



FINANCE SUBCOMMITTEE MEETING MINUTES

Tuesday, May 3, 2022

8:30 a.m.

Via Zoom Virtual Meeting

Call Meeting to Order:

8:32 a.m.

Commissioner's Present: (Roll Call)

Norman E. Weill, Commissioner

Bradley J. Bailey, Commissioner

John G. Flores, Commissioner

Airport Staff:

Katie R. Servis, Airport Manager

Matthew T. Elia, Assistant Airport Manager

Mary McDonald, Financial Analyst

Public Members:

John T. Griffin, Cape Cod Gateway Airport

OLD BUSINESS

F0422-6 Review and Approve an Amendment to the Lease By and Between Cape Cod Gateway Airport and Ross-Rectrix HYA, LLC for Land Lease

- This agenda item was tabled.

NEW BUSINESS

F0522-1 Review and Approve Use of Airport Operating Reserves in the Amount of \$1,783,841.00 to Fund the Excess Needed for the FY22 Airport Operations Modifications and T Hangar Project

- Manager Servis stated we received bids on April 27th, 2022 and they were \$455,000.00 above Fennick McCredie's estimated project cost.
- The bid specs include wiring, gutting building, and separate space of includes a vestibule, relocating the door to the East Ramp, a trailer for the 10 months duration of construction. Also has to include new T-hangar, relocate storm drains which are located under the building and makes it difficult to access.
- To plan for that, Airport Management may need to tap into Airport Reserves to cover the difference if necessary as the project could exhaust CARES Act funds
- Federal Aviation Administration grant 4.5 million local share 1.5 million
- Commissioner Weill stated the increase in reserves has come from cares grant and collecting operating revenue from Jet fuel, Car rentals, and COVID revenues.
- Commissioner Flores asked if revenue from W.S Development, LLC goes in the reserves. Manager Servis stated yes anything we do not use in expenses goes into the reserve.
- A motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting by a roll call vote:

Commissioner Weill -Yes

Commissioner Bailey - Yes

Commissioner Flores -Yes



Action: The agenda item was moved to the May 17th, 2022 Full Commission meeting for approval

F0522-2 Review and Approve Award and Contract for FY22 Airport Operations Modifications and T Hangar Project in the Amount of \$5,432,817.00 to Trac Builders, Inc.

- Manager Servis stated as part of the initiatives within the Airport Business Plan, the Airport Operations Modifications and T Hangar Project is a vital improvement to the Airport's infrastructure and meets a number of our business plan goals including:
 - Improving General Aviation Services
 - Diversifying Airport Revenue Stream
 - Developing Airport Branding
- Improvements will help establish or improve existing facilities and to better market the airport, such as this proposed project.
- This project will provide improved facilities for general aviation customers and airport staff.
- The project design includes: a total remodel of the Airport Operations facility for staff and customers with new assessable restrooms, divided space between the public and our responding Aircraft Rescue and Firefighting team, and upgraded T-hangar and apron space to respond to building deficiencies
- The project was advertised through the Town's Procurement Office. With invitations for bid issued on March 2, 2022 and competitive bids received on April 27, 2022. We had three successful bidders.
 - Trac Builders, Inc \$5,392,000.00
 - JJ Carosi, Inc. : \$5,872,200.00
 - M. O'Connor Contracting \$6,760,000.00
- The total project cost with this bid for construction and the design, bid services and project over sight by Fennick McCredie Architects totals \$6,354,919.00
- The project will be funded 100% by the CARES Act
 - 68% CARES Act Grant \$4,314,348
 - 32% Reserves from CARES Act Reimbursements
 - FAA grant applications will request \$4,314,348 via the CARES Act with the local share at \$2,040,571.00
- The lowest bidder was \$5,432,817.00, with an overall total project cost of 6,354,919.00, \$455,000 above the original estimates
- Commissioner Weill stated it is a lot of money, and he did not want to be critical, but even in our personal lives we are seeing increases. Manager Servis stated the project was over the estimate however, the price of steel has drastically increased. She also noted that the Cares Act Funding has a sunset and we want to be sure we use the funding.
- A motion was made by Commissioner Flores and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting by a roll call vote:

Commissioner Weill -Yes

Commissioner Bailey - Yes

Commissioner Flores -Yes

Action: The agenda item was moved to the May 17th, 2022 Full Commission meeting for approval



F0522-3 Review and Approve Award and Contract for FY22 Replace Runway 24 Engineered Materials Arresting System (EMAS) in the Amount of \$1,458,800.02 (One Million Four Hundred Fifty-Eight Thousand Eight Hundred Dollars and no cents) to Lawrence Lynch Corporation

- Manager Servis stated the Airport is starting on a federally funded project to replace the aging Engineered Material Arresting System (EMAS) located at the approach end of Runway 06, adjacent to Route 28.
- The system was the first installed in New England in 2003 and it is the 9th system that was installed in the nation.
- EMAS technology improves safety benefits in cases where land is not available, or not possible to have the standard 1,000-foot overrun, which is usually grass, known as the Runway Safety Area (RSA) as is the case at the Cape Cod Gateway Airport due to the proximity of Route 28.
- The project was approved for implementation by the Airport Commission for FY2022 Capital Improvement Plan.
- The project will not commence until Spring 2023
- The contract with the block manufacturer Runway Safe to start production was approved at the April 19, 2022 meeting with the Airport Commission.
- This contract award is for the actual construction and installation of the blocks
- The actual construction and installation of the EMAS system is subject to a separate procurement process and we received two viable bids:
 - Lawrence-Lynch Corp \$1,458,800.02
 - E.T. & L. Corp \$1,872,935.00
- The total project with the EMAS development, bid for construction and the design, bid services and project oversight by Airport Solutions Group totals \$6,459,771.02. *the breakdown is as follows:*
 - EMAS Block Production \$4,379,871.00
 - Airport Solutions Group \$616,100.00
 - Actual Construction \$1,458,800.02
 - Administrative Fee \$5,000.00
- The project will be funded 95% by the Federal Aviation Administration and MassDOT Aeronautics. The Airport's project cost (5%) is \$ 322,988.55.
- The Commissioners had no questions where this had been previously discussed.
- A motion was made by Commissioner Weill and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting by a roll call vote:

Commissioner Weill -Yes

Commissioner Bailey - Yes

Commissioner Flores -Yes

Action: The agenda item was moved to the May 17th, 2022 Full Commission meeting for approval

A F0522-4 Review and Approve Award and Contract for FY22 Reconstruct Runway 6-24 Cape Cod Gateway Airport in the Amount of \$16,971,435.00 (Sixteen Million Nine Hundred Seventy One Thousand Four Hundred Thirty Five Dollars) to Lawrence Lynch Corporation

- Manager Servis stated the Airport is embarking on a federally funded project to replace the aging Runway 6-24
- The purpose of this project is to reconstruct the Runway 6-24 pavement north of Runway 15-33, approximately 4,700 feet by 150 feet and intersecting Taxiways to approximately 250 feet from the Runway 6-24 centerline.



- The project also includes replacement of the existing Runway edge, threshold, and end lights, replacement of mandatory, directional and distance remaining signs. Work will also include pavement and subgrade excavation and removal, Runway Safety Area grading, drainage improvements and pavement markings. The work also includes the construction of a new pavement section 24 inches thick and composed of new grooved asphalt surface and base over gravel/soils sub-base. A small portion of the taxiway pavements will be milled and overlaid at the project limits and to repair pavements damaged by construction traffic.
- The project was approved for implementation by the Airport Commission for FY2022 Capital Improvement Plan.
- The airport received one bid for the project from Lawrence-Lynch Corp \$16,971,435.00
- The total project with the construction, bid for construction and the design, bid services and project over sight by Airport Solutions Group is \$18,727,000.00.
 - Construction \$16,971,435.00
 - Airport Solutions Group \$1,611,700.00
 - Airfield Escort Fees \$137,292.00
 - Administrative Fees \$6,573.00
- The project will be funded
 - 95% by the Federal Aviation Administration and MassDOT Aeronautics.
 - 5% Airport project cost \$848,571.75
- Commissioner Weill asked if this also includes the taxiway and he was looking for run-up development. Manager Servis stated it does include some marking.
- Motion was made by Commissioner Weill and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting by a roll call vote:

Commissioner Weill -Yes Commissioner Bailey - Yes Commissioner Flores -Yes

Action: The agenda item was moved to the May 17th, 2022 Full Commission meeting for approval

F0522-5 Review and Approve a Contract By and Between Cape Cod Gateway Airport and Griffin Avionics, LLC for Real property

- Manager Servis stated Griffin Avionics, Airport Management and each entity's attorneys have been working on a negotiated lease since May 2021
- We have reach agreement in nearly all aspects with exception to the following:
 - Insurance requirements which are being reviewed by the Town of Barnstable's Risk Manager.
 - 3,700 foot square building that is airport owned but leased by Griffin.
 - We are working through higher liability insurance and garage maintenance to building. There is nothing in the lease that stated we are responsibility. We do not do this for many other tenants and we want to be consistent. Also, their rate would need to increase if we take over maintenance.
 - Commissioner Weill asked if discussions have been positive. Manager Servis stated yes they have been. He also mentioned we want to continue to have a good working relationship and they bring so much to the General Aviation community
 - Commissioner Bailey pointed out that the cost should be on lessee not lessor.
- A motion was made by Commissioner Weill and seconded by Commissioner Bailey to approve and move the item to the Full Commission meeting by a roll call vote:



Commissioner Weill -Yes

Commissioner Bailey - Yes Commissioner Flores -Yes

Action: The agenda item was moved to the May 17th, 2022 Full Commission meeting for approval

Updates:

- Monthly Financial Review:
 - FY2022 Budget Update Summary was previously sent out to commissioners (See Attached)
 - Commissioner Weill commented he was pleased with the summary and appreciates the effort it takes to complete it.
 - Manager Servis stated our salary overtime has increase due to not being able to fill the custodian position we have vacant. We have advertised the position since last July and have had 7 rounds of interviews. We are struggling to find qualified applicants.
 - Rental Car Concessions are up 50% above estimated revenues due to off the street customers.
 - Jet fuel sales are up 42% over revenue estimates and 10% over budget expenditures due to increases in sales and increases in fuel price.
 - Revenue generation is meeting budget goals without the CARES & CRRSAA grants.
 - We are tracking well within the overall budget with a current budget surplus of \$1.25 Million without the CARES & CRRSAA grants.
- Town of Barnstable Budget
 - Meetings with the Town on Capital Improvement Plan (CIP) at Town Council is scheduled for May 5th, 2022 via Zoom
 - Operating Budget (June) - Management will keep you informed of the date of this meeting
- Dates to remember:
 - Cape Cod Gateway Airport Community Event Series
 - April 21, 2022: COVID Healthcare Appreciation "Restore and Refresh" (4:30 to 7:00) – free to healthcare providers – Manager Servis stated this event hit out maximum attendee list, went very well and was well received.
 - May 19, 2022: Cigars & Whiskey (6:30-8:30) \$100/ticket
 - September 24, 2022: A Great Day For the Gateway - Celebrating America on Cape Cod (11-4:00)

Additional Comments:

Commissioner Weill stated Assistant Manager Elia provided a tour of the Tower for 20 people from the EAA & Cape Cod Aero Club. He thought it pleasing shocking to see and great to have the general aviation community have the opportunity to see the facility.

Meeting Adjourned at 9:27 am

The next Finance Subcommittee Meeting is scheduled Tuesday, June 7, 2022 @ 8:30 a.m.


Norman E. Weill, Chairman



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

