



**FINANCE SUBCOMMITTEE MEETING MINUTES**  
**Tuesday, June 1st, 2021**  
**Airport Conference Room 8:30 a.m.**  
**Via Zoom Virtual Meeting**

**Commissioner's Present: (Roll Call)**

Norman E. Weill, Commissioner-Remote  
John G. Flores, Commissioner-Remote  
Bradley J. Bailey, Commissioner-Remote

**Airport Staff:**

Katie R. Servis, Airport Manager  
Matthew T. Elia, Assistant Airport Manager-Remote  
Mary McDonald, Financial Analyst  
Fidora Rodrigues, Financial Admin Assistant

**Public Members:**

John T. Griffin, Cape Cod Gateway Airport Commission Chair

*Minutes of the March 2<sup>nd</sup>, 2021 Executive Session, May 4<sup>th</sup>, 2021 Finance Subcommittee meeting were tabled.*

**OLD BUSINESS**

**None**

**NEW BUSINESS**

***F0621-01 – Review and Discuss Amendment #7 to the contract for On-Call Architectural Services by and between Cape Cod Gateway Airport and Fennick and McCredie Architecture, Ltd. (F&M) for FY2022 On-Call Services in the amount of \$20,000.***

- Manager Servis stated this is for locally funded Capital Improvement Projects (CIP) for FY22.
- The Consultant will provide on-call services of various building repairs, renovations, design and development of vertical structures. The compensation for the professional services provided shall be in accordance with negotiated scope of services per assigned project utilizing the negotiated rate structure in effect for the agreement term.
- A motion was made by Commissioner Weill and seconded by Commissioner Flores to approve and move the item to the Full Commission meeting.

*Action:* The agenda item was moved to the June 18<sup>th</sup>, 2021 Full Commission meeting for approval.

***F0621-02 – Review and Discuss Amendment #5 to the contract for On-Call Planning Services by and between Cape Cod Gateway Airport and McFarland Johnson to extend the contract to coincide with the fiscal year.***

- Manager Servis stated the Amendment is to extend the professional planning services contract from October 31, 2021 to June 30, 2022. This is so that the contract is in alignment with the Airport's fiscal year



- Discussions with Procurement indicated that this one-time extension is allowable as long as we go out to bid for on-call services before the end of the contract which is June 30, 2022.
- A motion was made by Commissioner Flores and seconded by Commissioner Weill to approve and move the item to the Full Commission meeting.

*Action:* The agenda item was moved to the *June 18<sup>th</sup>, 2021* Full Commission meeting for approval.

***F0621-03 – Review and Discuss Amendment #6 to the contract for On-Call Planning services by and between Cape Cod Gateway Airport and McFarland Johnson for FY2022 on-call services in the amount of \$42,000.***

- Manager Servis stated this is for locally funded Capital Improvement Projects (CIP) for FY22.
- The Consultant will provide on-call services for airport planning. The compensation for the professional services provided will be in accordance with negotiated scope of services per assigned project utilizing the negotiated rate structure in effect for the agreement
- A motion was made by Commissioner Flores and seconded by Commissioner Weill to approve and move the item to the Full Commission meeting.

*Action:* The agenda item was moved to the *June 18<sup>th</sup>, 2021* Full Commission meeting for approval.

***F0621-04 – Review and Discuss Amendment #6 to the contract for On-Call Engineering Services by and between Cape Cod Gateway Airport and Airport Solutions Group to extend the contract to coincide with the fiscal year.***

- Manager Servis stated the Amendment is to extend the professional planning services contract from October 31, 2021 to June 30, 2022. This is so that the contract is in alignment with the Airport's fiscal year
- Discussions with Procurement indicated that this one-time extension is allowable as long as we go out to bid for on-call services before the end of the contract which is June 30, 2022.
- A motion was made by Commissioner Flores and seconded by Commissioner Weill to approve and move the item to the Full Commission meeting.

*Action:* The agenda item was moved to the *June 18<sup>th</sup>, 2021* Full Commission meeting for approval.

***F0621-05 – Review and Discuss Amendment #7 to the contract for On-Call Engineering Services by and between Cape Cod Gateway Airport and Airport Solutions Group for FY2022 on-call services in the amount of \$60,000.***

- Manager Servis stated this is for locally funded Capital Improvement Projects (CIP) for FY22.
- The Consultant will provide on-call services for airport engineering. The compensation for the professional services provided will be in accordance with negotiated scope of services per assigned project utilizing the negotiated rate structure in effect for the agreement term.
- A motion was made by Commissioner Flores and seconded by Commissioner Weill to approve and move the item to the Full Commission meeting.



Action: The agenda item was moved to the June 18<sup>th</sup>, 2021 Full Commission meeting for approval.

**F0621-06 – Review and Discuss Amendment #2 to the contract for On-Call Environmental Services by and between Cape Cod Gateway Airport and Horsley Witten Group for FY2022 on-call services in the amount of \$65,000.**

- Manager Servis stated this is for locally funded Capital Improvement Project (CIP) for FY22
- A motion was made by Commissioner Flores and seconded by Commissioner Weill to approve and move the item to the Full Commission meeting.

Action: The agenda item was moved to the June 18<sup>th</sup>, 2021 Full Commission meeting for approval.

**F0621-07 – Review and Discuss Amendment #3 to the contract for On-Call Environmental Services by and between Cape Cod Gateway Airport and Horsley Witten Group for FY2022 Capital Improvement Plan Project services for Reporting, Testing, Mitigation, and Monitoring (PFOS Soils) Phase III in the amount of \$200,000.**

- Manager Servis stated the Amendment is for additional On Call Environmental Engineering, Permitting and Department of Environmental Protection (DEP) Remediation Consultant Services related to the Capital Improvement Plan Project services for Reporting, Testing, Mitigation, and Monitoring Perfluorooctane Sulfonate (PFOS) Soils Phase III
- This project and the dollar amount have been approved by the Airport Commission and Town Council as part of the FY2022 Capital Improvement Plan.
- The dollar amount was identified through a by a Scope of Work (SOW) from Horsley Witten Group.
- A motion was made by Commissioner Flores and seconded by Commissioner Weill to approve and move the item to the Full Commission meeting.

Action: The agenda item was moved to the June 18<sup>th</sup>, 2021 Full Commission meeting for approval.

**F0621-08 – Review and Discuss Amendment #3 to the contract for On-Call Marketing Services by and between Cape Cod Gateway Airport and The Quotient Group for FY2022 on-call services in the amount of \$20,000.**

- Manager Servis stated this is for locally funded Capital Improvement Projects (CIP) for FY22.
- The Consultant will provide on-call services for airport marketing. The compensation for the professional services provided will be in accordance with negotiated scope of services per assigned project utilizing the negotiated rate structure in effect for the agreement term.
- A motion was made by Commissioner Flores and seconded by Commissioner Weill to approve and move the item to the Full Commission meeting.

Action: The agenda item was moved to the June 18<sup>th</sup>, 2021 Full Commission meeting for approval.

**F0621-09 – Review and Discuss Amendment #8 to the contract for On-Call Architectural Services by and between Cape Cod Gateway Airport and Fennick and McCredie**



**Architecture, Ltd. (F&M) for the Griffin Avionics Hangar – Existing Conditions Evaluations in the amount of \$39,985.**

- Manager Servis stated the Amendment is for additional professional architectural services related to the Griffin Avionics Hangar - Existing Conditions Evaluations. This will be used when negotiating their new lease.
- The dollar amount identified has been established via a Scope of Work (SOW) from Fennick McCredie.
- A motion was made by Commissioner Flores and seconded by Commissioner Weill to approve and move the item to the Full Commission meeting.

Action: The agenda item was moved to the June 18<sup>th</sup>, 2021 Full Commission meeting for approval.

**F0621-10 – Review and Discuss exercising the 36-month lease term option for Avis, Budget, Enterprise and Hertz.**

- All four leases allow for a one-time 36-month extension
- A letter has have been sent to each agency requesting response by June 18, 2021.
- Manager Servis stated management has no reason to believe that they will not extend, they have all done quite well in revenues. As of March 2021 at least two were well over \$1 Million dollars in revenues with the other not far behind.
- A motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting.

Action: The agenda item was moved to the June 18th, 2021 Full Commission meeting for approval

**Updates:**

- Airport Finances Update
  - To be sent out by the end of the day on June 1, 2021.
- CARES Act Projects Update
  - Replacement of T-Hangar- the Amendment was approved by the Commission in January 2021. We are moving the Project to get us out of the winter months, and also the price of steel.
  - Fleet Hangar Door Replacement- the Amendment was approved by the Commission in January 2021. The construction safety was completed and is in the bid so they know the perimeters when submitting their bids.
  - Mary Dunn Way Extension – Amendment is being worked on. The schedule is start date of March 2022 completed by summer 2022
- Airport Master Plan Update
  - Will be discussed at the Full Commission on June 15, 2021 which will be a Zoom Meeting
  - Next and Final Planning Advisory Group (PAG) Meeting is June 29th 2021
- Town of Barnstable Budget Meetings
  - Operating Budget Meeting is scheduled for June 3rd 2021 and will also be on Channel 18.
- Airport Environmental Assessment
  - Request for Proposals were due May 14, 2021.
  - We received two proposals: Epsilon & McFarland Johnson
  - We will be reviewing the proposals the week of June 7, 2021
  - Manager Servis will get the proposals to Commissioner Weill for review.
- Airport Tree Clearing Project



- PFOS/Public Involvement Plan & Update- Moving thorough Phase II of the Project.
  - A meeting was held on January 27<sup>th</sup>, 2021 with Department of Environmental Protection (DEP) to identified additional testing and sampling to identify existing plume and future plume based on ground water and PFAS movement
  - Meeting scheduled for April 28, 2021 rescheduled to May 2021 to update TOB on findings of additional testing
  - Currently we are identifying the future plum.
  - A meeting was scheduled for June 2, 2021 to update Town Council Leadership on findings of additional testing
  - A future meeting will be scheduled with Town Council Leadership
- Airport Rates & Charges Update (2021 review post-COVID19)
  - Airport Management will start working on various updates
- Rebranding & Website Upgrade
  - The Quotient Group is working on the Website modification.
  - Sign plan modifications - underway
- Letterhead, logo, business cards, social media – is complete.
- Dates to remember:
  - June/July – Terminal Dedication Ceremony – Boardman-Polando - 90th Anniversary for Boardman/Polando Flight
  - MCI Drill September 28, 2021
- Lease Development Update
  - Griffin Avionics
  - Hyannis Hangar LLC
  - Ross Aviation – Air Cape Cod –will be speaking with the Infrastructure Subcommittee on June 1, 2021
- Upcoming:
  - Management Contract-prior to June 30th, 2021.
  - Management Review – one-on-one review with the Commission Chair prior to June 30, 2021
  - Officer positions for the commission

**Additional comments:**

Commissioner Flores asked if there were any updates on the Airport Café. Manager Servis stated that Commissioner Young stated she knew of a Marstons Mills Chowder Company that is in need of leasing kitchen space. Also, was discussed a food partnership with the Cape Cod Community College Food Service may be a viable option. Manager Servis stated she will work on issuing a Request for Proposal (RFP).

Commissioner Weill commented on the New Flight School on the East Ramp-ALOFT stated they had a grand opening and they did a great job and about 10-15 people attended. The Cape Cod Aero Club is also working with them to support the business.

Commissioner Flores stated we should publicize what is going on at the Airport such as the ALOFT Flight School and Cape Cod Aero Club to increase public awareness.

Meeting Adjourned: 9:21 a.m.

*The next Finance Subcommittee Meeting is scheduled Tuesday, July 13<sup>th</sup>, 2021 @ 8:30 a.m.*



Norman E. Weill, Chairman

