



April 2, 2021

CAPE COD GATEWAY AIRPORT
COMMISSION MINUTES OF THE REGULAR SESSION
THURSDAY, JANUARY 19, 2021
Via Zoom

Commissioners Present:

John T. Griffin, Jr., Chair; Elizabeth Young, Vice Chair; Norman Weill, Clerk; John G. Flores; and Bradley J. Bailey.

The meeting was held at the Cape Cod Gateway Airport in the Airport Conference Room, 480 Barnstable Rd., Hyannis, MA via Zoom

Commissioners not present:

Wendy Bierwirth

Yarmouth Representative:

William Marasco

Airport Staff Present:

Katie R. Servis, Airport Manager; Mathew T. Elia, Assistant Airport Manager; and Suzanne Kennedy, Executive Assistant to the Airport Manager, and Christina Lounsbury, Noise Abatement/Security Specialist.

Public Members:

Bob Mallard, Airport Solutions Group and Helyne Mederios, Ross Aviation .

Call To Order:

Chairman Griffin called the regular meeting of the Cape Cod Gateway Airport Commission to order at 4:02 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

Minutes of the previous meetings:

None

Public Comment:

None

Commissioners Response to Public Comment:

None

Finance Subcommittee (Commissioners Weill, Flores, and Bailey)

The Finance Subcommittee met on Tuesday, January 5, 2021. Commissioner Weill read a review of the meeting (attached).



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

Infrastructure & Marketing Subcommittee (Commissioners Young, and Bierwirth) The Infrastructure & Marketing subcommittee met on Tuesday, January 5, 2021. Commissioner Young read a review of the meeting (attached).

The following was taken out of order:

10. Report of Special Committees

- Noise Report (July, October, January, April)
 - Christina Lounsbury reviewed the quarterly report of October, November, and December 2020. There were a total of 83 complaints made by 31 complainants. Details were emailed to the Commissioners along with the year-end report. (see attached)
 - Ms. Lounsbury noted that calls increased from last year; assumedly because more people were at home due to COVID-19 and the air traffic seemed to be more of a disturbance to them. There was minimal extra traffic or an inordinate amount of aircraft outside of the flight paths. Additionally, with more notification and media coverage of the Airport Master Plan, it also adds to an increase in calls to the noise line.
- Yarmouth Representative Comments
 - Dr. Marasco stated that it was a very good report as well as the process of how the complaints were being addressed by the airport.
 - Dr. Marasco also stated that the master plan outreach had been robust.

Ms. Lounsbury left the meeting at 4:15 pm.

Old Business

COM1220-05 – Review and Approve Funding in the amount of \$29,800 to Develop and Implement a New Airport Website.

MOTION to approve funding in the amount of \$29,800 for the Quotient Group to develop and implement a new airport website. This funding includes monthly maintenance and web hosting fees for one year. **SPONSOR:** Management **(May be acted upon)**

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Flores.
- Manager Servis reviewed the issues with the current website and the new services that The Quotient Group can provide.
- The current website is inefficient and does not show what the Airport can offer the public.
- The Quotient Group would streamline the information, maintain and update the information on our behalf. They currently maintain all social media outlets for the Airport.
- The original RFP (Request for Proposal) for marketing services was reviewed, and continuity of marketing services for each element of the Business Plan, including the website, was discussed.
- The proposal and costs were reviewed, and the level of service and the cost is in alignment with other industry standards.
- The Chief Procurement Officer considered this a sole source vendor as our on-call marketing team has expertise in airport marketing and advertising; and does not necessitate requesting further quotes.
- The Quotient Group's accomplishments and services they have provided for other airports, including features of comparable websites, were reviewed.
- Previous commissioner's comments and responses were reviewed.
- Any content will be approved by management prior to posting.
- Outside sources are used for other Town department websites.
- It might be possible to use CARES Act funds for this expense.
- This agenda item was unanimously approved by verbal roll call vote.

EXECUTIVE SESSION:



Chairman Griffin moved to go into Executive Session pursuant to G.L. c. 30A, § 21(a)(3) to discuss strategy with respect to collective bargaining with Teamsters Union Local 59 as a discussion in open session may be detrimental to the bargaining position of the Airport Commission. This meeting will reconvene in open session after the Executive Session.

The motion was seconded by Commissioner Young, and a roll call vote was taken to go into executive session at 4:35 PM.

Griffin	yes	Young	yes	Weill	yes
Flores	yes	Bailey	yes		

The Airport Commission voted to reconvene in open session at 4:56 PM. This was seconded and a roll call vote was taken.

Griffin	yes	Young	yes	Weill	yes
Flores	yes	Bailey	yes		

New Business:

COM0121-01 – Approve Management’s Proposal for Union Salaries in the new July 1, 2020 – June 30, 2023 Contract by and Between the Town of Barnstable and Teamsters Union Local No. 59.

MOTION to approve the proposed salaries in the July 1, 2020 – June 30, 2023 Contract by and between the Town of Barnstable and the Teamsters Local Union No. 59. **SPONSOR:** Management (**May be acted upon**)

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Young.
- The request is to proceed forward and approve the salaries as outlined in executive session for the union and non-union employees of the Airport.
- This will be the final negotiated salaries offered to the union for the new three year contract.
- If the contract is not ratified, this will be brought back to the Commission.
- This agenda item was unanimously approved by verbal roll call vote.

Bob Griffin joined the meeting at 4:58 PM.

COM0121-02 – Discuss Airport Green Initiatives

- This was previously presented to the Infrastructure Subcommittee.
- The Massachusetts Department of Environmental Protection (MassDEP) Massachusetts Electric Vehicle Incentive Program (MassEVIP) provides incentive funding to public entities to acquire light duty battery electric vehicles (BEVs), plug-in hybrid electric vehicles (PHEVs), or zero emission electric vehicles (ZEMs). The Airport has the potential to purchase 1-2 vehicles with a reimbursement of up to \$7500.00 each depending on the type of vehicle. The funding is available on a first come, first serve basis. The application has been submitted.
- Funding is available to help public accessible parking acquire electric vehicle (EV) charging stations for the following programs:
 - Direct Current Fast Charging (DCFC) Program (\$1.5 million). Applications are due by March 19, 2021.
 - Public Access Charging (PAC) Program (\$1.5 million). Applications are accepted on a rolling, first-come, first-served basis until all available funding is expended
 - Workplace and Fleets (WPF) Charging Program (additional \$1 million), for a total of \$2.5 million. New qualifications allow private and non-profit fleet owners to apply. Applications are accepted on a rolling, first-come, first-served basis until all available funding is expended.
- EV Charging Stations are being considered for both the main public parking lot and the staff parking lot. And also, through another program, for a charging station for workforce vehicles.



- Protocols would have to be set for the use and/or fees of the charging stations in the paid parking lot.
- Ross-Rectrix is also working to install EV Charging stations.
- Management has also talked to CVEC about a solar array installation in the main parking lot as part of the Round Six CVEC RFP for a number of locations.
 - Manager Servis reviewed the net metering credits and the benefits to the Airport, and possibly airport tenants.
 - This could result in a potential savings of \$300,000 on electric bills. CVEC would cover the management of this program for a small fee.
 - Management will continue pursuing these potential energy saving projects.
 - The Town Manager and Assistant Town Manager are on board to be able to install solar arrays in this location. They requested to see the visual impact if the Airport moves forward with this project.
 - The possibilities of installing a solar array, location, and potential design were discussed.
- The Commissioners were conceptually supportive of pursuing these programs.

COM0121-03 – Discuss Griffin Avionics Proposed Solar

- Griffin proposed to install solar to the roof of their facility and have received design plans from NextGrid to re-roof the building and install the solar array.
- They currently own the building but lease the land from the airport. This is a great opportunity to reduce the carbon footprint of the Airport.
- The airport is being requested to sign documentation with NextGrid since the building exists on airport property.
- Manager Servis reviewed all of the documents that the Airport has received to date and has some concerns; all will all be forwarded to the Airport Commission.
- Airport Management still needs copies of permits, and a Memorandum of Understanding (MOU) with the airport after review by the Airport attorneys, and the results of the Airspace Obstruction analysis and an Ocular Glare Analysis from the FAA.
- Manager Servis suggested that until legal review is completed, the Airport send Griffin Avionics a letter of intent to allow for temporary approval of the project, similar to what was done with Cape Air.
- The current lease terms were discussed.
- This will remain on the agenda for further discussion.

Updates:

- Airport Finances Update – see attached
 - Comparisons between FY2020 and FY2021 were reviewed.
 - As of week 29 in the fiscal year:
 - Expenses are approximately 20% below the prior year.
 - Revenues are approximately 25% below the prior year.
 - Jet fuel sales are 16% above the prior year.
 - Operations are 28% below the prior year.
 - Financial projections through the end of the fiscal year were reviewed.
- CARES Act Projects were reviewed
- ARFF/SRE Roof Replacement Update –
 - Completion within week anticipated
- Airport Master Plan Update
 - January 26, 2021 - 3rd PAG meeting
- FY2022 Budget – Planning underway
 - Present at February meetings



- Rebranding
 - Changes to uniforms, business cards, signage, etc. are underway
- Rectrix Electric Vehicle Charging Stations
 - Application has been submitted for 6 vehicle charging stations under the Eversource "Make Ready" program

Announcements – Commissioner's Comments

Chairman Griffin mentioned that there has been a lot of information in the news regarding urban air mobility, electric powered aircraft, hydrogen power, taking place at smaller airports scattered around the world.

Manager Servis gave a brief update of the Cape Air Electric Aircraft progress and the Airport's roll.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:38 PM
The next meeting will be held on February 16, 2021.


NORMAN WEILL, CLERK

KOR



Met Tuesday, January 5th, 2021 @ 8:34 a.m.

The meeting was held via ZOOM.

Commissioners Weill & Flores was present. Commissioner Bailey was absent

Minutes of the December 1st 2020 Regular & Executive Finance Subcommittee meeting was tabled.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

COM0121-01 – Review and Discuss Funding in the amount of \$29,800 to Develop and Implement a New Airport Website.

- The Quotient Group, on-call Airport Marketing Team, has presented a proposal to revamp and manage the airport's website. They have the expertise in aviation and currently are maintaining our social media platforms.
- This includes a new template, a new navigation system which is user friendly, true cost calculator to calculate their travel cost, integration display system arriving & departing, full content rewrite.
- Committee discussed an example of Rochester Airport website, which the Quotient Group revamped and maintains.
- Discussion also included concerns over \$29,800.00 has not been vetted against local competitors. When the Request for Proposal (RFP) went out in 2019 it did not include the details that it was to revamp the total website.
- Commissioners would like the Town of Barnstable Procurement office to review and approve the information.
- Manager Servis stated she will provide the requested information prior to the January 19th, 2021 Full Commission meeting.
- Action: Agenda was table until further information is provided. Will be moved forward to the Full Commission meeting contingent on the approval of additional information provided.

COM0121-02 – Discuss Funding consultant Scope of Work (SOW) and Fee to Develop and Implement CARES Act Funded T-Hangar and Cape Air Fleet Hangar Doors

- An FAA Approved Independent Fee estimator review is required prior to bringing this item to the Full Commission.
- Currently we are waiting on the Scope of Work and Fee Estimate from our On Call Architectural consultant Fennick & McCredie for both projects.
- Action: None at this time.

UPDATES:

- Airport Finances Update:
 - Overall FY21 vs. FY20 we are down 28-30%.
 - We are doing well meeting our budget due to leases that are not tied to aviation.
 - We can also add the cares act funds if needed, but want to see if we can meet out budget without using the funds.
- CARES Act Projects
 - Upcoming Amendment & SOW from Fennick and McCredie for:
 - Replacement of T-hangar,
 - Fleet Hangar Door Replacement
 - See above.
- Airport Tree Clearing Project
 - No Update – Will be reseeding in the spring.
- PFOS/Public Involvement Plan & Update
 - Extension request for reporting and analysis due to lab analysis delays due to COVID.
 - Airport Full Commission-Was presented on December 17th, 2020.
 - Town Council Presentation- Town Manager, Mark Ells would like more information prior to bringing it to the Town Council.
- ARFF/SRE Roof Replacement Update –
 - We have had some delays due to weather and some due to supplies delays.
 - Completion within two weeks anticipated
- Airport Master Plan Update:
 - Planning Advisory Group meeting scheduled January 26th, 2021 at 1:00 p.m. via zoom. (Faculty needs will be discussed)
- FY2022 Budget – Planning underway
 - Budget due to town in roughly a month

- Will be presented to Finance Subcommittee at the February 2021 meeting.
- Airport Rates & Charges Update (2021 review post-COVID19)
 - Moved to FY2022.
- Rebranding
 - Terminal name to celebrate 90th Anniversary for Boardman/Polando Flight tentatively scheduled for July 2021.
 - Website modifications – see above

Addition Update:

- CVEC Reached out to us to let us know there are funds available for changing station and vehicles. Manager Servis stated we will ask for any vehicles we can, CVEC stated that solar cash out option may not be available in the future. This could mean only Net Credits will be available.

Meeting Adjourned: 9:32 a.m.

Met Tuesday, January 5, 2020 @ 10:34 am

Commissioners Young and Bierwirth were present. The meeting was held via ZOOM.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

COM0121-01 – Discuss Airport Developed Electric Vehicle Charging Stations

- Funding is available to help public accessible parking acquire electric vehicle (EV) charging stations for the following programs:
 - Direct Current Fast Charging (DCFC) Program (\$1.5 million). Applications are due by March 19, 2021.
 - Public Access Charging (PAC) Program (\$1.5 million). Applications are accepted on a rolling, first-come, first-served basis until all available funding is expended
 - Workplace and Fleets (WPF) Charging Program (additional \$1 million), for a total of \$2.5 million. New qualifications allow private and non-profit fleet owners to apply. Applications are accepted on a rolling, first-come, first-served basis until all available funding is expended.
- EV Charging Stations are being considered for both the main public parking lot and the staff parking lot.
- Management will investigate if Eversource is still funding the infrastructure installation for charging stations.
- Jim Wolf discussed the programs that Cape Air utilized for funding, and the state approved vendor list for types of charging stations.
- Protocols would have to be set for the use and/or fees of the charging stations in the paid parking lot.
- Ross-Rectrix is also working to install EV Charging stations.
- Airport equipment needing to be replaced in FY2021 and 2022 could be replaced with all electric or hybrid vehicles.
- Management has also talked to CVEC about a solar array installation in the main parking lot as part of the Round Six CVEC RFP for a number of locations.
 - Manager Servis reviewed the net metering credits and the benefits to the Airport, and possibly airport tenants.
 - This could result in a potential savings of \$300,000 on electric bills.

Updates:

- Airport Finances Update – revenues are still 25% to 30% below the prior year
- CARES Act Projects
 - Upcoming Amendment & Scope of Work from Fennick and McCredie for:
 - Replacement of T-hangar,
 - Fleet Hangar Door Replacement
- Airport Tree Clearing Project
 - No Update – Spring reseeding
- PFOS/Public Involvement Plan & Update
 - Extension request for reporting and analysis due to lab analysis (COVID delays)
 - Town Council Presentation TBD – Management will meet with the Town Manager prior to the presentation
- ARFF/SRE Roof Replacement Update –
 - Completion is a little behind schedule due to weather and material delays
 - Warrantee requirements have been met by CapeWay Roofing
- Airport Master Plan Update
 - The 3rd PAG meeting will take place on January 26th
- FY2022 Budget – Planning underway and will be presented at the February meetings
- Airport Rates & Charges Update – on hold
- Rebranding
 - Terminal name to celebrate 90th Anniversary for Boardman/Polando Flight will take place in the summer
 - Website modifications – these were discussed in the Finance subcommittee meeting.
 - Airport Website Development presentation was reviewed
 -

Adjournment: Having no other business to discuss, the meeting was adjourned at 11:37 a.m.