



CAPE COD GATEWAY AIRPORT COMMISSION
Tuesday, August 16, 2022
Meeting to be held Via ZOOM at 4:00 PM

Join Zoom Meeting

<https://zoom.us/j/99456743213>

Meeting ID: 994 5674 3213

One tap mobile

+13126266799,,99456743213# US (Chicago)

+16468769923,,99456743213# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

888 475 4499 US Toll-free

877 853 5257 US Toll-free

Meeting ID: 994 5674 3213

Find your local number: <https://zoom.us/u/adL7EUHsQK>

1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Minutes of the previous meetings:

April 19, 2022

May 17, 2022

5. Public Comment

6. Commissioners Response to Public Comment

7. Report from Sub-Committees

- Finance (Commissioners Weil, Flores, Bailey)
- Infrastructure & Marketing (Commissioners Bierwirth, DiGeorge)

8. OLD BUSINESS

COM0422-07 - Approval of an Amendment to the Lease by and between Cape Cod Gateway Airport and Ross-Rectrix HYA, LLC for Land Lease



480 Barnstable Rd, Hyannis, MA 02601 | flyHYA.com | 508.775.2020

KATIE RILEY SERVIS Airport Manager | MATTHEW T. ELIA Assistant Airport Manager

9. NEW BUSINESS

COM0822-1 Review and Approve the License Agreement by and between Cape Cod Gateway Airport and HMI Parking Services LLC 170 Toby Way West Hyannisport, MA 02672 For Non-Aviation Related Off-Airport Airport Access and Land Use License Agreement for vehicle parking.

Formatted: Font: 10 pt, Not Italic

COM0822-2 Review and Approve Amendment #5 to the Lease by and between Cape Cod Gateway Airport and Horsley Witten Group in the Amount of \$105,000 (One Hundred and Five Thousand Dollars and Zero Cents) to fund Continued PFAS Monitoring and Phase IV Reporting to Meet the Department of Environmental Protection Requirements.

Formatted: Font: 10 pt

Formatted: Font: 10 pt, Not Italic

Formatted: Font: 10 pt, Not Italic

Formatted: Font: 10 pt

Formatted: Font: 10 pt, Not Italic

COM0822-3 Review and Approve of the License Agreement by and between Cape Cod Gateway Airport and Heritage Turbines

COM0822-4 Review and Approve of the License Agreement by and between Cape Cod Gateway Airport and New England Aircraft Detailing

Formatted: Font: 10 pt, Not Italic

~~Executive Session pursuant to M.G.L. c. 30A, § 21(a)(3) to discuss collective bargaining strategy as a discussion in open meeting may have a detrimental effect on the bargaining position of the public body, the Cape Cod Gateway Airport Commission.~~

~~COM0722-3 Approval of the Memorandum of Agreement by and between the Cape Cod Gateway Airport and the Teamsters Union Local NO. 59~~

10. Report of Special Committees

- Noise Report (July, October, January, April)
- Yarmouth Representative Comments

Updates:

- o Southern Airways Express Status
- o Monthly Financial Review (Finance)
 - o Include discussion of projects that have been rescinded
- o Monthly Business Plan Review (Infrastructure)
- o Upcoming September Finance Items:
 - o On-Call Planning (on hold from August meetings - procurement occurring in first week of August)
 - o On-Call Engineering (on hold from August meetings - procurement occurring in first week of August)
 - o Cape Air/Hyannis Air Service Terminal Lease
- o Upcoming September Infrastructure Items:
 - o Business Plan Update
 - o Upcoming Events
 - o Electric Aviation Discussion
- o CARES Act Projects Update/Status
 - o Replacement of T-hangar CARES1 & Airport Operations Renovation (see above)
 - Project started July 20
 - o Mary Dunn Way Extension
 - Project started June 20



- o Procurement
 - o 110 Mary Dunn Way
 - o On-Call Engineering
 - o On-Call Planning
 - o Airport Wood Signs - (Quotes < \$50,000)
 - o On-call airline marketing (July)
 - o RFP Main Terminal Parking Lot (August/September)
 - o Three-year on-call painting (August/September)
 - o Café commercial kitchen or retail (September)
 - o On-call marketing and social media (September/October)
- o Town of Barnstable Budget
 - o Management will start planning for FY2024 starting with CIP development with on-call teams
- o Airport Environmental Assessment Status
- o PFOS/Public Involvement Plan & Update
 - o Working on Phase IV Reporting due to DEP in October 2022
 - o Webpage development with more information on PFAS underway
- o Rebranding
 - o Sign Replacement
 - Mary Dunn Way Project will include one sign
 - Replacement of wooden signs - out for a bid/quotes.
 - o Website Upgrade
 - New site well received
- o Dates to remember:
 - o Cape Cod Gateway Airport Community Event Series
 - September 24, 2022: A Great Day For the Gateway - Celebrating America on Cape Cod (11-4:00)
 - o Southeastern Massachusetts Aviation Career Fair 2022
 - October 20, 2022: 0830-1400
- ~~o Southern Airways Express Status~~
- ~~o Monthly Financial Review (Finance)~~
 - ~~o Include discussion of projects that have been rescinded~~
- ~~o Monthly Business Plan Review (Infrastructure)~~
- ~~o Upcoming August Finance Items:~~
 - ~~o On-call Planning~~
 - ~~o On-Call Engineering~~
 - ~~o Cape Air/Hyannis Air Service Terminal Lease~~
 - ~~o HMI Parking Services LLC~~
 - ~~o Access Agreements~~
 - ~~▪ New England Aircraft Detailing~~
 - ~~▪ Heritage Turbines~~
- ~~o Upcoming August Infrastructure Items:~~
 - ~~o Business Plan Update~~
 - ~~o Upcoming Events~~
 - ~~o Electric Aviation Discussion~~
- ~~o CARES Act Projects Update/Status~~
 - ~~o Replacement of T hangar CARES1 & Airport Operations Renovation (see above)~~
 - ~~▪ Project starts after July 17~~
 - ~~o Mary Dunn Way Extension~~
 - ~~▪ Project started 6/20~~



- ~~o Other Projects out to Bid Now

 - ~~o Runway 6/24 Reconstruction (Spring 2023 start)~~
 - ~~o Runway 6/24 EMAS Bed Replacement (Spring 2023 start)~~~~
- ~~o Town of Barnstable Budget

 - ~~o Management will start planning for FY2024 starting with CIP development with on call teams~~~~
- ~~o Airport Environmental Assessment Status~~
- ~~o PFOS/Public Involvement Plan & Update

 - ~~o Working on Phase IV Reporting due to DEP in October 2022~~
 - ~~o Webpage development with more information on PFAS underway~~~~
- ~~o Rebranding

 - ~~o Sign Replacement

 - ~~* Mary Dunn Way Project will include one sign~~
 - ~~* Replacement of wooden signs out for a bid/quotes. Assume \$30K/sign~~~~
 - ~~o Website Upgrade

 - ~~* New site well received~~~~~~
- ~~o Dates to remember:

 - ~~o Cape Cod Gateway Airport Community Event Series

 - ~~* September 24, 2022: A Great Day For the Gateway -- Celebrating America on Cape Cod (11 4:00)~~~~~~

~~-11. Announcements - Commissioner's Comments~~

12. Matters not reasonably anticipated by the Chair

13. Adjournment - Next Meeting, ~~September 20~~August 16, 2022

Please Note: The list of matters, are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. It is possible that if it so votes, the Commission may go into executive session. The Commission may also act on items in an order other than they appear on this agenda.

AGENDA ITEMS

COM0422-07 - Approval of an Amendment to the Lease by and between Cape Cod Gateway Airport and Ross-Rectrix HYA, LLC for Land Lease

MOTION to approve the Amendment #7 to the lease by and between the Cape Cod Gateway Airport and Ross-Rectrix, HYA LLC for a land lease of the fuel farm and fuel truck parking area, parcel G, totaling ~~5,1254,105~~ square feet to coincide with the expiration of their current lease in 2024. **SPONSOR:** Finance (**May be acted upon**)

~~**TABLED**~~

~~**COM0822-1 Review and Approve the License Agreement by and between Cape Cod Gateway Airport and HMI Parking Services LLC 170 Toby Way West Hyannisport, MA 02672 For Non-Aviation Related Off-Airport Airport Access and Land Use License Agreement for vehicle parking.**~~

~~**MOTION** to approve the License Agreement by and between Cape Cod Gateway Airport and HMI Parking Services LLC 170 Toby Way, West Hyannisport, MA 02672 for Non-Aviation Related Off-Airport Airport Access and Land Use License Agreement for vehicle parking.~~

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Font: Not Bold



480 Barnstable Rd, Hyannis, MA 02601 | flyHYA.com | 508.775.2020

KATIE RILEY SERVIS Airport Manager | MATTHEW T. ELIA Assistant Airport Manager

SPONSOR: Finance (May be acted upon)

COM0822-2 Review and Approve Amendment #5 to the Lease by and between Cape Cod Gateway Airport and Horsley Witten Group in the Amount of \$105,000 (One Hundred and Five Thousand Dollars and Zero Cents) to fund Continued PFAS Monitoring and Phase IV Reporting to Meet the Department of Environmental Protection Requirements.

MOTION to approve the Amendment #5 to the lease by and between Cape Cod Gateway Airport and Horsley Witten Group in the Amount of \$105,000 (One Hundred and Five Thousand Dollars and Zero Cents) to fund Continued PFAS Monitoring and Phase IV Reporting to Meet the Department of Environmental Protection Requirements. SPONSOR: Finance (May be acted upon)

Formatted: Font: Not Bold
Formatted: Right: 0.19"
Formatted: Font: Not Bold
Formatted: Font: (Default) Montserrat Medium, Not Bold, (Asian) Japanese

COM0822-3 Review and Approve of the License Agreement by and between Cape Cod Gateway Airport and Heritage Turbines

MOTION to approve the annual License Agreement by and between Cape Cod Gateway Airport and Heritage Turbines for Off-airport Aviation related Airport Access effective November 1, 2022 in the amount of \$1,725.00. SPONSOR: Finance (May be acted upon)

Formatted: Right: 0.19"
Formatted: Font: Not Bold

COM0822-4 Review and Approve of the License Agreement by and between Cape Cod Gateway Airport and New England Aircraft Detailing

MOTION to approve the annual License Agreement by and between Cape Cod Gateway Airport and New England Aircraft Detailing for Off-airport Aviation related Airport Access as a Non-concessionaire Aircraft Cleaner/Detailer effective November 1, 2022 in the amount of \$1,725.00. SPONSOR: Finance (May be acted upon)

Formatted: Font: Not Bold

~~COM0722 1 Approval of Amendment #4 of the contract by and between Cape Cod Gateway Airport and Horsley Witten Group in the Amount of \$65,000.00 (Sixty-Five Thousand Dollars and Zero Cents) to fund FY2023 on-call environmental services.~~

~~MOTION to approve Amendment #4 to the contract by and between Cape Cod Gateway Airport and Horsley Witten Group in the Amount of \$65,000.00 (Sixty-Five Thousand Dollars and Zero Cents) to fund FY2023 on-call environmental services. SPONSOR: Finance (May be acted upon)~~

~~COM0722 2 Approval of Amendment #6 of the contract by and between Cape Cod Gateway Airport and The Quotient Group in the Amount of \$13,500 (Thirteen Thousand Five Hundred Dollars and Zero Cents) to fund FY2023 on-call Marketing Services.~~

~~MOTION to approve Amendment #6 to the contract by and between Cape Cod Gateway Airport and The Quotient Group in the Amount of \$13,500 (Thirteen Thousand Five Hundred Dollars and Zero Cents) to fund FY2023 on-call Marketing Services. SPONSOR: Finance (May be acted upon)~~

~~Executive Session pursuant to M.G.L. c. 30A, § 21(a)(3) to discuss collective bargaining strategy as a discussion in open meeting may have a detrimental effect on the bargaining position of the public body, the Cape Cod Gateway Airport Commission.~~

~~As Chair of the Airport Commission, I move to go into Executive Session pursuant to M.G.L. c. 30A, § 21(a)(3) to discuss collective bargaining strategy as a discussion in open meeting may have a detrimental effect on the bargaining position of the public body, the Cape Cod Gateway Airport~~



Commission. This meeting will reconvene in open session after the Executive Session.

~~COM0722-3 Approval of the Memorandum of Agreement by and between the Cape Cod Gateway Airport and the Teamsters Union Local NO. 59~~

~~MOTION to approve the Memorandum of Agreement by and between the Cape Cod Gateway Airport and the Teamsters Union Local NO. 59 effective July 15, 2022 to amend the existing contract. SPONSOR: Management (May be acted upon)~~



480 Barnstable Rd, Hyannis, MA 02601 | flyHYA.com | 508.775.2020

KATIE RILEY SERVIS Airport Manager | MATTHEW T. ELIA Assistant Airport Manager