



**FINANCE SUBCOMMITTEE MEETING MINUTES**  
**Tuesday, September 6, 2022**  
**8:30 a.m.**  
**Via Zoom Virtual Meeting**

**Call Meeting to Order:**

8:37 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:**

None

*Minutes from April 19, 2022 & May 3<sup>rd</sup>, 2022 Finance subcommittee minutes were tabled.*

**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.***

- Manager Servis stated the original contract amount was based on the proposal submitted for the project during bidding in May 2021.
- However, during the initial kickoff meeting with federal and state agencies in March 2022, a modification to the scope of work was requested to include:
  - A modified approach between the Massachusetts Environmental Policy Act (MEPA) and the National Environmental Policy Act (NEPA);
  - Greater wetland delineation on the north side of the airport where Taxiway D/E may breach was needed;
  - An archeology assessment near the proposed hangar areas and taxiways D/E;
  - Additional geotechnical investigations at Mary Dunn Way and Taxiway E; and
  - Further modifications to include more survey to assist in the development design that will be need by the environmental reviewing agencies.
- These items all increased the fee and further modifications were made once an Independent Fee Estimate was conducted.
- The proposed change and increase of \$63,530.81 will incorporate the additional work, bringing the total project cost for the Environmental Assessment to \$1,060,530.81 for consultants and airport administrative fees



- The project was approved by both the Airport Commission and Town Council for \$1,150,000 under FY2021 Capital Improvement Plan (CIP) so further approvals will not be necessary.
- Commissioner Flores asked what the Airport Administration fees are. Manager Servis stated the Independent Fee Evaluation (IFE), which we hire a 3<sup>rd</sup> party to do this and legal ads. We typically ear mark \$3,000.00.
- 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 *September 20, 2022* Full Commission meeting for approval

***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.***

- Suffolk Construction has been awarded the redevelopment and expansion bid for Cape Cod Hospital and needs off-campus parking for their employees and sub-consultants.
- The Airport proposed the old Mildred's lot for this use.
- The term of the agreement is 3-years with the following proposed revenue:

<b>PAYMENT SCHEDULE</b>	
<b>3-Year License 3% Minimum Annual Increase</b>	
<b>Assumes 3% Increase Annually</b>	
<b>Area (square feet)</b>	<b>60,000</b>
<b>Year 1</b>	\$1.34
<b>Annual Rate</b>	\$80,340.00
<b>Monthly Rate</b>	\$6,695.00
<b>Year 2</b>	\$1.38
<b>Annual Rate</b>	\$82,750.20
<b>Monthly Rate</b>	\$6,895.85
<b>Year 3</b>	\$1.42
<b>Annual Rate</b>	\$85,232.71
<b>Monthly Rate</b>	\$7,102.73

- Airport Management added additional warranties or representations language in regards to the property improvements per discussion with the Finance Subcommittee on 9/6/2022. This was sent to Suffolk for review.
- Airport Management has asked that improvements be made to the site and for those improvements has offered a discount.
- Suffolk attorneys are reviewing this License Agreement therefore, if substantive changes are made, Airport Management will bring this agenda item back to the Commission.
- Reuse of the millings off of the airport project will be used to improve the site, as well as landscaping between Rte. 28 and the site. They will be using native non-fruit



bearing grasses so they are very low maintenance. Lawrence Lynch will provide a list of plantings to management for approval.

Discount for Site Improvements	
Agreed per contract to discount the 1st months' rent on License Commencement Date for site improvements. This is for one month only as detailed below.	
Year 1	
\$6,695.00	December 1, 2022 Discount for Site Improvements
\$6,695.00	Monthly Rent December 1, 2022 - November 30, 2023
\$0.00	December 1, 2022 Payment.
\$6,695.00	Discount Total

- Notes: This is a one-time discount for Site Improvements in month one of year one as identified in the table. All other payments must be made according to the Payment Schedule detailed in License Fees.
- Commissioner Flores inquired if there is any state or town permitting needed because this is on RTE 28. Manager Servis stated no we have curb cuts so we are all set.
- Commissioner Bailey asked about adding milling language. Suggested we add language regarding the millings, so if they have issues they cannot come back to us. Manager Servis agreed and will add the language.
- Commissioner Flores mentioned green space and was hoping that it would be added to make it more appealing.
- 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 *September 20, 2022* Full Commission meeting for approval

#### Updates:

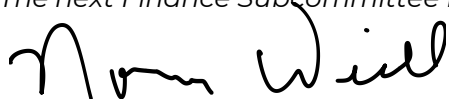
- Monthly Financial Review
- Manager Servis review the attached FY2022 Budget Update Presentation.
  - Overall we are tracking well within the 3 months of the budget with current budget surplus of \$300,000.00 without CARES/SRRSAA grants.
  - Jet fuel sales are 42% above estimated revenue budget
  - Rental Car concessions are 39% over budgeted revenues.
  - Reviewed top 6 Revenue Producers Jet Fuel, Grants, Non Aero Land lease, rental car concessions, landing fees, land lease.
- Airport Operations are up 1.5% for the month of compared to FY2021. Overall is up 5%
- Commissioner Weill stated the FY22 Financials had no surprises. Manager Servis stated we may see some increase in reserves.
- Commissioner Flores asked if Jet fuel Sales increase is due to price per gallon going down or if the fuel flowage is up. Manager Servis stated Fuel Flowage is up and it is contributed to increase in corporate traffic.



- 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
    - Commissioner Weill asked if Barnstable High School has gotten back to us. Manager Servis stated yes they have and they will be bringing 100 students. They are one of the 5 schools bringing students. Last year we had 450 and she feels we will meet that number again.
  - October 20, 2022: 0830-1400

Adjourned: 9:11 AM

*The next Finance Subcommittee Meeting is scheduled Tuesday, October 4, 2022 @ 8:30 a.m.*



Norman E. Weill, Chairman

