



**FINANCE SUBCOMMITTEE AGENDA
Tuesday, September 6, 2022
Airport Conference Room 8:30 A.M.**

Join Zoom Meeting

<https://townofbarnstable-us.zoom.us/j/86461206445>

Meeting ID: 864 6120 6445

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Call Meeting to Order

Roll Call (Weill, Flores, Bailey)

Review and approve minutes of the April 19, 2022 & May 3rd, 2022 Minutes of the Finance Subcommittee meeting.

OLD BUSINESS

NONE

NEW BUSINESS

F0922-1 Review and Approve contract amendment in the amount of \$ 63,530.81 by and between Cape Cod Gateway Airport and EPSILON ASSOCIATES, INC. 3 Mill & Main Place, Suite 250, Maynard, Massachusetts for the 2021 Cape Cod Gateway Airport Environmental Impact Analyses of Proposed Airport Actions Associated with the Airport Master Plan Update.

F0922-2 Review and Approve the License Agreement by and between Cape Cod Gateway Airport and Suffolk Construction Company, Inc. 65 Allerton Street Boston, MA 02119 for vehicle parking.

Updates:

- Southern Airways Express Status
- Monthly Financial Review (Finance)
- Monthly Business Plan Review (Infrastructure)
- Upcoming October/November Finance Items:
 - On-Call Planning
 - On-Call Engineering
 - Cape Air/Hyannis Air Service Terminal Lease



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

- Upcoming September Infrastructure Items:
 - Business Plan Update
 - Upcoming Events
 - Electric Aviation Discussion
- 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
 - 110 Mary Dunn Way
 - On-Call Engineering
 - On-Call Planning
 - Airport Wood Signs – (Quotes < \$50,000)
 - On-call airline marketing (July)
 - RFP Main Terminal Parking Lot (August/September)
 - Three-year on-call painting (August/September)
 - Café commercial kitchen or retail (September)
 - On-call marketing and social media (September/October)
- Town of Barnstable Budget
 - Management will start planning for FY2024 starting with CIP development with on-call teams
- Airport Environmental Assessment Status
- PFOS/Public Involvement Plan & Update
 - Working on Phase IV Reporting due to DEP in October 2022
 - Webpage development with more information on PFAS underway
- Rebranding
 - Sign Replacement
 - Mary Dunn Way Project will include one sign
 - Replacement of wooden signs – out for a bid/quotes.
 - Website Upgrade
 - New site well received
- Dates to remember:
 - Cape Cod Young Professionals
 - September 22, 2022
 - Cape Cod Gateway Airport Community Event Series
 - September 24, 2022: A Great Day For the Gateway - Celebrating America on Cape Cod (11-4:00)
 - Southeastern Massachusetts Aviation Career Fair 2022
 - October 20, 2022: 0830-1400

Adjourn Meeting

The list of matters, are those reasonably anticipated by the president/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 sub-committee may go into executive session.

PERSONS INTERESTED ARE ADVISED THAT IN THE EVENT THAT ANY MATTER TAKEN UP AT THE MEETING THAT REMAINS UNFINISHED AT THE CLOSE OF THE MEETING, IT MAY BE PUT OFF TO A CONTINUED SESSION OF THIS MEETING WITH PROPER POSTING.

For your information the section of the M.G.L. that pertains to postings of meetings is as follows: Except in an emergency, in addition to any notice otherwise required by law, a public body shall post notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays and legal holidays. In an emergency, a public body shall post notice as soon as reasonably possible prior to such meeting. Notice shall be printed in a legible, easily understandable format and shall contain: the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. For meetings of a local public body, notice shall be filed with the municipal clerk and posted in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located.



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