



CAPE COD GATEWAY AIRPORT
INFRASTRUCTURE & MARKETING SUBCOMMITTEE
MEETING AGENDA

Tuesday, November 2, 2021
10:30 AM

ADDRESS: The Infrastructure & Marketing subcommittee will be held by remote participation. Please see instructions below.

Join Zoom Meeting

<https://zoom.us/j/99759115293>

Meeting ID: 997 5911 5293

One tap mobile

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+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

888 475 4499 US Toll-free

877 853 5257 US Toll-free

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Find your local number: <https://zoom.us/u/abcQa2JjuL>

UNFINISHED BUSINESS:

IN1021-2 Review and Discuss the Sign Plan Modifications for Airport Access Road to Meet Rebranding Efforts

NEW BUSINESS:

IN1121-1 Airport Events, Modifications & Local Event Marketing

IN1121-2 Website Revamp, Update and Review

IN1121-3 Airport Roundtable Overview

UPDATES:

- o Upcoming December Finance Items:
 - o Hyannis Hangar LLC (Continuation of lease discussion & hopefully FINAL Terms)
 - o Griffin Avionics DRAFT Lease (Continuation of lease discussion & hopefully FINAL Terms)
 - o Modified/Updated Airport Rates & Charges



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

- FBO Renovation Scope of Work & Project Estimate Approvals
- Upcoming December Infrastructure Items:
 - Signage (Airport Access Road)
 - FBO Renovation Planning Discussion
 - Business Plan Update - December 2021
 - Website (Continuation & hopefully FINALIZATION)
 - Airline Marketing Discussion (Airline Partnerships 101 - Presentation by MJ)
- Upcoming December Commission Meeting Items:
 - Airline Marketing Discussion (Airline Partnerships 101 - Presentation by MJ)
- Airport Finances Update
 - Management to review with Finance Sub-committee and at the full Commission meeting
- CARES Act Projects Update
 - Replacement of T-hangar CARES1 (January/February 2022 Bid),
 - Fleet Hangar Door Replacement CARES2 (January/February 2022 Bid).
 - Mary Dunn Way Extension CARES3 (January/February 2022 Bid).
 - FBO Renovation CARES4 (March/April 2022 Bid)
- Airport Master Plan Update
 - Complete
 - Final documentation going to FAA for review
- Town of Barnstable Budget
 - FY2023 Capital Improvement Plan meetings completed with Commission and Federal/State Agencies - Due November to Town of Barnstable Leadership
 - FY2023 Operating Budget to commence October 2021
 - Internal staff meetings completed
 - Development underway
- Airport Environmental Assessment
 - Epsilon Associates Kickoff Meeting TBD
 - December 2021/January 2022 start as long as we have an approved Airport Layout Plan from the FAA
 - We originally anticipated a October start but we must wait for the FAA to complete the review and approval of the proposed projects and that will take 90-days
- PFOS/Public Involvement Plan & Update
 - Meeting with DEP on October 1 to go over Audit finding
 - Continuing data collection and preparing for submittal of the Phase III report to DEP in October/November 2021
- Rebranding & Website Upgrade
 - Website modifications - underway and an interactive test website available for Commission review
 - Sign Plan - underway
- Dates to remember:
 - Good Morning Networking Breakfast with Cape Cod Chamber Membership - October 29 0830 Airport Cafe
- Lease Development Update
 - RFP Development for non-aviation parcels
 - Mildred's
 - Grass Lot (Access Road)
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Adjourn Meeting

Please Note: The list of matters, are those reasonably anticipated by the 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 Commission may go into executive session. The Commission may also act on items in an order other than they appear on this agenda.

