

CAPE COD GATEWAY AIRPORT COMMISSION
Tuesday, August 20, 2024
Meeting to be held in the Airport Conference Room at 4:00 PM

- This meeting will be replayed via Xfinity Channel 8 or high-definition Channel 1072. It may also be accessed via the Government Access Channel live video on demand archives on the Town of Barnstable's website:
<https://streaming85.townofbarnstable.us/CablecastPublicSite/?channel=1>
-

PUBLIC SESSION AGENDA

1. Call to Order

- a. This meeting of the Cape Cod Gateway Commission meeting is being recorded and broadcast on the Town of Barnstable's Government Access Channel. In accordance with Massachusetts General Laws Chapter 30A, Section 20, I must inquire whether anyone else is recording this meeting and, if so, to please make their presence known.

2. Roll Call

3. Pledge of Allegiance

4. Minutes of the previous meetings:

July 1, 2024
July 16, 2024

5. Public Comment

6. Commissioners Response to Public Comment

7. Report from Sub-Committees

- **Finance** (*Commissioners Weill, Bailey, Guidod*)
- **Infrastructure & Marketing** (*Commissioners DiGeorge, Bierwirth, vacant*)

8. OLD BUSINESS

COM0724-4 – Pierce Cote Presentation and Approval of FY2025 Option Renewal for the On-Call Contract by and between Cape Cod Gateway Airport and Pierce Cote for the PROFESSIONAL MARKETING & COMMUNICATIONS SERVICES.

MOTION to approve the Contract Amendment #1 for the Second Year Option Term #1 to the On-Call Contract by and Between Cape Cod Gateway Airport and Pierce Cote effective July 16, 2024, for a not to exceed annual amount of \$90,000.

SPONSOR: Finance Subcommittee (**May be acted upon**)

9. NEW BUSINESS

COM0824-1 – Project Management Intern, Year-End Report, Lessons Learned

COM0824-2 Approval of the two GROUND LESSOR ESTOPPEL CERTIFICATES by and through the Cape Cod Gateway Airport Commission and CITIZENS BANK, NATIONAL ASSOCIATION, Sub-lessor of WS Development.

MOTION to approve the GROUND LESSOR ESTOPPEL CERTIFICATE by and through the Cape Cod Gateway Airport Commission and CITIZENS BANK, NATIONAL ASSOCIATION, Sub-lessor of WS Development under the current lease agreement that expires on August 31, 2024. **SPONSOR: Management (May be acted upon)**

MOTION to approve the GROUND LESSOR ESTOPPEL CERTIFICATE by and through the Cape Cod Gateway Airport Commission and CITIZENS BANK, NATIONAL ASSOCIATION, Sub-lessor of WS Development under the new lease agreement that commences on September 1, 2024. **SPONSOR: Management (May be acted upon)**

COM0824-3 Approval of Temporary License Agreement by and Between Cape Cod Gateway Airport and Northern Construction Service, LLC 1520 Park Street Palmer, MA.

MOTION to approve the six-month Temporary License Agreement by and Between Cape Cod Gateway Airport and Northern Construction Service, LLC effective June 15, 2024, for 13,697 sq ft of land to stockpile construction material and equipment. **SPONSOR: Management (May be acted upon)**

COM0824-4 – Discussion of future Fuel Cost Center Analysis Workshop

COM0824-5 – Approval of the Lease Subordination, Non-Disturbance, Recognition, and Attornment Agreement by and through the Cape Cod Gateway Airport Commission and Warby Parker Retail, Inc., Sub-lessor of WS Development.

MOTION to approve the Lease Subordination, Non-Disturbance, Recognition, and Attornment Agreement by and through the Cape Cod Gateway Airport Commission and Warby Parker Retail, Inc., Sub-lessor of WS Development. **SPONSOR: Management (May be acted upon)**

COM0824-6 – Approval of the Lease Subordination, Non-Disturbance, Recognition, and Attornment Agreement by and through the Cape Cod Gateway Airport Commission and Nordstrom, Inc., Sub-lessor of WS Development.

MOTION to approve the Lease Subordination, Non-Disturbance, Recognition, and Attornment Agreement by and through the Cape Cod Gateway Airport Commission and Nordstrom, Inc., Sub-lessor of WS Development. **SPONSOR: Management (May be acted upon)**

10. Report of Special Committees

- Noise Report (July, October, January, April)
- Yarmouth Representative Comments

Updates:

- Hyannis Hangar LLC – up for sale

- Monthly Financial Review (Finance – no meeting in August 2024)
- Strategic Planning Subcommittee Development Update – Mark Guidod (Chair)
 - Meeting dates are as follows and will be held on the 1st floor of the terminal, Gate 1 location.
 - Session 1: Training on the MVP Strategic Planning Model (Aug 26th)
 - Session 2: Development of statements of Mission, Vision, and Philosophy (Sept 9th)
 - Session 3: Development of Goals and Objectives (Sep 23rd)
 - Session 4: Final review of the Airport MVP Strategic Plan (TBD)
- Airline Updates
 - American Airlines
 - JetBlue
 - Cape Air
- Electric Aviation Update – None
 - BETA
 - Smart Grid Program
 - EV Make Ready Charging Stations
 - CIP FY2025 Charging Stations
- WS Development Update –
 - New subtenants coming on board including Warby Parker and Nordstroms
- Projects Update/Status
 - Tower HVAC Project
 - Project update by Matt Elia/Chris Bostwick
 - Equipment Purchases - completed
 - ARFF/Maintenance Facility Floor Drain Improvements Project
 - Project update by Matt Elia/Chris Bostwick
 - Flight Departure Procedure Analysis
 - Project update by Katie Servis
- Airport Environmental Assessment Status (<https://flyhya.com/airport-info/environmental-assessment/>)
 - August 27 is the next public meeting of the Final Environmental Assessment (EA)(the federal action)/Environmental Impact Report (FEIR)– meeting #5 with a virtual meeting to be held at 2:00 and an in-person meeting to be held at 6:00 (Town Hall Hearing Room)
- PFOS/Public Involvement Plan & Update
 - Next status report = October 2024
 - Next public informational meeting = November 2024
 - To be done in coordinate with BFTA so that the public has one meeting to attend for updates for both entities
- Upcoming Events:
 - September 2024 –
 - CCYP September 18, 2024 (Note date change)
 - Full Scale Emergency Exercise September 26, 2024
- Looking for volunteers and evaluators
 - October 24, 2024 – 4th Annual SE MA Aviation Career Fair
 - Exhibitor emails sent to previous exhibitors (about 50).
 - School emails and invitations sent.
 - 18 exhibitors already signed up
 - 3 schools have already signed up

11. Announcements – Commissioner’s Comments

12. Matters not reasonably anticipated by the Chair

13. Adjournment – Next Meeting, September 17, 2024

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.