



CAPE COD GATEWAY AIRPORT
COMMISSION MINUTES OF THE REGULAR SESSION
Held at the Cape Cod Gateway Airport
TUESDAY, October 15, 2024

Commissioners Present:

John G. Flores, Chair; Mark Guiod, Vice Chair; Norman Weill, Clerk; Bradley J. Bailey; and Joseph DiGeorge

Commissioners not present:

Wendy Bierwirth

Yarmouth Representative:

Christine Greeley

Airport Staff Present:

Matthew Elia, Assistant Airport Manager; Chris Bostwick, Project Manager, Christina Lounsbury, Security/ Noise Abatement Coordinator and Mary McDonald, Financial Analyst

Public Members:

John Griffin, Citizen; Bette Ludtke, Town Council Liaison; Bob Stewart, Local Resident

Call To Order:

Chairman Flores called the regular meeting of the Cape Cod Gateway Airport Commission to order at 4:00 p.m. He stated this meeting of the Cape Cod Gateway Airport Commission 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:

A motion was made and seconded to approve the September 17, 2024, Commission meeting minutes. This was unanimously approved.

Public Comment:

Chairman Flores welcomed Bette Ludtke, Town Council Liaison to the Airport Commission, to the meeting. Ms. Ludtke mentioned that there were representatives from Joint Base Cape Cod in attendance at the last Town Council meeting. She asked at the meeting if they would be interested in participating in a Regional Transportation Study; they replied that they would be interested. Earlier this spring the Airport Commission has voted in favor of a study being done and the Town Council has sent a letter to the Cape Cod Commission asking for their assistance in completing a study. A broad scope of air and ferry transportation that are intertwined. The timing is very good as the airport Master Plan and Strategic Plan are near completion. She had an off-line conversation with Chairman Flores about this, and the issue would be to find the

expertise to do the study. It is not something that just any planning entity can complete. The next step would be to find a qualified professional.

Commissioners Response to Public Comments:

Chairman Flores thanked Ms. Ludtke and agreed that the Commission had voted to support the endeavor, and that the Town would need to review the process and the financing of the study.

Finance Subcommittee (Commissioners Weill, Guiod, and Bailey)

The Finance Subcommittee met on Tuesday, October 8, 2024. Commissioner Weill gave a review of the meeting (see attached).

Infrastructure & Marketing Subcommittee (Commissioners DiGeorge, and Bierwirth)

The Infrastructure & Marketing Subcommittee met on Tuesday, October 8, 2024. Commissioner DiGeorge gave a review of the meeting (see attached).

Old Business:

None

New Business:

COM1024-1– Approval of the FY2025 Option Renewal for the On-Call Contract by and between Cape Cod Gateway Airport and Pierce Cote in the amount of \$72,000 for the PROFESSIONAL MARKETING & COMMUNICATIONS SERVICES.

MOTION to approve the FY2025 Option Renewal for the On-Call Contract by and between Cape Cod Gateway Airport and Pierce Cote in the annual amount of \$72,000, this amount to be revisited and re-evaluated by the Finance Subcommittee after 6 months to determine impact and assess any additional needs.

SPONSOR: Finance Subcommittee (May be acted upon)

- This agenda item was moved and read by Commissioner Guiod; and seconded by Commissioner DiGeorge.
- There were no comments.
- This agenda item was unanimously approved by verbal vote.

COM1024-2 – Approval of the Contract Amendment by and Between Cape Cod Gateway Airport and Airport Solutions Group for Professional Engineering Services for Reconstruct & Extend Mary Dunn Way Project in the amount of \$12,638.02.

MOTION to approve the Contract Amendment by and Between Cape Cod Gateway Airport and Airport Solutions Group for Professional Engineering Services to Reconstruct & Extend Mary Dunn Way Project in the amount of \$12,638.02.

SPONSOR: Finance Subcommittee (May be acted upon)

- This agenda item was moved and read by Commissioner Bailey; and seconded by Commissioner Guiod.
- There were no comments.
- This agenda item was unanimously approved by verbal vote.

10. Report of Special Committees

- Noise Report (July, October, January, April)
 - Assistant Airport Manager Elia introduced the noise report and explained that based on feedback from the Commissioners during the July Commission meeting, management has been working with Ms. Lounsbury to make modifications to the Noise program reporting. She has provided the new format report that includes the Commissioners requests.
 - During the July 2024 through September 2024 quarter there were 48 complaints received from 21 complainants. Ms. Lounsbury responded to each of those complaints.

- Airport Management has also been working with Pierce-Cote to modify the Airport website to include an “easy button” link on the website to access the Noise Abatement Page.
- A flow chart is being developed for a complainant to see the process of the initial complaint through to response resolution.
- Staff is also working with Vector, the Flight Tracking provider, to add more information to the website so the community will feel confident on the data presented.
- Christina Lounsbury reviewed the following from the quarterly noise report (attached):
 - In July 2024 there were 21 complaints from 8 complainants
 - In August 2024 there were 18 complaints from 10 complainants
 - In September 2024 there were 9 complaints from 3 complainants
 - The 2023/2024 quarterly comparisons were reviewed as well as the statistical information on the calls.
 - The 2024 Calls by Hour graph was explained further by breakdown of the quiet hours/non quiet hours and subsequent time spans over the 24-hour day. While discussing the calls there was a request that the calls be broken down by commercial/non-commercial flights in subsequent noise reports. This would help with the Strategic Plan intent to hold meetings with pilots/airlines about noise abatement procedures.
 - All the graphs were reviewed. The 2023 & 2024 comparison reflected more complaints as there are more operations that last year.
- Yarmouth Representative Comments
 - Ms. Greeley asked if there was any progress on the formation of a proposed project advisory committee on the voluntary flight path adjustments.
 - Assistant Manager Elia responded that the group has not yet been finalized. Manager Servis is currently reviewing the Scope of Work.
 - She had requested a copy of the Draft Environmental Impact Report be placed at each of the Hyannis, West Yarmouth, And Sturgis libraries for review by the public. This was requested previously, and the corrective action has not been made. Ms. Greeley did receive a copy via FedEx. Mr. Elia affirmed that this would be done.
- Updates:
 - Hyannis Hangar LLC– up for sale –no existing tenants are interested.
 - Management received a letter from Hyannis Hangar LLC asking if the Airport was interested in purchasing the hangar. Airport Attorneys are reviewing the content of the letter to confirm lease requirements. The airport had the opportunity to take possession of the building previously but chose not to do this based on the liability and added maintenance requirements of operating another hangar facility.
 - Monthly Financial Review–this will be discussed at the Finance Subcommittee meeting
 - Strategic Planning Completed
 - Next Step is for Mr. Guiod to circulate the final Mission, Vision, Philosophy and Goals document and then for Airport Management to formulate the Objectives and Tasks
 - The Stakeholders meeting process went very well. Mr. Guiod was very impressed with the participants and how involved they were in the process. Chairman Flores thanked Commissioner Guiod for his dedication as the facilitator and all of the work to make this a good process.
 - Airline Updates
 - American Airlines will continue daily seasonal service to LaGuardia and Washington DC and will expand service to Philadelphia and Chicago
 - JetBlue – working on modified lease for terminal – 2025 which will be their 12th season
 - Cape Air– more robust winter schedule – included JFK through February to keep the connectivity when JetBlue stopped their seasonal service

- Chairman Flores encouraged the commission to inspire American Airlines to make this year-round service
- Electric Aviation Update– None
 - Archer opened a regulatory office in Washington DC and Commissioner Guidod was able to speak with then to discuss the possibilities here at this airport
 - Smart Grid Program – continuing to work with MassDOT to prepare for the second phase
 - CIP FY2025 Charging Stations
- WS Development Update– None
 - It was recommended that the Commission drive through. It looks very different; more improvements are scheduled.
 - Whole Foods opened October 10th and has brought a lot of life and vitality to The Landing.
- Projects Update/Status
 - Tower HVAC Project & OPM (Owner’s Project Manager) Selection
 - Process of re-scoping and re-bidding the project to save some costs. Staff should hear back from the consultants in about two weeks. And the re-bid should go out mid-November.
 - The OPM bids have been received and will be reviewed for selection within the next few weeks.
 - ARFF/Maintenance Facility Floor Drain Improvements Project
 - 60% design has been received
 - Flight Departure Procedure Analysis
 - The consultant, Jviation, is a subconsultant of ASG.
- Airport Environmental Assessment Status (<https://flyhya.com/airport-info/environmental-assessment/>)
 - Final Environmental impact Report (FEIR) for the Cape Cod Gateway Airport’s Master Plan projects has been formally submitted to the MEPA office.
 - Assistant Airport Manager Elia will ensure that these are delivered to the libraries and Town Halls.
 - The FEIR will be noticed in the MEPA Environmental Monitor to be published on October 9, 2024.
 - Public Comments are due by November 8, 2024, and would anticipate that the Certificate will be issued on November 15, 2024.
 - Written comments may be filed during the comment period, to:
 - Rebecca L. Tepper, Secretary
 - Executive Office of Energy and Environmental Affairs
 - 100 Cambridge Street, Suite 900
 - Boston, MA 02114
- PFOS/Public Involvement Plan & Update
 - Next status report = October 2024
 - Next public informational meeting in conjunction with the Barnstable Fire Training Academy= November 2024
- Full-Scale Exercise Summary
 - Excellent Event with 250 participants from 41 agencies
 - Next Step is to develop the After-Action Board Improvement Plan which will be shared with the Commission. This takes about 6 months to prepare. There were 10 evaluators, the FAA Inspector, industry peers, and over 100 participant surveys were completed. Assistant Airport Manager Elia shared and narrated a brief clip of the drone footage of the event.
 - Hyannis Fire was able to test some new technology, Peak Response, that was able to provide live update tracking of the patient statuses.
 - Management is very thankful and proud of all the Airport staff that participated.
 - Chairman Flores said it was well organized and well attended. He commended Matt Elia as the point person for all for the planning and organizing that made for a successful event. He was glad it went well, and it shows that we are well prepared. Planning for this event starts in January.

- Commissioner Weill commented that the team at the Airport regularly gets high marks from the outside (FAA and TSA) on the work that gets done at this Airport.
- The command post occurred in two places, Initial Command, and then about an hour into the exercise transitioned into a Unified Command in the Police Department Command Post Vehicle at the ARFF Building. The FAA inspector was able to visit Command as well as all other areas of the exercise.
- Upcoming Events:
 - October 24, 2024 – 4th Annual SE MA Aviation Career Fair
 - 30 exhibitors have already signed up
 - 425 students signed up
 - All areas of Aviation will be represented by the exhibitors

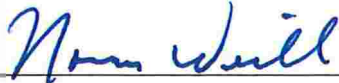
11. Announcements – Commissioner’s Comments

12. Matters not reasonably anticipated by the Chair

None

13. Adjournment –

Upon Motion duly made and seconded, the meeting was adjourned at 4:48 PM.
The next meeting will be held on November 19, 2024.



NORMAN WEILL, CLERK

Documents attached:

Finance Subcommittee Speaking notes

Infrastructure & Marketing Subcommittee Speaking notes

Noise Report Jul/Aug/Sep 2024

Met Tuesday, October 8, 2024

The meeting was held via ZOOM

The meeting was called to order at 8:34 a.m.

Commissioners Weill, Bailey & Guidod were present via zoom.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

FIN1024-1 – Review and Approve FY.2025 Option Renewal for the On-Call Contract by and between Cape Cod Gateway Airport and Pierce Cote for the PROFESSIONAL MARKETING & COMMUNICATIONS SERVICES.

- At the July commission meeting the commission Commissioners requested rationale be provided regarding work accomplished in the previous 12 months of the initial contract.
- The Commission has asked that the invoice format be revised and provide more details that link to hours worked.
- Contract established as a monthly/annual lump sum with \$60K budgeted by airport for this work.
- Task hours identified/month (33.3 hours per month allocated). Assumed that some months would be more and less based on previous contracts
- During the initial contract year, which started July 2023, the team was getting spooled up. Additional hours needed for additional work, some of which were unforeseen. Below is a summary of tasks that accounted for

The agenda item was moved to October 15, 2024, Full Commission meeting for approval

FIN1024-2 – Review and Approve the Contract Amendment by and Between Cape Cod Gateway Airport and Airport Solutions Group for Professional Engineering Services for Reconstruct & Extend Mary Dunn Way Project.

- ASG is requesting the Airport's approval to move funds from the Lawrence Lynch construction budget to ASG's budget to cover out-of-scope work
- The additional engineering work – required by the Town of Barnstable's Site Plan review process for the Mary Dunn Way Road extension project. Additional work consists of:
- ASG's additional cost to perform the above work is \$12,638.02.
- Please note, as we started our recent close out and finalization of fees for this project, the project's construction budget (the budget allocated to Lawrence Lynch) has \$170,555.04 remaining.
- We would not commit to the transfer of fees until all invoices were received from the Lawrence Lynch Prime Contractor
- Discussions with the Town's Finance Director, Mark Milnes indicated that an amendment to the ASG contract would be appropriate to transfer the funds from the Lawrence Lynch construction budget to ASG's budget to cover out-of-scope work
- Approval of this request will close out the project under budget, by \$158,040.66. These funds will be returned to the Airport's Reserves.
- The agenda item was moved to October 15, 2024, Full Commission meeting for approval

Updates:

- Hyannis Hangar LLC-- up for sale --no takers as of 10/2/2024.
- Strategic Planning Completed
 - Subcommittee to continue Development Update – Mark Guidod (Chair), Norm Weill
 - The meeting occurred on the following dates held on the 1st floor of the terminal, Gate 1 location.
 - Session 1: Training on the MVP Strategic Planning Model (Aug 26th)
 - Session 2: Development of statements of Mission, Vision, and Philosophy (Sept 9th)
 - Session 3: Development of Goals and Objectives (Sep 16th)
 - Session 4: Final review of the Airport MVP Strategic Plan (Sep 30th)
 - Next Steps: Objective and Task Development
- Airline Updates
 - American Airlines-- expanded service to PHL (Philadelphia)and ORD (Chicago)Flights!

The meeting was adjourned at 924 am.

Speaking Notes: Infrastructure & Marketing 10-08-24

Met Tuesday, October 8 at 10:30 am

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

NEW BUSINESS:

None

OLD BUSINESS:

IN0924-1 – Review and Discuss Website Modifications

- Manager Servis stated the Finance subcommittee approved and moved the increase to 40 hours per month for Peirce Cote', not the 50 anticipated that could curtail the website modifications.

Updates:

- Hyannis Hangar LLC – up for sale
 - o Manager Servis stated 2 years ago, they asked us not to take title to the building, we agreed that we didn't want to take care of additional facilities and we've done that for others. Received letter on 10/1, no takers so they want the airport to consider buying. I feel that it is disingenuous, they have indicated they may take the hangar down. Will have Anderson Kreiger review and respond. I know Aloft, Kingsbury and CCAC have looked at the facility. Price is in the millions, too steep for some of our tenants to take on.
- Monthly Financial Review

Adjournment: Having no other business to discuss, the meeting was adjourned at 10:50 a.m.



NOISE REPORT JUL/AUG/SEP 2024

MONTH	TOWN	COMPLAINTS	COMPLAINANTS
JUL	Barnstable	1	1
	Hyannis	1	1
	Yarmouth	19	6
AUG	Centerville	5	1
	Dennis	1	1
	Hyannis	2	2
	Yarmouth	10	6
SEP	Centerville	7	1
	Hyannis	1	1
	Yarmouth	1	1
TOTAL		48	21

Total reflects complaints counted once

2023 Quarterly Comparison

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

**Unique complainants during quarter*

***Complainants total per year end*

Past Year/Past Quarter Comparison

	YEAR	COMPLAINTS	COMPLAINANTS
3 rd Quarter	2023	36	13
	2024	48	21
Year-to-date	2023	57	27
	2024	63	32



JULY 2024 NOISE REPORT

DATE	NAME	TIME	LOCATION/AREA	E	L	M	N	O	T	X
7/2	Ingemie, Karen	12:16	West Yarmouth – Hyannis Park		L					
7/2	Dougherty, Jim	18:08	West Yarmouth – Gristmill Assoc		L		N			
7/3	Copping x Ted	16:46	Yarmouthport	E	L		N			
7/10	Coley, Alex	18:00	Yarmouthport		L		N			
7/14	Fubois, Jeff	07:27	West Yarmouth – Presidential Hgt	E						
7/14	Ingemie, Karen	22:12	West Yarmouth – Hyannis Park		L				T	
7/15	Coppingn, Ted	13:23	Yarmouthport	E	L					
7/19	Barrett, Kelly	09:55	Barnstable – Sandy Neck	E						
7/19	Dougherty, Jim	11:30	West Yarmouth – Gristmill Assoc		L					
7/22	Potas, Keti	12:10	Hyannis – Craigville Beach	E	L		N			
7/26	Dougherty, Jim	11:00	West Yarmouth – Gristmill Assoc		L					
7/26	Dougherty, Jim	13:32	West Yarmouth – Gristmill Assoc		L					
7/26	Dougherty, Jim	13:37	West Yarmouth – Gristmill Assoc		L					
7/26	Dougherty, Jim	17:13	West Yarmouth – Gristmill Assoc		L					
7/26	Dougherty, Jim	17:15	West Yarmouth – Gristmill Assoc		L					
7/26	Dougherty, Jim	18:25	West Yarmouth – Gristmill Assoc		L					
7/26	Dougherty, Jim	18:27	West Yarmouth – Gristmill Assoc		L					
7/27	Rosenhal, Dan	08:01	West Yarmouth		L		N	O		
7/27	Rosenhal, Dan	08:21	West Yarmouth		L		N	O		
7/27	Rosenhal, Dan	08:28	West Yarmouth		L		N	O		
7/27	Dougherty, Jim	12:52	West Yarmouth – Gristmill Assoc		L					

Code	Description
E	Excessive traffic
L	Low altitude
M	Military
N	Noise – too loud/excessive
O	Off course
T	Time – during voluntary curfew hours 2200-0600
X	Not ARR/DEP from HYA

AUGUST 2024 NOISE REPORT

DATE	NAME	TIME	LOCATION/AREA	E	L	M	N	O	T	X
8/1	Garreffi, Bill	18:12	Centerville		L		N			
8/1	Garreffi, Bill	18:24	Centerville		L		N			
8/1	Garreffi, Bill	18:37	Centerville		L		N			
8/3	Garretti, Bill	17:50	Centerville		L		N			
8/3	Garretti, Bill	18:12	Centerville		L		N			
8/5	Ingemie, Karen	10:45	West Yarmouth – Hyannis Park		L					
8/5	Ingemie, Karen	11:55	West Yarmouth – Hyannis Park		L					
8/5	Ayer, David	12:24	Dennis		L			O		
8/7	Ingemie, Karen	13:00	West Yarmouth – Hyannis Park		L					
8/11	Beasley, Tina	11:00	Yarmouthport	E	L		N			
8/11	Lacey, Richard	15:12	Hyannis		L		N			
8/12	Dougherty, Jim	11:28	West Yarmouth – Gristmill Assoc		L					
8/13	Ingemie, Karen	09:31	West Yarmouth – Hyannis Park		L					
8/13	Russo, Jane	10:15	West Yarmouth	E	L			O		
8/13	Markham, Carol	20:30	West Yarmouth				N		T	
8/4	Markham, Carol	07:00	West Yarmouth				N			
8/28	Podgurski, Chuck	17:25	Hyannis	E	L		N	O		
8/30	Rosenthal, Dan	07:30	West Yarmouth		L			O		

Code	Description
E	Excessive traffic
L	Low altitude
M	Military
N	Noise – too loud/excessive
O	Off course
T	Time – during voluntary curfew hours 2200-0600
X	Not ARR/DEP from HYA

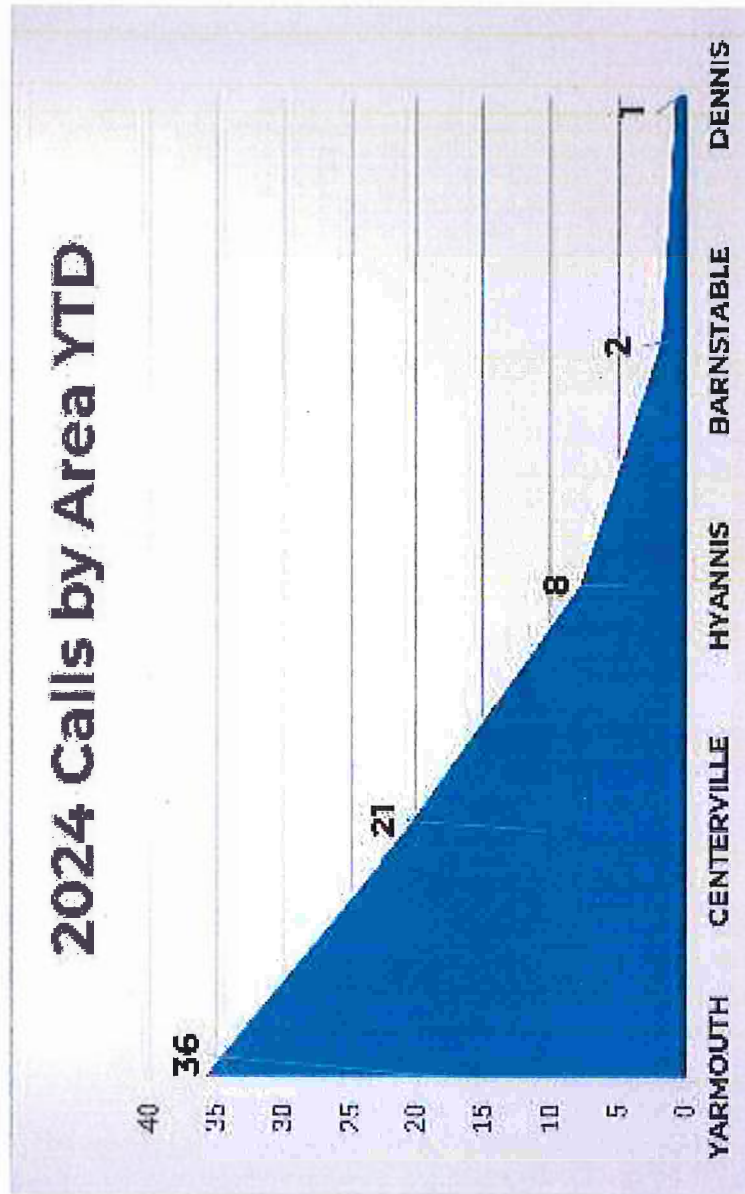
SEPTEMBER 2024 NOISE REPORT

DATE	NAME	TIME	LOCATION/AREA	E	L	M	N	O	T	X
9/1	Garreffi, Bill	11:41	Centerville		L		N			X
9/1	Garreffi, Bill	12:16	Centerville							X
9/1	Garreffi, Bill	12:26	Centerville							X
9/2	Garrett, Bill	14:42	Centerville		L		N			X
9/2	Garrett, Bill	15:03	Centerville							X
9/2	Garrett, Bill	15:50	Centerville							X
9/2	Garrett, Bill	15:53	Centerville		L		N			
9/2	Rigemie, Karen	23:35	West Yarmouth - Hyannis Park		L				T	
9/3	Fallon, Theresa	17:52	Hyannis		L					

Code	Description
E	Excessive traffic
L	Low altitude
M	Military
N	Noise - too loud/excessive
O	Off course
T	Time - during voluntary curfew hours 2200-0600
X	Not ARR/DEP from HYA

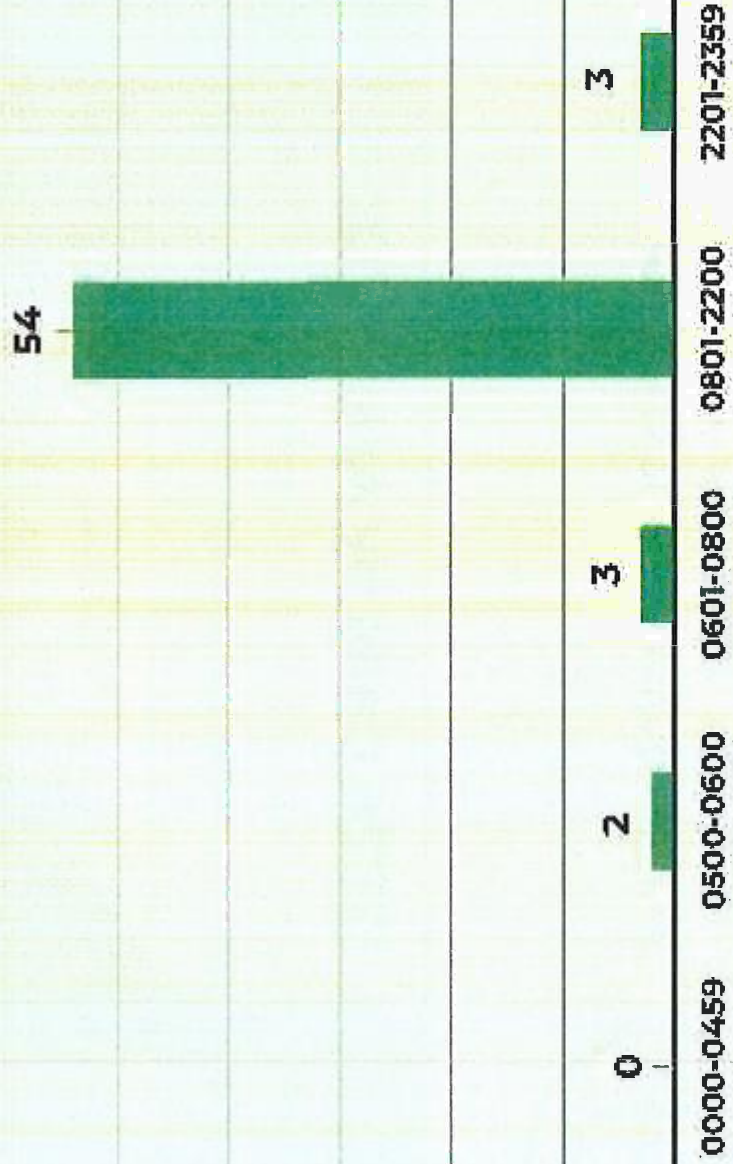


HYA 3RD QUARTER NOISE STATISTICS 2024



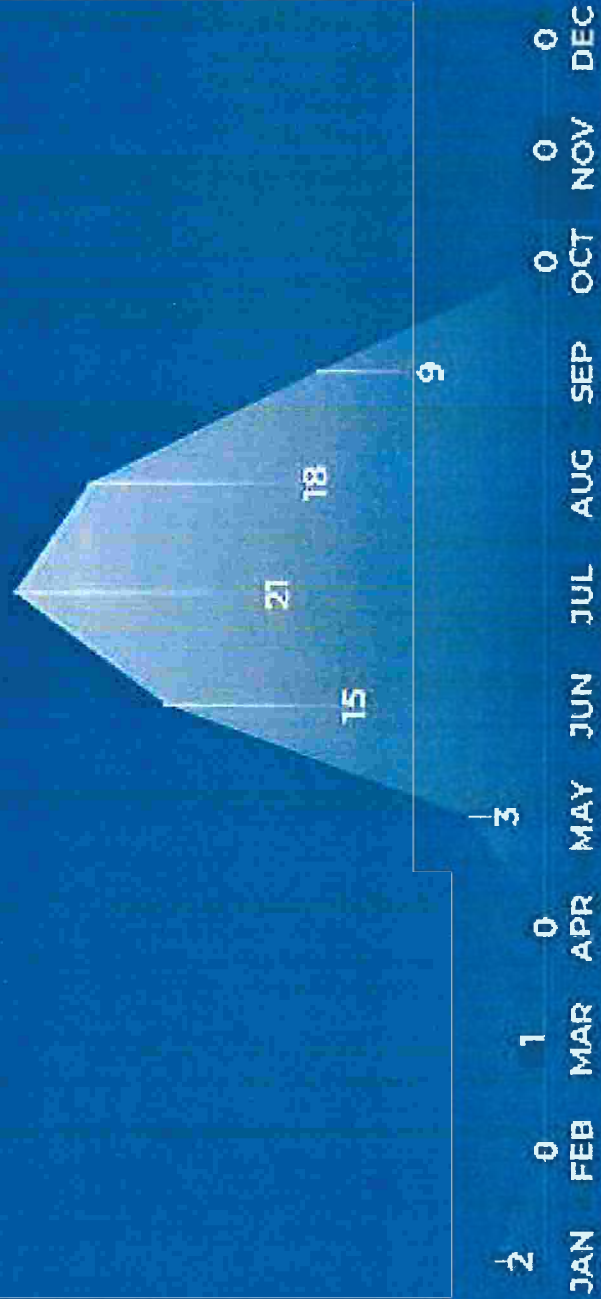


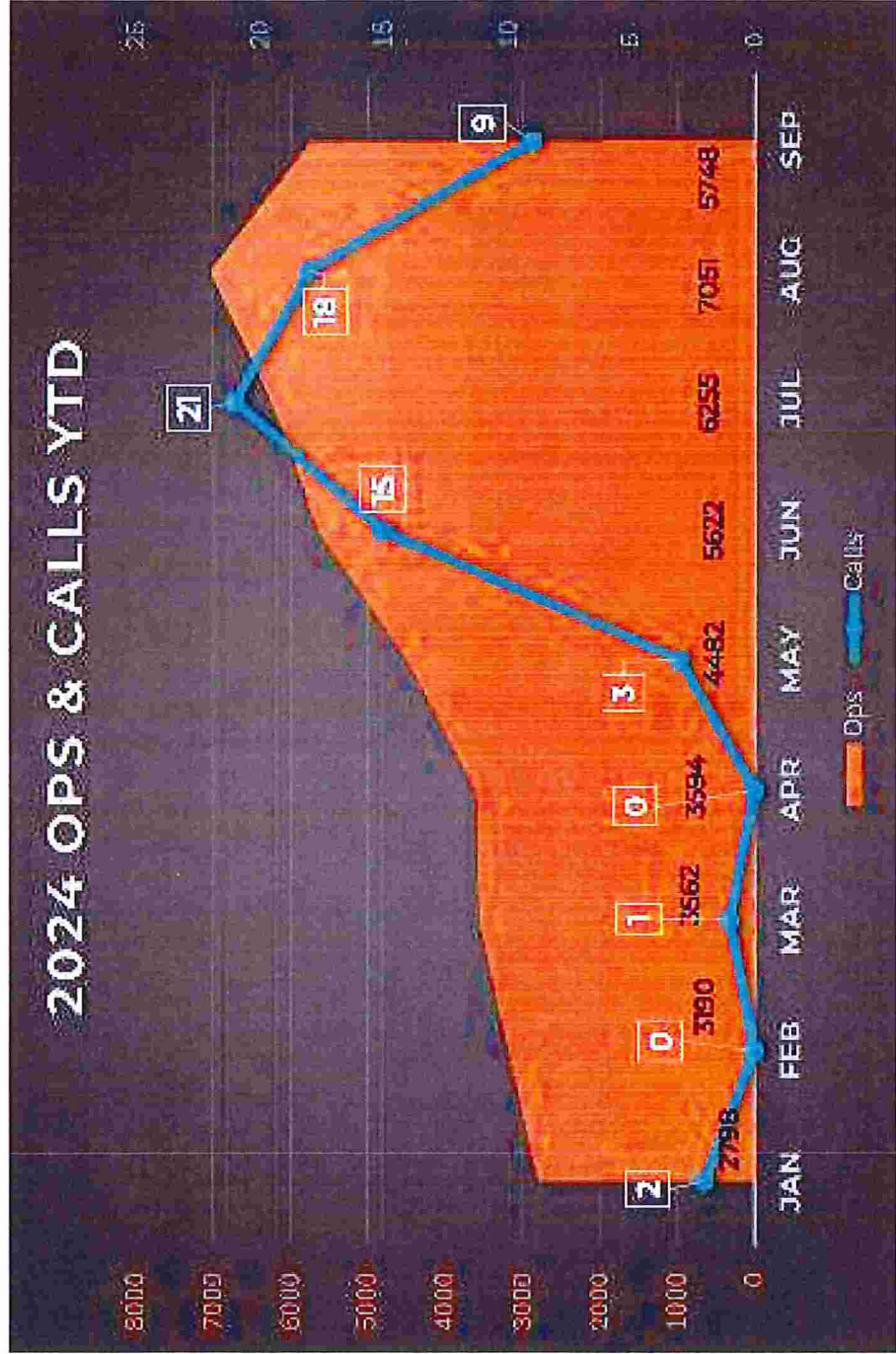
2024 Calls by Hours YTD





2024 MONTHLY CALLS







2024 & 2023 MONTHLY OPERATIONS

