



CAPE COD GATEWAY AIRPORT COMMISSION

Tuesday, November 15, 2022

Meeting to be held On-line at 4:00 PM - Via link below:

Join Zoom Meeting

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

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1. Call to Order

2. Roll Call

3. Pledge of Allegiance

4. Minutes of the previous meetings:

July 19, 2022

August 1, 2022 Special

August 16, 2022

September 20, 2022

5. Public Comment

6. Commissioners Response to Public Comment

7. Report from Sub-Committees

- **Finance** (*Commissioners Weil, Flores, Bailey*)



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

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

- **Infrastructure & Marketing** (*Commissioners Bierwirth, DiGeorge, Guiod*)

8. OLD BUSINESS

None

9. NEW BUSINESS

COM1122-1 Approval of a three (3) year contract by and between Cape Cod Gateway Airport and Airport Solutions Group LLC, 39 Winn Street, Burlington, MA for Professional On-Call Engineering Services.

COM1122-2 Approval of a three (3) year contract by and between Cape Cod Gateway Airport and Airport Solutions Group LLC, 39 Winn Street, Burlington, MA for Professional On-Call Planning Services.

COM1122-3 Approval of a Lease Agreement by and between Cape Cod Gateway Airport and HYANNIS AIR SERVICE, INC., dba CAPE AIR and NANTUCKET AIR for the Lease of Space in the Airport Terminal for Ticket Counter, Operations and Office Spaces to Provide Passenger and Baggage Services to Airport Patrons.

COM1122-4 Approval of the FY2024 Draft Capital Improvement Plan for Cape Cod Gateway Airport

COM1122-5 Approval of the Jet Fuel Pricing Agreement by and Between the Cape Cod Gateway Airport and Everest Fuel Management, LLC

10. Report of Special Committees

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

Updates:

- Monthly Financial Review (Finance)
- Monthly Business Plan Review (Infrastructure)
- Update - Electric Aviation Initiatives
- Upcoming December Finance Items:
 - Hangar Lease - Be deRuyter
 - On-call marketing
 - On-call airline consultant
- Upcoming December Infrastructure Items:
 - Business Plan Update
 - Electric Aviation Update
- CARES Act Projects Update/Status
 - Replacement of T-hangar CARES1 & Airport Operations Renovation (see above)
 - Project started July 20
 - Mary Dunn Way Extension
 - Project started June 20
- Procurement
 - Three-year on-call painting
 - Café commercial kitchen or retail
- Town of Barnstable Budget



- o Management will start planning for FY2024 Operations Budget development
- o Airport Environmental Assessment Status
 - o Public meeting 10/27 @ 1800 in Terminal Baggage Claim - Overview
- 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 included one sign
 - Replacement of wooden signs - out for a bid/quotes.
 - Working with the state on replacement of the green/white signs
- o Past Events
 - o Overview of:
 - October 20, 2022: 0830-1400: Southeastern Massachusetts Aviation Career Fair 2022
 - October 27, 2022 @ 6PM: 1st Public Meeting for the Airport Environmental Assessment
 - October 28, 2022 @ 8AM: Cape Cod Chamber Good Morning Networking Breakfast.
 - o Dates to remember:
 - None at this time
 -

11. Announcements - Commissioner's Comments

12. Matters not reasonably anticipated by the Chair

13. Adjournment - Next Meeting, December 20, 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

COM1122-1 Approval of a three (3) year contract by and between Cape Cod Gateway Airport and Airport Solutions Group LLC, 39 Winn Street, Burlington, MA for Professional On-Call Engineering Services.

MOTION to approve the three year contact effective November 1, 2022 by and between Cape Cod Gateway Airport and Airport Solutions Group LLC for Professional On-call Engineering Services. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

COM1122-2 Approval of a three (3) year contract by and between Cape Cod Gateway Airport and Airport Solutions Group LLC, 39 Winn Street, Burlington, MA for Professional On-Call Planning Services.



MOTION to approve the three year contract effective November 1, 2022 by and between Cape Cod Gateway Airport and Airport Solutions Group LLC for Professional On-call Planning Services. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM1122-3 Approval of a Lease Agreement by and between Cape Cod Gateway Airport and HYANNIS AIR SERVICE, INC., dba CAPE AIR and NANTUCKET AIR for the Lease of Space in the Airport Terminal for Ticket Counter, Operations and Office Spaces to Provide Passenger and Baggage Services to Airport Patrons.

MOTION to approve the lease by and between Cape Cod Gateway Airport and Hyannis Air Service, Inc. DBA Cape Air/Nantucket Air for the lease of space in the Airport Terminal effective September 1, 2022 for a five year period with two (2) five year extension options. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM1122-4 Approval of the FY2024 Draft Capital Improvement Plan for Cape Cod Gateway Airport

MOTION to approve the FY2024 Draft Capital Improvement Plan for Cape Cod Gateway Airport. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

COM1122-5 Approval of the Jet Fuel Pricing Agreement by and Between the Cape Cod Gateway Airport and Everest Fuel Management, LLC

MOTION to approve the annual Jet Fuel Pricing Agreement by and Between the Cape Cod Gateway Airport and Everest Fuel Management, LLC effective November 15, 2022.

SPONSOR: Finance Subcommittee (**May be acted upon**)

