



CAPE COD GATEWAY AIRPORT  
COMMISSION MINUTES OF THE REGULAR SESSION  
Held at the Cape Cod Gateway Airport  
TUESDAY, April 16, 2024

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:**

None

**Yarmouth Representative:**

Christine Greeley

**Airport Staff Present:**

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

**Public Members:**

Craig Schuster, Airport Solutions Group (ASG)

**Call To Order:**

Chairman Griffin called the regular meeting of the Cape Cod Gateway Airport Commission to order at 4:02 p.m. He stated this meeting of the Cape Cod Gateway Airport Commission meeting is being recorded and broadcast on the Town of Barnstable's Government Access Channel. In accordance with Massachusetts General Laws Chapter 30A, Section 20, the Chair must inquire whether anyone else is recording this meeting and, if so, please make their presence known.

Attendance roll call was taken followed by the Pledge of Allegiance.

**Minutes of the previous meetings:**

The minutes of the March 19, 2024, Airport Commission meeting were approved and will be signed at a later date.

**Public Comment:**

None

**Commissioners Response to Public Comments:**

None

**Finance Subcommittee (Commissioners Weill, Flores, and Bailey)**

The Finance Subcommittee met on Tuesday, April 2, 2024. Commissioner Weill began, and Commissioner Flores followed up with a review of the meeting (see attached). Commissioner Flores added his concerns about the Airport Solutions Group contract for the Tower HVAC being under a blanket bid for Engineering services and not being bid out separately. Questions were answered on amounts for agenda items to be brought forward at this meeting.

**Infrastructure & Marketing Subcommittee (Commissioners Young, and Bierwirth)**

The Infrastructure & Marketing Subcommittee did not meet during April 2024.

*The following was taken out of order:*

**10. Report of Special Committees**

- **Noise Report (July, October, January, April)**
  - Christina Lounsbury reviewed the following from the quarterly noise report:
    - In January 2024 there were 2 complaints from 2 complainants
    - In February 2024 there were no complaints
    - In March 2024 there was 1 complaint from 1 complainant
    - The narrative and the first quarter statistics were included in the report.
  
- **Yarmouth Representative Comments**
  - Christine Greeley stated today is free ice cream day at Ben & Jerry's, she commented that she has conversations with the Town Administrator and Selectmen after each Commission meeting to share information. Their feedback is that there is still concern that there is no monitoring of PFAS plumes headed into Yarmouth Mill Creek area. They believe an additional study needs to be done. They are also concerned that the EPA is now talking about emissions from distant C402 engines over the ground and Lewis Bay. She also stated that the hard copies of the Public Involvement Immediate Response Action Report had not been supplied to the libraries, Yarmouth Town Hall, and Yarmouth Water Department. This has not been complied with as stated in the April 8<sup>th</sup> notification, so any response time frame will need to move forward to allow for enough time after physical copies are available. Also, she stated that she did hear a lot of helicopter noise today, and wondered if it was Coast Guard, or the new company.
  - Manager Servis stated that she would speak with Horsley Witten Group to make sure the hard copies of the reports will be dispersed. A meeting was held April 11<sup>th</sup> to report the PFAS updates to the Town Council. The PFAS coming from the Airport property is being captured at the Maher Wells through the carbon filtration plant. The Airport's plume has been fingerprinted and does not go beyond the Maher Wells at a level that would require DEP or EPA monitoring as it is below drinking water standards. The Barnstable Fire Training Academy is at Phase II of their PFAS analysis, and the Airport is at Phase V. She was not sure of the other downgradient plumes from other entities.
  - Commissioner Flores asked if there had been any follow-up on the small class action lawsuit. Manager Servis will follow up with Town Attorney Nober.
  - Commissioner Bierwirth commented that the Barnstable County Representative stated that they were still gathering information from the Barnstable Fire Training academy assessments so it will take time to fingerprint their plume.

*Christina Lounsbury left the meeting*

**Old Business:**

**COM0224-4 Approval of Lease Agreement by and Between Cape Cod Gateway Airport and Atlantic Aviation.**

**MOTION** to approve the 20-year Lease Agreement by and Between Cape Cod Gateway Airport and Atlantic Aviation effective February 29, 2024, for associated land parcels as described in the lease. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

- This agenda item was tabled at the request of Atlantic Aviation.

**New Business:**

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

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

- This agenda item was moved and read by Commissioner Weill; and seconded by Commissioner DiGeorge.
- Airport Management has spent several months reviewing the FY2024 and earlier budgets to determine the proposed budget for FY2025.
- Manager Servis starts with an assessment of the projected revenues then proceeds forward onto the FY2025 Operating Budget Expenses.
- The spreadsheets were sent to the Commission for review on Wednesday April 10, 2024.

- Since review of the budget by the Finance Subcommittee, the TOB Finance Department updated the rates for our electrical expenses. It appears that at least a 53% increase should be anticipated, which is a projected increase of approximately \$61,000 for the airport. This line item has been adjusted. The Airport has been receiving higher returns than the Guaranteed Annual Output (GAO) from the solar array. Typically, it was \$350,000 - \$400,000 annually. In FY2023 that revenue increased to \$760,266 and as of this FY, \$623,000 has been collected. Thus, the budget was adjusted from \$12,769,026 as seen by the Finance Subcommittee to \$ 12,830,026.
- Management provided a summary overview and power point presentation for the discussion that outlined changes to the budget and rationales for the increases.
- Management responded to the Commissioners questions:
  - The Square credit card system has increased customer service, as the pilot can get an instant receipt at the aircraft.
  - Interdepartmental fees should be factored into the impact of moving the Airport to Join Base Cape Cod. The fees for services that the airport pays annually to the town would have to come from the Town's general fund.
  - Credit Card fees are a "takeaway" from the revenue. Adding the cost of the credit card fees into the price of the fuel will be reviewed by management.
  - The trend of annual surplus funds on the summary sheet is not reflected in the current budget as a cushion was accounted for in many line items based upon typical averages. A conservative approach was used.
  - Grant revenues were included in the FY2022 and FY2023 Grant (COVID funds) reimbursements which should be an anomaly.
  - Revenue surpluses go back into the Airport Reserves. Some of the reserve funds are encumbered to match funding for future projects. A reconciliation of the difference of the total surplus 2020 – 2024 of approximately \$19 million, and the reported \$13 million reflected in financial reports will be supplied from management.
  - A dollar amount, along with the percentage of change, will be reflected in future presentations.
  - The WS Development Lease increase was first reflected in 2018.
  - Page numbers will be included in future presentations.
- Management will make requested modifications prior to presentation to the Town Council.
- This agenda item was unanimously approved by verbal vote.

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

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

- This agenda item was moved and read by Chairman Griffin; and seconded by Commissioner DiGeorge.
- Airport Solutions Group is the Airport's on-call engineering consultant that will be working with the airport on the HVAC replacement project for the Air Traffic Control Tower.
- As specified in previous meetings, the HVAC system in the tower is 12 years old and is in failure. Several temporary repairs and rent equipment to keep it functioning for the staff.
- Typically, when on-call tasks are put out to bid, potential various larger projects are also included with the on-call Request for Proposal (RFP). If the Commission would like to go out to bid separately on each project, this could be done, but it would greatly slow down the project progress and may interfere with grant funding deadlines. Potential capital improvements from the CIP Plan during the three years of the on-call contract are listed in the RFP. Due to the amount of money, this process still creates concern for Commissioner Flores.

- Commissioner Weill stated that the Finance Subcommittee did discuss this at great length and also had some concerns.
- The project will be funded by the Bipartisan Infrastructure Law (BIL) grants offered by the federal government at 90% with the state funding 5% and the remaining 5% being funded by the Airport.
  - During the discussion of this project with the Finance Subcommittee, there was concern that the cost for the contract was high.
  - The Scope of Work and fee of Airport Solutions Group for this task were independently reviewed by another firm to ensure that the fee is consistent with the work to be performed.
  - During the IFE, the fees came in within the same ballpark (within 3% overall)
  - The Fixed Fee amount for the work is \$536,200.00; changed from \$544,244.60 after an Independent Fee Estimate (IFE) was conducted.
- The entire total project cost (TPC) for HVAC replacement with redundancy systems is estimated at \$1.5M - \$1.75M
- The engineering design and architectural design fees are all included in the \$536,200.00 contract, which accounts for 30% of the overall project costs. The team includes:
  - Airport Solutions Group (Prime Consultant): Project Management and Administration, Project Coordination.
  - Gensler (Architect; subconsultant to Prime Consultant): Grant Administration and Architecture.
  - Arora Engineers (Engineer; subconsultant to Architect) Mechanical (HVAC), Electrical, Plumbing and Fire Protection.
  - Thornton Tomasetti (Structural Engineer; subconsultant to Architect) Structural Engineering
  - Rider Levett Bucknall (Estimator) (subconsultant to Architect) Cost Estimating services for Concept, 30%, 60% and 100% Design.
- 30% of the Fixed Limit Construction Cost (FLCC) is standard in the industry.
  - Manager Servis reached out to the Division of Capital Asset Management & Maintenance (DCAMM) to see if the design services billing was in alignment with the DCAMM Guidelines. The Guidelines for the Calculation of Designer Fees indicate the fees presented are typical for the scope of work presented.
- Manager Servis reviewed the Analysis for the Independent Fee Estimate (IFE). The IFE was within a total 3% variance of the ASG contract amount. There was a discussion of the IFE process to arrive at the estimate. SAAM was the architectural firm that has worked on similar projects, that was contacted by Airport Management to complete the IFE.
- The project subconsultants were selected by ASG's architectural subconsultant, Gensler as they usually work with these companies. This is standard in the industry.
- There may be unforeseen elements that arise once the structural project is underway that may require modifying the dollar amount of the contract. This was done with the recent FBO remodel and the T-Hangar project.
- DCAMM requires that the Airport have an Owner's Project Manager to oversee the project that will be a separate contract with a separate entity. This will be requested in a Request for Proposal process.
- Commissioner Weill stated that it is important to have this discussion, and wanted it documented so the public knows that agenda items are carefully reviewed.
- Commissioner Flores struggled with the process but agreed that this was a very thorough presentation.

This agenda item was approved by verbal vote, Commissioner Flores abstained from voting.

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

**MOTION** to approve the award to Hi-Lite Airfield Services, LLC and to approve the subsequent contract by and between Hi-Lite Airfield Services, LLC and the Cape Cod Gateway Airport for the

3-year on-call Airport Pavement Markings Contract with a total not to exceed amount of \$493,390.00 for the entire three years. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner DiGeorge; and seconded by Commissioner Weill.
- Annually, the airport is obligated to maintain the paint markings on the airfield to meet Federal Aviation Administration (FAA) requirements.
- The Airport is tested annually by the FAA to ensure that the markings are correct, well illuminated (glass beads) and meet the federal standards. This year's annual Certification Safety Inspection begins tomorrow. During the inspection both a day and a night inspection is completed on the markings.
- Due to rain, sun, snow removal operations, and overall effects of New England weather; the Airport is required to conduct a painting project each year based upon the inspection results. Matt Elia reviewed the information on the weather and timing of the painting projects.
- Areas of need are evaluated by the Assistant Airport Manager, Airport Operations and Airport Maintenance staff and a painting plan developed each year.
- At times, water blasting or grinding of old paint is needed as various layers of paint applied year after year becomes quite thick.
- The Airport received four bids for the project. With the lowest bidder, *Hi-Lite Airfield Services, LLC*, coming in at \$493,390.00 for the total 3-year period.
- The Airport has worked with this team in the past and they are familiar with the airfield.
- This year we will be adding additional paint on the main terminal ramp which will include modified lead-in lines for JetBlue and American Airlines.
- Funds are earmarked each year in our operating budget.
- Commissioner Flores stated that the Commission should have a ceiling that would require an RFP. The Commission would like to see, in their best interest, a policy statement. Management will review current procurement regulations to see if something already exists and work with the procurement office. This will be discussed at a future Finance Subcommittee meeting. Manager Servis commented on the timing of receiving federal funds and the need to work well in advance of the grant.
- This agenda item was unanimously approved by verbal vote.

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

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

- This agenda item was moved and read by Commissioner Bierwirth; and seconded by Commissioner DiGeorge.
- The Department of Public Utilities (DPU) has approved electric vehicle (EV) programs for the regulated electric companies (Eversource, National Grid, and Unitil).
- The EV programs include make-ready distribution infrastructure and rebates to customers for the deployment of make-ready EV charging infrastructure. Sean Hogan, Town of Barnstable Sustainability Manager, was able to include the Airport for the addition of 5 Dual-Port Publicly Accessible Level 2 Loop Charging Stations.
- Level 2 stations can fully charge a vehicle in 8 hours or less. These are not the DC fast charging stations as they are much more expensive. Make-ready infrastructure enables the customer to install the EV charger.
- Each electric company also offers rebates for Level 2 and direct current fast charging (DCFC) EV chargers for certain customers.
- The total cost of the project is \$135,340 with the Airport share being \$3,933 due to the various incentives and EV Make Ready Program in place.

- Manager Servis will check on Commissioner Flores' request to see how much more it would cost to get the DC fast chargers.
- It is intended that three of these will be located in the Employee lot with public access. Two will have dual access Airfield/Public with one outside the baggage claim area, and one on the East side of the field.
- This agenda item was unanimously approved by verbal vote.

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

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

- Chairman Griffin moved to table until the May meeting; this was seconded by Commissioner Flores and unanimously approved.

**COM0424-5 Approval of the contract agreement by and between the Town of Barnstable (by and through the Airport Commission per MGL Chapter 90) and the Airport Manager for the Airport Manager Contract for Cape Cod Gateway Airport. MOTION to approve the proposed Airport Management Contract by and between the Town of Barnstable (by and through the Airport Commission per MGL Chapter 90) and the Cape Cod Gateway Airport Manager for the following term and salary as recommended by the Airport Commission. SPONSOR: Airport Commission (May be acted upon)**

- Chairman Griffin moved to table until the May meeting; this was seconded by Commissioner Flores and unanimously approved.

#### **Updates:**

- Strategic Planning Subcommittee Development – Mark Guiod (Chair)
  - Future workshop date to update the Strategic Plan needs to be scheduled
  - Friday, April 19 at 1:00 pm will be scheduled
- American Airlines Update – counters and signage are installed
- Electric Aviation Update
  - This will be discussed at the Big Blue Conference on April 30th
- WS Development Update
  - Next update = July 2024 Commission meeting. Will occur quarterly.
- Projects Update/Status
  - Tower HVAC Project – going out to bid
  - Equipment Purchases – going out to bid
  - Cape Air Hangar Door Replacement
    - one door is installed, and the other is coming along
- Airport Environmental Assessment Status (<https://flyhya.com/airport-info/environmental-assessment/>)
  - May/June = next public meeting – meeting #5
- PFOS/Public Involvement Plan & Update
  - Town Council Workshop on April 11, 2024, to go over the airports process to date went well. The video of the workshop is worth viewing and Management should be commended for being on top of the PFOS issues. Manager Servis stated Bryan Massa, Horsley Witten Group, was very knowledgeable in fingerprinting for other industry hazards proved to be instrumental at the Airport. Hyannis PFOS levels have been within the top 1% of the country and the testing was originally investigated by Silent Spring due to elevated Breast Cancer levels.
  - Assistant Manager Elia has been investigating the new Firefighting Foam that has been presented by the FAA as being a green firefighting foam. However, after testing by Horsley Witten Group, it does have PFOS in it. Unfortunately, The FAA only allows

Airports to use their approved foam on the Airfield. He has notified the FAA of the PFOS inclusion.

- Next steps = Town Council meeting for funding transfer (April 25, 2024)
- Upcoming Events:
  - June 13 (rain date June 20) 2024 – Festivities on the Flight Line
    - Eventbrite set up and ready to go
    - Poster and social graphics underway
    - TULP will be providing the furniture setting

#### 11. Announcements – Commissioner's Comments

The full Commission will meet in person for the May through December 2024 meetings. The Subcommittees will determine the ZOOM/In-person structure for their meetings.

#### 12. Matters not reasonably anticipated by the Chair

None

#### Adjournment –

Upon Motion duly made and seconded, the meeting was adjourned at 5:50 PM. The next meeting will be held on May 21, 2024.



---

NORMAN WEILL, CLERK

Documents attached:  
Finance Speaking notes  
Quarterly Noise Reports  
FY2025 Proposed Budget Presentation  
IFE Analysis of ASG Contract  
Bid List for Painting projects  
Festivities on the Flight Line Flyer





**Met Tuesday, April 2, 2024**

The meeting was held via ZOOM

The meeting was called to order at 8:30 a.m.

Commissioners Weill, Flores & Bailey were present via zoom.

Minutes of the February 6, 2024, Finance meeting was unanimously approved by a roll call vote.

**OLD BUSINESS**

**NONE.**

**NEW BUSINESS**

***FIN0424-1 Review and Approve the Proposed FY2025 Airport Operating Budget***

- Manager Servis provided a Budget overview and presentation for the discussion. Also, a summary of the FY2025 proposed budget of \$12,769,026. This is a 6% increase overall from FY2024.
  - Revenues are similar to FY2024.
  - Expense similar to FY2024 but adding a few items:
    - Asset renovation
    - \$500,000.00 Operating Capital
    - 5 seasonal positions & increased wages
    - Health insurance split of 70/30 from 50/50 split.
    - Strategic Plan Goals \$65,000.00

The agenda item was moved to the April 16, 2024, Full Commission meeting for approval.

***FIN0424-2 Review and Approve the contract by and between Cape Cod Gateway Airport and Airport Solutions Group in the amount of \$547,444.60.***

- Airport Solutions Group is our on-call airport engineers that will be working with the airport on the HVAC replacement project within the Air Traffic Control Tower
- The HVAC system in the tower is 12 years old and is in failure.
- The project will be funded by the Bipartisan Infrastructure Law (BIL) grants offered by the federal government at 90% with the state funding 5% and the remaining 5% being funded by the Airport.

The agenda item was moved to the April 16, 2024, Full Commission meeting for approval.

***FIN0424-3 Review and Approve the award to Hi-Lite Airfield Services, LLC for the 3-Year on-call airfield painting contract.***

- Funds are earmarked annually in our operating budget to meet the annual airport obligation to maintain the paint markings on the airfield to meet Federal Aviation Administration
- We are tested annually by the FAA to ensure that the markings are correct.
- We had four bidders for the project. With the lowest bidder coming in at \$ 493,390.00, ***Hi-Lite Airfield Services, LLC***

The agenda item was moved to the April 16, 2024, Full Commission meeting for approval.

**FIN0424-4 Review and Approve the award for five (5) Dual-Port Publicly Accessible Level 2 Loop Charging Stations from Inovis Energy acting on behalf of Eversource and the Department of Public Utilities (DPU) EV Make Ready Program.**

- The Department of Public Utilities (DPU) has approved electric vehicle (EV) programs for the regulated electric companies (Eversource, National Grid, and Unitil).
- The EV programs include make-ready distribution infrastructure and rebates to customers for the deployment of make-ready EV charging infrastructure. Make-ready infrastructure enables the customer to install the EV charger.
- With assistance from Sean Hogan, Environmental Sustainability Manager for the Town of Barnstable, Sean was able to include the Airport five (5) Dual-Port Publicly Accessible Level 2 Loop Charging Stations.
- The total cost of the project is \$135,340 with the Airport share being \$3,933 due to the various incentives.
- Management requested that the Airport pay for this share of implementation using the operating budget/airport reserves.

The agenda item was moved to the April 16, 2024, Full Commission meeting for approval.

**Updates:**

- Monthly Financials will be available at the April 16, 2024 Full Commission meeting.
- American Airlines Update-developing lease
- Electric Aviation Update- Lease with Beta in the near future.
- Airport Environmental Assessment Status (<https://flyhya.com/airport-info/environmental-assessment/>)
  - Draft Environmental Assessment (EA)(the federal action)/Environmental Impact Report (DEIR) (the state action) submitted jointly received 15 comments from the public
  - Comment Period extended into February (over 2 months review offered to the community)
  - Secretary's Certificate received – this gives us or marching orders for a Scope of Work and development of the Final Environmental Assessment (EA)(the federal action)/Environmental Impact Report (FEIR)
  - May/June = next public meeting – meeting #5
- PFOS/Public Involvement Plan & Update
  - Approval of mitigation funding to DPW in February 2024
  - Town Council Workshop on April 11, 2024, to go over the airports process to date.
  - Next steps = Town Council meeting for funding transfer (April 25, 2024)
- Upcoming Events:
  - April 30/May 1, 2024 – Cape Cod Blue Economy Foundation's Event (Big Blue Conference) Who from the commission would like to be at the event (Aviation Day is April 30)

The meeting was adjourned at 9:28 am.



**NOISE REPORT JAN/FEB/MAR 2024**

MONTH	TOWN	COMPLAINTS	COMPLAINANTS
JAN	Barnstable	1	1
	Centerville	1	1
FEB		0	0
MAR	Yarmouth	1	1
<b>TOTAL</b>		<b>3</b>	<b>3</b>

*Total reflects complaints counted once*

**2023 Quarterly Comparison**

QUARTER	COMPLAINTS	COMPLAINANTS*
1 <sup>st</sup> (JAN/FEB/MAR)	3	3
2 <sup>nd</sup> (APR/MAY/JUN)	18	11
3 <sup>rd</sup> (JUL/AUG/SEP)	36	13
4 <sup>th</sup> (OCT/NOV/DEC)	5	3
<b>TOTAL</b>	<b>62</b>	<b>30**</b>

*\*Unique complainants during quarter*

*\*\*Complainants total per year end*

**Past Year/Past Quarter Comparison**

	YEAR	COMPLAINTS	COMPLAINANTS
1 <sup>st</sup> Quarter	2023	3	3
	2024	3	3
Year-to-date	2023	3	3
	2024	3	3





**Noise Complaint Report – January 2024**

Date	Time	Name	Town	Disturbance/Response	Type*
1/1/2024	14:11	Bill Garreffi	Centerville	<p>Caller reported a noise and safety complaint for an aircraft at 14:11 and request an email with the altitude.</p>	
				<p><i>Responded via email with a copy of the flight track from the tracking system. The aircraft was a VFR DEP at 875 feet over the area. Not low or a safety concern.</i></p>	<b>N</b>
1/23/2024	05:30	Mary O'Neill	Barnstable	<p>Hello Christina, The brief reprieve from airport noise was nice. However, two flights already this morning before 5:30 A.M. is discouraging.</p> <p>Is this going to be the summer that the airport definitively ruins quality of life for Cape Cod residents living in the areas of Hyannis, Hyannisport, Yarmouth, Yarmouthport, Centerville and Barnstable Village?</p> <p>My neighbor is selling his house now, entirely because they can no longer enjoy it, thanks to airport traffic. The winter timing is so that potential homebuyers are not subjected to the annoyance the planes will cause during the warmer months. More of that to come, I am sure. What's the plan to minimize airplane noise now that both runways are open? Take care, Mary</p>	
				<p><i>Responded via email:</i></p> <p><i>Thank you for reaching out regarding the early morning flights today.</i></p> <p><i>Cape Cod Gateway Airport is a public use facility which means the airport must be open and available 24 hours a day, 7 days a week. While reopening Runway 06/24 does relieve some of the traffic in your area, the runway usage is always based on the wind, the weather and visibility. With only one runway open the majority of 2023, there was only one option. When conditions are optimal, traffic can be spread over both runways.</i></p> <p><i>As for a plan to minimize the air traffic noise with the other runway open, it is the same as before the runway closure as</i></p>	<b>N</b>

			<p><i>described above. There will be some days where based on the wind or meteorological conditions the prevailing runway is 15/33 or 06/24 and when safe, the air traffic will be spread out. There will not be less use on 15/33 because of the runway closure in 2023. The same was true for 2017 when 15/33 was closed from March to October and all air traffic was on 06/24. When 15/33 reopened, the air traffic was disbursed as mentioned above and not sent to 15/33 because the 06/24 had all air traffic for those 8 months. Thank you for emailing and please let me know if you have any other questions. Sincerely, Christina</i></p>
--	--	--	--

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

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



**Noise Complaint Report – March 2024**

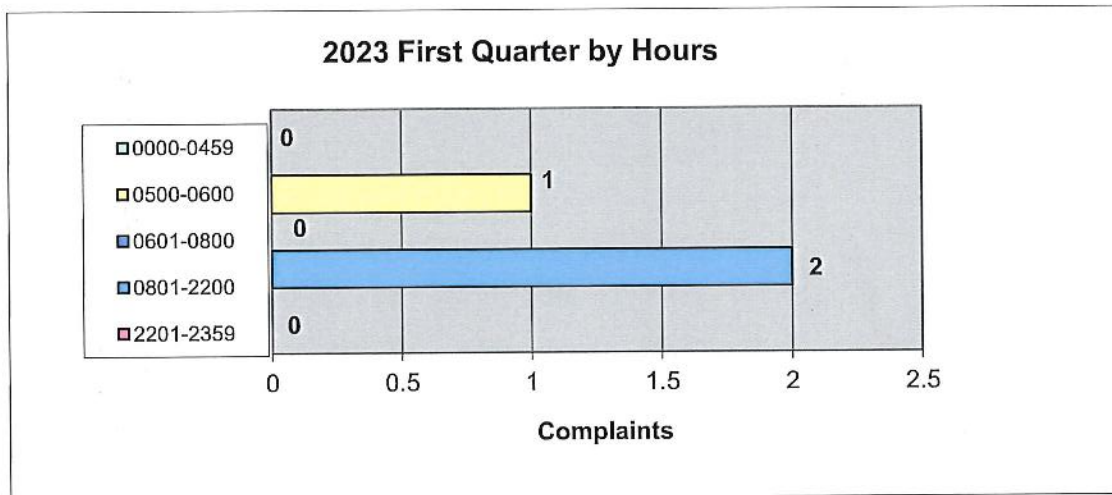
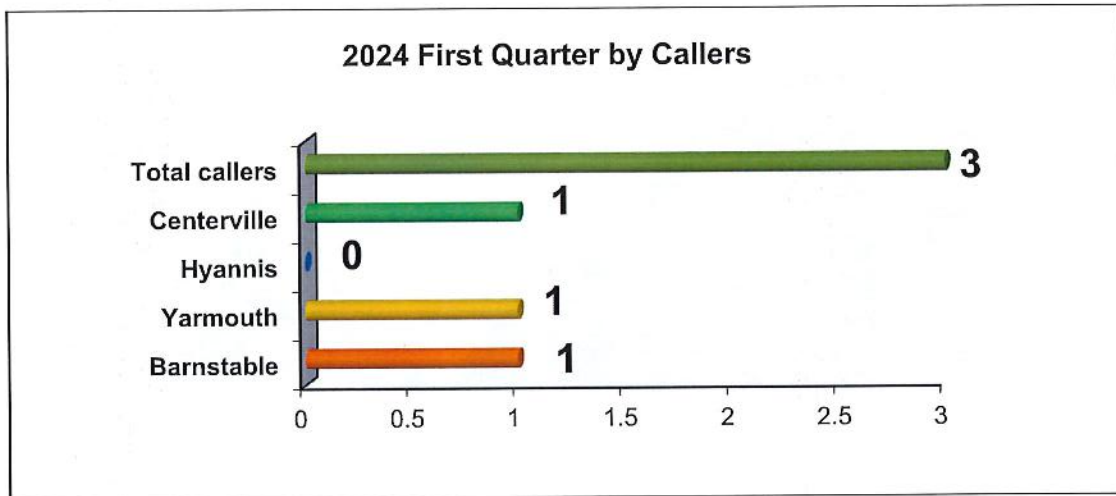
<b>Date</b>	<b>Time</b>	<b>Name</b>	<b>Town</b>	<b>Disturbance/Response</b>	<b>Type*</b>
3/22/2024	15:16	Tom Sullivan	Yarmouth	Resident emailed: I'm recouping from my cancer treatment. I really don't want these idiots on my roof. - Tom Sullivan	
				<p><i>Responded via email: Good afternoon Tom – I am so very sorry to hear that you have cancer. That's horrible and I sincerely hope you are recovering well.</i></p> <p><i>Regarding the flight you emailed regarding, I have attached the track including the information on the altitude. At the point it flew over your area, the altitude was 800 feet. The track was short of the voluntary noise abatement flight path, and I will reach out to remind Cape Air's chief pilot that while voluntary, we do expect that they will adhere to this unless there were mitigating circumstances present. I will reach out to you with the response I receive from Cape Air.</i></p> <p><i>Thank you for reaching out and again, my sincerest wishes for a healthy recovery. Have a good afternoon – Christina</i></p>	<b>N</b>

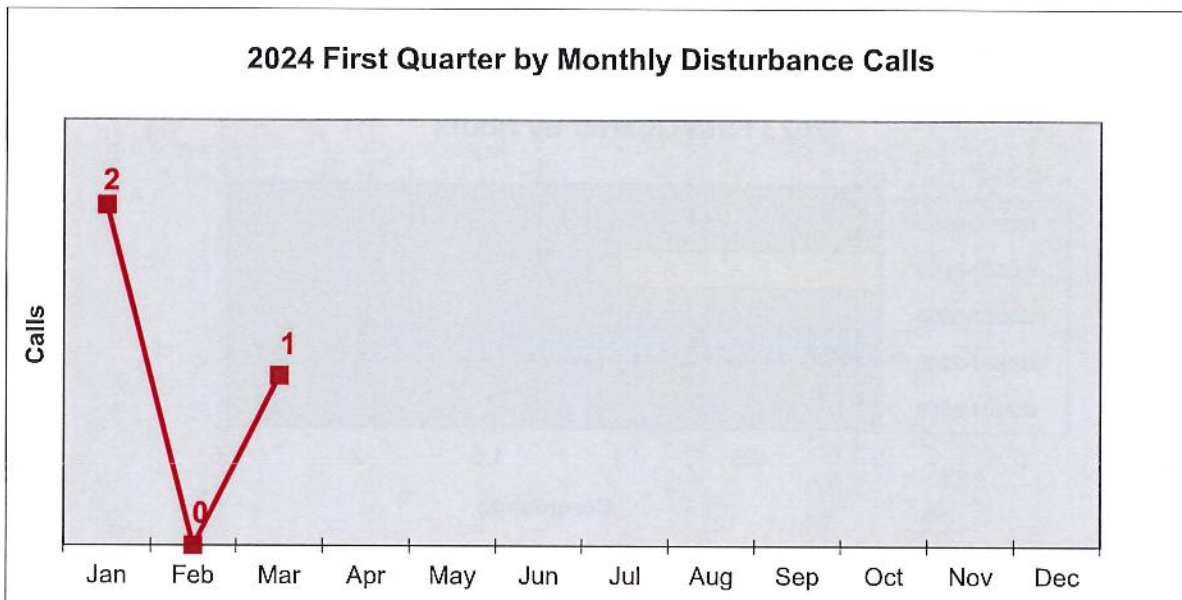
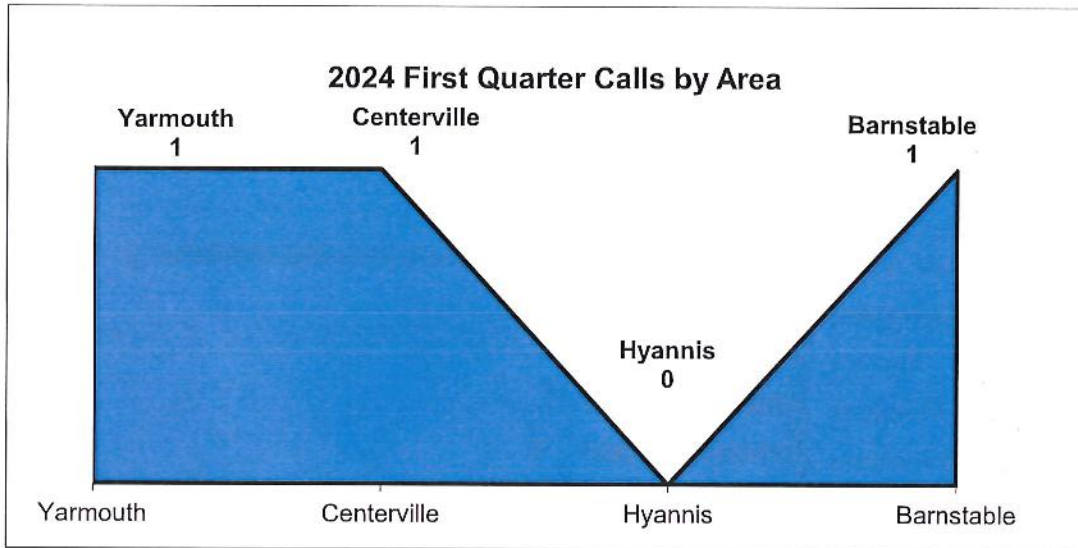
*\*this column denotes the reason found for the complaint – see legend below*

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



## HYA 1<sup>st</sup> QUARTER NOISE STATISTICS 2024

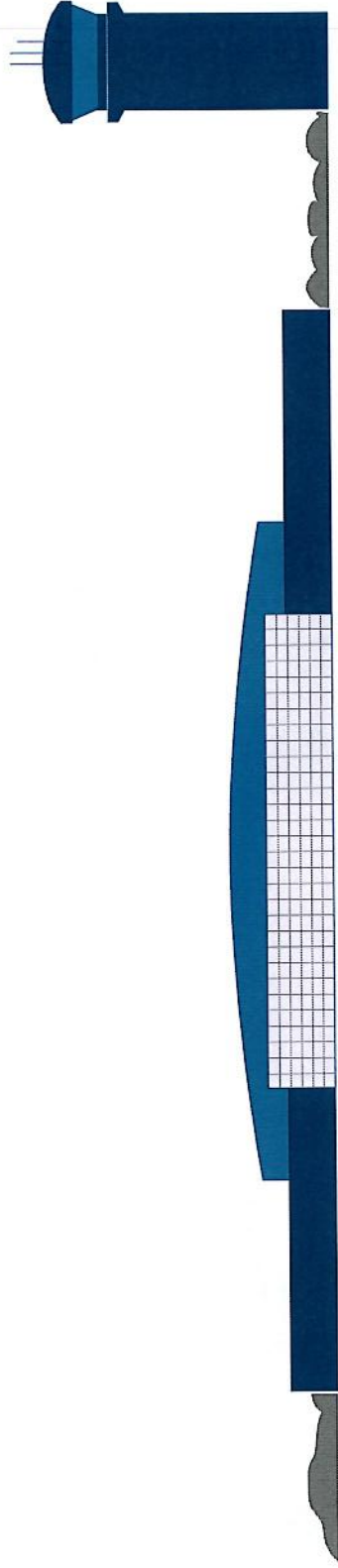






# Cape Cod Gateway Airport

FY2025 Proposed Budget  
Airport Commission Presentation  
April 16, 2024



# FY2025 Proposed Budget

→ Proposed Operating Budget = \$12,830,026

→ 6.7% increase overall from FY2024

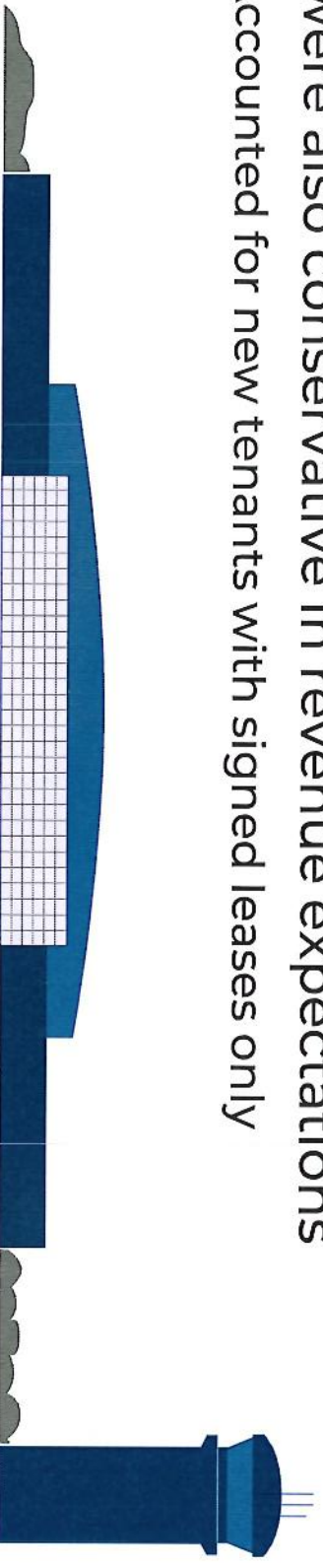
→ There are several factors to account for in the 6.7% increase; they include:

- Salary increases (new union contract)
- Electricity costs
- Annual cost of airfield painting are on the rise
- Advertising budget increases
- Jet fuel purchases/sales plus increases in credit card fees

→ Because of those increases, we were conservative in other expenses and made reductions were able

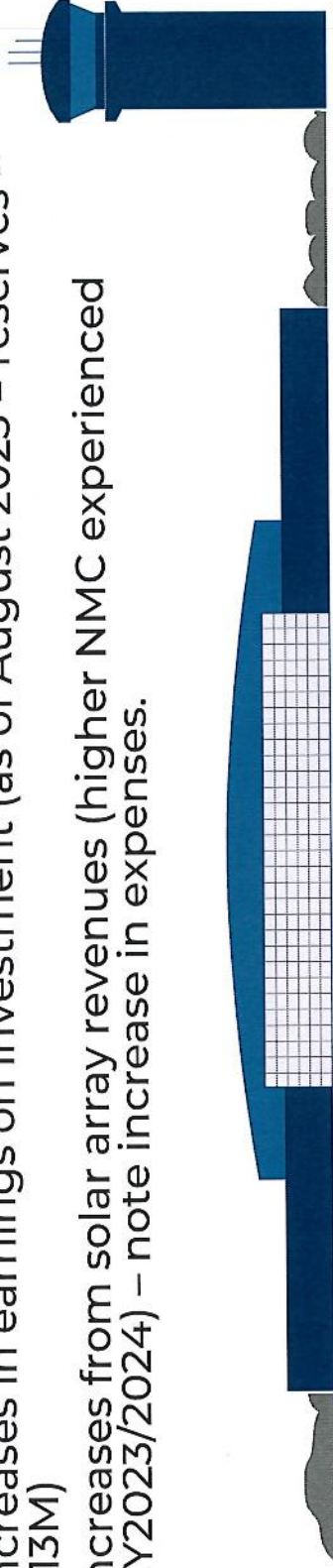
→ We were also conservative in revenue expectations

- Accounted for new tenants with signed leases only



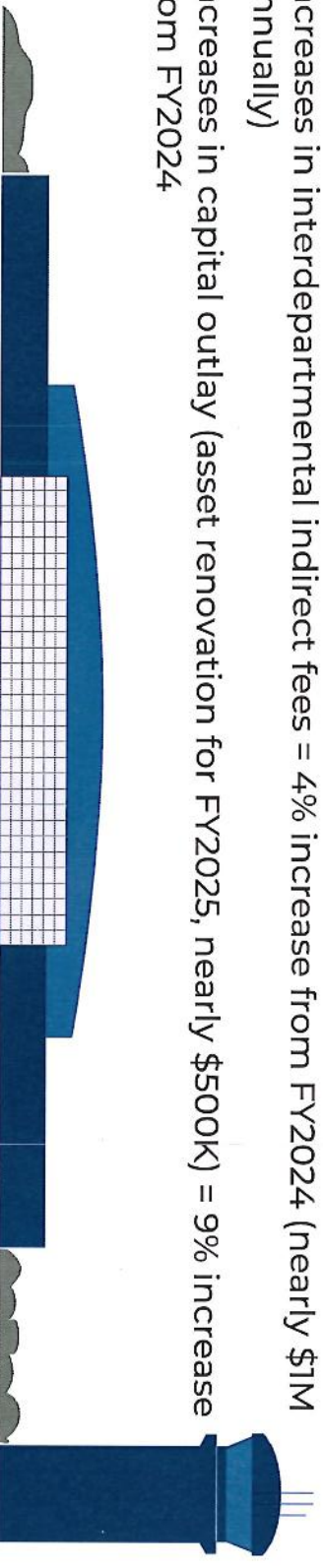
# FY2025 Proposed Budget (Revenue)

- Average review/where are we in collections in Feb. 2024?
- There are several factors to account for in the 6.7% increase; they include:
  - GA landing fees climbing back up to FY2022/FY2023 collections
    - Conservative on Airline landing fees (AA discounts, JetBlue reduced daily flights, but Cape Air increased flights)
  - Increases in jet fuel sales, which are estimated to be \$7.8 (revenues) in FY2025 = 7% increase from FY2024
  - Increases in gross revenues for tenants = Atlantic, car rental companies, WS Development (new sub-tenants), etc...
  - Increases in aviation land lease (implementation of several new leases)
  - Increases in car parking (new AA flights/Cape Air increased flights)
  - Increases in PFC (AA flights – assumed 65% full flights)
  - Increases in earnings on investment (as of August 2023 = reserves = \$13M)
  - Increases from solar array revenues (higher NMC experienced CY2023/2024) – note increase in expenses.



# FY2025 Proposed Budget (Expenses)

- There are several factors to account for in the 6.7% increase; they include:
- Salaries (new union 3-year contract) = 8.7% increase from FY2024 (Step 2%, COLA 5%, and advancement of one step within each Grade)
    - Safety bonus = 12.5% increase from FY2024
    - Longevity = 12.7% increase from FY2024
    - Healthcare increases with new 70/30 split
  - Increases in cost of electricity = 30% increase from FY2024 (53% increase overall)
  - Increases in the annual cost of airfield painting = 33.33% increase from FY2024
  - Increase in advertising budget = 30% increase from FY2024
  - Increases in jet fuel purchases, which are estimated to be \$6.3 (expenses) in FY2025 = 12% increase from FY2024
  - Increases in credit card fees = 12.5% increase from FY2024 (accounts for more fuel sales)
  - Firefighting supplies = 144% increase from FY2024 (\$15K for Full Scale Exercise)
  - Increases in insurance premiums = 10.7% increase from FY2024
  - Increases in interdepartmental indirect fees = 4% increase from FY2024 (nearly \$1M annually)
  - Increases in capital outlay (asset renovation for FY2025, nearly \$500K) = 9% increase from FY2024



# Grant Funds as of April 2024

Grant Title	Grant Allocation	Grant Use	Remaining Funds	Grant Acceptance Date	Period of Performance Expiration Date
Coronavirus Aid, Relief, and Economic Security (CARES) Act	\$17,971,966			25-Jun-20	24-Jun-24
Operating Budget Offset		\$8,307,159	\$0		
Project Funding (Mary Dunn Way)		\$5,350,458	\$189,017		
Project Funding (Airport Operations & T-Hangar)		\$4,314,348	\$0		
			\$189,017		
Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA)	\$1,008,311	\$1,008,311	\$0	23-Apr-21	22-Apr-24
American Rescue Plan Act (ARPA)	\$1,120,580	\$1,120,580	\$0	15-Dec-21	14-Dec-25
Bipartisan Infrastructure Law (BIL) FY2022	\$984,177	\$0	\$349,213	31-Mar-23	5-year annual program
Bipartisan Infrastructure Law (BIL) FY2023	\$1,015,674	\$0	\$1,015,674		5-year annual program
Bipartisan Infrastructure Law (BIL) FY2024	\$1,010,611	\$0	\$1,010,611		5-year annual program
<b>Total Grant Funding</b>	<b>\$23,137,518</b>				



## Operating Budget

	FY20	FY2021	FY2022	FY2023	FY2024	FY2025
	ACTUAL	ACTUAL	ACTUAL	ACTUAL	BUDGETED	PROPOSED
Total Revenues	\$8,464,866.09	\$11,852,042.68	\$17,612,817.36	\$17,676,894.19	\$11,973,635.42	\$12,830,631.83
Total Expenses	\$7,320,543.47	\$7,460,864.17	\$9,952,725.45	\$11,060,422.57	\$12,013,250.51	\$12,830,026.01





4th Review

Subconsultant Fee Breakout	ASG	Subconsultant	Total Cost	SAAM (IFE) 4/2/2024	Difference	Percent Difference
Article A – Project Initiation/Collection of Data	\$ 22,221.02	\$ 12,178.98	\$ 34,400.00	\$ 34,760.00	\$ (360.00)	1.00%
Article B.1 – Phase 1- Enabling Works Consultation	\$ 9,134.33	\$ 1,965.67	\$ 11,100.00	\$ 12,765.00	\$ (1,665.00)	13.90%
Article B.2 – Phase 2 - ATCT HVAC Final Design and Contract Doc	\$ 16,863.38	\$ 241,736.62	\$ 258,600.00	\$ 249,720.00	\$ 8,880.00	3.40%
Article C – Bidding Assistance	\$ 913.43	\$ 15,986.57	\$ 16,900.00	\$ 17,093.00	\$ (193.00)	1.00%
Article D – Project Administration	\$ 45,405.23	\$ 24,794.77	\$ 70,200.00	\$ 75,949.00	\$ (5,749.00)	7.80%
Article E – Gensler Construction Administration Services	\$ 14,825.72	\$ 84,374.28	\$ 99,200.00	\$ 110,500.00	\$ (11,300.00)	10.70%
Article F – Construction Administration	\$ -	\$ 45,800.00	\$ 45,800.00	\$ 52,000.00	\$ (6,200.00)	12.60%
<b>Total</b>	\$ 109,363.11	\$ 426,836.89	\$ 536,200.00	\$ 552,787.00	\$ (16,587.00)	3.00%



#	Items	Fed Std No 595 Color Number	Estimated Quantity	Unit of Measure ment	Hi-Lite Airfield Services, LLC		JJ Cunningham LLC		K5 Corporation		MARKINGS INC.			
					Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost	Unit Price	Total Cost		
<b>1 Contract Year One (6/1/204 - 6/30/25) (8)</b>					<b>Total Cost</b>		<b>\$ 493,390.0</b>		<b>\$ 655,640.0</b>		<b>\$ 669,515.0</b>		<b>\$ 911,875.0</b>	
33538 or														
#1-1	Yellow Paint	33655	11800	SF	\$ 1.1	\$12,980.00	\$ 1.9	\$ 22,420.0	\$ 1.6	\$ 18,880.0	\$ 1.95	\$ 23,010.0		
#1-2	White Paint	37925	60300	SF	\$ 1	\$ 60,300.0	\$ 1.3	\$ 78,390.0	\$ 1.6	\$ 96,480.0	\$ 1.95	\$ 117,585.0		
#1-3	Black Paint	37038	31100	SF	\$ 1	\$ 31,100.0	\$ 1	\$ 31,100.0	\$ 1	\$ 31,100.0	\$ 1.55	\$ 48,205.0		
#1-4	Red Paint	31136	1100	SF	\$ 4	\$ 4,400.0	\$ 5	\$ 5,500.0	\$ 3	\$ 3,300.0	\$ 1.95	\$ 2,145.0		
#1-5	Blue Paint	P-620-5	400	SF	\$ 5	\$ 2,000.0	\$ 5	\$ 2,000.0	\$ 3	\$ 1,200.0	\$ 1.95	\$ 780.0		
#1-6	Removal of Existing Markings	P-620-6	1500	SF	\$ 2	\$ 3,000.0	\$ 4	\$ 6,000.0	\$ 2	\$ 3,000.0	\$ 1.75	\$ 2,625.0		
#1-7	Surface Preparation	P-620-7	25000	SF	\$ 0.5	\$ 12,500.0	\$ 0.8	\$ 20,000.0	\$ 0.25	\$ 6,250.0	\$ 0.65	\$ 16,250.0		
#1-8	Green Paint	34108	500	SF	\$ 5	\$ 2,500.0	\$ 5	\$ 2,500.0	\$ 3	\$ 1,500.0	\$ 1.95	\$ 975.0		
<b>2 Contract Year Two (7/1/25 - 6/30/26) (8)</b>														
33538 or														
#2-1	Yellow Paint	33655	10000	SF	\$ 1.1	\$ 11,000.0	\$ 2	\$ 20,000.0	\$ 1.65	\$ 16,500.0	\$ 2.15	\$ 21,500.0		
#2-2	White Paint	37925	100700	SF	\$ 1	\$ 100,700.0	\$ 1.3	\$ 130,910.0	\$ 1.65	\$ 166,155.0	\$ 2.15	\$ 216,505.0		
#2-3	Black Paint	37038	17600	SF	\$ 1	\$ 17,600.0	\$ 1	\$ 17,600.0	\$ 1	\$ 17,600.0	\$ 1.71	\$ 30,096.0		
#2-4	Red Paint	31136	4500	SF	\$ 4	\$ 18,000.0	\$ 5	\$ 22,500.0	\$ 3.5	\$ 15,750.0	\$ 2.15	\$ 9,675.0		
#2-5	Blue Paint	P-620-5	0	SF	\$ 5	\$ 0	\$ 0	\$ 0	\$ 3.5	\$ 0.0	\$ 2.15	\$ 0.0		
#2-6	Removal of Existing Markings	P-620-6	5000	SF	\$ 2	\$ 10,000.0	\$ 4	\$ 20,000.0	\$ 2	\$ 10,000.0	\$ 1.93	\$ 9,650.0		
#2-7	Surface Preparation	P-620-7	20000	SF	\$ 0.5	\$ 10,000.0	\$ 0.8	\$ 16,000.0	\$ 0.3	\$ 6,000.0	\$ 0.72	\$ 14,400.0		
#2-8	Green Paint	34108	500	SF	\$ 5	\$ 2,500.0	\$ 5	\$ 2,500.0	\$ 3.5	\$ 1,750.0	\$ 2.15	\$ 1,075.0		
<b>3 Contract Year Three (7/1/26 - 6/30/27) (8)</b>														
33538 or														
#3-1	Yellow Paint	33655	16100	SF	\$ 1.1	\$ 17,710.0	\$ 2	\$ 32,200.0	\$ 1.7	\$ 27,370.0	\$ 2.37	\$ 38,157.0		
#3-2	White Paint	37925	104400	SF	\$ 1	\$ 104,400.0	\$ 1.3	\$ 135,720.0	\$ 1.7	\$ 177,480.0	\$ 2.37	\$ 247,428.0		
#3-3	Black Paint	37038	41800	SF	\$ 1	\$ 41,800.0	\$ 1	\$ 41,800.0	\$ 1	\$ 41,800.0	\$ 1.89	\$ 79,002.0		
#3-4	Red Paint	31136	2100	SF	\$ 4	\$ 8,400.0	\$ 5	\$ 10,500.0	\$ 4	\$ 8,400.0	\$ 2.37	\$ 4,977.0		
#3-5	Blue Paint	P-620-5	0	SF	\$ 5	\$ 0	\$ 0	\$ 0	\$ 4	\$ 0	\$ 2.37	\$ 0.0		
#3-6	Removal of Existing Markings	P-620-6	5000	SF	\$ 2	\$ 10,000.0	\$ 4	\$ 20,000.0	\$ 2	\$ 10,000.0	\$ 2.13	\$ 10,650.0		
#3-7	Surface Preparation	P-620-7	20000	SF	\$ 0.5	\$ 10,000.0	\$ 0.8	\$ 16,000.0	\$ 0.35	\$ 7,000.0	\$ 0.8	\$ 16,000.0		
#3-8	Green Paint	34108	500	SF	\$ 5	\$ 2,500.0	\$ 4	\$ 2,000.0	\$ 4	\$ 2,000.0	\$ 2.37	\$ 1,185.0		



ANNUAL  
*Festivities*  
ON THE  
FLIGHT LINE

June 13, 2024  
6:00-9:00 p.m.  
(Rain date June 20)



Fabulous food, fine cigars  
and whiskey, music and  
static aircraft displays  
*...it's an experience  
like no other.*

Sponsored by:



Fine Cigars by



Food by Cape Cod Local



Music by **MARK GREEL BAND**



**Ticket price is \$85**  
**Scan here to purchase**

Must be 21 or older to attend.



