



## FINANCE SUBCOMMITTEE MEETING MINUTES

Tuesday, August 2, 2022

8:30 a.m.

Via Zoom Virtual Meeting

### **Call Meeting to Order:**

8:33 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

*No minutes to Review and approve.*

### **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***

- Airport Management has completed Request for Proposal documentation for the Disposition of Real Property via Lease for the commercial property known as Hangar & Offices (Air Cape Cod) located at 110 Mary Dunn Way, Hyannis, MA
  - The land is under control and custody of the Cape Cod Gateway Airport Commission and the building will revert to Airport ownership at the expiration of the existing lease on July 1, 2022 per the terms of that lease and in compliance with Federal Aviation Administration's policies on Aeronautical Lease Agreements.
  - As part of that termination, the two 10,000 gallon fuel tanks would also revert to the airport
- Ross Aviation has requested to maintain their ownership of the fuel tank through to the end of their existing lease (2024); therefore, the airport is willing to include for the remainder of their existing Lease, a land lease for the land in which the fuel farm is located and relative parking space for fuel trucks.
- This would be via an amendment to their existing Lease.
- Prior to Lease expiration 2024, the Airport will be able to negotiate with Ross future land leases and infrastructure leases in the next master lease. This amendment will include an additional 4,105 square feet for one parcel for the fuel tanks and parking for fuel trucks (Parcel "G") and a rental fee of just over \$2,257.75 to the Airport plus fuel flowage, etc.
- Manager Servis stated that Ross Rectrix Aerodrome is changing their name to Atlantic Aviation. She also made the statement we do not want to start selling Avgas.
- Commissioner Flores asked if it was reviewed by the town attorney or the airport attorney. Manager Servis stated our attorney Anderson & Kreiger.



- 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 August 16, 2022 Full Commission meeting for approval

## **NEW BUSINESS**

### ***F0822-1 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.***

- Manager Servis stated the License is similar to what was in place under our last contract with the exception of the following:
  - This License Agreement will be for a term of three years rather than one-year.
  - This License Agreement will increase annually at a flat rate of 3%
  - This License Agreement will include a 20% deduction in the monthly rent in month one of the agreement each year to account for improvements made to the grass area for vehicular drive lane and parking stalls, gravel is added to the surface each year to provide for stabilization created a driveway.
- The dollar amounts identified have been established in the contract, which expires on September 30, 2025
  - Year 1 Rate \$1.34, Annual Rate \$36,609.60 & Monthly Rate \$3,050.80
  - Year 2 Rate \$ 1.38, Annual Rate \$ 37,707.89 & Monthly Rate \$3,142.32
  - Year 3 Rate \$ 1.42, Annual Rate \$ 38,839.12 & Monthly Rate \$3,236.59
  - Subtotal \$113,156.61
  - Site Improvement Discount over 3 year agreement \$1,885.94.
  - Total \$11,2570.67
- Commissioner Weill commented on the flat rate of 3% and we are approaching a inflationary environment, we need to keep an eye on this. Manager Servis stated we will keep an eye on the 3% or CPI which can possibly be larger increase. Katie stated we could add language in future leases to read 3% or CPI whichever is greater.
- Commissioner Flores asked if this is the grass lot next to Cape Air. He also asked what the revenue they are receiving is compared what we are charging for lease. The reason he was asking is that downtown lots are charging \$40.00 per vehicle. Manager Servis stated HMI Parking has a different fee structure than the downtown lots, HMI has annual parking.
- 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 August 16, 2022 Full Commission meeting for approval

### ***F0822-2 Review and Approve Amendment #5 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.***

- Manager Servis stated the Amendment is similar to requests made in previous years in preparation of meeting the Airport's reporting requirements as they pertain to PFAS
- Phase IV Reporting will outline the following:



- Implementation of the Selected Comprehensive Remedial Action
- The project will include:
  - The Phase IV Report Draft and Final;
  - Post PFAS Mitigation Monitoring;
  - Status Reports to DEP;
  - Forensic Evaluation of PFAS; and
  - Meetings
- Manager Servis stated airport environmental consultant, Horsley Witten Group (HWG) uses BETEL laboratory to test and identify the PFAS fingerprint. The closeout of this project can continue for 5-10 year.
- Commissioner Weill stated that PFAS is a hot topic and the general public thinks we are one of the largest PFAS contributors.
- Manager Servis stated after speaking with HWG this is ongoing tracking. We have been tracking since 1991. She would like a justification from the Federal Aviation Administration in a letter form to be formally documented, so it is never stated we are diverting funds and question why we are giving money to the Town of Barnstable for water filtration.
- A motion was made by Commissioner Weill and seconded by Commissioner Flores 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 *August 16, 2022* Full Commission meeting for approval.

#### **F0822-3 Review and Approve of the License Agreement by and between Cape Cod Gateway Airport and Heritage Turbines**

- This is the 4<sup>th</sup> year that the airport has held a License Agreement with Heritage Turbines for the right to access Airport property for the purposes of loading and unloading equipment
- Existing Agreement expires 10/31/2022
- The loading dock abuts Airport property within an existing parking lot located behind the Heritage Turbine facilities. They have a large garage door to access their building.
- As of the April 2022 Approved Rates & Charges, the access agreement fee will increase from \$1500 to \$1725
- 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 *August 16, 2022* Full Commission meeting for approval.

#### **F0822-4 Review and Approve of the License Agreement by and between Cape Cod Gateway Airport and New England Aircraft Detailing**

- This is the 4<sup>th</sup> year that the airport has held a License Agreement with New England Aircraft Detailing for the right to access Airport property for the purposes of washing aircraft. We have had HWG research their cleaning solution to be sure it does not contain PFAS and it does not
- Existing Agreement expires 10/31/2022
- New England Aircraft Detailing enters the airport property to dry wash aircraft for various tenants



- As of the April 2022 Approved Rates & Charges, the access agreement fee will increase from \$1500 to \$1725
- Commissioner Flores asked if the employees have a back ground check. Manager Servis stated there is only one employee, which is Mark Rubin.
- 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 *August 16, 2022* Full Commission meeting for approval

### **Updates:**

Monthly Financial Review

- Manager Servis stated later today she will send the commissioners the Financial Summary for review.

### **Additional Comments:**

Commissioner Weill stated he received an email from Lynne Poyant, Town of Barnstable Director of Communications requesting information for a presentation she is putting together. Manager Servis stated she will be sure to send Lynne the report she requested. As a general comment Commissioner Weill stated he received the email last night with the agenda attachments and ask if in the email the commissioners could get clarification to whether there are changes to the document, or if they are new documents.

Adjourned: 9:11 AM

*The next Finance Subcommittee Meeting is scheduled Tuesday, September 6, 2022 @ 8:30 a.m.*



Norman E. Weill, Chairman

