approval of the Amendment #6 by and between Cape Cod Gateway Airport and Horsley Witten Group in the amount of \$94,935.00 for Reporting, Testing, Mitigation Monitoring (PFOS Soils), Phase V Report, Phase V Monitoring Reports, MODFLOW, Mitigation Cap Inspections, and Pond Permanent Solution Report.

MOTION to approve the Amendment #6 by an between Cape Cod Gateway Airport and Horsley Witten Group in the amount of \$94,935.00 for Reporting, Testing, Mitigation Monitoring (PFOS Soils), Phase V Report, Phase V Monitoring Reports, MODFLOW, Mitigation Cap Inspections, and Pond Permanent Solution Report. **SPONSOR:** Finance Subcommittee **(May be acted upon)**



- This agenda item was moved and read by Commissioner Flores, and seconded by Commissioner Bailey.
- Management completed Phase IV Reporting to DEP related to PFAS and continues with the necessary documentation needed to submit the Phase V Report
- The Phase V Report includes additional Reporting, Testing, Mitigation Monitoring (PFOS Soils), Phase V Report, Phase V Monitoring Reports, MODFLOW development, Mitigation Cap Inspections, and Pond Permanent Solution Report necessary to fulfill regulatory requirements to meet The Waste Site Cleanup Program protocols per the Bureau of Waste Site Cleanup process
 - Permanent or Temporary Solution is the subject matter for the Phase V reporting
 - DEP agrees with the solution presented in Phase IV to use the filtration system installed at Maher Wells
 - The Airport is in the process of developing an MOU with DPW for the finalized filtration system which captures PFOS
 - The completion of the above brings the Airport closer to closure with PFOS
- This agenda item was unanimously approved by verbal vote.

Report of Special Committees

- **Noise Report (July, October, January, April)**
 - Christina Lounsbury reviewed the following from the quarterly noise report:
 - In January 2023 there were 3 complaints from 3 complainants
 - There were no complaints in February or March 2023
 - The narratives and noise statistics graphs were provided previously to the commissioners
 - The next quarterly report will include the runway 6-24 closure information
 - Another press release will be provided to the public about the closure and its effects on the community

Ms. Lounsbury left the meeting at 5:55 PM

Updates:

- The Finance Reports, the Business Plan Memo and the Electric Aviation Smart Program Memo Update were previously provided to the commission
- Assistant Manager Elia gave a power point presentation on the Exit Brief for the FAR Part 139 Annual Inspection.
 - Manager Servis wanted the commissioners to know the quality of the staff that is working for the Airport. Matt Elia works very hard with the supervisors and staff to make sure that the team is ready for 365 days, not just during the inspection. He is a very organized leader and she wanted to congratulate him for his hard work.
 - Assistant Manager Elia stated that once a year the FAA will come and review the Airport processes. This allows for the Airport to improve on any areas that the FAA determines.
 - The Airport did a very good job and the addition of our compliance officer has been very beneficial.
 - There were four minor discrepancies that will be corrected within a 30 day period.
 - The entire team performed very well!
- Projects Update/Status
 - Runway 6/24 Reconstruction Project



- under full fledged construction, the pavement has been milled and the first layer of product has been delivered
 - Lawrence Lynch is progressing well
- ARFF/OPS renovations
 - The drywall is going up and it is starting look like offices
- Replacement of T-hangar CARES1 & Airport Operations Renovation
 - The slab will be poured for the T-Hangar on Friday and the steel will be here by the end of the month
- EMAS Replacement Project
 - Project construction should start the end of May
- Manager Servis gave a quick update on the June event – Festivities on the Flight Line

11. Commissioners Comments

Commissioner Weill said that he has heard several comments from the Cape Cod Aero Club about how positive all of the interactions have been with the personnel at the Airport. It does not go unrecognized when you get a smile and help with a problem. This is direct evidence of a great team.

Chairman Griffin stated that the May 2023 through December 2023 full Commission meetings will meet in person in the Airport Conference room. The subcommittee meetings will continue to be via ZOOM.

12. Matters not reasonably anticipated by the Chair

None

13. Adjournment –

Upon Motion duly made and seconded, the meeting was adjourned at 6:08 PM. The next meeting will be held on May 16, 2023.

NORMAN WEILL, CLERK

Documents attached:

Finance Subcommittee speaking notes
 Infrastructure & Marketing Subcommittee speaking notes
 Jan.Feb.March Quarterly Noise Report 2023
 U.S. Department of Transportation's SMART Program letter 3/21/23
 FY2023 Budget Update – 3/26/2023
 Business Plan Update - 3/29/2023
 FAR Part 139 Exit Brief Power point presentation



Met Tuesday, April 4, 2023

The meeting was held via ZOOM

Meeting was called to order at 8:30 a.m.

Commissioners Weill, Flores & Bailey were present via zoom.

Minutes of the March 7, 2023 Regular Session and March 7, 2023 Executive Session Finance meeting were unanimously approved by a roll call vote.

OLD BUSINESS:

There was no old business to discuss.

NEW BUSINESS

FIN0423-1 Review and Approve the License Agreement by and between Cape Cod Gateway Airport and Pain D 'Avignon.

- Management completed a DRAFT License Agreement for Pain D 'Avignon Restaurant and Boulangerie vehicle parking.
- The License Agreement was updated by Airport Attorney's to include new language similar to what was used for agreements most recently signed by Suffolk Construction (Old Mildred's Lot and HMI Parking (Grass parking lot on Airport Road)
- To bring them up to more current rates and to be consistent with other tenants the following rate increase will be implicated: 28% increase in year one, 10% increase in year two and a 3% in year three.
- *Action:* The agenda item was moved to the April 18 2023 Full Commission meeting for approval

FIN0423-2 Review and Approve the Amendment #6 by and between Cape Cod Gateway Airport and Horsley Witten Group in the amount of \$94,935.00 for Reporting, Testing, Mitigation Monitoring (PFOS Soils), Phase V Report, Phase V Monitoring Reports, MODFLOW, Mitigation Cap Inspections, and Pond Permanent Solution Report.

- Management completed Phase IV Reporting to DEP related to PFAS and continues with the necessary documentation needed to submit the Phase V Report.
- The Phase V Report includes additional Reporting:
 - Testing, Mitigation Monitoring (PFOS Soils),
 - Phase V Report
 - Phase V Monitoring Reports,
 - MODFLOW development,
 - Mitigation Cap Inspections,
 - Pond Permanent Solution Report necessary to fulfill regulatory requirements to meet The Waste Site Cleanup Program protocols per the Bureau of Waste Site Cleanup process

Action: The agenda item was moved to the April 18, 2023 Full Commission meeting for approval.

Updates:

- Monthly Financials were reviewed
- Manager Servis stated we are moving forward with the following leases:
 - DPW – Water Department
 - MOU PFAS
 - BETA Electric Charging Station
- Airline Consultant is on hold until the Spring/Summer 2023.
- April 2023-Annual FAR Part 139 Airport Certification Inspections.
- June 2023-"Festivities on the Flight Line" we will be working with island café'.

There was discussion of the article in the Cape Cod Times regarding W.S Development potential tenants.

Commissioner Weill suggested after feedback from the commissioners that the Full Commission Meetings resume to in person and the subcommittees remain zoom meetings.

Meeting was adjourned at 9:27 am

Met Tuesday, April 4, 2023 at 10:31 am

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

UNFINISHED BUSINESS:

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

- Airport Management has requested quotes for the replacement of one of the two wooden signs
- If quotes come in above \$50,000, the Chief Procurement Officer would require that we bid the services via a formal bid
- The replacement sign will be the same stone sign installed at Mary Dunn Way
- The rotary sign replacement will be in FY2023, and the Tower signage and the Attucks Lane sign will be replaced in FY2024.

IN0123-2 Electric Aviation Update

- Airport Management is working through the details on lease development with BETA from Vermont for the installation of a charging facility on the East Ramp
- Management also received the draft leases of the Nantucket and Martha's Vineyard Airports regarding the charging stations they want to install at their airports for continuity. Management wants to make sure policies are implemented into the lease.
- BETA would like to install a charging station (lease the land) that would be available for both aviation and vehicles.
- Archer would like to have the grid connections and charging stations built by the Airport for them to be able to develop their systems at various facilities. During subsequent meetings; a regional approach is being followed with meetings to include Mass Port, Nantucket and Martha's Vineyard Airports for connecting routes.
- The Airport, in collaboration with the Cape Cod Regional Transit Authority, is the recipient of a SMART (Strengthening Mobility and Revolutionizing Transportation) Plan Grant from US Department of Transportation to plan a smart micro grid that generates and distributes clean, reliable power for both aircraft and vehicles. The project team is led by the Mass DOT Aeronautics Division. The Grant award is \$1,950,000.

NEW BUSINESS:

IN0423-1 Monthly Update Airport Business Plan for FY2023

- Manager Servis reviewed the Business Plan Update as of 3/29/2023.
- Development of a new Business Plan will be discussed at a strategic planning meeting as many of the tasks and goals have been realized.
- The future events were reviewed and the recent Scout sleep over in the terminal was a success.
- Land Leases, Projects, Media feedback, Aviation Education, and the development of an Electric Aviation Task Force were discussed.

IN0423-2 Event Updates for CY2023

- This was covered under the Business Plan Update

IN0423-3 Airline Development Update

- Southern Airways Express is not returning this season, but they want to maintain some equipment here.
- Gull Air is working toward their Commuter certification.
- Having an Airline Consultant on board to hold conversations and navigate the airlines is paramount. The length of the runways is prohibitive to attract airlines as many are selling off their regional jets and moving toward larger aircraft fleets, including JetBlue.
- The JumpStart event is in June and will be an opportunity to sit with airlines and identify what is offered at the airport, but due to the progression of the Airline consultant getting on board, it might be better to focus on the Airport Round Table in the Fall.

Management received a call from the Nantucket Airport in regards to the limited staffing at their airport for the season. Typically they have 16 Operations and 16 Maintenance staff that are able to respond to aircraft emergencies and meet the FAR Part 139 requirements, and this year they only have 8.

- They will reduce the availability of air carrier service from 6:00 AM to 10:00 PM.
- They will have a reduced ability to accommodate for general aviation and fueling, which will impact this airport.
- The current closure of Runway 6-24 for construction causes a limitation of the wingspan that can go to the East Ramp for parking. A tenant meeting will be held to plan for accommodating additional aircraft. There was concern over providing additional fueling and adequate seasonal staff.

Manager Servis gave a quick update on the project progress. She would like to schedule a ribbon cutting ceremony for the FBO in the fall.

There was a discussion of the article in the Cape Cod Times about the tenants in the W.S. Development center.

Adjournment: Having no other business to discuss, the meeting was adjourned at 11:21 p.m.



NOISE REPORT JAN/FEB/MAR 2023

MONTH	TOWN	COMPLAINTS	COMPLAINANTS
JAN	Centerville	1	1
	Hyannis	1	1
	Yarmouth	1	1
FEB		0	0
MAR		0	0
TOTAL		3	3

Total reflects complaints counted once

2022 Quarterly Comparison

QUARTER	COMPLAINTS	COMPLAINANTS*
1st (JAN/FEB/MAR)	7	3
2nd (APR/MAY/JUN)	14	10
3rd (JUL/AUG/SEP)	14	11
4th (OCT/NOV/DEC)	5	5
TOTAL	39	28**

**Unique complainants during quarter*

***Complainants total per year end*

Past Year/Past Quarter Comparison

	YEAR	COMPLAINTS	COMPLAINANTS
1st Quarter	2022	7	3
	2023	3	3
Year-to-date	2022	7	3
	2023	3	3





Noise Complaint Report – January 2023

Date	Time	Name	Town	Disturbance/Response	Type
1/3/2023	06:46	Roberta Mauch	Hyannis	<p>Caller reported two loud aircraft over her area near Stewarts Creek at 0646 and 0714. She stated that she is near Twinbrook.</p> <p>Responded via phone that after reviewing the flight tracks the both aircraft were flying in the voluntary noise abatement flight path and over 900 feet so this would be recorded as a noise disturbance.</p>	N
1/20/2023	6:42	Paul Phalan	Centerville	<p>Email received, "Hi Noise abatement This morning in a 5 min span all we can hear is airplanes, what's up? I've attached 3 screenshots to prove our case. Prop Planes flying between 1500-2000' above our roof (blue dot) going full throttle, 150 mph is deafening and unacceptable. Please explain what steps the airport will take to remedy this."</p>	
				<p>Responded via email: I tracked the three flights you listed and yes, they are all between 1400-1925 feet. The aircraft were flying by instruments due to the meteorological conditions and flying in established flight paths. As far as the rate of speed, our flight tracking system does not track that and any private application like flight radar only provides an estimate and does not get the information from the aircraft. Typically the speed is left up to the discretion of the pilot for their safety.</p> <p>In your first email, you requested to know what actions the airport would take to remedy this disturbance. The only FAA (Federal Aviation Administration) permitted noise abatement steps that Cape Cod Gateway Airport is allowed are voluntary visual flight paths (paths to mitigate noise only when not flying by instrument control) and a voluntary noise curfew (6:00 a.m. to 10:00 p.m.), neither of which in this case can be addressed. These FAA restrictions on an airport's authority over flight paths and times came out of the Congressional Airport Noise and Capacity Act of 1990 (https://www.congress.gov/bills/101st-congress/senate-bill/3094).</p>	N

					<p>The only other agency available for investigation would be the FAA. Their threshold for action to abate noise citizens affected by aircraft noise is living inside the 65 bd noise contour (for insulation or purchasing homes). At Cape Cod Gateway Airport, the 65 bd contour is at the airport land perimeter. Other than the FAA, I do not know of any independent agency that investigates noise disturbance complaints.</p> <p>I would be happy to speak with you about this incident, any of the topics I covered or address any other concerns you may have. You can reach me at 508-862-8268.</p> <p>Email received: Excessive noise at 0642 hrs. Flying at Full Throttle TOM"</p> <p>Responded: Thank you Tom and I will add this to our noise report for January 2023.</p>		N
1/23/2023	6:42	Tom Sullivan					
§							

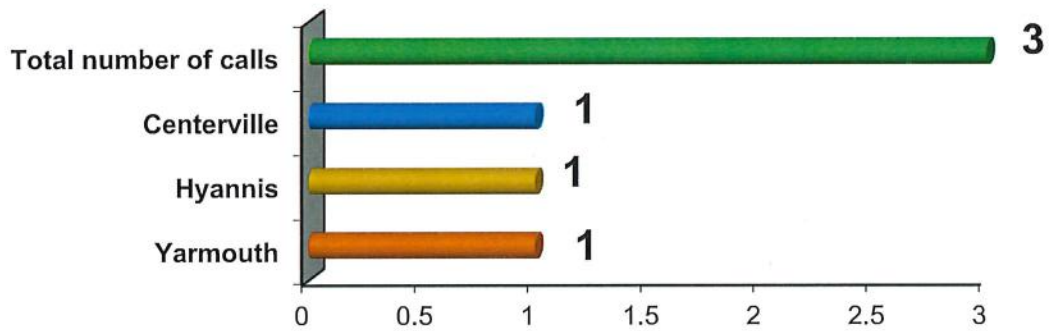
*this new column denotes the reason found for the complaint – see legend below

Code	Description
L	Low altitude confirmed
N	Noise – too loud/excessive
O	Off course confirmed
R	Maintenance Run Up
T	Time – during voluntary curfew hours 2200-0600

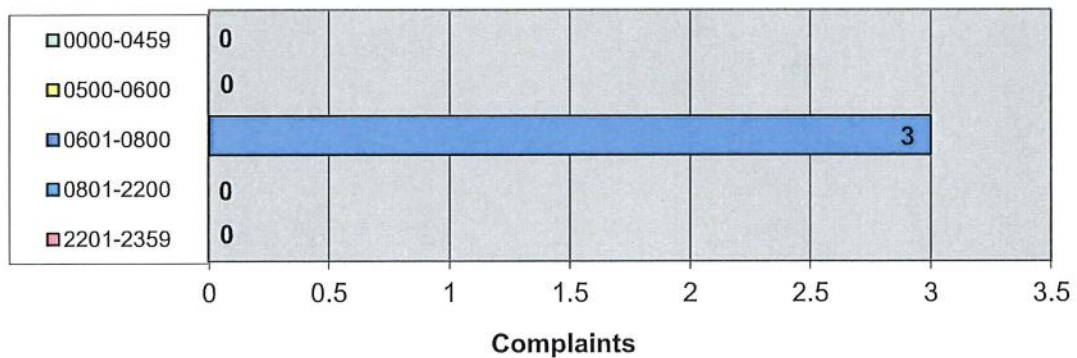


HYA 1st QUARTER NOISE STATISTICS

2023 1st Quarter by Callers

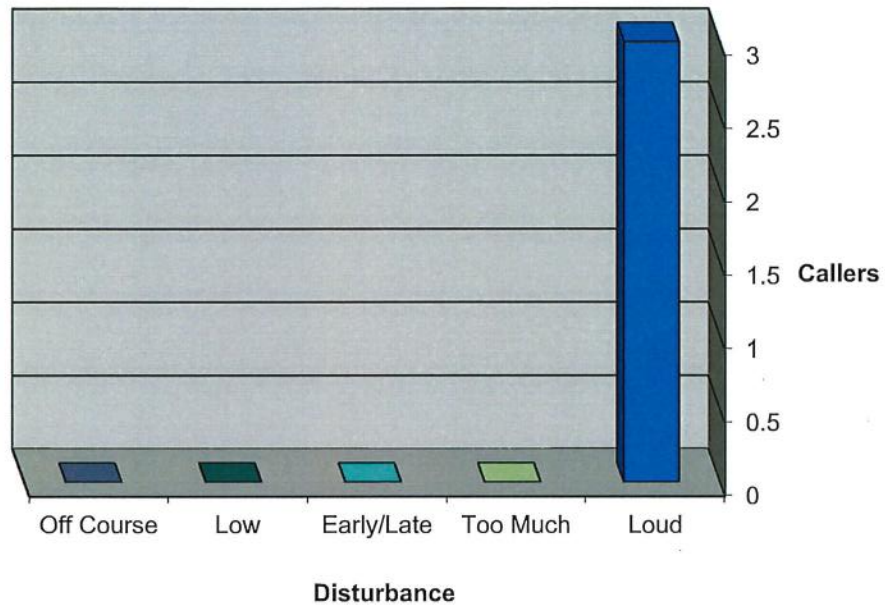


2023 1st Quarter by Hours

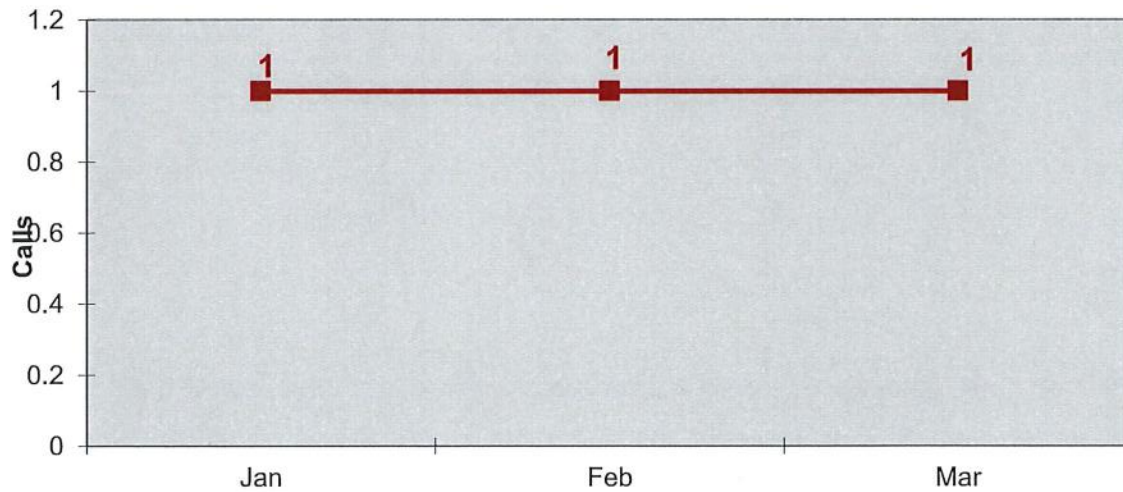




2023 1st Quarter Type of Disturbance



2023 1st Quarter Monthly Disturbance Calls





To: Airport Commission

From: Katie Servis, Airport Manager

Date: 3/29/2023

Subject: Business Plan Update

Below is a summary of Airport Management activities as they relate to Business Plan initiatives. Since this is a monthly update, new or revised data from the previous update will be highlighted.

- Goal A: Maximize General Aviation Activity at HYA
- Goal B: Diversify Revenue Streams
- Goal C: Regional Air Transportation Leader
- Goal D: Enhance Airport Image & Branding

Goal A: Maximize General Aviation Activity at HYA

Airport Management has been working on the following activities to maximize general aviation activity:

- Cape Cod Gateway Airport Community Event Series has been modified to include more events that highlight General Aviation (GA) activity with workshops, seminars and forums at select airport events:
 - January 2023
 - None
 - February 2023
 - None
 - March 2023
 - March 10/11, 2023 = A Night in the Terminal – Scout Sleepover – completed and a great success!





→ May 2023

- None

→ June 2023

- June TBD, 2023 = New name "Festivities on the Flight Line"
 - We have partnered with Island Café to run the event from a catering standpoint, with beverages and other items
 - We reached out to entities to perform music
 - We reached out to Ethan Allen for furniture staging for the event
 - We completed our initial planning meeting on Monday 3/20/2023

→ July 2023

- July 15, 2023 = Hangars & Hamburgers (3rd Saturday)
 - We will be coordinating with the Massachusetts Air and Space Museum (MASM) to offer shuttle services from the airport to their Main Street facility for seminars, forums and to visit the museum plus boxed lunch
 - Meeting with MASM is set for one of the following days (waiting to hear back from MASM):
 - April 3 3-4
 - April 7 9:30-3:00
 - April 14 10-2:00
 - April 19 9:30 -11:00

→ August 2023



- None
- September 2023
 - September 22, 2023 = SE MA Aviation Career Fair (3rd event)
 - Emails going out this week for this event
 - September 23, 2023 = A Great Day at the Gateway Theme: Nurturing the Spirit of Flight and Honoring Our Military
 - We have received a lot of support in this area but will still need more volunteers to make this event a success.
 - We will be calling on Airport Commissioner's and tenants as well as other town employees to assist
 - We have completed our 3rd group meeting and 5th planning meeting overall for this event.
 - We have completed 1 round of Task Manger Meetings and have the others scheduled for April
 - The following has been accomplished:
 - Master of Ceremonies = Matt Pitta
 - Opening Ceremonies Task Manager (color guard organization) = Jim McLoughlin
 - Jump Team Development = Matt Elia
 - Music Task Manager = Katie Servis
 - Two venues acquired
 - Food & Beverages Task Manager = Sue Kennedy
 - Guest Speaker Organizer & Scheduler Task Manager = Jim McLoughlin
 - Military Keynote Speaker
 - Pilot Forum, Workshops, Presentation Task Manager = David Fisichella
 - Girls in Aviation Task Manager = Karlyn Leth, President WIAI
 - Kids Activity Task Manager = Ned Dawes
 - Static Aircraft Display Task Manager = Matt Elia/Chris Botswick
 - Young Eagles Flight Task Manager = Steven Richard
 - Static "Other" Display Task Manager = Matt Elia/Chris Botswick
 - Aviation Education Silent Auction Task Manager = Joe Dini
 - Aviation Theater Task Manager = Tracey Brochus
 - Vendor Task Manager (non-food/drink) = Sue Kennedy



- Sponsor Task Manager =Hilda Haye
- Volunteer Task Manager (1 volunteer needed) = Volunteer Needed
- § The thought process is that we would have someone manage the volunteers day of to make sure the schedule is completed and to assist with task organization
- Set-up/tear down Task Manager (10 -15 volunteers (AM and PM)) = Ned Dawes
- § The thought process is that we would have someone manage a group of volunteers to help the airport setup and tear down for the event (this may occur the evening before the event or early morning)
- Greater/Entrance Task Manager (4-8 rotating volunteers needed) = Priscilla Laliberty, John Laliberty
- § The thought process is that we would have someone manage participants during the day, greeting them, giving them a schedule of the day's events (I envision having a QR Code with the schedule not paper) and keeping track of attendee numbers
- Orders of the Day/Schedule Task Manager = Katie Servis
- Event Photographer/Task Manager (1 volunteer needed) = Possible Communications Manager
- Audio/Visual Task Manager (1 volunteer needed) Volunteer Needed
- Event Layout/Design Task Manager = Katie Servis/Airport Solutions Group
- Event Permit Task Manager = Sue Kennedy
- Parking Task Manager (5 volunteer needed)

→ October 2023

- Gallery Opening with Michele Kennedy

→ November 2023

- Aviation Themed Ornament Painting or Art Galley Event (Michele Kennedy Studios)

→ December 2023

- None



- NBAA Schedulers & Dispatchers Conference 2024 Preparation Underway
 - Showcase Airport Operations Remodel
 - Showcase Mary Dunn Way Extension (future GA development)
 - 2024 Brochure development underway
- Discount Jet Fuel Program
 - Everest - completed
 - NetJets – in progress
 - EVO (new) – completed but not signed
- Land Leases & Hangar Development (NEW due to Mary Dunn Way Extension)
 - Conventional Hangar (Eric Drugge) – lease negotiations completed
 - Maintenance, flight instruction, aerial tours, aircraft storage
 - Withdrew proposal for 110 Mary Dunn Way (a.k.a. Air Cape Cod facility)
 - Meeting set up for April 21 – kickoff meeting to discuss the following:
 - Temporary flight training facility for summer 2023 – location discussion
 - Construction site development and Construction Safety and Phasing Plan (CSPP)
 - Security protocols
 - Pavement development delineation (Airport vs Aloft)
 - Conventional Hangar (Ben deRuyter) – lease negotiations have commenced
 - Maintenance and aircraft storage
 - Withdrew proposal
 - Helicopter company
 - Working through the details
 - Expansion plans underway for January 2024 to include Cape Cod Gateway Airport
 - Plan to begin operations in the fall 2025.
 - Plan to start with a leased hangar/office facility and then build a base at the airport.
 - Possible proposal for 110 Mary Dunn Way as of 3/29/2023
 - Reuse of Air Cape Cod – Massachusetts Air & Space Museum – executive session discussion (March meetings) - ongoing
 - Aero Marine Lease (existing tenant) – lease negotiations have commenced



- Projects in progress or completed that support GA:
 - Airport Operations Remodel & Improved FBO – August 2023 planned completion
 - T-hangar redevelopment – July 2023 planned completion
 - Mary Dunn Way Extension – April and May 2023 final development
 - Runway 6/24 Reconstruct & Engineered Materials Arresting System (EMAS) Replacement
 - Kickoff meeting held 3/23/2023
 - Notice to Proceed for 4/3/2023
- Media
 - Airport Management is working on media coverage of new facilities
 - Advertisement added to website and soon to be in print
 - <https://flyhya.com/airport-info/about-the-airport/doing-business/aeronautical-property-hangar-development-parcels/>
 - <https://flyhya.com/airport-info/about-the-airport/doing-business/aeronautical-property-aircraft-parking-development/>
 - <https://flyhya.com/airport-info/about-the-airport/doing-business/non-aeronautical-property-211-airport-road/>
 - <https://flyhya.com/airport-info/about-the-airport/doing-business/advertisement/>
 - Met with CCB to establish CY2023 radio and digital marketing to coincide with airport events and JetBlue's new flight to LGA
 - Radio spots for JetBlue recorded and completed (Management will play the recording)
 - Radio spots will occur in April and May 2023
 - In addition to the radio spots, Management has asked for the following in terms of additional marketing and outreach in the broader NY/NJ area: Mobile Conquesting (MC) and Online Audio (OA), which will highlight HYA and these flights along multiple platforms (Facebook, Instagram, etc.)
 - MC includes behavioral targeting towards these categories: Business Travelers, Frequent Travelers, International Travelers, Leisure Travelers & Airport and Airport Services
 - They will also geo-fence and geo-retarget JFK Airport and LaGuardia in NY.



- OA will target these behaviors: Frequent Travelers; Business Travelers; Air Travel; Summer Travelers; Family Vacation; Travel – Flights
- Towns Included in geography: Oyster Bay, NY ; East Hills, NY ; Eastchester, NY ; Lewisboro, NY, Bedford, NY ; Alpine, NJ ; Englewood Cliffs, NJ ; Demarest, NJ ; Tenafly, NJ
- Timeline for advertisement: April 1 – May 30, 2023 (2 Months)
- Total Monthly Impressions: 191,059
- Total Monthly Investment: \$5,000

→ Aviation Education

- Hosting the 2nd high school aviation intern from Barnstable HS
- Hosting the 3rd high school aviation intern from Monomoy HS (center in photo with staff at Atlantic Aviation)



- Hosting the 4th high school aviation intern from Barnstable HS Fall 2023
- Scheduled September 2023 events (see above)
- Hosting Scout “A Night in the Terminal” sleepover – March 2023
- New tenants to offer flight instruction – Aloft Aviation
 - Temporary summer 2023 operations to be discussed



- New tenants to offer aviation museum – for now this is to be located only on Main Street in Hyannis until further developments
 - Working with MASM on July event for pilot forum

Goal B: Diversify Revenue Streams

Airport Management has been working on the following activities to Diversify Revenue Streams:

- ➔ Completed three year license agreement for vehicle parking with Suffolk Construction – move in date is February 1, 2023
- ➔ Completed three year license agreement for vehicle parking with HMI Parking
 - Expansion under discussion as of 3/29/2023 and an amendment to the License Agreement to add more land to License
- ➔ Advertisement added to website for non-aeronautical properties and soon to be in print – see above
- ➔ Advertisement led to discussions with new potential tenants for the following:
 - 211 Airport Road (1.4 acre vacant property)
 - Airport Café/Restaurant
- ➔ Lease discussions with:
 - Pain D'Avignon (parking) – under negotiation – License Agreement on April Finance Agenda
 - Michele Kennedy Studios (terminal studio) - completed
 - Ideal Flooring – underway
 - 211 Airport Road – bid is needed and draft is being crafted

Goal C: Regional Air Transportation Leader

Airport Management has been working on the following activities for Regional Air Transportation Leader:

- ➔ Attended Airport Round Table – Fall 2022
 - Will be attending event in Fall 2023
- ➔ Draft completed for Airport Air Carrier Consultant
 - On street = May/June 2023
- ➔ Speaking with the following regarding electric aviation to advance this to Cape Cod Gateway Airport:
 - Cape Air



- BETA
- Archer
- MassDOT Aeronautics
- Monthly meetings developed and working with other area airports.
- Adding the following to the list but not yet contacted: Transcend Air
- Development of an Electric Aviation Task Force is underway
 - Monthly meetings developed and working with other area airports.
- The Airport won the Smart Grid Grant which will help advance electric aviation at the airport
 - MassDOT's Aeronautics and Rail & Transit Divisions Win Two Separate \$2 Million Grants From U.S. Department of Transportation
 - The Aeronautics and Rail and Transit Divisions of the Massachusetts Department of Transportation have been selected today by the U.S. Department of Transportation's SMART Program ("Strengthening Mobility and Revolutionizing Transportation") for Stage-1 funding of two different grant proposals, each expected to total approximately \$2 million.
 - One of the two proposals involves planning a smart microgrid that generates and distributes clean, reliable power at Cape Cod Gateway Airport in Hyannis, MA.
 - In collaboration with Cape Cod Gateway Airport and the Cape Cod Regional Transit Authority, the initiative aims to increase clean energy independence while supporting the disadvantaged community living near the Airport.
 - Facilitating the construction and operation of this infrastructure could transform our community, through the use of greener technologies for our fleet vehicles leading to improvements in air quality, a reduction in carbon emissions, reduced noise in communities adjacent to the Airport and the entire town of Barnstable, as well as good-paying jobs, such as for high-skilled mechanics to service electric vehicles and aircraft.

Goal D: Enhance Airport Image & Branding

Airport Management has been working on the following activities to Enhance Airport Image & Branding:



- On-Call Communications Management and Community Outreach Services submitted to Procurement and available for public review on April 3, 2023
- Newsletter development – control our own narrative – quarterly newsletter – draft completed and under review internally
- Community Event Series – updated see above
- Completed new sign development on Mary Dunn Way
- Working on replacing signs on Attucks and Rotary
 - Quotes requested
- Working on replacement of state highway signs
- Website redevelopment completed and added the following pages:
 - Airport Master Plan Update <https://flyhya.com/master-plan/>
 - Airport Environmental Assessment <https://flyhya.com/airport-info/environmental-assessment/>
 - Airport PFAS <https://flyhya.com/airport-info/pfas/>
- Public Meetings:
 - Environmental Assessment
 - June TBD 2024 for next public meeting
 - Website being kept up-to-date with pertinent information
- Setting up Check-in meetings with the Town of Yarmouth/General
- Manager Servis spoke for 20-minutes on the “Discover Barnstable Podcast”. <https://podcasts.apple.com/us/podcast/cape-cod-gateway-airport/id1608900323?i=1000601284712>

Apple Podcasts Preview

- Questions included:



- The Cape Cod Gateway Airport has a long and storied history in aviation and has grown into being the regional airport for the Cape & Islands. Many of our listeners have heard on the news about update the master Plan & Environmental Assessment - help us understand what they are and the ongoing process the airport is engaged in.
- What General Aviation Facility enhancements are underway or have taken place, specifically the municipal facility, Mary Dunn expansion and new hangar development.
- What is the importance to the region to provide expanded commercial service and what are some the exciting new services and initiatives?
- There is a nationwide shortage of airline pilots and aviation industry workforce - how does the
- Cape Cod Gateway Airport support and foster aviation in our student communities.
- The Airport Terminal and surrounding tarmac play host to a variety of community events - what are some of the memorable ones on the calendar for 2023?

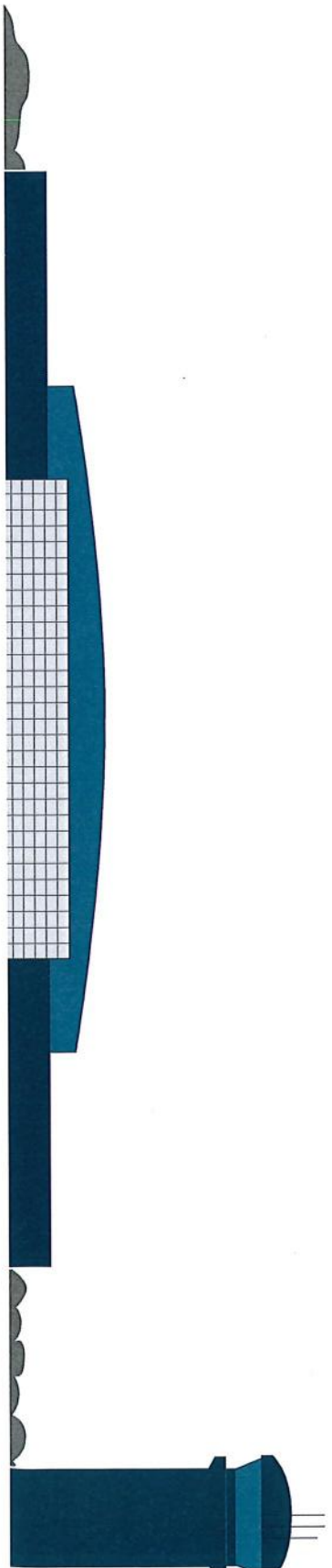


Cape Cod Gateway Airport

FY2023 Budget Update

Airport Commission Presentation

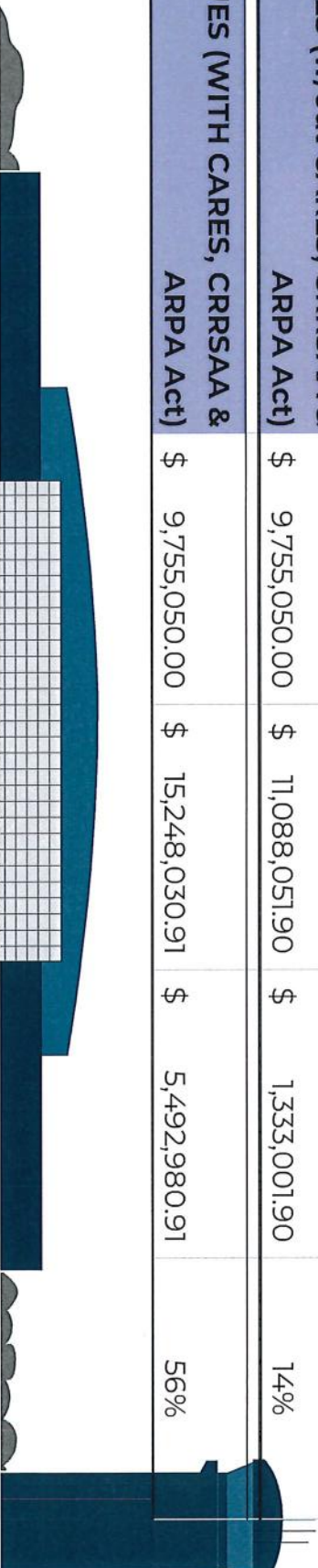
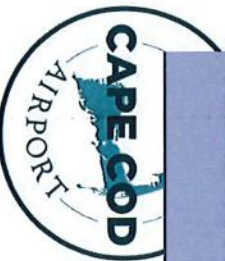
As of April 21, 2023



FY2023 Budget Summary Revenues

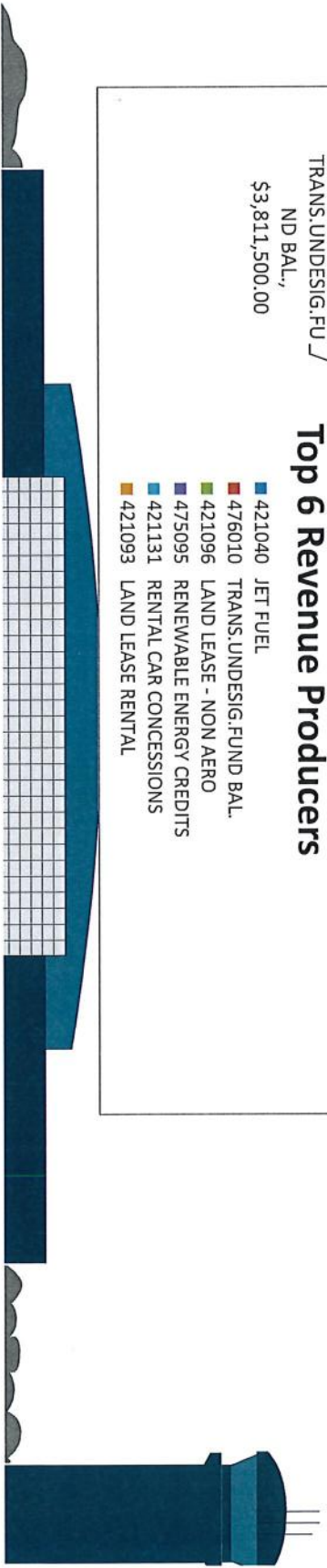
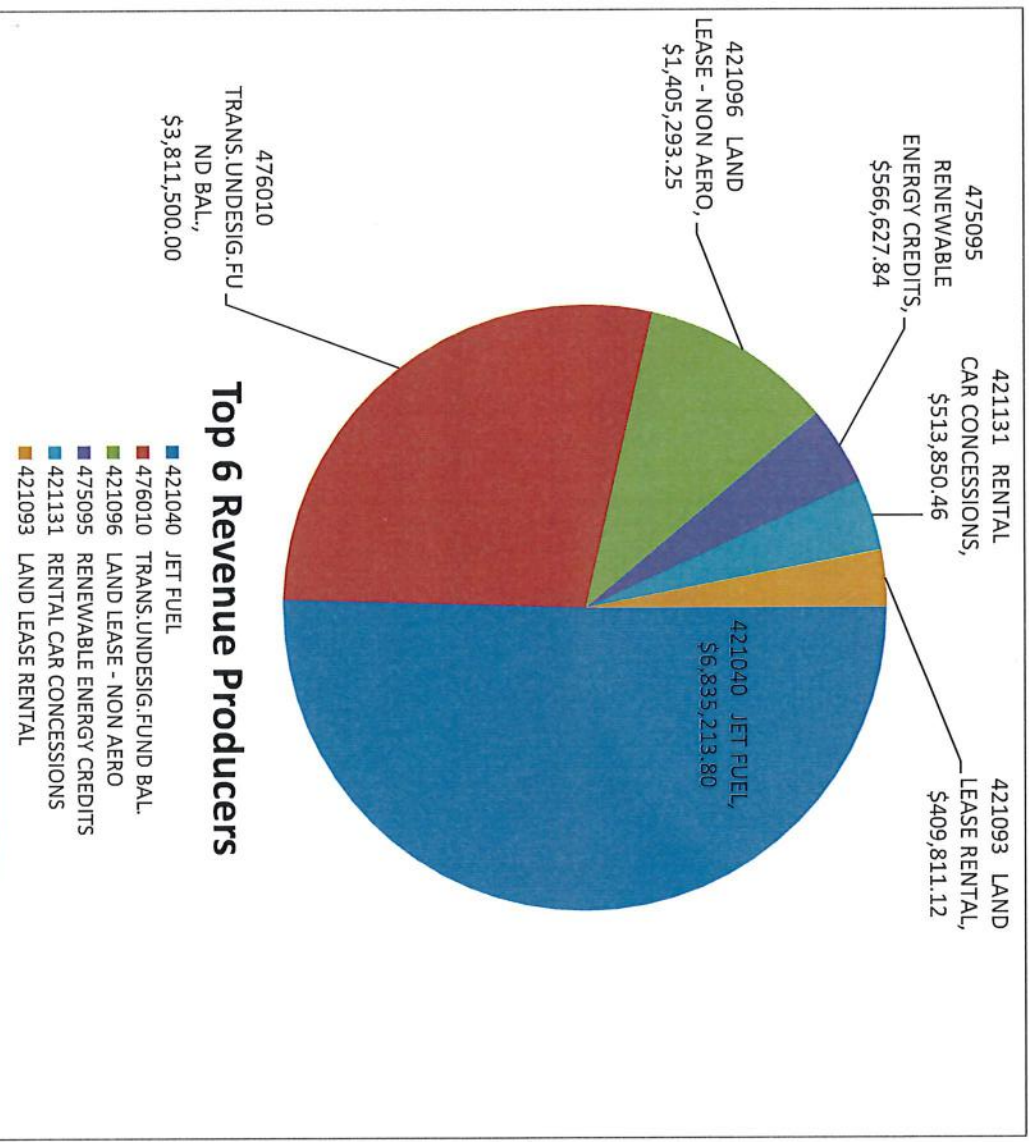
CAPE COD GATEWAY AIRPORT BUDGET SUMMARY AS OF (4-21-2023)

	BUDGET	ACTUAL	VARIANCE	% VARIANCE
REVENUES				
CHARGES FOR SERVICES	\$ 7,431,297.00	\$ 8,797,125.90	\$ 1,365,828.90	18%
<i>Jet Fuel</i>	\$ 5,580,000.00	\$ 6,835,213.80	\$ 1,255,213.80	22%
<i>Rental Car Concessions</i>	\$ 415,000.00	\$ 513,850.46	\$ 98,850.46	24%
<i>Land Leases</i>	\$ 380,377.00	\$ 409,811.12	\$ 29,434.12	8%
FEES	\$ 1,818,125.00	\$ 1,558,098.77	\$ (260,026.23)	-14%
<i>Land Lease Non-Aviation</i>	\$ 1,646,439.00	\$ 1,405,293.25	\$ (241,145.75)	-15%
GRANTS	\$ 58,400.00	\$ 4,208,779.01	\$ 4,150,379.01	7107%
<i>TSA Grant</i>	\$ 58,400.00	\$ 48,800.00	\$ (9,600.00)	-16%
<i>CRRSAA Act Grant</i>	\$ -	\$ -	\$ -	#DIV/0!
<i>CARES Act Grant</i>	\$ -	\$ 4,159,979.01	\$ 4,159,979.01	1418301%
OTHER REVENUE	\$ 444,228.00	\$ 677,302.23	\$ 233,074.23	52%
<i>Renewable Energy</i>	\$ 373,728.00	\$ 566,627.84	\$ 192,899.84	52%
PERMITS	\$ 3,000.00	\$ 6,725.00	\$ (3,725.00)	-124%
TOTAL REVENUES (w/out CARES, CRRSAA & ARPA Act)	\$ 9,755,050.00	\$ 11,088,051.90	\$ 1,333,001.90	14%
TOTAL REVENUES (WITH CARES, CRRSAA & ARPA Act)	\$ 9,755,050.00	\$ 15,248,030.91	\$ 5,492,980.91	56%



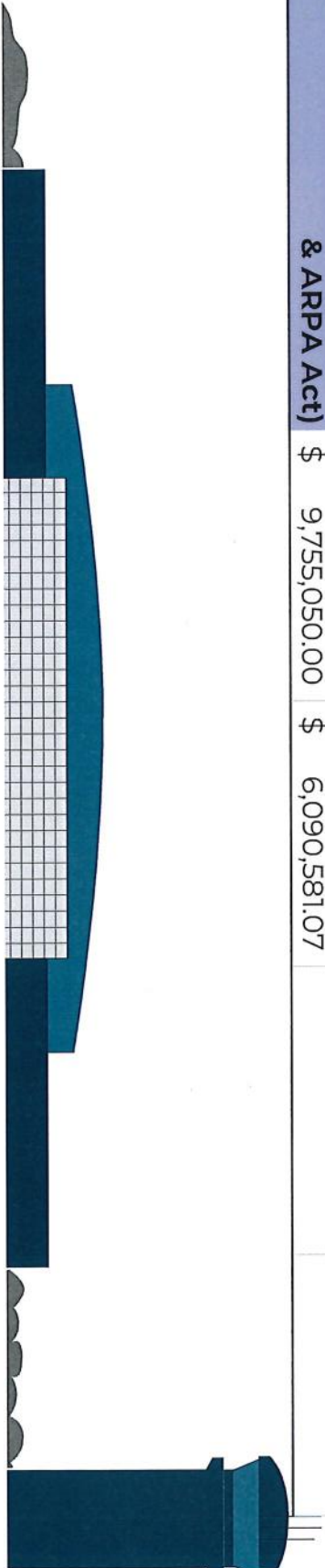
FY2023 Budget Summary Revenue

421040	JET FUEL	\$6,835,213.80	44.8%
476010	TRANS.UNDESIG.FUND BAL.	\$3,811,500.00	25.0%
421096	LAND LEASE - NON AERO	\$1,405,293.25	9.2%
475095	RENEWABLE ENERGY CREDITS	\$566,627.84	3.7%
421131	RENTAL CAR CONCESSIONS	\$513,850.46	3.4%
421093	LAND LEASE RENTAL	\$409,811.12	2.7%



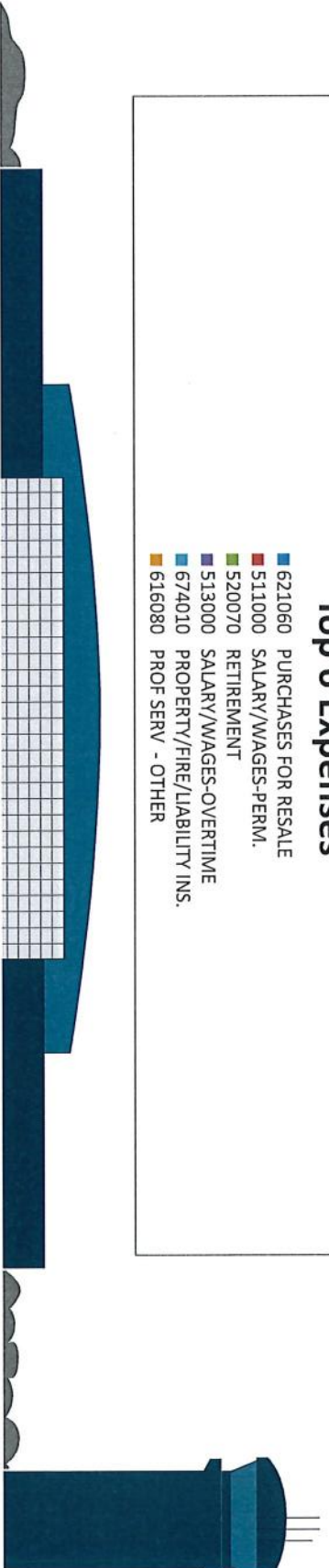
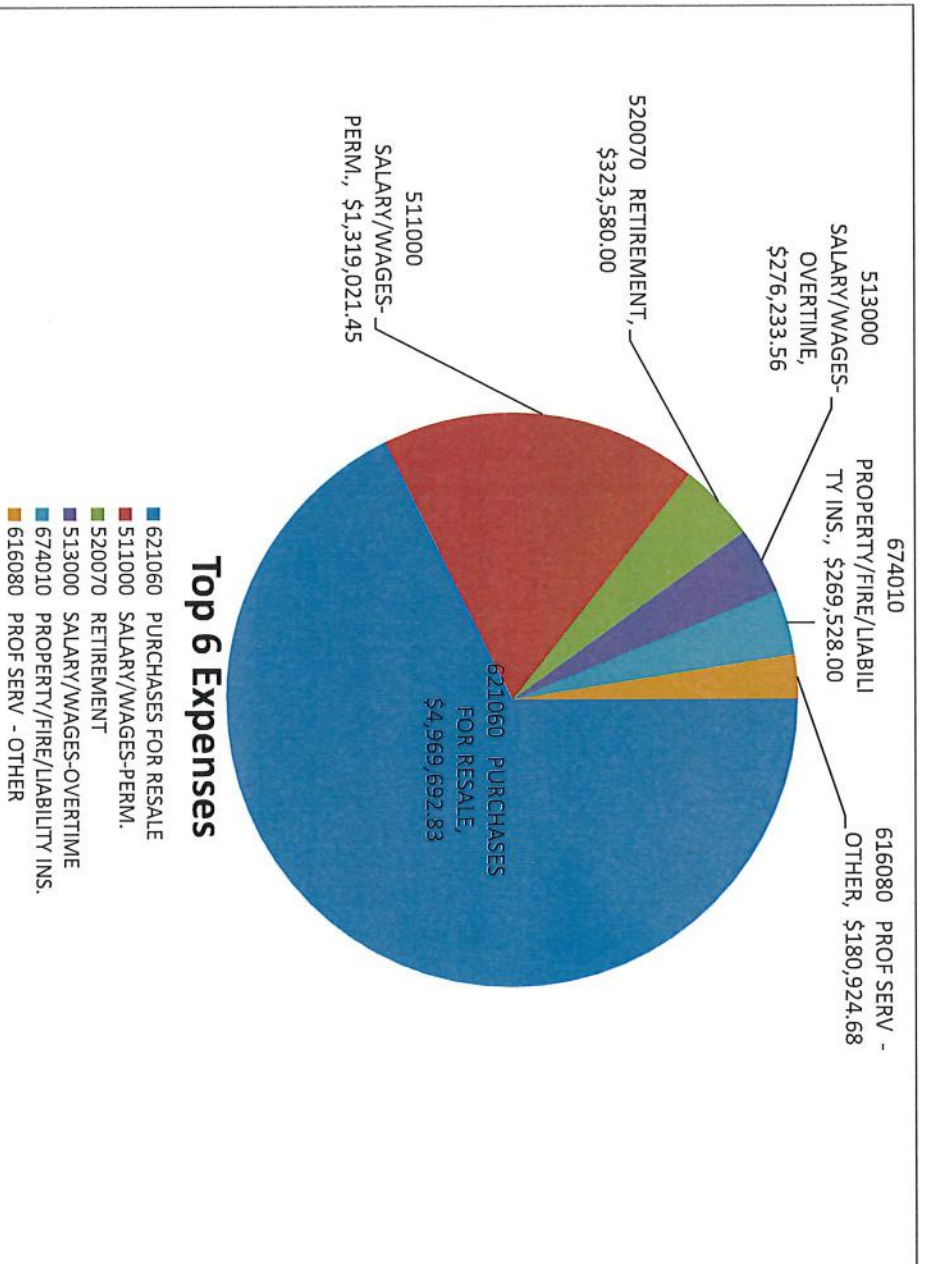
FY2023 Budget Summary Expenses

EXPENDITURES	\$ 9,755,050.00	\$ 9,157,449.84	\$ (597,600.16)	-6%
PERSONNEL	\$ 2,845,457.00	\$ 2,175,184.87	\$ (670,272.13)	-24%
SALARY/WAGES-PERM	\$ 1,808,572.00	\$ 1,319,021.45	\$ (489,550.55)	-27%
RETIREMENT	\$ 388,300.00	\$ 323,580.00	\$ (64,720.00)	-17%
SALARY/WAGES-OVERTIME	\$ 235,000.00	\$ 276,233.56	\$ 41,233.56	18%
DEBT & TRANSFERS	\$ 370,735.00	\$ 323,360.02	\$ (47,374.98)	-13%
TRANSFER TO GENERAL FUND	\$ 192,735.00	\$ 160,610.00	\$ (32,125.00)	-17%
OPERATING EXPENSES	\$ 6,212,857.00	\$ 6,658,904.95	\$ 446,047.95	7%
JET FUEL PURCHASES FOR RESALE	\$ 3,684,372.00	\$ 4,969,692.83	\$ 1,285,320.83	35%
PROPERTY/FIRE/LIABILITY INS.	\$ 336,600.00	\$ 269,528.00	\$ (67,072.00)	-20%
CAPITAL OUTLAY	\$ 326,000.00	\$ -	\$ (326,000.00)	-100%
SURPLUS (DEFICIT)(w/out CARES, CRSSAA & ARPA Act)	\$ 9,755,050.00	\$ 1,930,602.06		
SURPLUS (DEFICIT)(WITH CARES, CRSSAA & ARPA Act)	\$ 9,755,050.00	\$ 6,090,581.07		



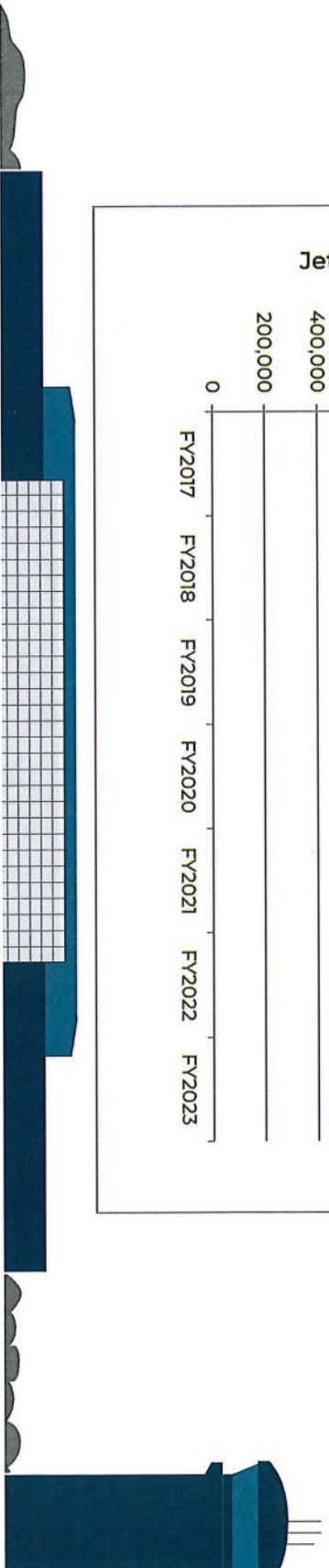
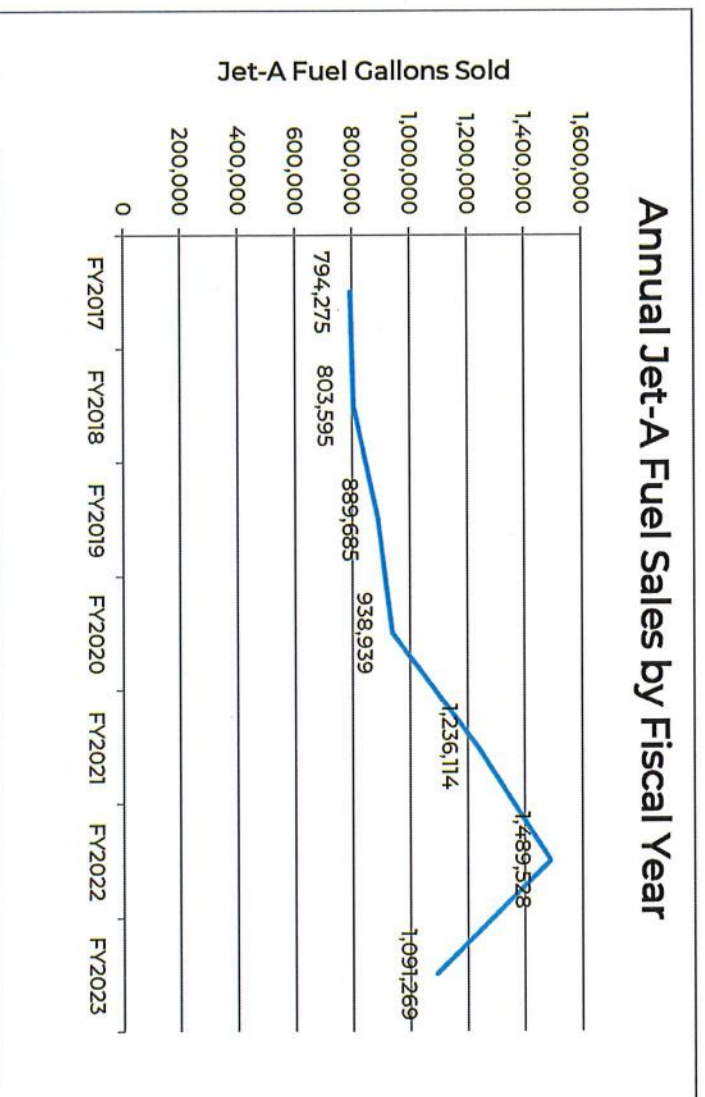
FY2023 Budget Summary Expenses

621060 PURCHASES FOR RESALE	\$ 4,969,692.83	54.27%
511000 SALARY/WAGES-PERM.	\$ 1,319,021.45	14.40%
520070 RETIREMENT	\$ 323,580.00	3.53%
513000 SALARY/WAGES-OVERTIME	\$ 276,233.56	3.02%
674010 PROPERTY/FIRE/LIABILITY INS.	\$ 269,528.00	2.94%
616080 PROF SERV - OTHER	\$ 180,924.68	1.98%



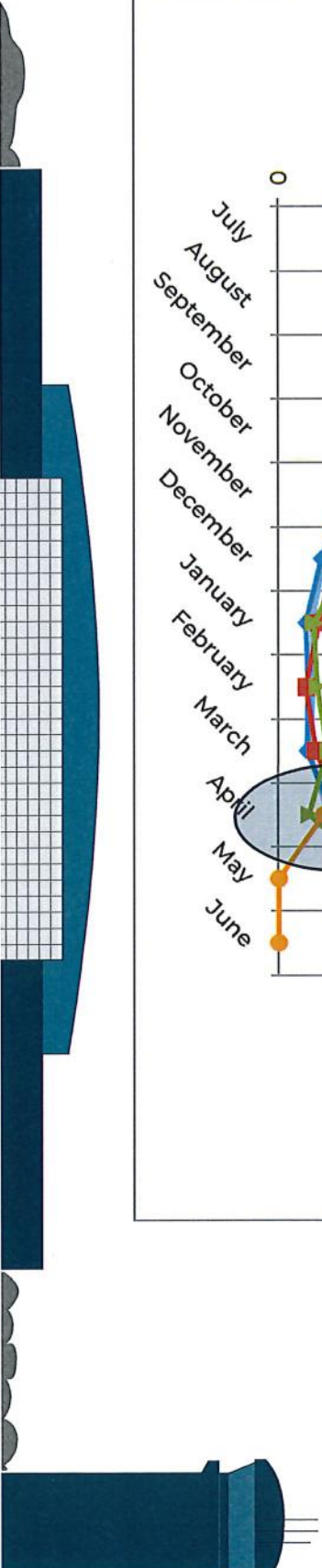
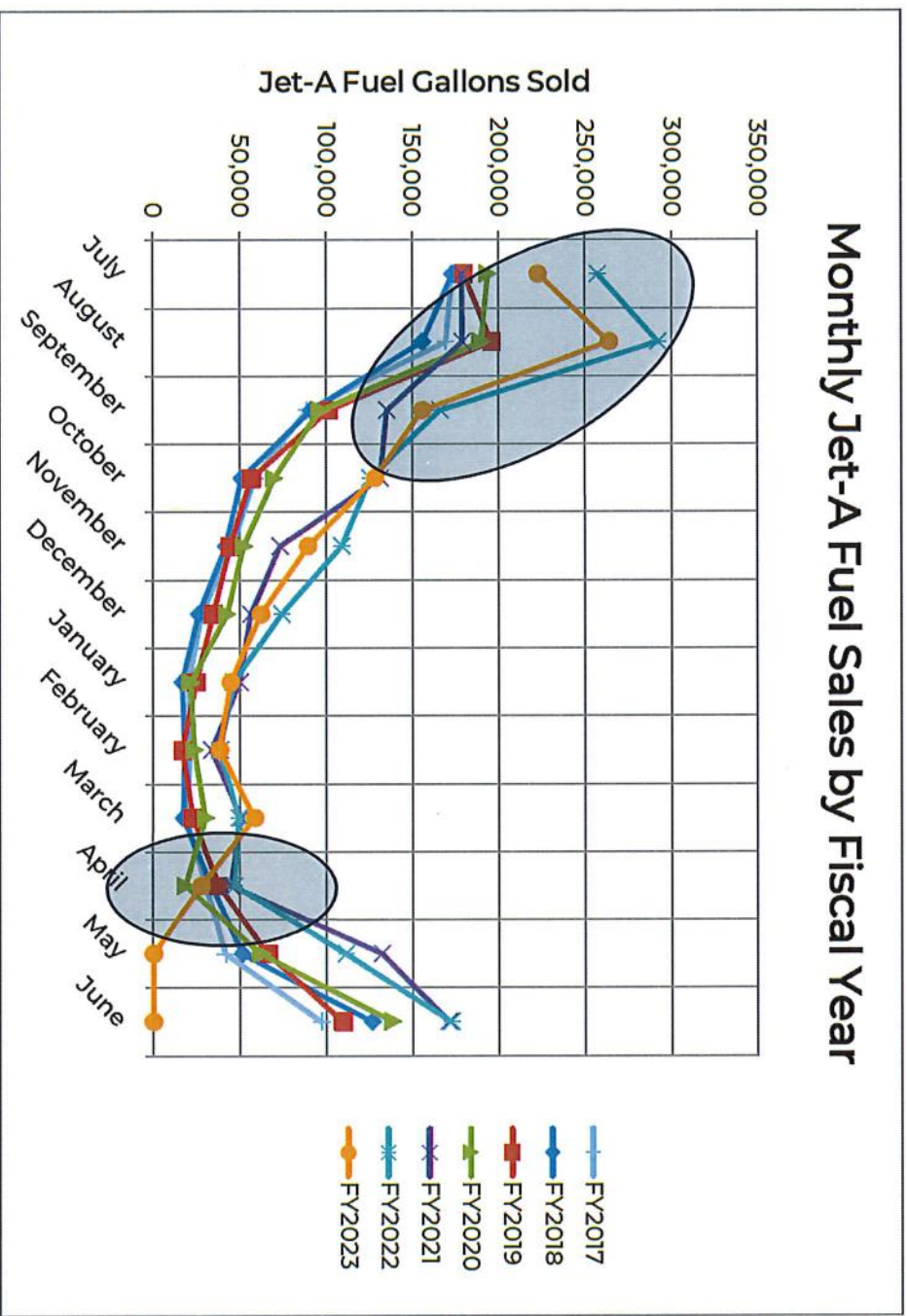
2023 Budget Summary - Jet Fuel

- ➔ Jet Fuel Sales = ~22% OVER the anticipated revenue budget that has been collected within the first 10-months of this FY
- Fuel Sales = ↓ slightly @ 60% (month of Apr. compared to same month in FY22)
- Fuel Sales = overall ↑ slightly @ 0.86% for FY23 compared to same month in FY22)



2023 Budget Summary – Jet Fuel

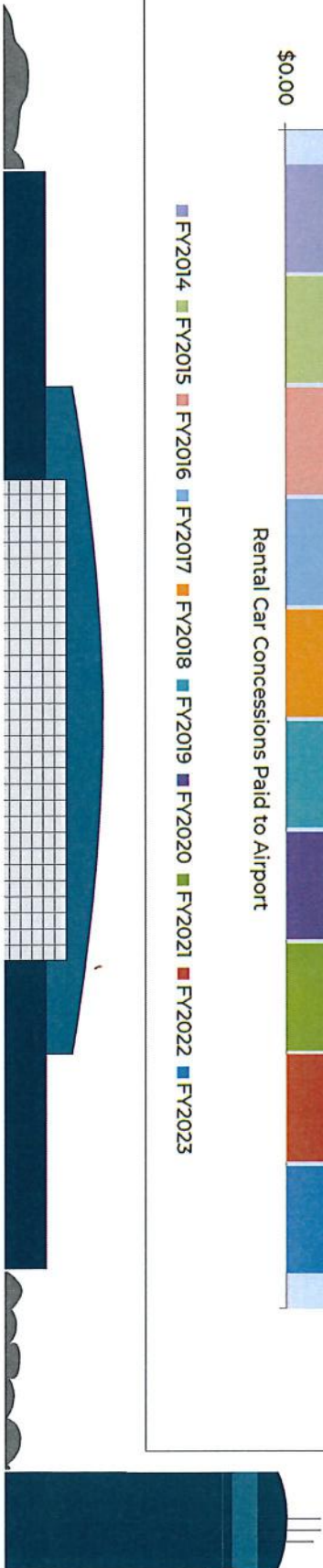
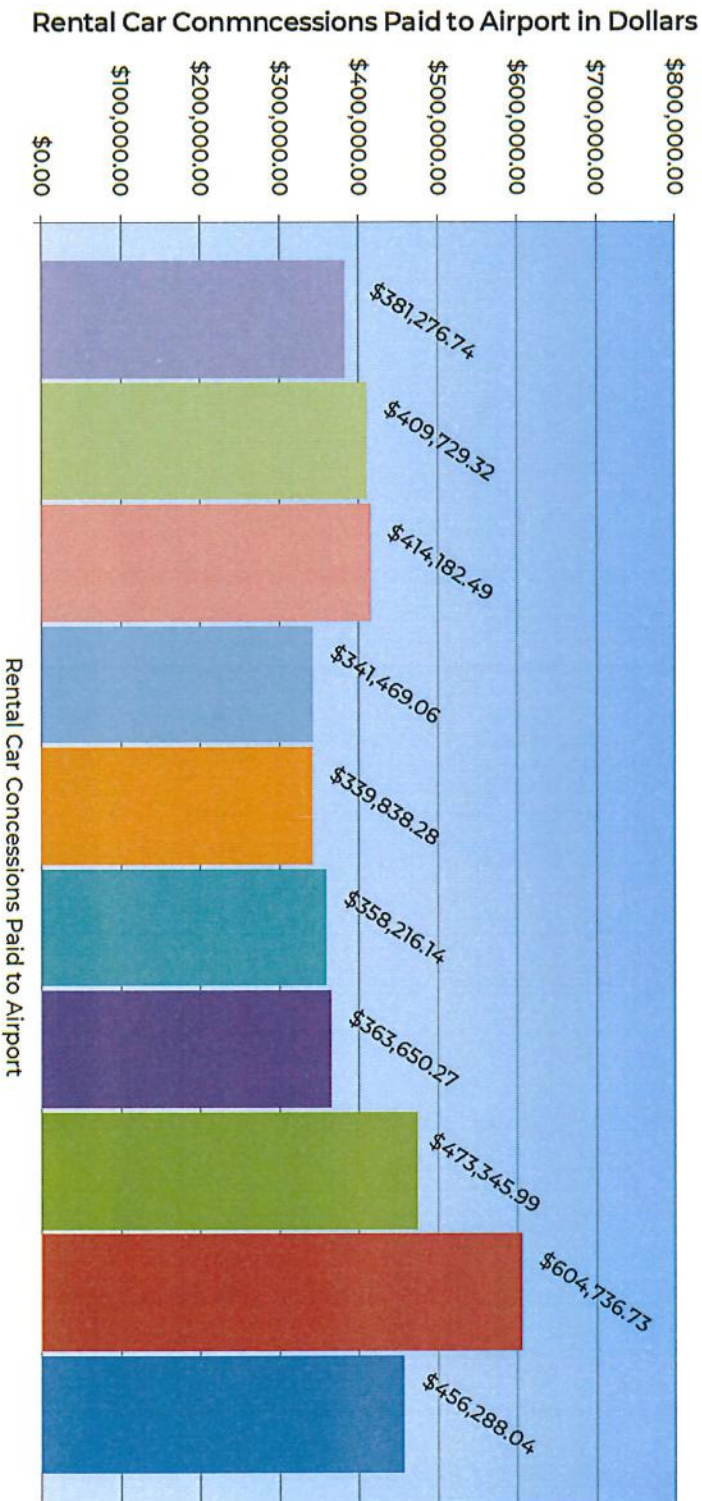
→ Jet Fuel Sales = Tracking close to FY22 but still slightly lower during our busiest months of July, August and September.



2023 Budget Summary – Rental Car Concessions

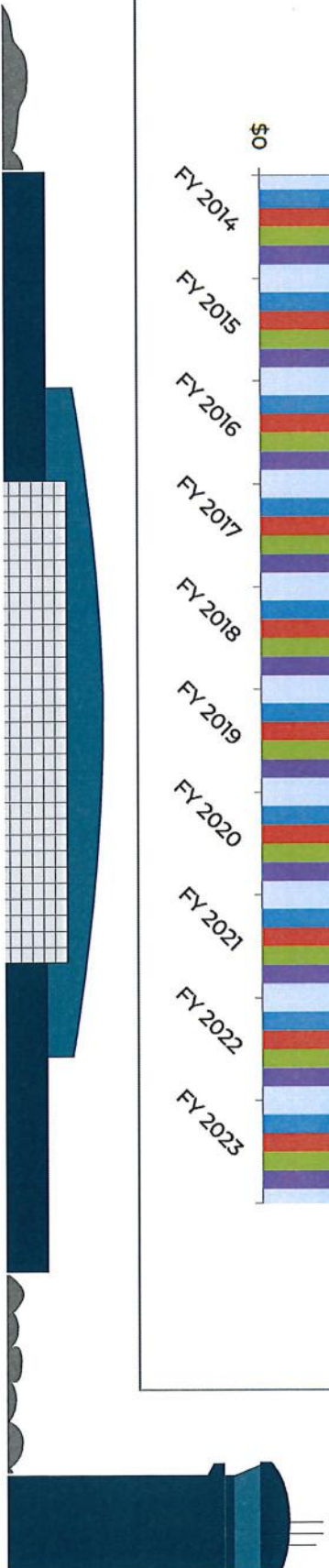
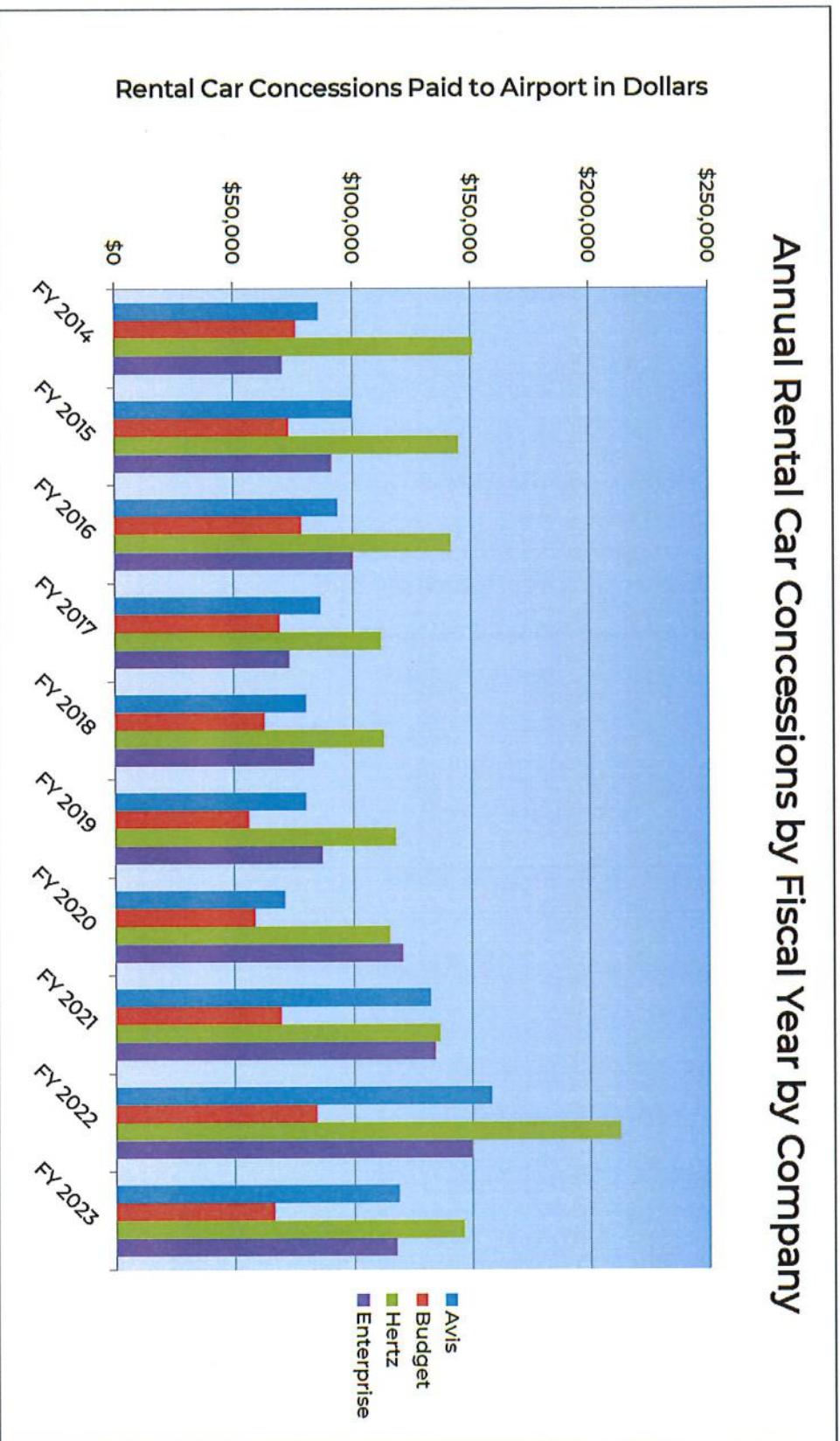
→ Rental car concessions = ~24% OVER the anticipated revenue budget has been collected for this FY

Annual Rental Car Concessions by Fiscal Year (FY2014-Present)



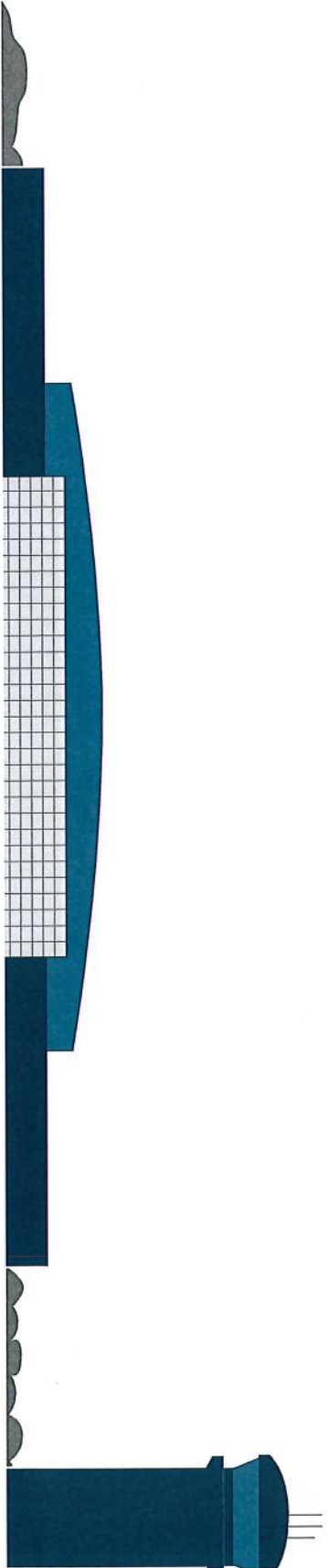
2023 Budget Summary – Rental Car Concessions

→ Hertz brings in the highest revenue year over year



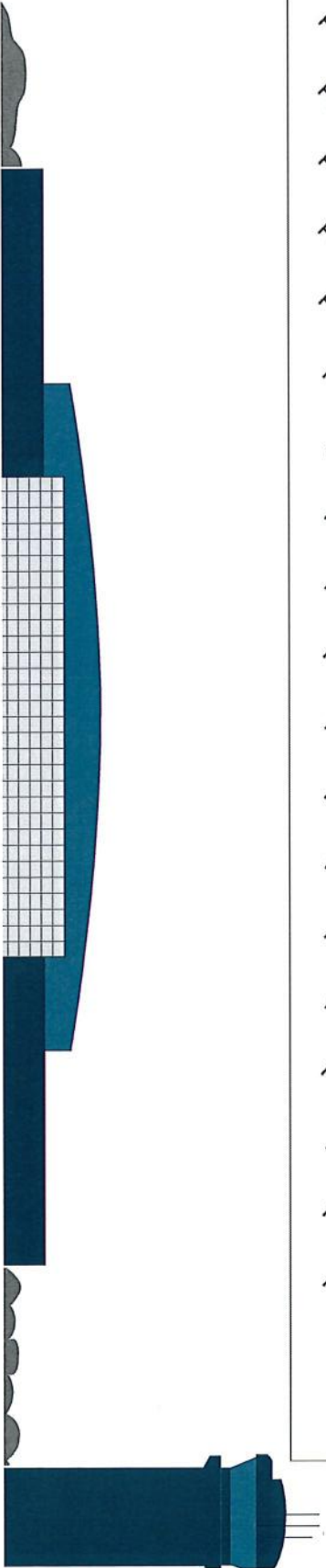
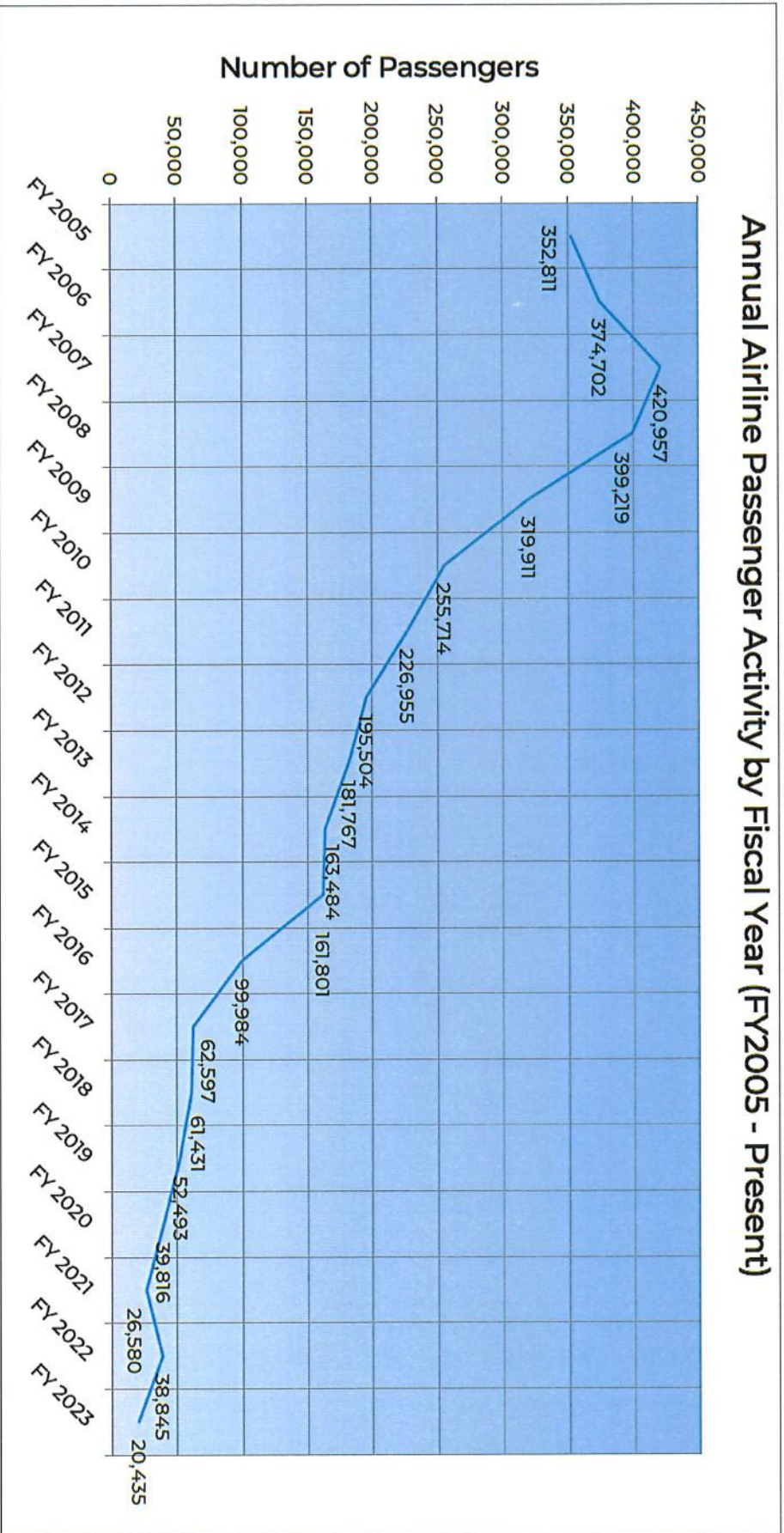
FY2023 Airport Operations/Passenger Activity

PASSENGERS & OPERATIONS				
ENPLANED PASSENGERS	20,000	9,828	-10,172	-51%
DEPLANED PASSENGERS	20,000	10,607	-9,393	-47%
TOTAL PASSENGERS	40,000	20,435	-19,565	-49%
		*Passenger # = Through April 2023		
TOTAL AIRPORT OPERATIONS	60,000	37,740	-22,260	-37%
		*Operations # = Through February 2023 (March and April are not available yet from ATCT)		
TOTAL JET FUEL (GALLONS)	1,000,000	1,157,834	157,834	16%



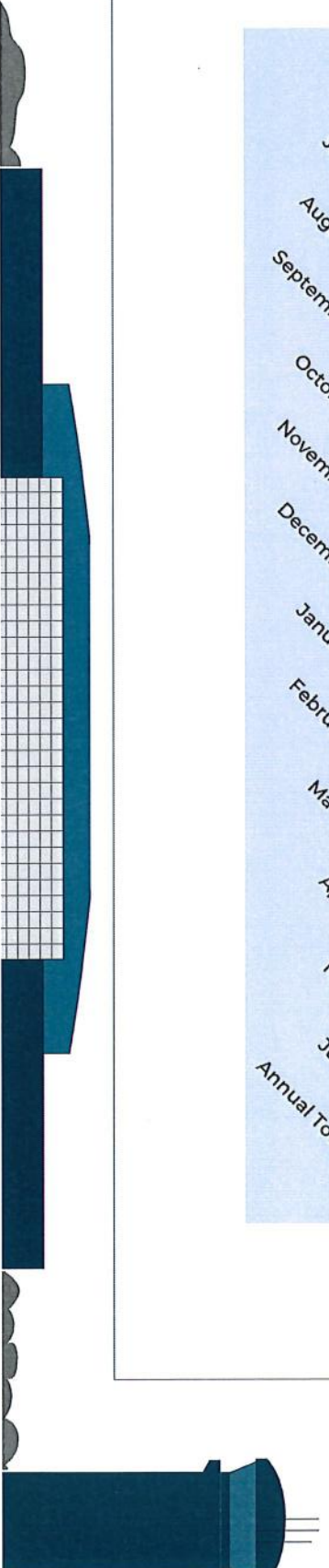
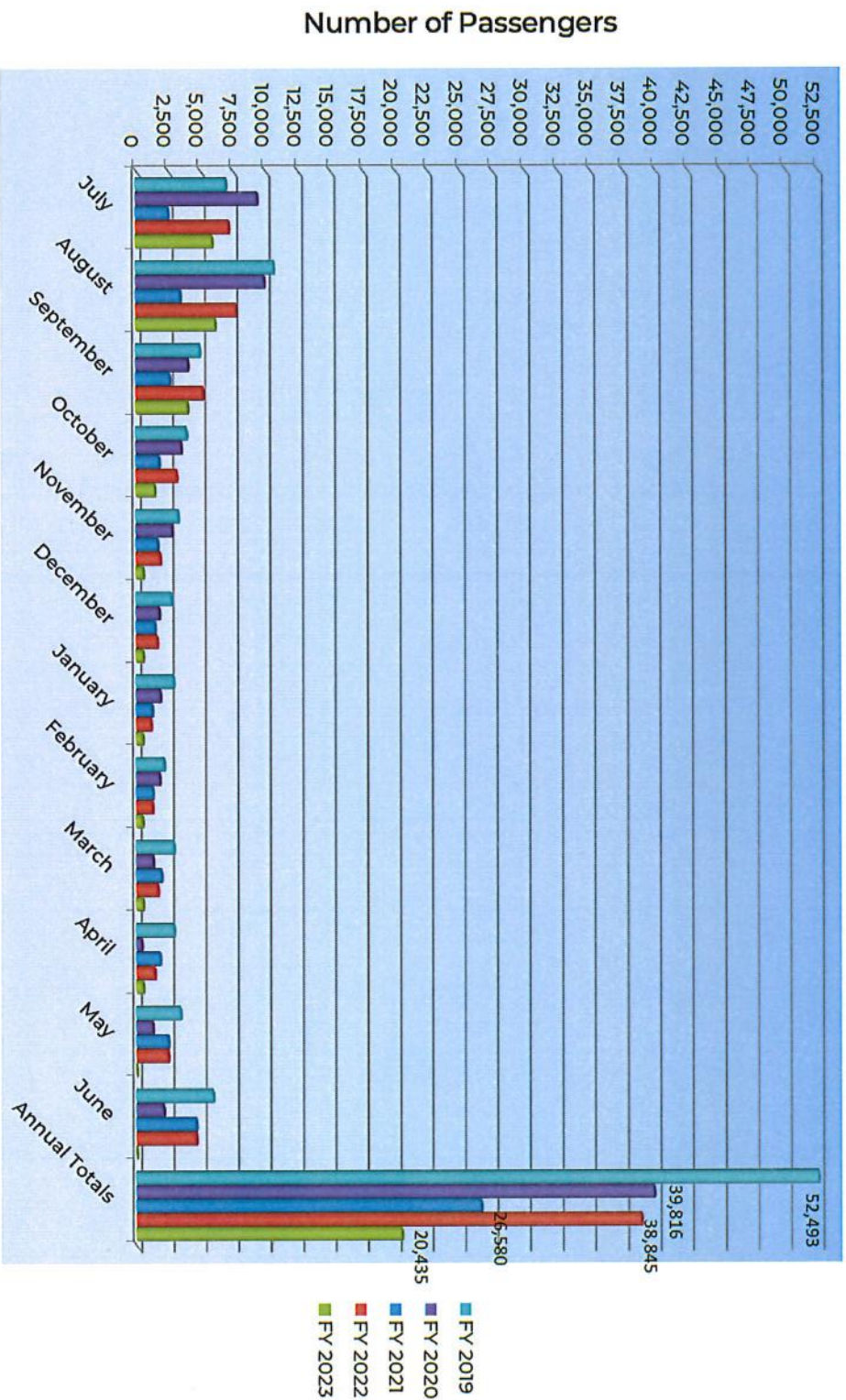
FY2023 Airport Operations/Passenger Activity

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



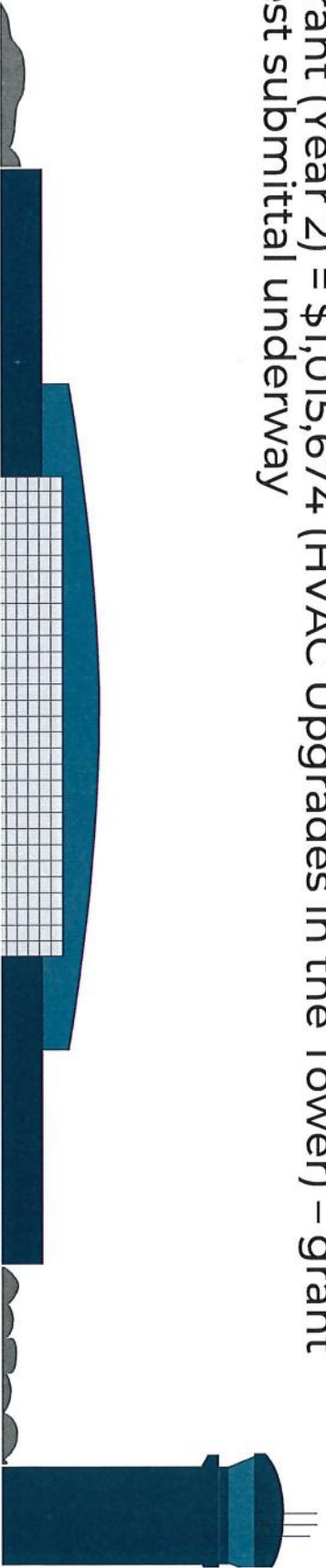
FY2023 Airport Operations/Passenger Activity

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



Grant Updates

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



ARPA Act/BIL Funds

→ We will begin using these funds for
Capital Improvements in FY2023/FY2024

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

HYA Exit Brief

2023

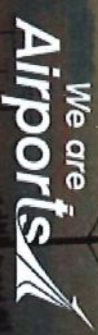
Presented to: HYA

By: Laurie Dragonas & Tim D'Agostino

Date: April 13, 2023



**Federal Aviation
Administration**



HYA Overview

- **Overall, Well Done**
- **Experienced Team**
- **Positive Attitude**
- **New addition of Chris Bostwick will bring added professionalism and experience to HYA**



ARFF



Timed Response

- Local Time : 13:56
- Intersection of Taxiways A & D
- Vehicle Response Time: **2:05**

Foam Test Results:

ARFF Station & Equipment:

ARFF Records:

New 816 RIV onsite but still not placed in service

Existing 817 out of service due to maintenance issues

Phraseology and proper communication during ARFF drill

April 13, 2023

HYA Outbrief



Federal Aviation
Administration

Fueling



- Records well kept
- Will put more columns in the Griffin hands on fire training spreadsheet to add previous and recurrent dates
- Trucks and Fuel Farm – Good inspection process with use of the checklist!



April 13, 2023

HYA Outbrief



Federal Aviation
Administration

Fueling - Atlantic

- Newer AvGas truck 44484, well maintained
- Interesting method of preventing hose slippage on reel →
- Make sure it doesn't cinch the hose flat with pressure, restricting fuel flow.



Fueling - Griffin

- Older truck 612, pretty well maintained
- Company name should be permanently affixed to doors
- Driver's side front and rear turn signal inoperative
- Faded DOT placard on farm (optional)



April 13, 2023

HYA Outbrief



Federal Aviation
Administration

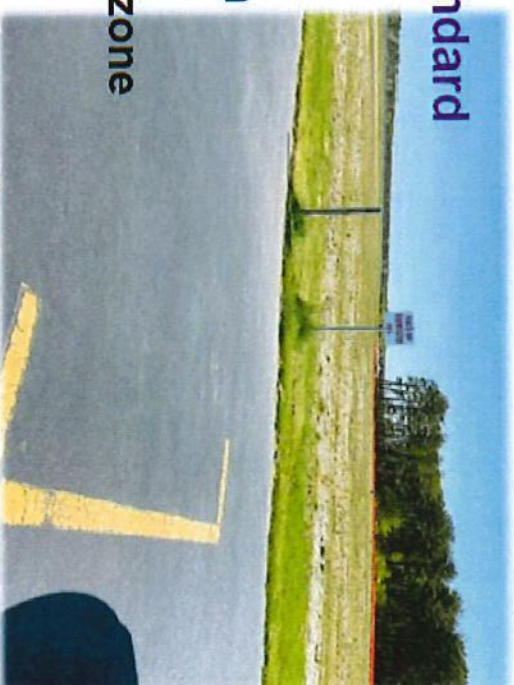
6

DPF Regeneration Area

Location meets NFPA 407 setback standard

Recommendations:

- Signage to direct exhaust away from vegetation area
- Paint 100' diameter circle exclusion zone
- Train users & nearby tenants
- **Should be concrete per NFPA 407**



Self-Inspection Records

- Records kept in VEOCI but available on paper as well
- Explore options of how to sort and pull data from the system
- Markings MUST be included in the write-up of each inspection as required by 139.327. You want credit for the work!



Wildlife call with USDA

- Triggering event multiple starlings struck on 8/16/2022. No significant changes
 - Monitor activity, with possible trapping, maintaining grass heights
- Coyote activity
 - Filling of dig outs at fence
- Maintaining vegetation of both side of fence - ongoing
- Fence needs skirting going forward on related projects when able to incorporate
- Trash along fence near Enterprise/Flooring building should be cleaned up



Signs

- Signage still in good shape during daylight and at night
- Vegetation around bases well maintained
- RWY 24 PAPI bases will need to be graded prior to end of RWY project



Markings

- Some markings are faded with some chipping
- Definitely in need of the upcoming refresh as soon as weather/budget permits
- Nighttime revealed multiple SPHS Markings lacking reflectivity and some were blotchy and striated, uneven bead distribution
- Note on consistency with the AC standards, some TWV lead on lines touch the white of the markings on the RWY, some stop at the black border, white to white, yellow to yellow and yellow to white, borders are not "part of the marking" unless they are Hold Position Markings



Markings

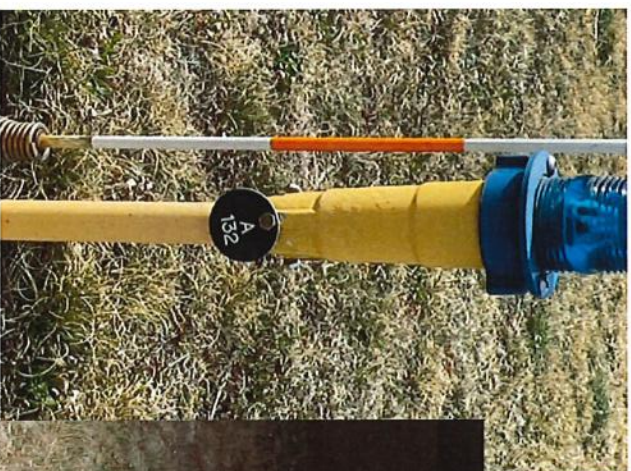
- Noting of marking wear at RWY edges
- Non-Movement Area Boundary Marking is less than 2' from the VSR markings
- AC 150/5340-1M chapter 5, section 5.2.3 states "... A minimum separation of 2 feet (0.6 m) must be maintained between the roadway edge marking described below and the nonmovement area boundary marking (see paragraph 5.4)
- Verify TWY A TOFA, then reset Non-Movement Area Boundary Marking, then VSR and secure area markings as needed



Lighting



- Tested steps of RWY, TWY, and Approach lighting with Tower – Flashers not operating, notified tower and noted for inspection
- Should use light tag numbers for noting discrepancies as opposed to flagging that could become FOD
- Overall good inspection



Ground Vehicles and Phraseology

- Good training materials for ground vehicle training program
- Best practice of limiting access to the movement area to as small a group as practical
- Good communication with tower by operations personnel
- Phraseology – remember to use callsign and give more specific answers, use of “wilco” etc.



Construction

- Ensure all vehicles have a beacon or a flag as required
- Timely contractor response & repair of lighted closure markers during night operation
- Maintain barricades and flashing lights
- Cover or blank out all signage with guidance into closed areas – better method needed
- TWY B not barricaded per NOTAM closure



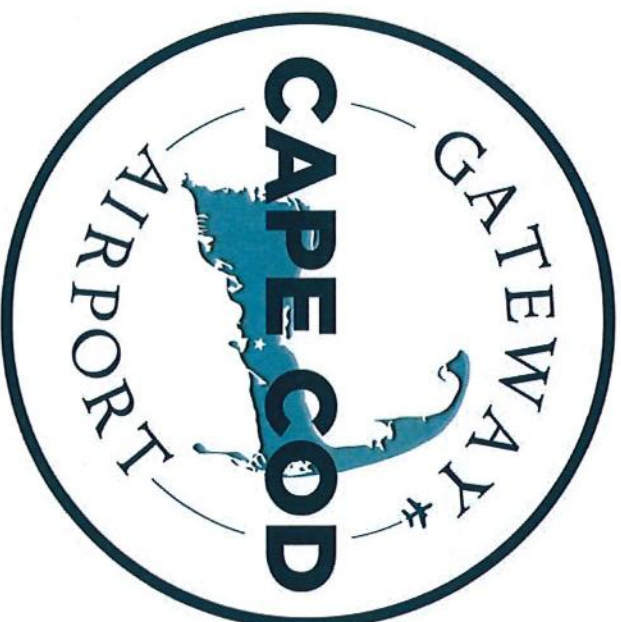
Discrepancies

- ❖ 14 CFR §139.7 – Non-Movement Area Boundary Marking not compliant with the standard, too close to VSR markings per A/C 150/5340-1M, 5.2.3
 - **Correction Date: 30 days to survey, 60 days to coordinate with Consultant and correct – July 11th, 2023**
- ❖ 14 CFR §139.321 (c) – did not ensure that fueling agent name is on side of fuel truck – missing at Griffin.
 - **Correction Date: 30 days – May 12th, 2023**
- ❖ 14 CFR §139.327(c)(1) – Did not accurately record all conditions found during inspection.
Marking discrepancies are not recorded.
 - **Correction Date: April 20th, 2023**
- ❖ 14 CFR §139.341 (a)(1) – Multiple Taxiway Direction Signs not shrouded from construction project to prevent guidance into closed areas. Barricades on TW B not in proper location per NOTAM.
 - **Correction Date: April 14th, 2023**



THANK YOU, HYA!

Bonus: Why do bees have sticky hair?



Because they use honey combs.



Questions?

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