



**CAPE COD GATEWAY AIRPORT
COMMISSION MINUTES OF THE REGULAR SESSION
TUESDAY, November 16, 2021
Via ZOOM**

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

Commissioners Present:

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

Commissioners not present:

Yarmouth Representative:

William Marasco was not present

Airport Staff Present:

Katie R. Servis, Airport Manager; Matt Elia, Assistant Airport Manager; and Suzanne Kennedy, Executive Assistant to the Airport Manager

Public Members:

Robert Mallard, Airport Solutions Group; Christine Greeley, Hyannis Park Civic Association; Ned Dawes, Stantec; Rick Lucas, McFarland Johnson; Claudine LeBlanc, Creating Marketing Solutions (CMR); David Anthony, Town of Barnstable Director of Purchasing; and Margaret Song, Cape Light Compact

Call To Order:

Chairman Griffin called the regular meeting of the Cape Cod Gateway Airport Commission to order at 4:03 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

Minutes of the previous meetings:

None

Public Comment:

Ned Dawes, Stanley Way in Centerville, noted the Town of Barnstable Energy Reduction Plan on tonight's agenda for approval to achieve an energy reduction of at least 20% over the next five years. There has recently been a lot of discussion of electrification and charging electric aircraft. Will this impact the proposed reduction for the Airport?

Commissioners Response to Public Comments:

Manager Servis responded that she has been in conversations with entities that are doing Research and Development of electrification of aircraft. This will be reviewed with the Airport Commission to make this a reality at this airport.

Finance Subcommittee (Commissioners Weill, Flores, and Bailey)

The Finance Subcommittee met on Tuesday, November 2, 2021. Commissioner Weill read a review of the meeting (attached).

Infrastructure & Marketing Subcommittee (Commissioners Young, and Bierwirth)

The Infrastructure & Marketing subcommittee met on Wednesday, November 2, 2021. Commissioner Young read a review of the meeting (attached).

Old Business:



480 Barnstable Rd, Hyannis, MA 02601 | flyHYA.com | 508.775.2020

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

None

New Business:

COM1121-01 Discuss, Approve and Endorse the Town of Barnstable's Energy Reduction Plan with the Airport Commission Adopting an Energy Reduction Pan (ERP) to achieve a 20% reduction of energy use over next five years and A Green Vehicle Procurement Policy

MOTION to approve Town of Barnstable's Energy Reduction Plan with the Airport Commission Adopting an Energy Reduction Pan (ERP) to achieve a 20% reduction of energy use over next five years and a Green Vehicle Procurement Policy. **SPONSOR:** Management (**May be acted upon**)

- This agenda item was moved and read by Chairman Griffin and seconded by Commissioner Flores.
- David W. Anthony, Director of Property and Risk Management for the Town of Barnstable, reached out to the Airport on November 4, 2021 requesting the Airport's involvement in assisting the Town of Barnstable in becoming a Green Community and receiving a Green Community Designation.
- The Marketing & Infrastructure Subcommittee did not comment on this topic during their most recent meeting but in emailing all three members, they felt that I could forward this onto the Commission for the November meeting for discussion and approvals as timing was critical.
- The Green Community Designation and Grant Program provides a road map along with financial and technical support to municipalities that:
 - Pledges to cut municipal energy use by an ambitious and achievable goal of 20 percent over 5 years and meets four other criteria established in the Green Communities Act.
 - Participation in the Program has grown steadily since the first group of 35 municipalities within the Commonwealth achieved designation status in July of 2010.
- The Town is asking the Airport to adopt an Energy Reduction Plan (ERP) to achieve a 20% reduction of energy use over next five years and to adopt a green vehicle procurement policy.
 - For the Energy Reduction Plan, The Cape Light Compact and Staff audited all Town buildings for energy savings potential, a baseline was established in 2019.
 - Based on this information areas of improvement in the terminal were identified:
 - Implementation of additional remote terminal unit (RTU) to manage the terminal HVAC and other control functions
 - Implementation of an Environmental Management System (EMS) that would allow for the building envelope to be under review, evaluation, and hopefully improvement of its environmental performance and increase its operating efficiency.
 - For the green vehicle procurement policy, we are purchasing hybrid vehicles whenever possible
 - A draft policy was drafted and sent to the Airport Commission for review and approval.
- David Anthony gave an overview of the progress of the Town of Barnstable Green Communities accomplishments and from 2010 to today. Over the years since then the application has been revisited about every three years in hopes that the plan will be approved. The Green Vehicle Policy, already in effect, has been updated.
- Margaret Song, Commercial and Industrial Program Manager, Cape Light Compact, reviewed the Green Communities Designation power point presentation (attached).
 - An application is being targeted for this year with an initial grant of \$220,000 with additional grant possibilities in the future.



- o The five criteria were reviewed.
- o This is a living document so that future energy efficiencies can be added.
- o The baseline year (retro only 2 years) is 2019.
- o The goal is to save 20% over 5 years, but there is no penalty for not reaching this goal.
- o Airport Electric and Natural Gas usage were shown, as well as recommended savings. Renewable energy is still considered a fuel source and does not count toward the savings.
- o The Vehicle policy and the current status of the Airport fleet were reviewed.
- David Anthony reviewed the request for endorsement from the Airport and the process to get approval from the Town Council.
- The Town has moved forward to invest millions of dollars in installation of solar, wind, and energy efficient new buildings and upgrades. The Airport has been at the forefront of promoting energy efficiency in the Town. Manager Servis thanked Bud Breault, previous Airport Manager, for his work in the design and implementation of the new terminal building and the incentives to become a Silver LEED building. The current Airport Commission and management always strive to make sure green technologies are used by tenants and in future projects.
- Vice Chair Young stated that potentially more power will be consumed by newer electric aircraft and asked how that would impact this 20% goal. Margaret Song reviewed the benefits for electric fuel as a cleaner fuel source.
- David Anthony reviewed the protocol of the Stretch Code. If adopted by the Town, it stretches a builder beyond the current building code to require a more energy efficient building practices. It is then certified by a series of third party rates that measure the energy and report it back. In the past, there were concerns that this would be intrusive, limit builders, and raise the cost of the buildings beyond the value of return.
- Commissioner Bierwirth commented that all but three towns on the Cape are Green Communities and are receiving grants. The FAA has a similar program that should be explored. Commissioner Flores asked about data collection and budget analysis for the projected impacts to the Airport. The Airport has not done sustainability planning in these areas. Moving forward the Airport will start planning and adding it into the budget to become more efficient and save money in the long run.
- The FAA infrastructure grant implementation has not been received yet.
- This vote will be for the Airport to endorse the Town of Barnstable by adopting an energy reduction plan and green vehicle procurement policy.
- This agenda item was unanimously approved by verbal vote:

Griffin	yes	Young	yes	Weill	yes	Bierwirth	yes
Flores	yes	Bailey	yes	DiGeorge	yes		

David Anthony and Margaret Song left the meeting at 4:51 pm.

COM1121-02 Airport Events, Modifications & Local Event Marketing

- Management has been meeting with local marketing agent, Claudine LeBlanc. Claudine LeBlanc is the principal and owner of Creating Marketing Results, LLC (CMR), founded in 2006 and is located in Plymouth. She has worked in Marketing/ Business Development for nearly 30 years and knows the local area and businesses well.
- CMR was introduced to the Airport several months ago in an effort to assist locally with up and coming events.
- Although the airport is under contract with The Quotient Group (TQG) for Airport Marketing, CMR's unique local presence, event planning background, energy, and ideas on reaching the Airport Business Plan goals assisted Airport Management moving forward with CMR on the following three main areas:
 - o **Event Planning (Event Series & Specialty Events)**



- **Event Series:**
 - The goal would be for clients and customers to come utilize the airport and get to know the airport as an integral part of the community.
 - The 2022 Proposed Event Schedule includes 2 community-based events: June 4 (Veterans/Service) and September 17 (Great Day at the Gateway!). This was originally the “Hangars and Hamburger” series that after speaking with Claudine, would have more bang for the buck as a joint aviation and community event.
 - Also a Young Eagles event is planned and a possible Plane Pull Event.
 - The events would meet the following goals:
 - Meets Goal A—Maximize General Aviation Activity at HYA
 - Meets Goal B—Diversify Revenue Streams
 - Meets Goal D—Enhance Airport Image & Branding
- **Specialty Events:**
 - As part of increasing visibility and growing our community presence, hosting events throughout the calendar year will allow for a variety of audiences to come to the airport—some that otherwise would not be so inclined. Our goal will be to host events (perhaps one per month or every other month). These events will be various and pinpoint different audiences to get them to the airport.
 - During each event, the airport will give a 5-10 minutes overview of the airport, such as flight offerings, environmental stewardship, etc. so that the community gets to know more about the Airport. This is especially important as we step into the airport master plan implementation of projects.
 - The events would meet the following goals:
 - Meets Goal A—Maximize General Aviation Activity at HYA
 - Meets Goal B—Diversify Revenue Streams
 - Meets Goal C—Become Regional Air Transportation Leader
 - Meets Goal D—Enhance Airport Image & Branding
 - Events may include (those with dates are confirmed):
 - November 18, 2021: Aviation and Cape Cod Themed Pottery Night - make your own ornaments (Claudine LeBlanc to identify Host)
 - December 9, 2021: Food & Wine Pairing featuring Chef Stephen Coe.
 - February xx, 2022: Chocolate & Hearts featuring Chef Stephen Coe.
 - March xx, 2022: Aviation Themed Paint Night
 - April xx, 2022: Planning for summer 2022! Travel Destinations
 - May xx, 2022: Cigars & Whiskey featuring Chef Stephen Coe.
 - June xx, 2022: Cape Cod Healthcare Educational/Reception
 - November xx, 2022: Pottery Night
 - December xx, 2022: Holiday Entertaining
- ***Sponsorship & Partnership Program***



- CMR suggested a better way to fund various airport events (funding to assist in event development and implementation) as well as showcase local businesses.
- CMR came up with a plan to grow our partnership base to host successful events.
 - Partners and sponsors are at the foundation of community events. Building a tiered Partnership Program will not only generate additional revenue, it will help offset cost of all other necessary marketing initiatives.
 - Proposed tiers are \$5000, \$3000, \$1500, \$750 and would include advertisement rights in the terminal based on the level
- The partnerships would meet the following goals:
 - Meets Goal B—Diversify Revenue Streams
 - Meets Goal D—Enhance Airport Image & Branding
- Claudine said she is eager and excited to work with the Airport team to bring a variety of audiences with community events. She wants to help with the branding, imaging, and diversifying of the airport. She outlined some of the events and talked about the momentum of this being a viable place to hold events for the community; and to bring potential community individuals that have not been to the airport.
- The local business community will have opportunities to promote their businesses and be a part of the events to capitalize on their growth within the community. Claudine welcomed input from the Commissioners on any local businesses that they might want her to contact. She will be meeting with the Chambers on Thursday to discuss promotional opportunities.
- The Airport will continue working with TQG on airline marketing, website development, social media and press releases as planned.
- The Airport will add CMR to our marketing portfolio with event planning and the partnership program as an initial task and investment.
- Airport Management held a coordination meeting with both marketing companies.

COM1121-03 Approval of the Sign Plan Modifications to Meet Rebranding Efforts
MOTION to approve the sign plan modifications and approach to replace the wooden Rotary and Attucks Lane signs. **SPONSOR:** Infrastructure & Marketing Subcommittee **(May be acted upon)**

- This agenda item was moved and read by Chairman Griffin and seconded by Commissioner Flores.
- The Commission approved the plan to resign the terminal building sign during the October 19, 2021 Commission meeting.
- Management went over design plans to replace the wooden Rotary and Attucks Lane signs with the Infrastructure and Marketing Subcommittee and they chose their preferred option and requested a few modifications.
- Management reviewed all of the options provided in the power point (attached). The column pillar sign design was the unanimous choice.
- The commissioners liked the Nantucket Stone color and the lighting, using either Cape Cod Fieldstone or stacked stone. Updating the sign would be in keeping with the new terminal and branding.
- The next step is to request renderings and quotes from Cape Cod Sign Companies for installation.
- This agenda item for approval of the stone pillar concept was unanimously approved by verbal vote:

Griffin	yes	Young	yes	Weill	yes	Bierwirth	yes
Flores	yes	Bailey	yes	DiGeorge	yes		



COM1121-04 Airport Roundtable Overview

- Manager Servis attended the Airport Roundtable where there were about 40 members present to attract future airline service
- The Airlines present were American, United, Sun Country, Southwest, and Avelo.
- Most airports that were present, comparable to our airport size, had a routes manager or routes development team along with their airport management.
- It was recommended that the FY2023 budget include funding consulting firm to be able to get results. With the runway on the horizon in 7-10 years, now is the time to get a consultant on board.
- This may not need to include a full time airport employee initially but a route developing firm such as Ailevon Pacific Aviation Consulting (APAC) or other similar firm to be hired based on a public bidding process.
- APAC spoke during the event and recommended that Avelo look at HYA to provide service. Avelo currently flies out of Tweed New Haven Airport to six destinations in Florida for a low cost. Many airlines that used to offer service out of this airport in 2000-2005 have transitioned into larger aircraft.
- With the runway on the horizon in 7-10 years, now is the time to get these consultants on board to promote future services from this airport.
- Commissioner Weill commented that the Airport should be considering new electric aviation companies, Archer or Joby, that develop aircraft to go 150 miles an hour and go 60 to 100 miles. These would not require any runway changes and would be a great fit for the Airport.

COM1121-05 Approval of a Contract By and Between Airport Solutions Group and Cape Cod Gateway Airport in the Amount of \$616,100 for Professional Engineering Services for Runway 24 Engineered Materials Arresting System (EMAS) System Replacement Project

MOTION to approve the Contract by and between Airport Solutions Group and the Cape Cod Gateway Airport in the amount of \$616,100.00 for the Professional Engineering Services for Runway 24 Engineered Materials Arresting System (EMAS) System Replacement Project.

SPONSOR: Finance Subcommittee (May be acted upon)

- This agenda item was moved and read by Chairman Griffin and seconded by Commissioner Weill.
- Airport Management has been working with Airport Solutions Group (ASG) on the development of a Scope of Work to replace the Airport's aging Engineered Materials Arresting System (EMAS) System located at the approach end of Runway 06.
- The project will be funded by the Federal Aviation Administration (90%), Mass DOT Aeronautics Division (5%) and the Airport (5%).
- This was one of the first EMAS systems to be installed in New England. March 17, 2001 an aircraft veered off the end of the runway and ended up in the TJ Maxx parking lot which predicated the construction of the EMAS bed.
- This is constructed of blocks of crushable concrete and usually has a 10 year life.
- There has been at least one incursion into the EMAS since it was built.
- This meets the specifications for the requirements, otherwise not met due to the location of the road, for the Runway Safety Area.
- The project has been approved in the FY2022 Capital Improvement Project by the Airport Commission and the Town of Barnstable Town Council Appropriation Order (AO) #2021-087 (\$7,500,000) = approved 4/1/2021
- An Independent Fee Estimate (IFE) was completed with the recommendation to the Federal Aviation Administration that ASG's fees be accepted. They were 13% below the IFEs estimates.
- This agenda item was unanimously approved by verbal vote:
Griffin yes Young yes Weill yes Bierwirth yes



Flores yes Bailey yes DiGeorge yes

The following was taken out of order:

Report of Special Committees

None

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
 - o FBO Renovation Scope of Work & Project Estimate Approvals
- o Upcoming December Infrastructure Items:
 - o Signage (Airport Access Road)
 - o FBO Renovation Planning Discussion
 - o Business Plan Update – December 2021
 - o Website (Continuation & hopefully FINALIZATION)
 - o Airline Marketing Discussion (Airline Partnerships 101 – Presentation by Rick Lucas, McFarland Johnson)
- o Upcoming December Commission Meeting Items:
 - o Airline Marketing Discussion (Airline Partnerships 101 – Presentation by Rick Lucas, McFarland Johnson)
- o Airport Business Plan Update (attached)
- o Airport Finances Update (attached)
- o CARES Act Projects Update
 - o Replacement of T-hangar CARES1 (January/February 2022 Bid).
 - o Fleet Hangar Door Replacement CARES2 (January/February 2022 Bid).
 - o Mary Dunn Way Extension CARES3 (January/February 2022 Bid).
 - o FBO Renovation CARES4 (March/April 2022 Bid).
- o Airport Master Plan Update
 - o Complete
 - o Final documentation going to FAA for review from McFarland Johnson
- o Town of Barnstable Budget
 - o FY2023 Capital Improvement Plan has been submitted to the Town of Barnstable
 - o FY2023 Operating Budget Development is underway
- o Airport Environmental Assessment
 - o December 2021/January 2022 start as long as we have an approved Airport Layout Plan from the FAA
- o PFOS/Public Involvement Plan & Update
 - o Continuing data collection and preparing for submittal of the Phase III report to DEP in October/November 2021
 - o The Airport is looking at potentially hiring a representative to work on the Airport's behalf with concerned citizens and media relations
- o Rebranding & Website Upgrade
 - o Website modifications – underway and an interactive test website available for Commission review
 - o Sign Plan - underway
- o Dates to remember:



- o Good Morning Networking Breakfast with Cape Cod Chamber Membership – December 2 0830 in the Airport café. This was moved due to prior weather issues.
- o Lease Development Update
 - o RFP Development for non-aviation parcels
 - Mildred's
 - Grass Lot (Access Road)
 - Air Cape Cod Building

The Massachusetts Air and Space Museum is still very interested in moving to the Airport. Manager Servis reviewed the various interests in space at the airport and the bid process required by the FAA as the museum is not considered to be an aviation business.

The Airport will put the available space out to bid so that all parties will have an equal opportunity to bid. The museum will be moving to a space on Main Street as they have been requested to move out of the current space as WS Development is moving forward with the shopping mall redevelopment.

The Commissioner's shirts are available for pick-up in the office. Ms. Kennedy was thanked for ordering these and coordinating the choices and sizes.

As Chair of the Airport Commission, Commissioner Griffin moved to go into Executive Session pursuant to M.G.L. c. 30A, § 21(a)(6) to discuss strategy with respect to the lease of real property to Hyannis Hangar LLC as a discussion in open session may have a detrimental effect on the negotiating position of the public body, the Airport Commission. This meeting will not reconvene in open session after the Executive Session.

- This agenda item was moved and read by Chairman Griffin and seconded by Commissioner Weill.

As Chair of the Airport Commission, Chairman Griffin also moved to go into Executive Session pursuant to M.G.L. c. 30A, § 21(a)(6) to discuss strategy with respect to the lease of real property to Griffin Realty Trust, LLC as a discussion in open session may have a detrimental effect on the negotiating position of the public body, the Airport Commission. This meeting will not reconvene in open session after the Executive Session.

- This agenda item was moved and read by Chairman Griffin and seconded by Commissioner Weill.
- Both motions for executive session were unanimously approved by verbal vote:

Griffin	yes	Young	yes	Weill	yes	Bierwirth	yes
Flores	yes	Bailey	yes	DiGeorge	yes		

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 5:51 PM. The next meeting will be held on December 21, 2021.

NORMAN WEILL, CLERK

Documents attached:
Finance Subcommittee speaking notes



Infrastructure & Marketing Subcommittee speaking notes
Green Communities Designation Power point
Cape Cod Gateway Airport Sign Options - November 15, 2021
Airport Roundtable Series Host Opportunities 2022-2026
Cape Cod Gateway Airport Business Plan Update - November 2, 2021
Cape Cod Gateway Airport FY2022 Budget Update - October 26, 2021



Speaking Notes: Infrastructure & Marketing 11-2-21

Met Tuesday, November 2, 2021 @ 10:33 am

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

Taken out of order

IN1121-1 Airport Events, Modifications & Local Event Marketing

- Management introduced Claudine LeBlanc, President of Creating Marketing Results, LLC (CMR)
- Claudine gave a brief synopsis of her areas of expertise and previous experience as well as an overview of the local marketing and event promotion that she could do for the Airport.
- The goal of the series of events is to reach out to the community and get people to learn more about the airport and the travel experiences it has to offer.
- Monthly smaller events from November through May were discussed, as well as two larger events with sponsorship availabilities to be held in the spring and fall.
- The marketing partnership program was discussed to work with businesses to offer advertising and event opportunities to promote both local business and the Airport.
- *Additional information will be provided at the November Commission meeting.*

UNFINISHED BUSINESS:

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

- The Commission approved the plan to resign the terminal building sign during the October 19, 2021 Commission meeting
- Management reviewed options for replacement of the wooden signs
- The commissioner liked the stone column with the airport logo design, but requested stacked sand colored stone
- *Revised graphics will be provided for the next meeting*
-

NEW BUSINESS:

IN1121-2 Website Revamp, Update and Review

- Airport Management shared graphics of the draft website design from The Quotient Group
- Comments were that the colors were boring, better photos were needed, the slide bar and circles need to be changed, and key Cape Cod destinations need to be added.
- Commissioners suggested additions of what they liked on other websites such as the “feel of water” graphics.
- *A workshop was scheduled for November 9, 2021 to review requested changes in detail.*

IN1121-3 Airport Roundtable Overview

- Manager Servis attended the Airport Roundtable where there were about 40 members present to attract future airline service
- The Airlines present were American, United, Sun Country, Southwest, and Avelo.
- Most airports that were present had a routes manager or routes development team.
- It was recommended that the FY2023 budget include funding consulting firm to be able to get results. With the runway on the horizon in 7-10 years, now is the time to get a consultant on board.
- *Management will reach out to other airports that have used consultants to get feedback.*

Updates:

- Manager Servis reviewed the upcoming December meeting items.
- A brief synopsis of the Business Plan updates and completion goals over the past month was reported.
- The Commissioners requested an update on the status of the Kmart Plaza.

Adjournment: Having no other business to discuss, the meeting was adjourned at 12:38 p.m.

Met Tuesday, November 2nd, 2021

The meeting was held via ZOOM.

Meeting was called to order at 8:34 a.m.

Commissioners Weill, Flores & Bailey was present via zoom.

Minutes of the September 7th, 2021 Finance Subcommittee were tabled.

OLD BUSINESS:

There was no old business to discuss.

NEW BUSINESS

F1121-01 Review and Approve a Contract By and Between Airport Solutions Group and Cape Cod Gateway Airport in the Amount of \$616,100 for Professional Engineering Services for Runway 24 Engineered Materials Arresting System (EMAS) System Replacement Project

- Airport Management has been working with Airport Solutions Group on the development of a Scope of Work to replace the Airport's aging Engineered Materials Arresting System located at the approach end of Runway 06.
- The project will be funded by the Federal Aviation Administration 90%, MassDOT Aeronautics Division 5% and Locally/Airport 5%.
- This project has been approved in the FY2022 Capital Improvement Project by the Airport Commission and the Town of Barnstable Town Council.
- An Independent Fee Estimate has been completed as recommended by the FAA
- The agenda item was moved to the November 16th, 2021 Full Commission meeting for approval.

Updates were taken out of order:

- Airport Finances Update:
 - Management reviewed FY2022 Budget Summary.
- CARES Act Projects Update
 - Bids will go out January/February 2022 for Projects:
 - Replacement of T-hangar CARES 1
 - Fleet Hangar Door Replacement CARES 2
 - Mary Dunn Way Extension CARES 3
 - FBO Renovation CARES 4-Bid will go out March/April 2022.

Executive Session pursuant to M.G.L. c. 30A, § 21(a)(6) to discuss strategy with respect to the lease of real property to Hyannis Hangar LLC as a discussion in open session may have a detrimental effect on the negotiating position of the public body, the Airport Commission. A roll call vote was taken to go into Executive Session and meeting will not reconvene in open session.

Weill - yes

Flores – yes

Bailey - yes

Meeting Adjourned: 8:55 a.m.

TOWN OF BARNSTABLE

Airport Commission

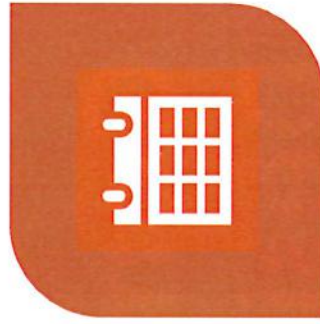
November 16, 2021

**Green
Communities
Designation**

Green Communities Designation Overview



MEET 5 CRITERION



TARGETED
APPLICATION BY
DECEMBER 30, 2021



INITIAL GRANT OF \$220K AND
FUTURE COMPETITIVE ROUNDS
FOR ENERGY REDUCTIONS

Criterion for Green Communities

- ☑ As of Right Siting
- Expedited Permitting
- Vehicle Policy
- Stretch Code
- Energy Reduction Plan –
Tonight's Vote

Energy Reduction Plan



Living document



Identify baseline year
usage – FY19



Goal to save 20%
(5% can be
behavioral)



No penalty for not
reaching goals

Baseline Year: FY2019	MMBtu Used in Baseline Year	% of Total MMBtu Baseline Energy Consumption	Projected Planned MMBtu Savings	Savings as % of Total MMBtu Baseline Energy Consumption
Building	122,148	66%	28,299	15%
Vehicles	44,748	24%	0	0%
Street/Traffic Lights	640	0%	0	0%
Water/Sewer/Pumping	17,032	9%	0	0%
Open Space*	1,768	1%	867	<1%
Total	186,337	100%	27,988	15%

Baseline by Category for FY 2019

Per the DOER's guidance

"Renewable Energy is a fuel source and the amount of renewable energy generated by the Green Community that is conventionally net--metered should be included here as a type of energy usage"

Monitoring Use Dashboard

Compare use for any quarter to previous quarters, or for any year to previous years. Percent difference is calculated from previous period. To collapse or expand the charts, hover over the names of your City, Departments, Buildings, etc., then click the plus (+) or minus (-) symbols at the top of the columns.



Fuel (units)
Electric (kWh)

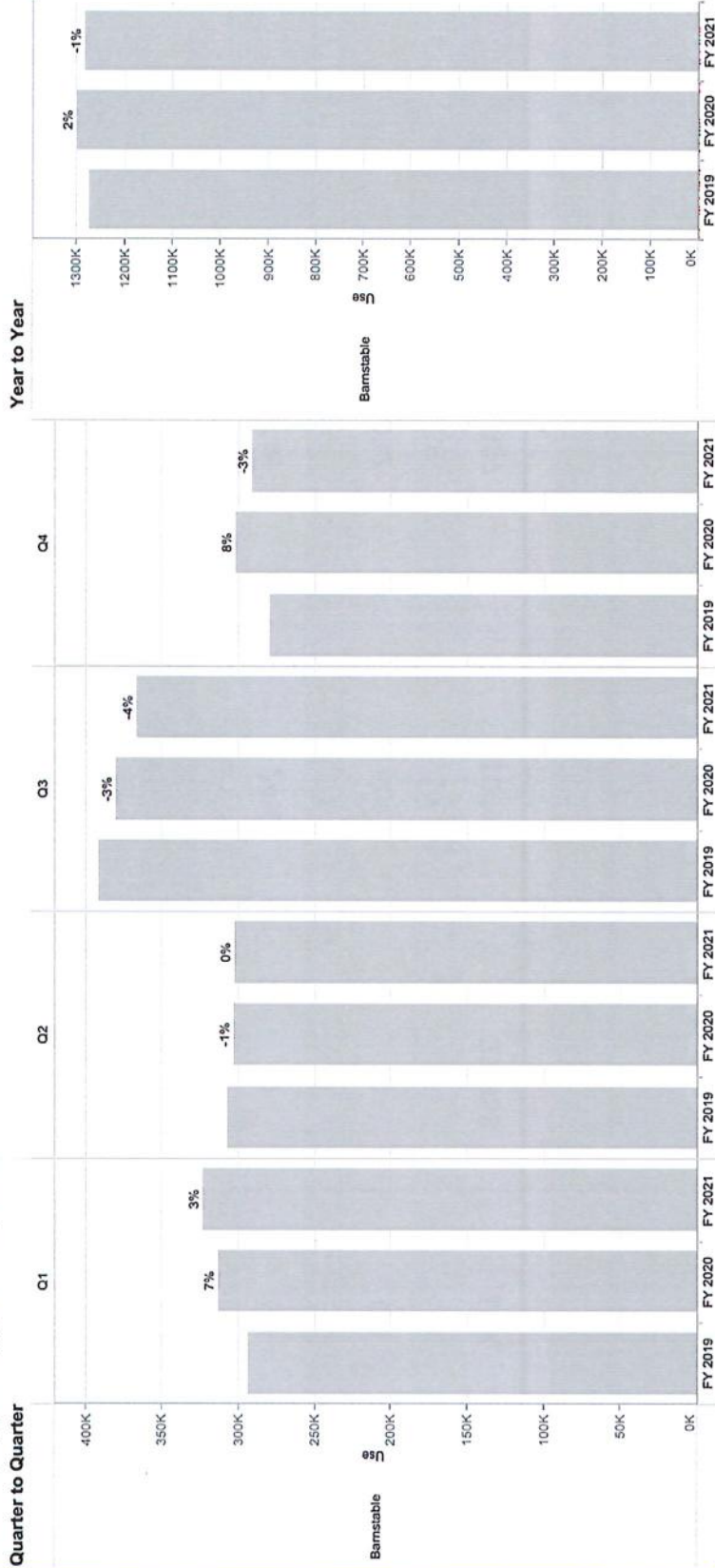
Category
All

Subcategory
All

Department
Airport

Year
Multiple values

Quarter
 Q1
 Q2
 Q3
 Q4

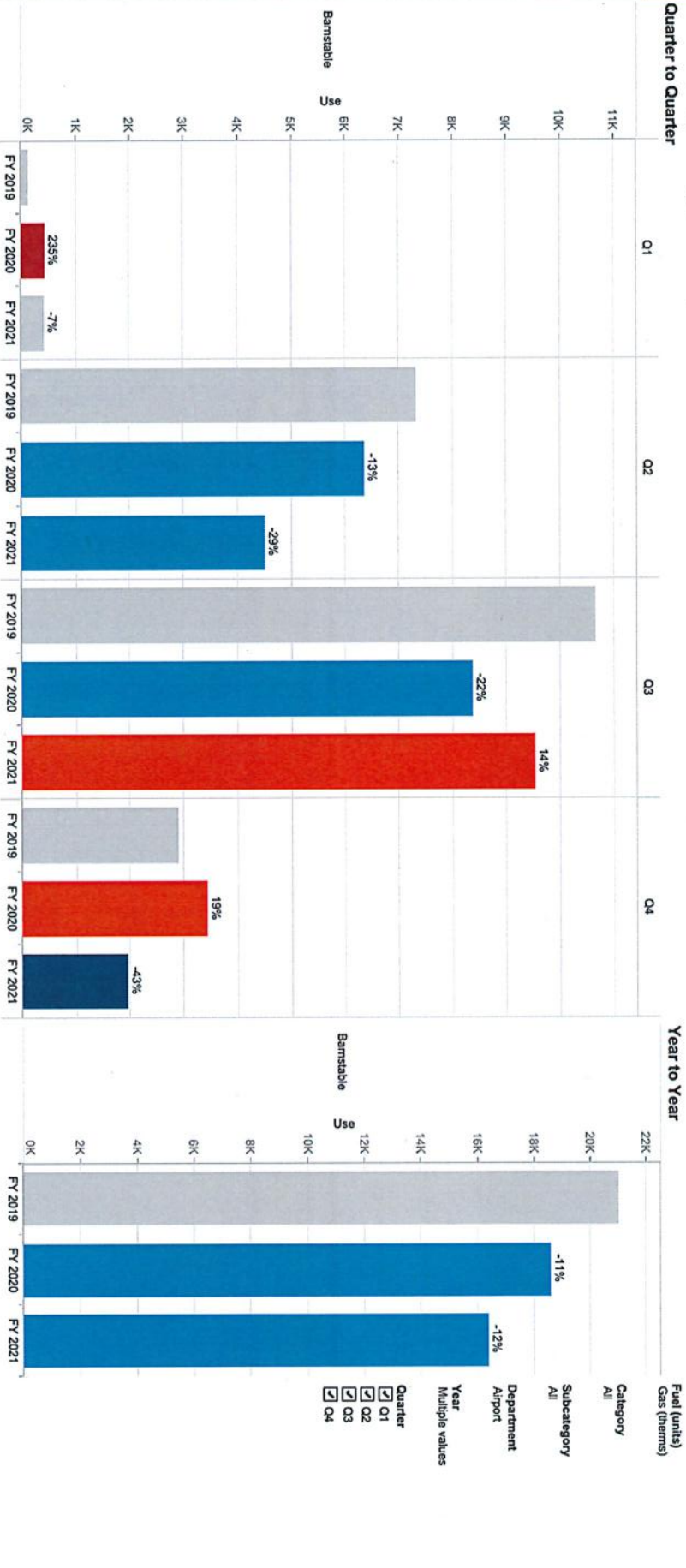


Airport Department Electric Usage

Airport Natural Gas Usage

Monitoring Use Dashboard

Compare use for any quarter to previous quarters, or for any year to previous years. Percent difference is calculated from previous period. To collapse or expand the charts, hover over the names of your City, Departments, Buildings, etc., then click the plus (+) or minus (-) symbols at the top of the columns.



Measure Description	Annual Energy Cost Savings			Payback(s) with Incentive		
	Electric Savings (kWh)	Natural Gas Savings (therms)	Total Annual Cost Savings	CLC Incentive	National Grid Incentive	Net Customer Cost
ECM 1: Faucet Aerators	0	34	\$34.00	\$0.00	\$16.00	\$0.00
ECM 3: RTU Controls	41,529	0	\$7,475.22	\$25,000.00	\$0.00	\$0.00
ECM 4: EMS	38,497	0	\$6,929.46	\$38,497.00	\$0.00	\$1,503.00
Total	80,026	34	\$14,438.68	\$63,497.00	\$16.00	\$1,503.00

Energy Conservation Measures

Vehicle policy

- State has very specific policy terms that must be adopted for Green Communities designation
- Airport has 20 vehicles and 14 are exempt
- Policy affects new fleet purchase
- Policy does not require hybrids or electric vehicles at this time
- Many new vehicles, using regular gasoline or diesel, comply with proposed Policy

2022 Chevrolet Equinox

- Requirement: 21 (2WD) & 24 (4WD) MPG
- Actual: 27-28 MPG

2020 Chevrolet Silverado 150

- Requirement: 21 (2WD) & 18 MPG (4WD)
- Actual: 14-26 MPG (would need to confirm)

2022 Chevrolet Tahoe

- Requirement: 21 (2WD) & 24 (4WD) MPG
- Actual: 16-24 MPG (would need to confirm)

2022 Chevrolet Traverse

- Requirement: 21 (2WD) & 24 (4WD) MPG
- Actual: 20-21 MPG (none would work)

Ford Crown Victoria

- No longer an option

MPG ratings are combined MPG found at fuelconomy.gov

Questions?

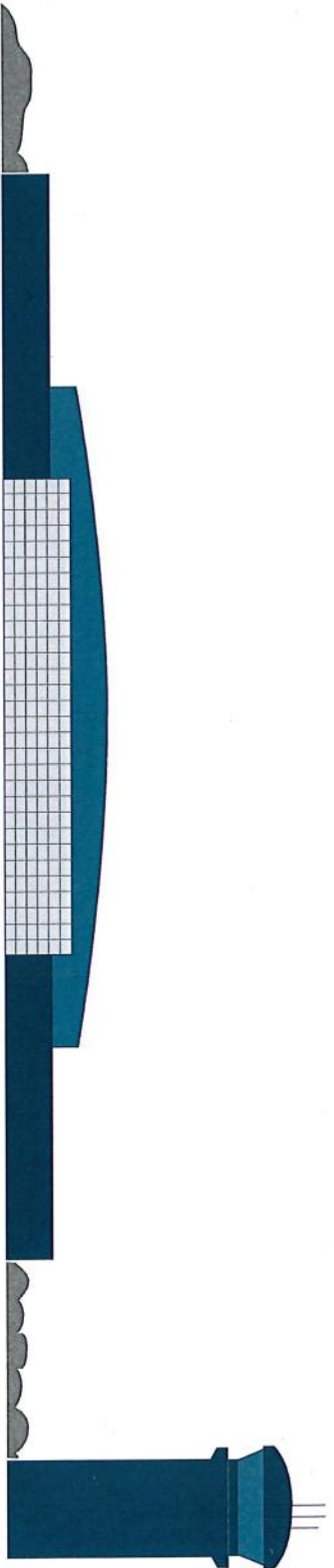
Request: Vote to
endorse Energy
Reduction Plan
and vehicle
policy

Next Steps

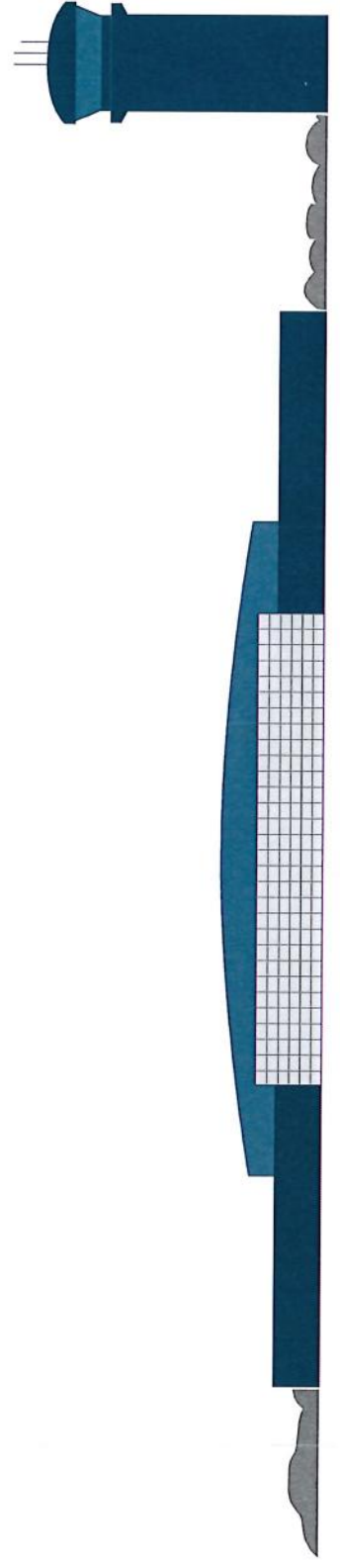
Cape Cod Gateway Airport

Sign Options

As of November 15, 2021



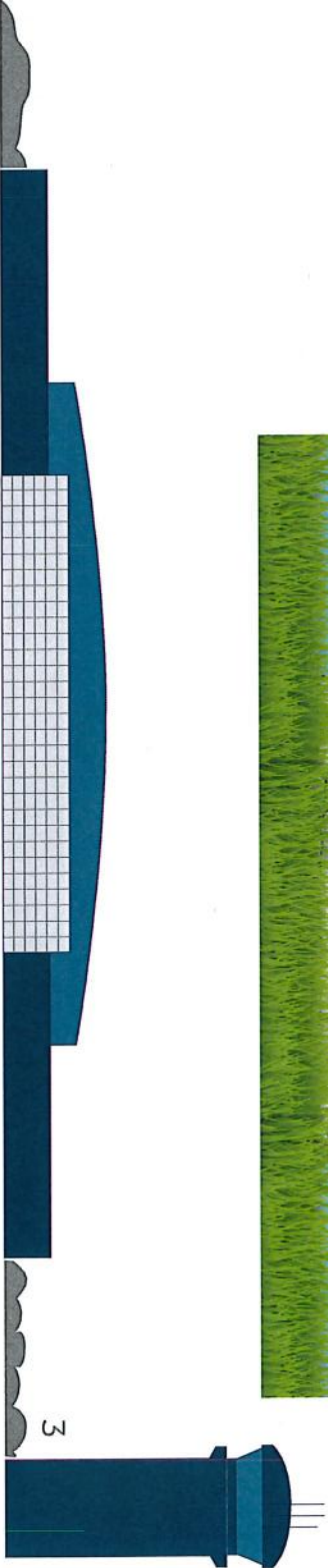
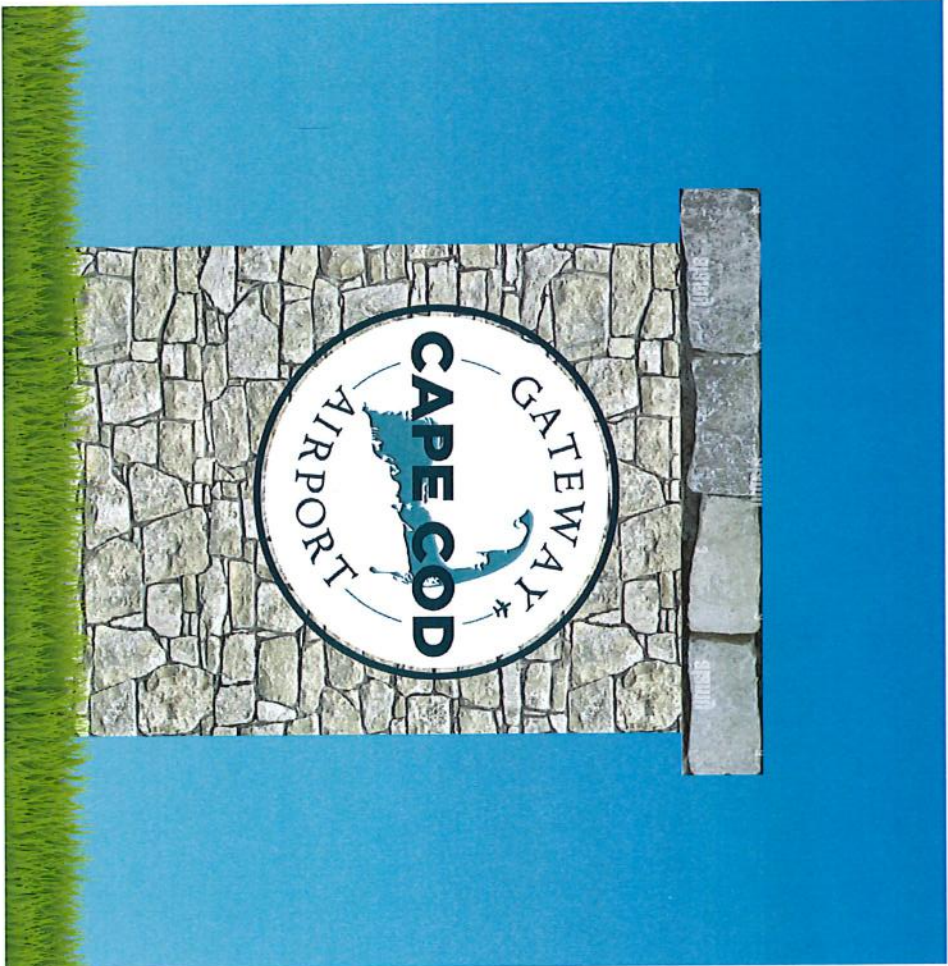
Previously Provided Options



Pillar

Natural stone

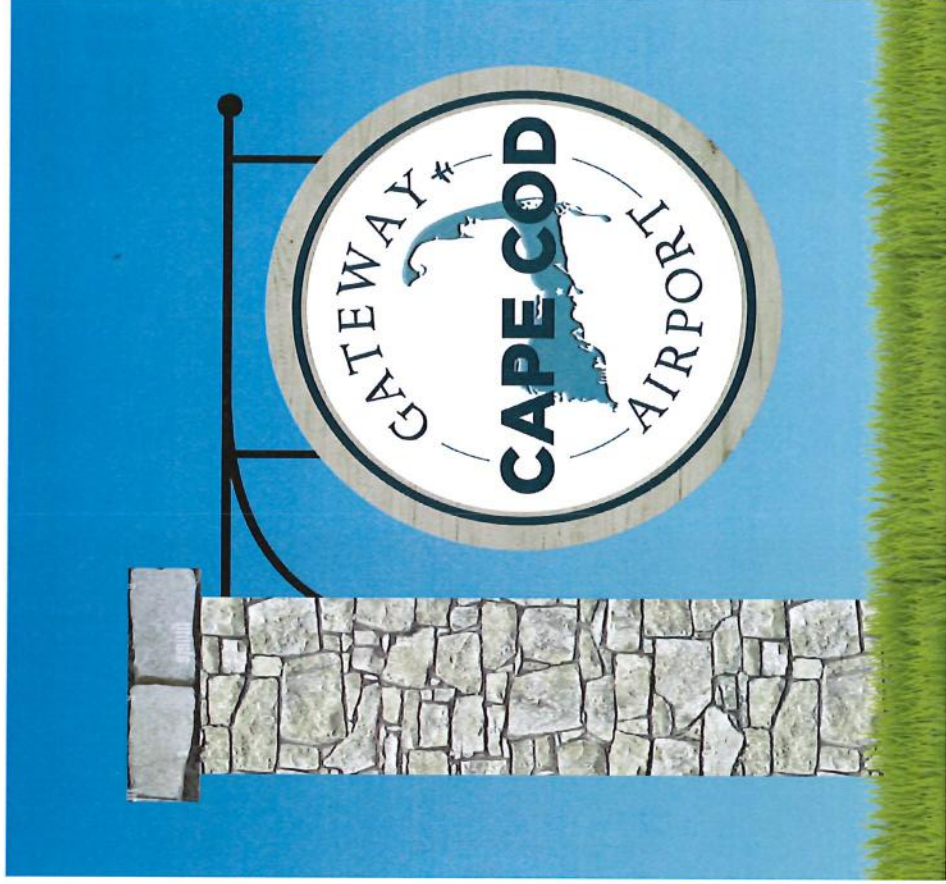
Hidden lights under top stones



Hanging

Natural stone and wood

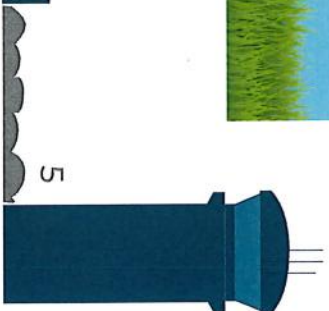
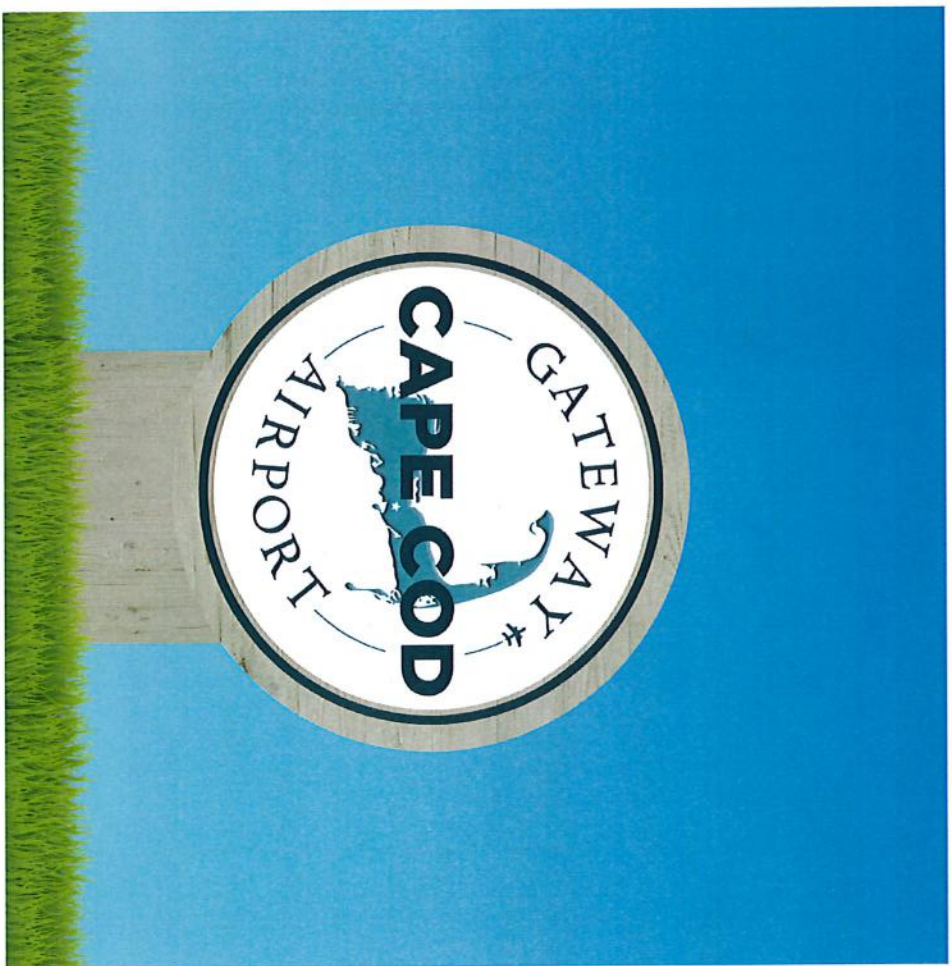
Backlit or spotlight



Pillar

Wood

Backlit or spotlight from ground

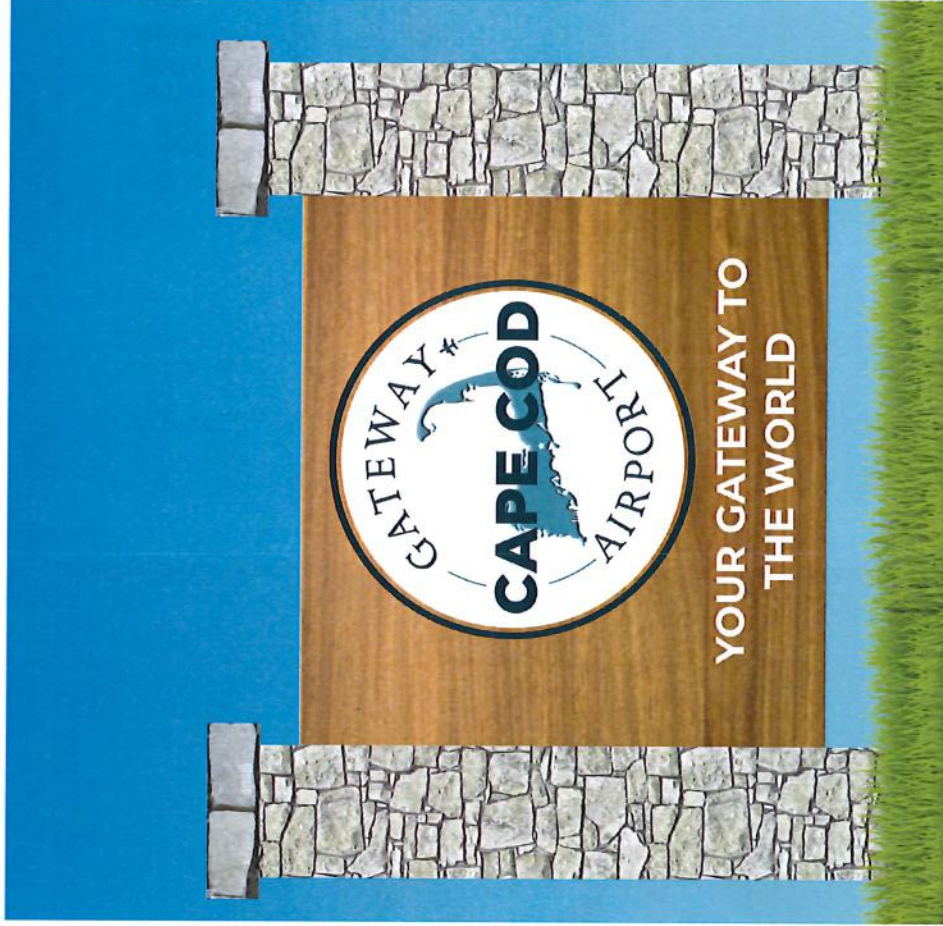


Pillar

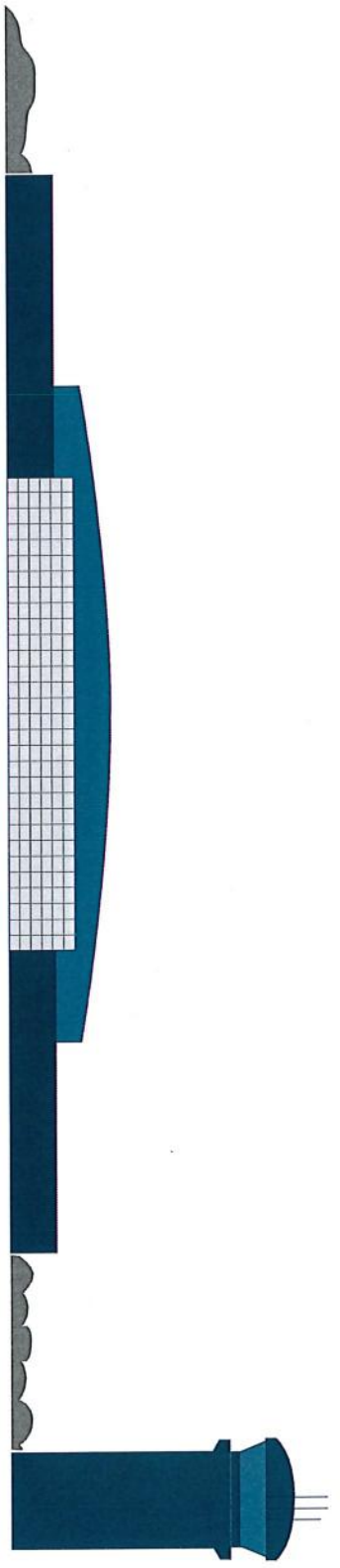
Wood

Backlit or spotlight

Includes tagline



Preferred Option chosen by the Infrastructure and Marketing Subcommittee



Pillar

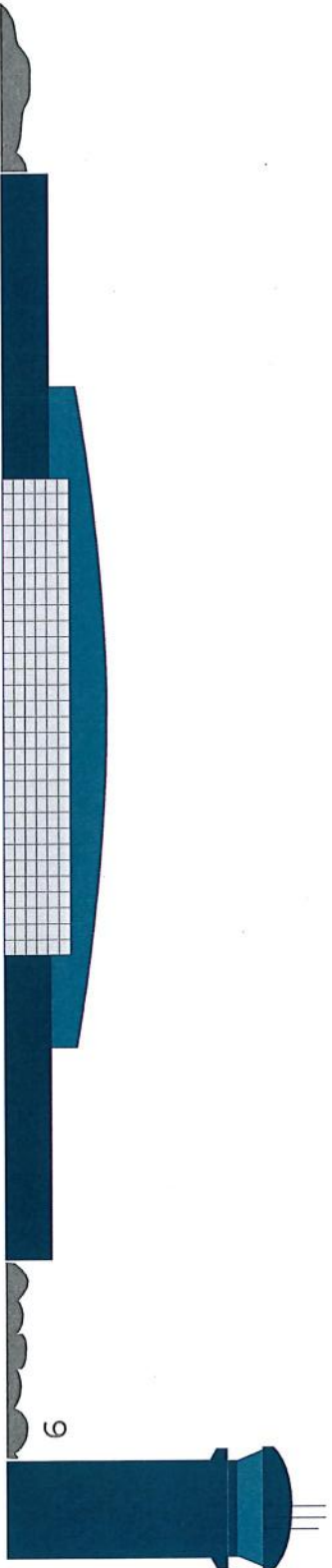
Natural stone

Hidden lights under top stones



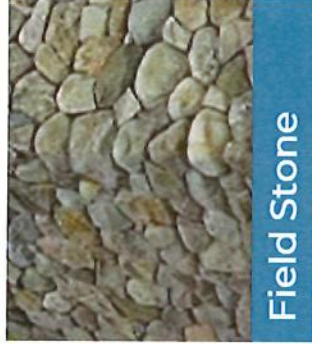
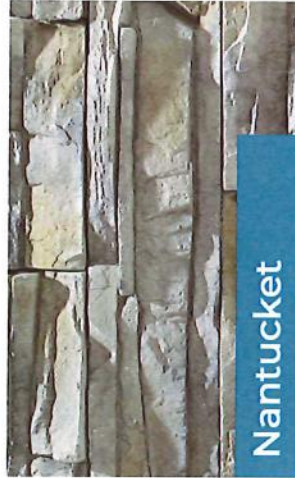
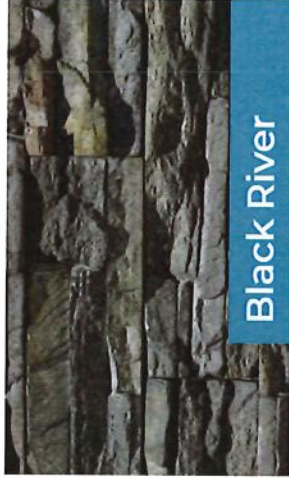
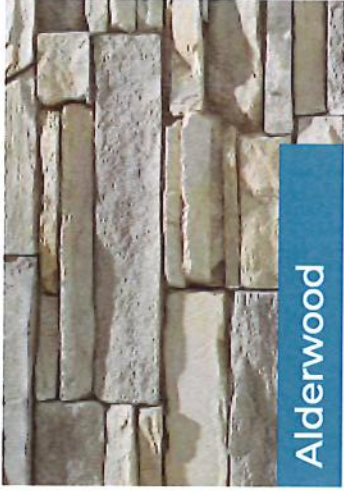
Pillar

Cape Cod Stacked Stone
Hidden lights under top
stones
Solar sensors



Pillar (Stone Alternatives)

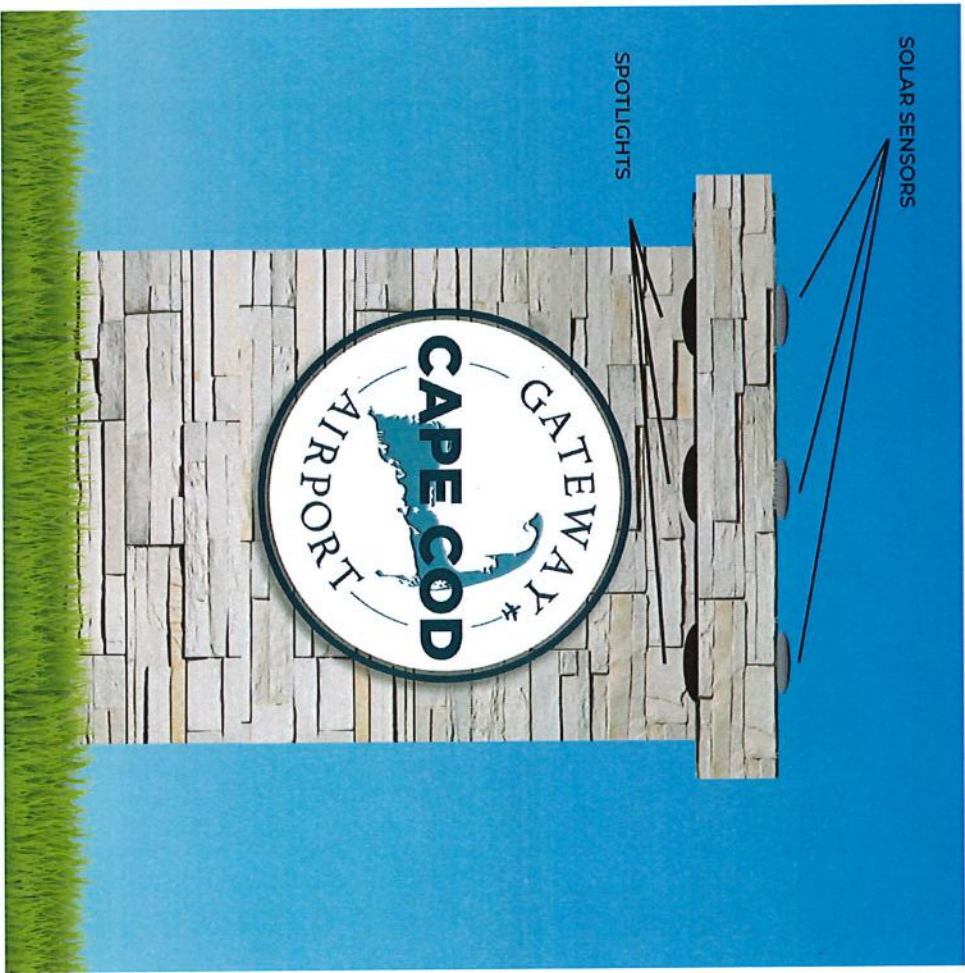
- Cape Cod Stacked Stone
- Hidden lights under top stones
- Solar sensors



10

Pillar Features

- Cape Cod Stacked Stone
- Hidden lights under top stones
- Solar sensors



SOLAR SENSORS

SPOTLIGHTS



11



Pillar Back

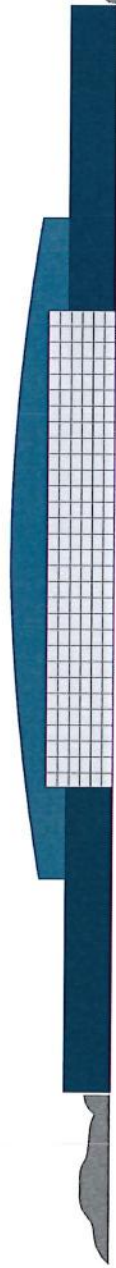
Cape Cod Stacked Stone

Hidden lights under top stones

Solar sensors

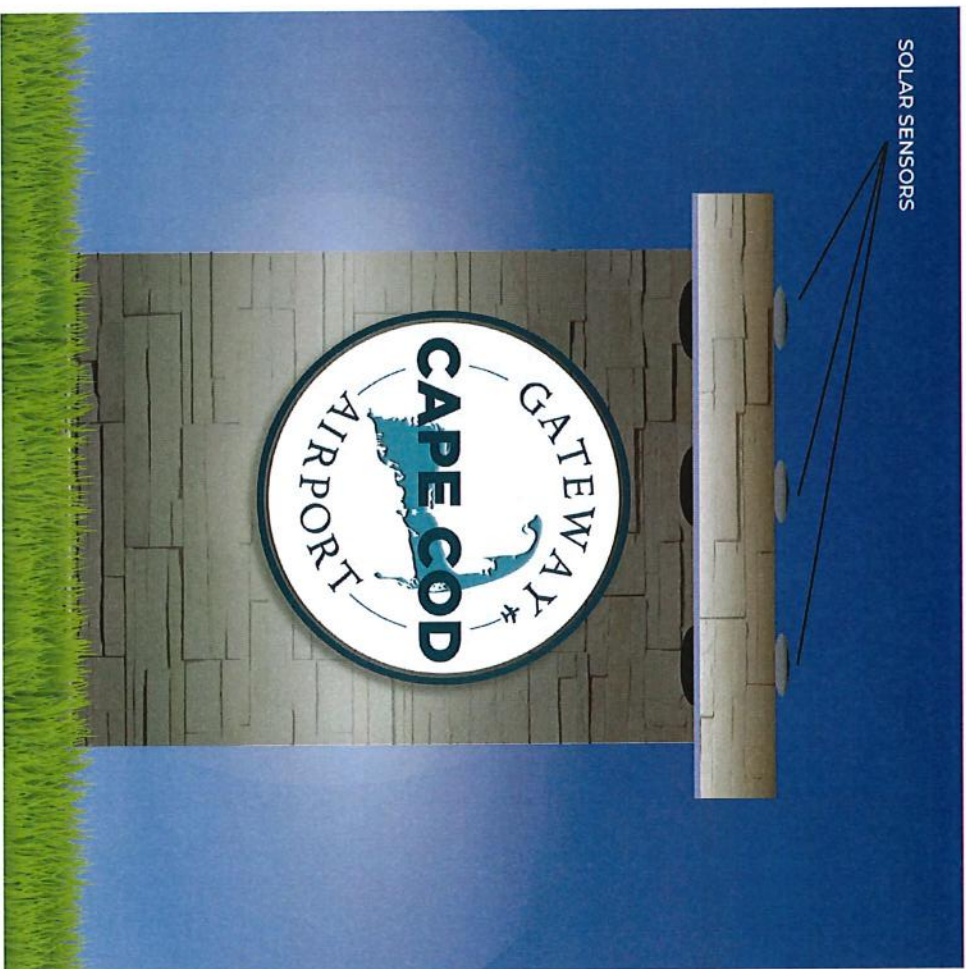


SOLAR SENSORS



Pillar Night Front

Cape Cod Stacked Stone
Hidden lights under top
stones
Solar sensors



SOLAR SENSORS

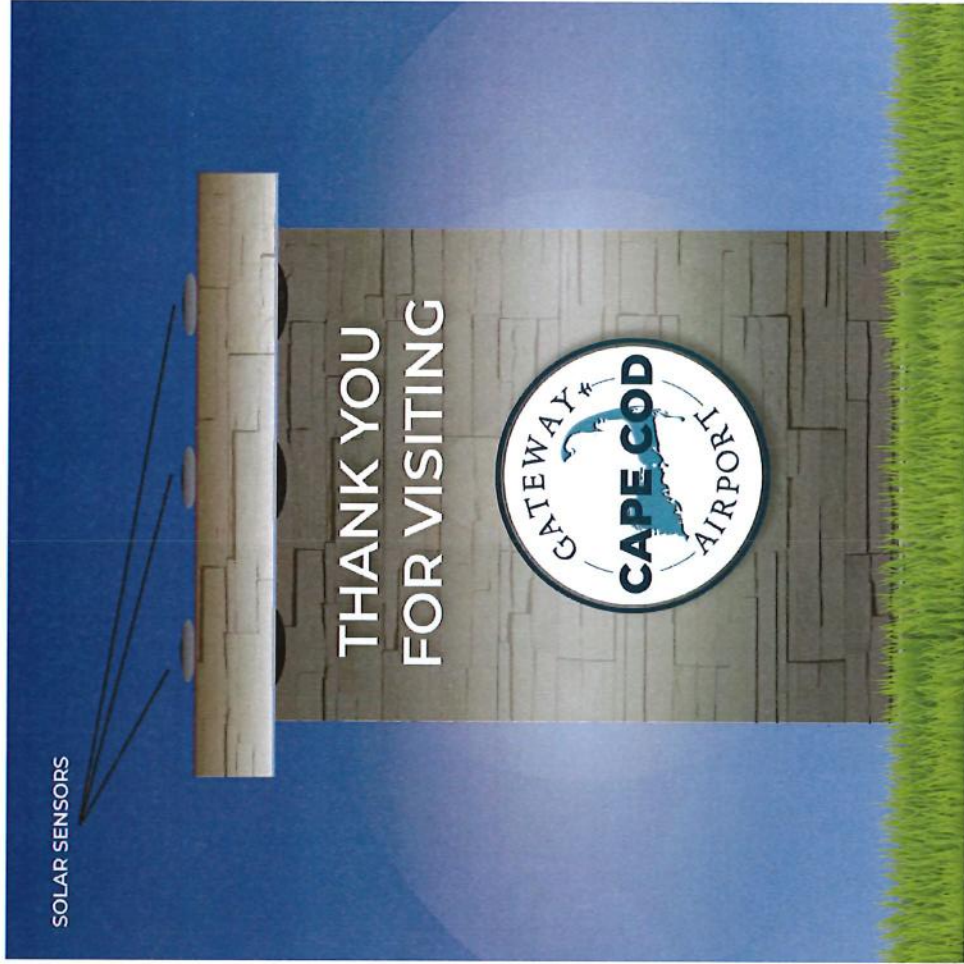


Pillar Night Back

Cape Cod Stacked Stone

Hidden lights under top stones

Solar sensors



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Airport Roundtable Series

Host Opportunities 2022 – 2026

Key Information

Bids

Submit bids at: <https://form.jotform.com/2129333917159059>

Due Date: December 31, 2021

Selection: Summer 2022

*We are hoping to plan out the next 3 – 5 years during this bidding process

"Call it 'Ted Talks for Airports' or 'Routes Unplugged'; a congress of airport peers, airline executives and related industry experts exchanging best practices and business development ideas in a small group conversational format that facilitates a candid exchange of thoughts and uncomplicated one to one discussions. The Roundtables are certainly worth the investment of staff time and finite resources. I highly recommend this forum."

John Albrecht
Oakland Airport

Airport Roundtable Series Events

What is the Background?

The Quotient Group and Ailevon Pacific Aviation Consulting are proud to continue the original Airport Roundtable Series tradition. For over 18 years, the Roundtables have been leading the way in helping airports develop effective commercial strategies.

What is the Purpose?

The Roundtable events are designed to help airport professionals share ideas and concepts in the areas of marketing and air service development. Participants interact with industry counterparts and airline representatives in an intimate setting that encourages conversation and engagement. From best practices to unique challenges, it's all on the table and open for discussion. Each participant is given the opportunity to share, and feedback from the group is highly encouraged.

What is the Average Number of Attendees?

In the past, attendance has been limited to retain that small-group discussion, and as interest in the Roundtables has grown, the number of events held each year has increased. Typically, we host between 25 and 40 airport representatives per event, along with our speakers and sponsors.

What is an Airport Roundtable XL?

Typically, an Airport Roundtable has 1.5 days of programming. If you choose, you can host an Airport Roundtable XL which consists of 2 full days programming instead. There is the opportunity for hosting a third evening event and typically have between 60-70 attendees.

Recent Roundtable History

2016 →

Asheville, Wichita, Albuquerque

•90 Attendees

•Airline representatives from Alaska, Allegiant, American, Delta, Southwest, Spirit, United

2017 →

Cincinnati, Columbia, Sacramento, San Antonio

•161 Attendees

•Airline representatives from Alaska, Allegiant, American, Delta, Southwest, Spirit, United

2018 →

Huntsville, Roanoke

•75 Attendees

•Airline representatives from Allegiant, Delta, Southwest, Sun Country, United, Via

2019 →

Oakland, Grand Rapids

•88 Attendees

•Airline representatives from Allegiant, Delta, Southwest, Spirit, Sun Country, United

2020 →

Palm Springs, Louisville

•90 Attendees

•Airline representatives from Allegiant, American, Delta, Southwest, Spirit, Sun Country, United

2021 →

Gulfport-Biloxi, Savannah, Tulsa, Wilmington

•165 Attendees

•Airline representatives from Allegiant, American, Avelo, Breeze, Delta, JetBlue, Sun Country, Southwest, Sprint, United

Becoming a Host

Who Can Host an Airport Roundtable?

ANY Airport can Host

You do not have to be a client of The Quotient Group or Ailevon Pacific Aviation Consulting to qualify. All airports are welcome to submit a bid, though preference will be given to airports with a history of Roundtable participation.

Why Should I Host an Airport Roundtable?

Connect with Airlines

Bring airline representatives to your airport and city for an extended visit, allowing them to experience your community in a very intimate and engaging manner.

Engage Your Community

Help make the connection between your marketing and air service development efforts and airport employees, local politicians, chamber, CVB and community VIPs/leaders.

How Do I Become a Host?

Submit a Bid

Fill out an online application to become a host. Our Selection Committee will review all applications and choose host cities based upon the criteria laid out in this document.

The online application form can be found here:

<https://form.jotform.com/212933917159059>

"We spend so much time selling our airports, cities, and regions to potential business partners. What better way to do that than host them and show them everything you've been talking about? The interaction and exposure gained make hosting roundtables a great way to sell your market. It's by far the most cost-effective event you can host in the world of marketing and ASD, and if you've never hosted before the team at TQG will happily walk you through everything it takes to make a great event. I host every chance I can get."

Anthony Gilmer
Louisville Muhammad Ali International Airport

City Qualifications

Potential Hosts are expected to ensure that the following items are clearly demonstrated in their online bid forms:

Good Air Accessibility

The Host city must be reasonably accessible from all parts of the U.S. by frequent service either direct or via major hubs. This is particularly important for airline delegates, many of whom use space-available travel, which can be problematic when frequencies are low.

Brand Image of City or Region

The Host city and/or event venues should be appealing destinations for visitors. Roundtables have a strong history of choosing interesting and exciting venues for our guests and will continue to favor attractive destinations.

Appropriate and Interesting Event Venue

The venue would normally be in, or close to, the Host city, which is also very much in the Host's interest. Alternatively, a resort can be considered with a short drive time from the airport — ideally no more than 30 minutes.

Hotels

Ideally, at least two hotel options would be proposed to enable the conference negotiator to obtain the best possible room rates and overall hotel agreement once the conference has been awarded.

Each hotel should have approximately 50 available hotel rooms along with meeting space. Special consideration will be made for hotel venues that offer an interesting and unique guest experience while still maintaining affordability (\$100-\$250 per night). Venues with natural light and great views are preferred.

Financial Requirements and Role

Minimum Requirements

The Host airport or associated organizations/partners are responsible for the following items:

- **Hosting fee** of \$20,000 – paid directly to sponsors
- **Social event/dinner** for the group on night one and two (and night three if hosting an “XL”) – paid and organized directly with chosen vendor
- **Welcome reception/dinner event** with open bar on the first night – paid and organized directly with chosen vendor
- All **travel-related expenses for airline delegates** including hotel and airfare, if needed
- Any required **ground transportation** for social events – ground transportation should be provided for social events that are greater than a 10-minute walk from the event hotel
- Any required **Audio/Visual equipment rental** including projector, screen, and sound; and any necessary **WiFi** needed for the conference.

Optional Support to Improve Bid Attractiveness

Bids that minimize costs to the organizers will be given favorable consideration. It is advantageous, though not essential, for the Host to have community support for our conference that can be showcased to the guests. In order to assist with the costs of delivering certain elements of the event, the Host may wish to call upon its local partners to support it through financial contributions or goods and services. Additional forms of proposed financial support should be outlined in the online bid form. Creativity is welcomed and encouraged!

Suggested Optional Items:

- Open bar reception/mixer after dinner on night #1
- Open bar reception/mixer before and/or after dinner on night #2
- Open bar reception/mixer before and/or after dinner on night #3 (if hosting an “XL”)
- Attendee ground transportation to and from the airport
- Pre-event group outing
- Nightlife / entertainment

Logistical Requirements and Role

Minimum Requirements

The Host airport is expected to provide logistical support including:

- Participating in **planning calls** with the Roundtable planning team
- Serving as a point of contact and assisting with the **hotel selection/bid process**
- Coordinating with the Roundtable planning team to organize the main hospitality functions, including **pre- and post-dinner receptions, entertainment and dinners**
- Aiding with **airline representative logistics**, including but not limited to transporting delegates to the hotel upon arrival and at departure

The Host may also wish to ask partners to provide staff assistance for the event.

Optional Support to Improve Bid Attractiveness

Support with planning the pre-event group outing is preferred.

About the Events – Day One

Group Outing – approx. 11:00 am – 4:00 pm

Many of our attendees will arrive early enjoy a group outing of your choice at the beginning of the Roundtable. This is usually something unique and fun to showcase your community. Assistance (financial and logistical) with this is appreciated and will be considered when selecting a Host.

Welcome Reception/Dinner – approx. 6:00 pm – 9:00 pm

The social event is normally held on the night before the first day of the conference. It is a time for attendees to interact in a casual, relaxed atmosphere before dinner.

The social event should be planned to provide for maximum attendee interaction in an atmosphere that showcases the location of the conference.

Often, this event is held in a hotel lounge space, but can alternatively be hosted at a venue nearby.

Emphasis for this event should be placed on convenience and casual atmosphere.

This dinner event should be held in interesting and memorable location that highlights the attributes of the Host community.

Each dinner should include an open bar and transportation to and from the venue if more than a 10-minute walk. It should not be more than 30 minutes' travel time from the conference site.

Experience has shown that Roundtable guests prefer fun and casual over formal.

About the Events – Day Two

Reception/Dinner – approx. 6:00 pm – 10:00 pm

This dinner event should be held in an interesting and memorable location that highlights the attributes of the Host community.

Each dinner should include transportation to and from the venue if more than a 10-minute walk. It should not be more than 30 minutes' travel time from the conference site.

Experience has shown that Roundtable guests prefer fun and casual over formal.

****The above information can be the same for Day Three if hosting a Roundtable XI**

Sample Agenda

Original Airport Roundtable Agenda

Day 1	
11:00 am to 4:00 pm	Group Outing
6:00 pm to 9:00 pm	Welcome Reception/Dinner
Day 2	
8:00 am to 9:00 am	Breakfast
9:00 am to 12:00 pm	Welcome, Introductions, Icebreaker, Airline Presentations, Discussion Topics
12:00 pm to 1:00 pm	Lunch
1:00 pm to 4:30 pm	Airport Show and Tell, Airline Presentations, Discussion Topics
6:00 pm to 10:00 pm	Reception/Dinner
Day 3	
8:30 am to 9:30 am	Breakfast
9:30 am to 12:00 pm	Airport Show and Tell, Airline Presentations, Discussion Topics
12:00 pm to 1:00 pm	Lunch
1:00 pm to 4:00 pm	Airport Show and Tell, Airline Presentations, Discussion Topics

Airport Roundtable XL Agenda

Selection Committee Considerations

The following items will be taken into consideration:

- The unique attributes of the community
- Time of year and weather for the proposed dates
- Attractiveness of hotel venue options
- Cost of hotel venue options
- Nightlife and entertainment options
- Total financial and in-kind support from the Host community
- Total logistical support from the Host community

"I recommend Airport Round Tables to both those new to the industry and seasoned professionals. The small size allows attendees to build meaningful relationships with colleagues from the airlines and airports. The fluid agenda offers deeper discussions on relevant topics. You will learn. You will laugh. You will leave with new connections and ideas that you can begin implementing at your airport immediately."

Julie Curtis
South Bend International Airport

The 2022 Planning Process

Focusing on a More Intimate Event

In order to retain the intimacy that Airport Roundtables are known for, we are planning on returning to a schedule of three annual events. In the years when we offered three events, we found that we were able to serve a similar number of total guests, while maintaining an atmosphere that encouraged superior interaction and networking.

This Call for Bids

In order to maximize planning resources, we are soliciting bids for a total of **15** events, three each for the next five years – 2022, 2023, 2024, 2025, 2026. We plan on awarding all 15 events by **Summer 2022**, if possible. We will attempt to schedule the events in a manner that avoids other significant events and industry conferences. We encourage potential Hosts to bid on as many dates as possible, keeping in consideration the seasonal attractiveness of the community to potential visitors.

Timeline

Bids will be accepted until **December 31, 2021**. This is not a strict RFP. Potential Hosts are welcome to contact the organizers with questions and comments. We reserve the right to negotiate with applicants throughout the process.

We welcome input from potential Host airports regarding the most appropriate time of the year to hold an event. Typically, we try to avoid major conferences like Routes Americas, JumpStart, World Routes and the ACI-NA Marketing and Communications Conference.

Bid packages should indicate preferences for time of year as well as significant "off-limits" dates.

Our Commitment to Awarded Sites

- A successful and productive Roundtable
- Opportunity to showcase your community to airline representatives
- If desired, an Airport Roundtable representative to speak to the Host community about the benefits of the Roundtable conference for \$1,000 + travel expenses
- Host will have the latitude to invite airlines of community interest in addition to others selected
- Host is welcome to offer a tour of airport facilities to the Roundtable group at the conclusion of the conference
- A great time had by all!

"There are a lot of moving parts and people involved in hosting a Roundtable conference. But when they all come together and you have airline and airport attendees flying into your airport and staying in your city, you'll realize the reward is worth every bit of the effort. You'll be given a golden opportunity to show off the great things about your community and your airport, and maybe the airline attendees will go right back home and add a couple of new routes because they were so impressed. That's probably not going to happen but hosting an event does give you and your staff a chance to get to know all of the attendees in a low-key conference setting, and that experience can go a long way when you're telling your airport story in the future."

Lori Lynah
Savannah/Hilton Head International Airport

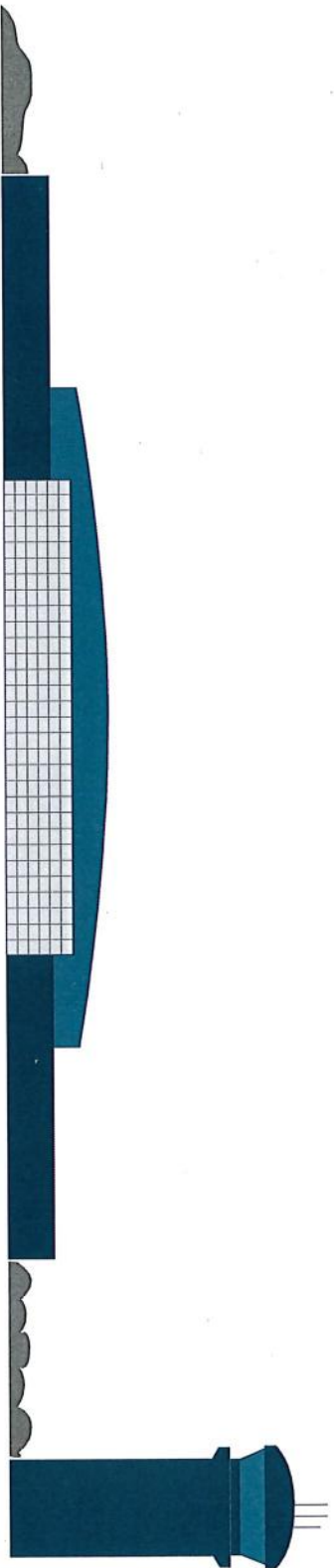
Your Partners

THE Quotient **Group**
AVIATION MARKETING

 **AILEVONPACIFIC**
AVIATION CONSULTING

Cape Cod Gateway Airport

FY2022 Business Plan Update
Airport Commission Presentation
As of November 2, 2021

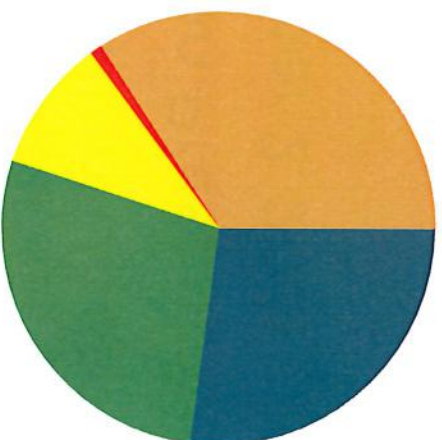


FY2022 Business Plan Summary

November 2021 % of Tasks Completed

November 2021

Task Status	# of Tasks	% of Tasks Completed
Completed	30	27%
On Track	31	28%
Under Development	11	10%
Behind Schedule	1	1%
Not Yet Started	38	35%
Total Tasks FY	110	

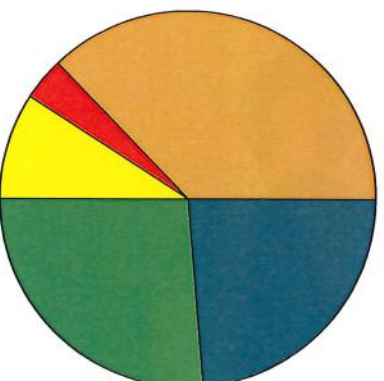


- Completed 30
- On Track 31
- Under Development 11
- Behind Schedule 1
- Not Yet Started 38

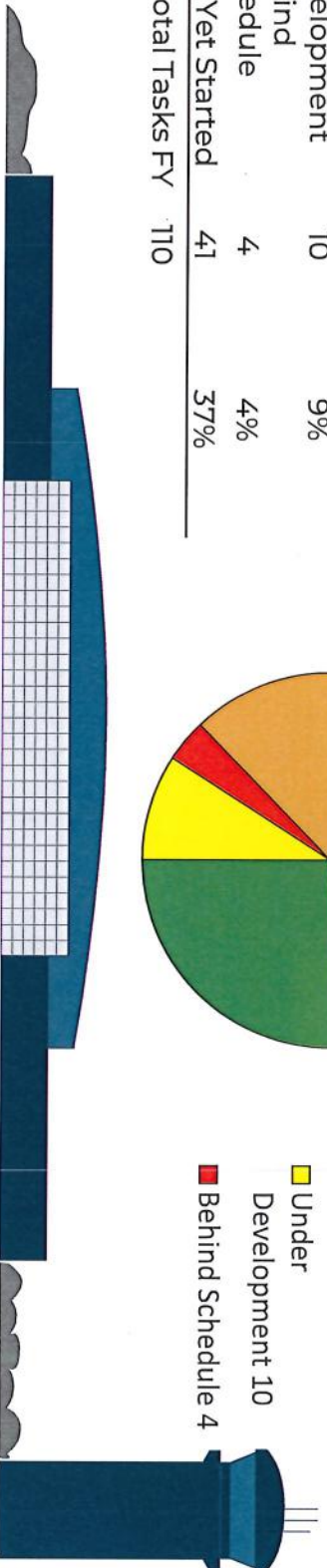
October 2021

Task Status	# of Tasks	% of Tasks Completed
Completed	26	24%
On Track	29	26%
Under Development	10	9%
Behind Schedule	4	4%
Not Yet Started	41	37%
Total Tasks FY	110	

October 2021 % of Tasks Completed

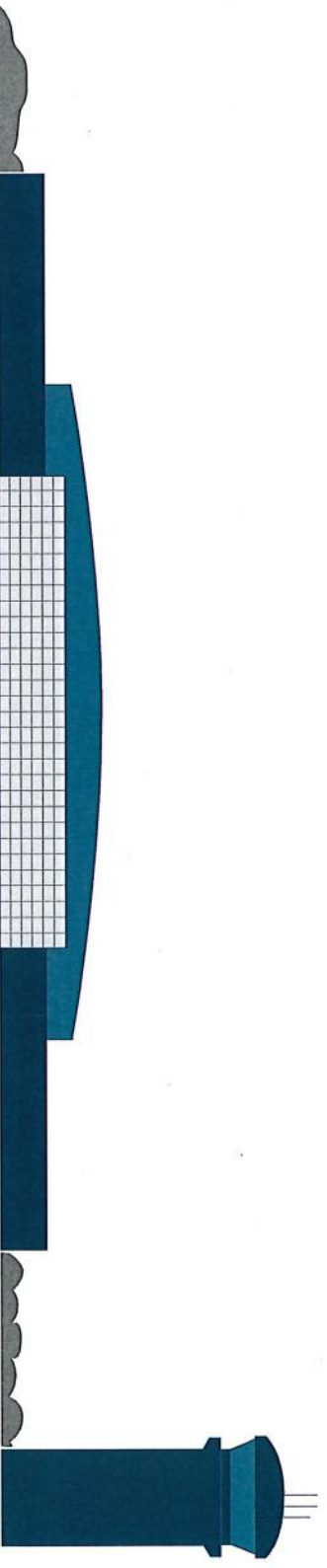


- Completed 26
- On Track 29
- Under Development 10
- Behind Schedule 4



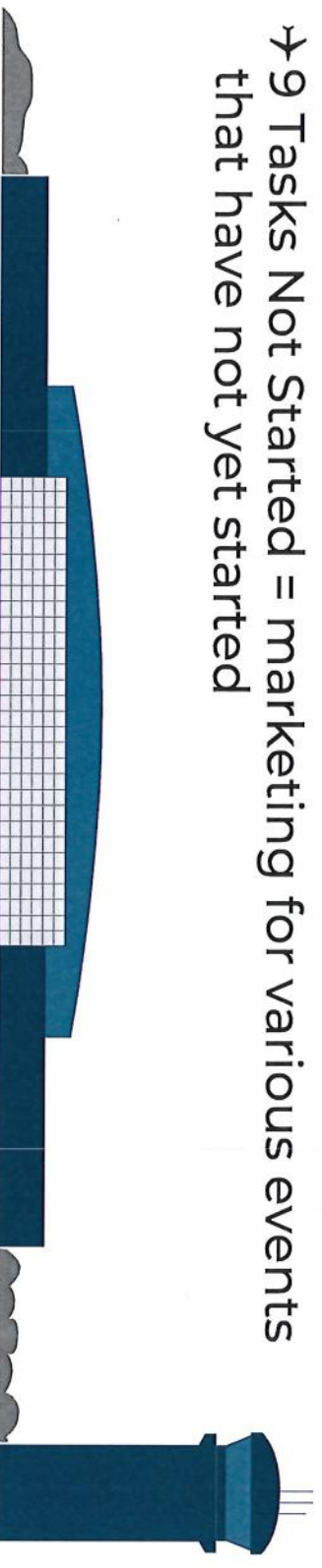
Tasks Behind Schedule/Not Started

- Behind Schedule (1 tasks):
 - Objective: Identify and Create Corporate Aviation Opportunities
 - 3 Tasks: Three step process to evaluate what other airports have done to attract business.
 - We were suppose to start this 10/1/2021 but plan to get on this by 11/1/2021
 - This has started to get underway with the assistance of MJ



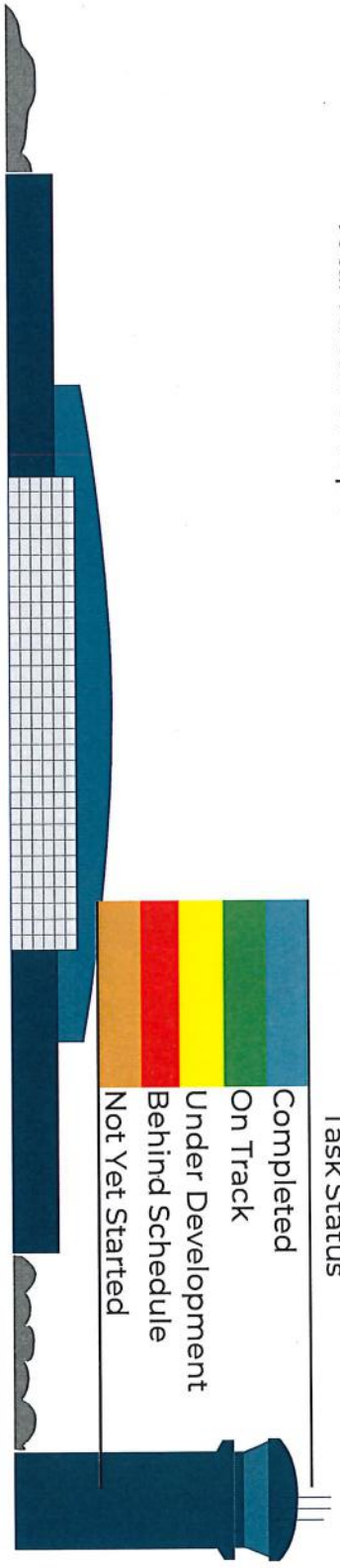
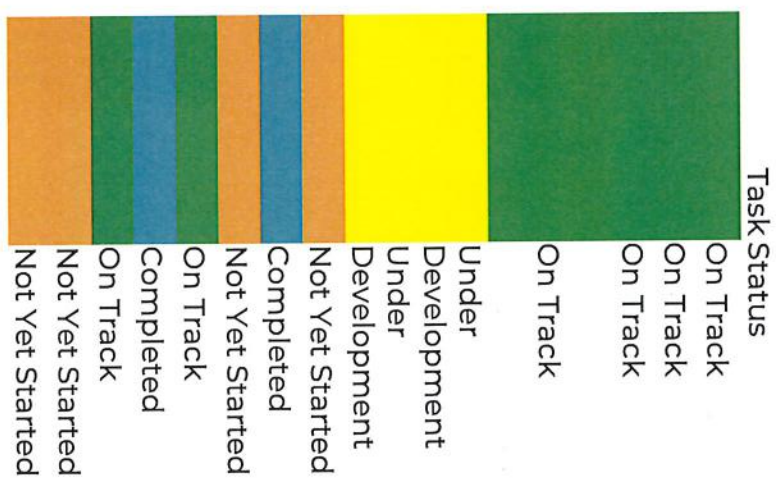
Tasks Behind Schedule/Not Started (Cont.)

- Not Yet Started (38 tasks):
 - Goal A: Maximize General Aviation Activity at HYA
 - 14 Tasks Not Started = the vast majority incorporate corporate marketing, fuel, outreach and GA events
 - Goal B: Diversify Revenue Streams
 - 5 Tasks Not Started = land use development and RFP
 - Goal C: Regional Air Transportation Leader
 - 10 Tasks Not Started = upcoming airport conferences
 - Goal D: Enhance Airport Image & Branding
 - 9 Tasks Not Started = marketing for various events that have not yet started



FY2022 Top 9

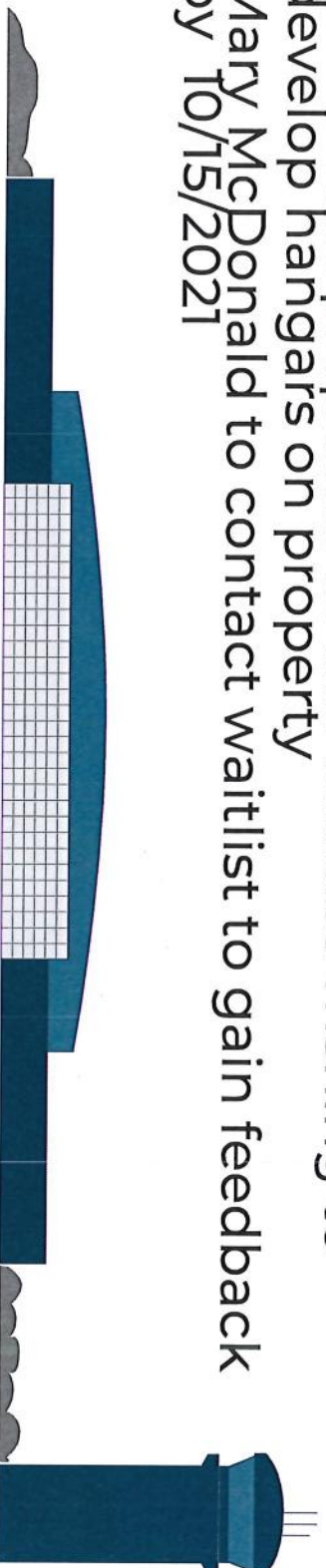
Top 9 Tasks Status	# of Tasks/Category
Municipal FBO Redevelopment	1
Mary Dunn Way Extension	2
Land Use: Aviation Use - Hangar Development	2
Land Use: Non-Aviation Use	4
Engage Corporate Users	1
Engage GA Aircraft Users	5
Aviation Education	1
Airport Marketing - Various Events/News	11
Future FBO Positioning & Development	1
Total Tasks For Top 9	35



FY2022 Business Plan

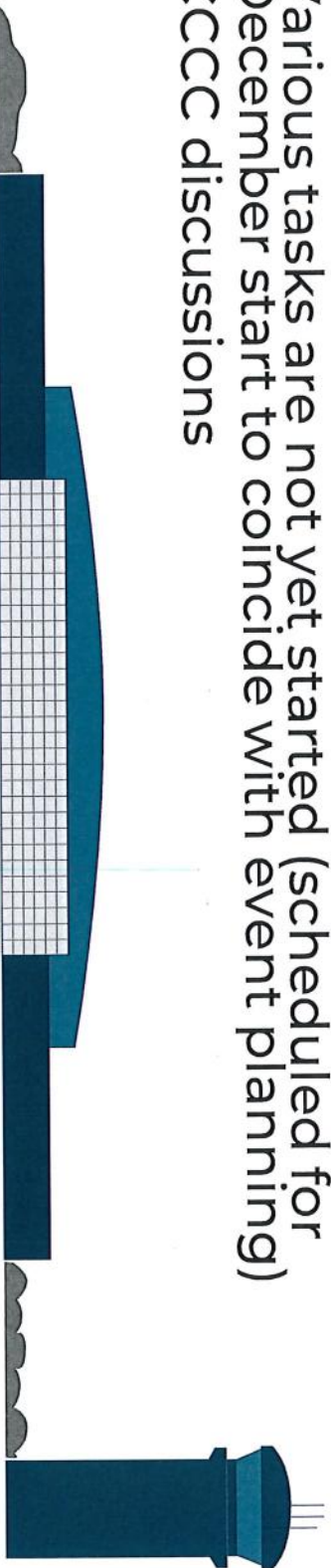
Key Details – Top 9

- Municipal FBO Redevelopment
 - Project moving forward. As of the 10/5/2021 subcommittee meetings, the Finance subcommittee was onboard with using CARES Act Funds to develop the space.
 - On-call architects are developing the SOW as of 10/5/2021
- Mary Dunn Way Extension
 - Construction slated for Winter 2022. 90% design plans are completed
- Land Use: Aviation Use – Hangar Dev.
 - Project on track but is dependent on developers. We have made proposals to two entities wishing to develop hangars on property
 - Mary McDonald to contact waitlist to gain feedback by 10/15/2021



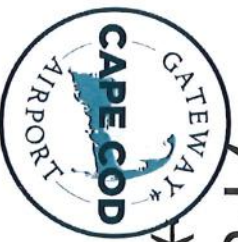
FY2022 Business Plan Key Details - Top 9 (cont.)

- Land Use: Non-Aviation Use
 - Develop of RFPs for 3 available vacant parcels (Mildred's, lot across the street from Cape Air, grass parking lot under agreement)
- Engage Corporate Users
 - Various tasks are either under development or not yet started (scheduled for December start)
- Engage GA Aircraft Users
 - Various tasks are either on track or not yet started (scheduled for December start to coincide with event planning)
- Aviation Education
 - Various tasks are not yet started (scheduled for December start to coincide with event planning)
 - CCCC discussions



FY2022 Business Plan Key Details - Top 9 (Cont.)

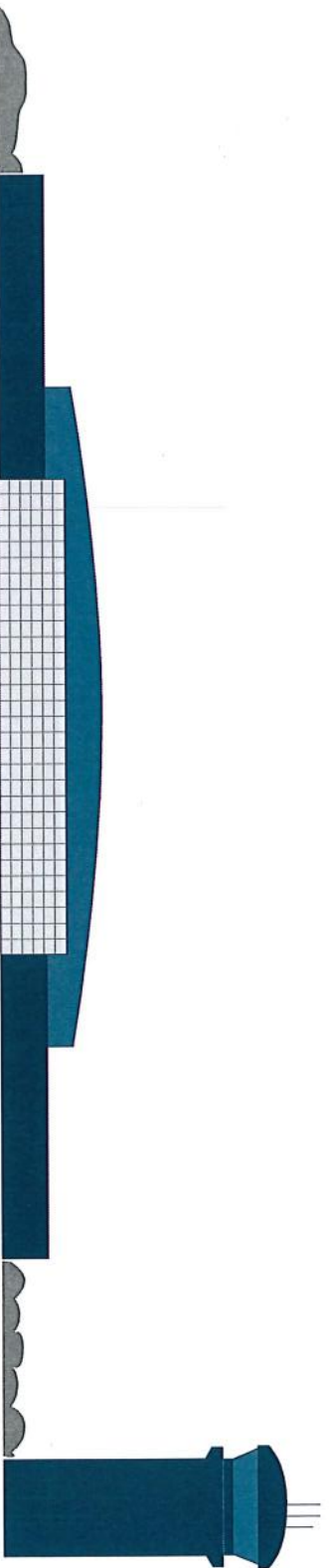
- Airport Marketing - Various Events/News
 - Various tasks are either on track or not yet started
 - Working with marketing team to outline various marketing efforts. Working with Claudine M. LeBlanc, President & Founder of Creating Marketing Results LLC
 - Outreach for MCI Drill completed
 - Airport Terminal Sign Replacement – upcoming
 - Environmental Assessment Kickoff – upcoming
 - Various airport related events – upcoming
 - Environmental stewardship – upcoming
- Future FBO Positioning & Development
 - Not yet started (May 2022 anticipated)



FY2022 Business Plan

Next Steps

- Concentrate on moving the 1 “Behind Schedule Tasks” to “Under Development”
- Update Commission on progress of Top 9 Tasks in December

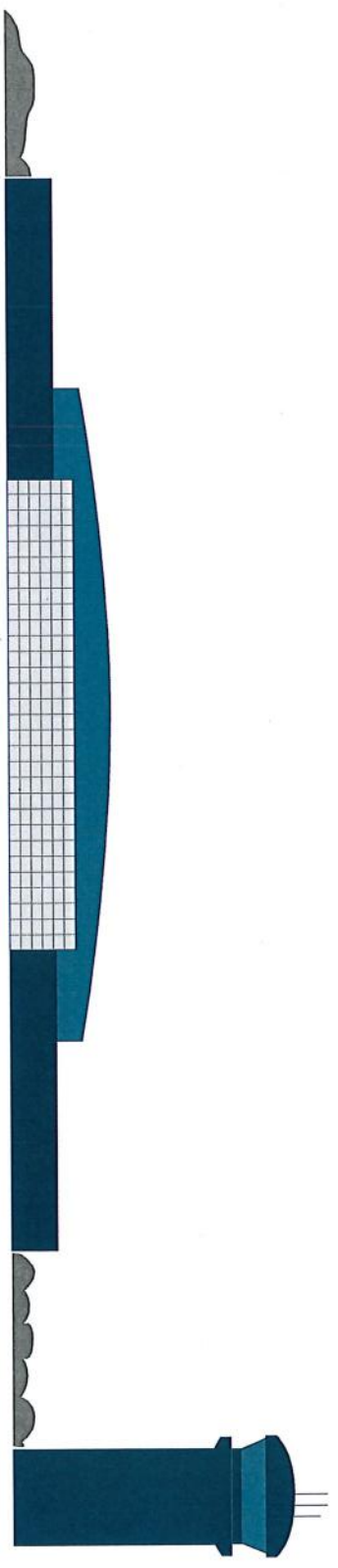


Cape Cod Gateway Airport

FY2022 Budget Update

Airport Commission Presentation

As of October 26, 2021



FY2022 Budget Summary

→ Jet Fuel Sales may need to request funding to cover FY as we have made 80% of the estimated revenue budget of \$3.5M

→ Rental car concessions are nearly at the estimated revenue budget of \$350K in revenue

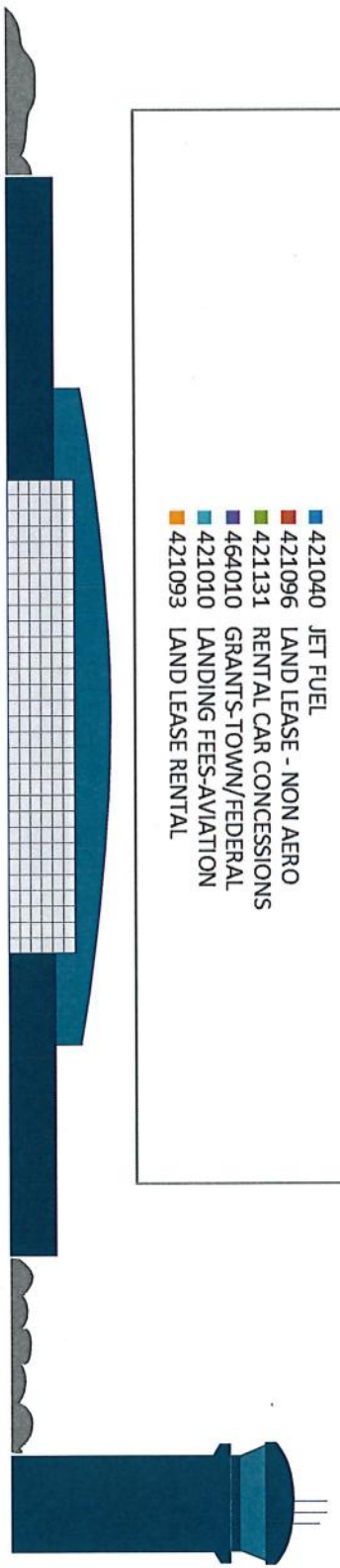
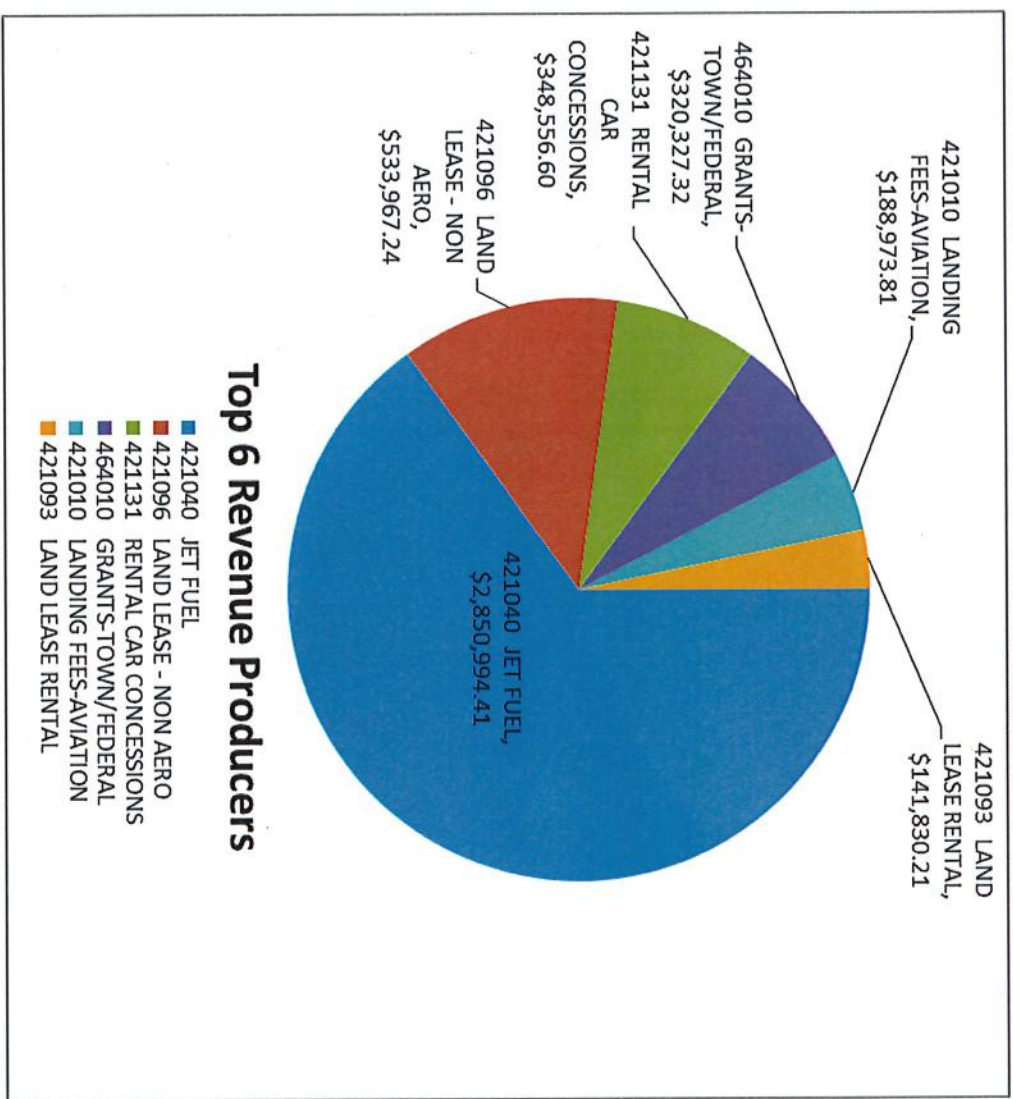


CAPE COD GATEWAY AIRPORT BUDGET SUMMARY AS OF (10-26-2021)

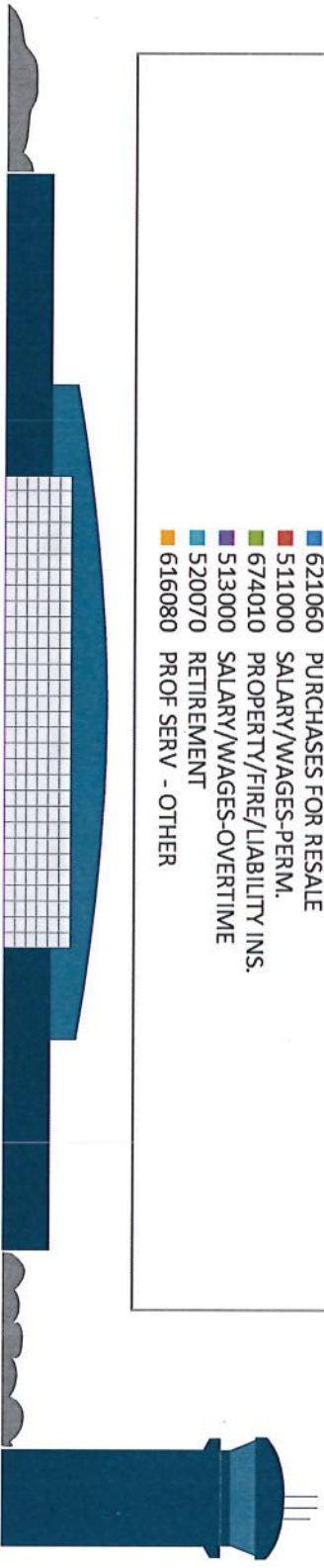
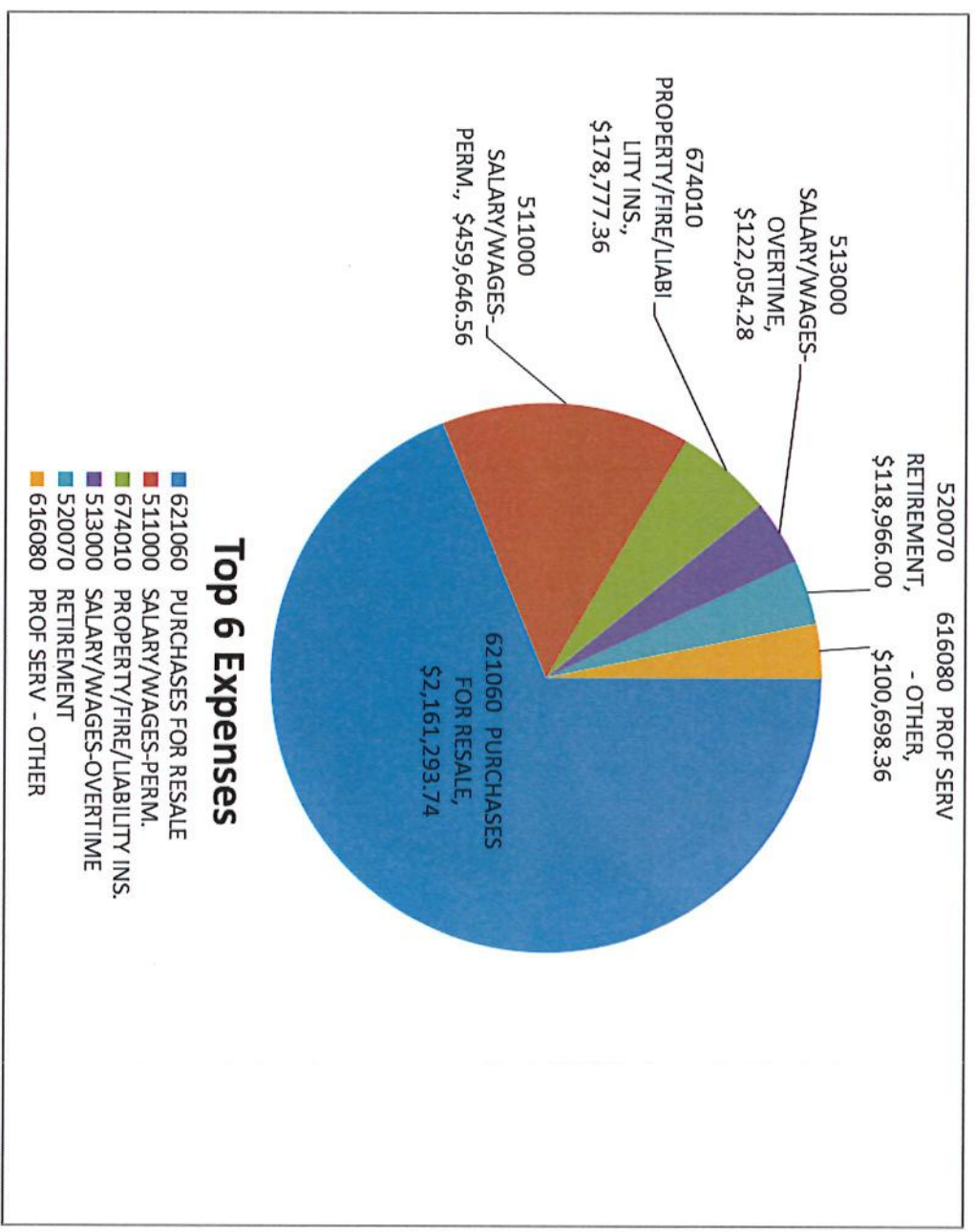
	BUDGET	ACTUAL	VARIANCE	% VARIANCE
REVENUES				
CHARGES FOR SERVICES	\$ 5,160,250.00	\$ 3,854,502.11	\$ (1,305,747.89)	-25%
Jet Fuel	\$ 3,563,663.00	\$ 2,850,994.41	\$ (712,668.59)	-20%
Rental Car Concessions	\$ 350,000.00	\$ 348,556.60	\$ (1,443.40)	0%
Land Leases	\$ 375,529.00	\$ 141,830.21	\$ (233,698.79)	-62%
FEES	\$ 1,773,777.00	\$ 602,592.33	\$ (1,171,184.67)	-66%
Land Lease Non-Aviation	\$ 1,594,700.00	\$ 533,967.24	\$ (1,060,732.76)	-67%
GRANTS	\$ 1,066,711.00	\$ 320,327.32	\$ (746,383.68)	-70%
TSA Grant	\$ 58,400.00	\$ -	\$ (58,400.00)	-100%
CRRSAA Act Grant	\$ 1,008,311.00	\$ -	\$ (1,008,311.00)	-100%
CARES Act Grant	\$ -	\$ 320,327.32	\$ 320,327.32	1418301%
OTHER REVENUE	\$ 426,338.00	\$ 133,077.71	\$ (293,260.29)	-69%
Renewable Energy	\$ 362,538.00	\$ 114,868.24	\$ (247,669.76)	-68%
PERMITS	\$ 3,000.00	\$ 1,500.00	\$ 1,500.00	50%
TOTAL REVENUES (w/out CARES & CRRSAA Act)	\$ 7,421,765.00	\$ 4,591,672.15	\$ (2,830,092.85)	-39%
TOTAL REVENUES (WITH CARES & CRRSAA Act)	\$ 7,421,765.00	\$ 4,911,999.47	\$ (2,509,765.53)	-34%
EXPENDITURES	\$ 7,421,765.00	\$ 3,726,908.08	\$ (3,694,856.92)	-50%
PERSONNEL	\$ 2,610,596.00	\$ 816,610.31	\$ (1,793,985.69)	-69%
SALARY/WAGES-PERM	\$ 1,629,221.00	\$ 459,646.56	\$ (1,169,574.44)	-72%
RETIREMENT	\$ 356,898.00	\$ 118,966.00	\$ (237,932.00)	-67%
SALARY/WAGES-OVERTIME	\$ 220,000.00	\$ 122,054.28	\$ (97,945.72)	-45%
DEBT & TRANSFERS	\$ 343,092.00	\$ 90,464.01	\$ (252,627.99)	-74%
TRANSFER TO GENERAL FUND	\$ 171,492.00	\$ 57,164.00	\$ (114,328.00)	-67%
OPERATING EXPENSES	\$ 5,743,732.00	\$ 2,819,833.76	\$ (2,923,898.24)	-51%
JET FUEL PURCHASES FOR RESALE	\$ 3,157,168.00	\$ 2,161,293.74	\$ (995,874.26)	-32%
PROPERTY/FIRE/LIABILITY INS.	\$ 292,000.00	\$ 178,777.36	\$ (113,222.64)	-39%
CAPITAL OUTLAY	\$ 139,170.00	\$ -	\$ (139,170.00)	-100%
SURPLUS (DEFICIT)(w/out CARES & CRRSAA Act)	\$ 7,421,765.00	\$ 864,764.07		
SURPLUS (DEFICIT)(WITH CARES & CRRSAA Act)	\$ 7,421,765.00	\$ 1,185,091.39		
PASSENGERS & OPERATIONS				
ENPLAINED PASSENGERS	20,000	9,609	(10,391)	-52%
DEPLAINED PASSENGERS	20,000	10,449	(9,551)	-48%
TOTAL PASSENGERS	40,000	20,058	(19,942)	-50%
TOTAL AIRPORT OPERATIONS	60,000	27,253	(32,747)	-55%
TOTAL JET FUEL (GALLONS)	1,000,000	829,959	(170,041)	-17%
Top Revenue Producers				
Top Expenditures				

*Passenger # = Through September 2021

FY2022 Budget Summary Revenue



FY2022 Budget Summary Expenses



FY2022 Fuel Sales & Airport Operations

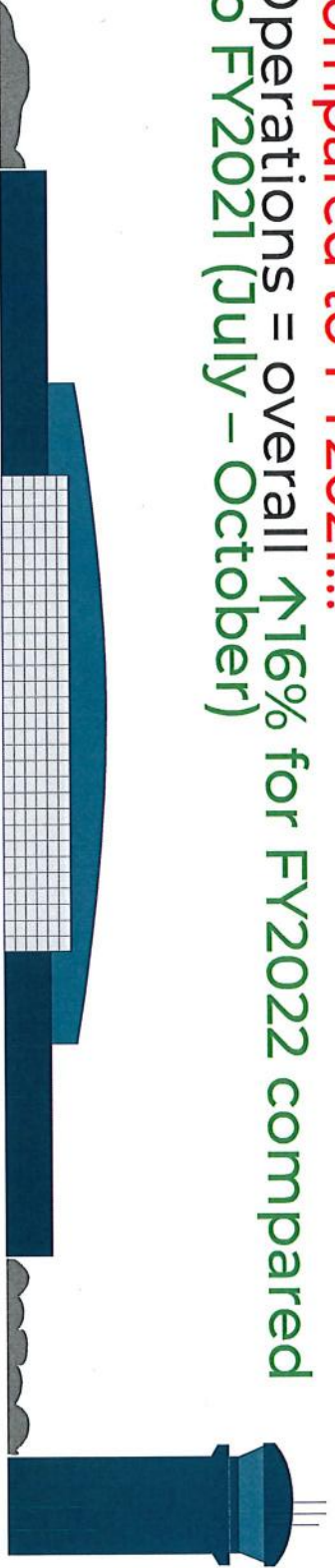
→ Jet Fuel Sales

- Fuel Sales = **↓-12%** for the month of October compared to FY2021!!!
- Fuel Sales = overall **↑25%** for FY2022 compared to FY2021 (July – October)
- We have collected 80% of our Jet fuel sales revenue projected for the FY as of October 26!

BUDGET	ACTUAL	VARIANCE	% VARIANCE
Jet Fuel \$ 3,563,663.00	\$ 2,850,994.41	(712,668.59)	-20%

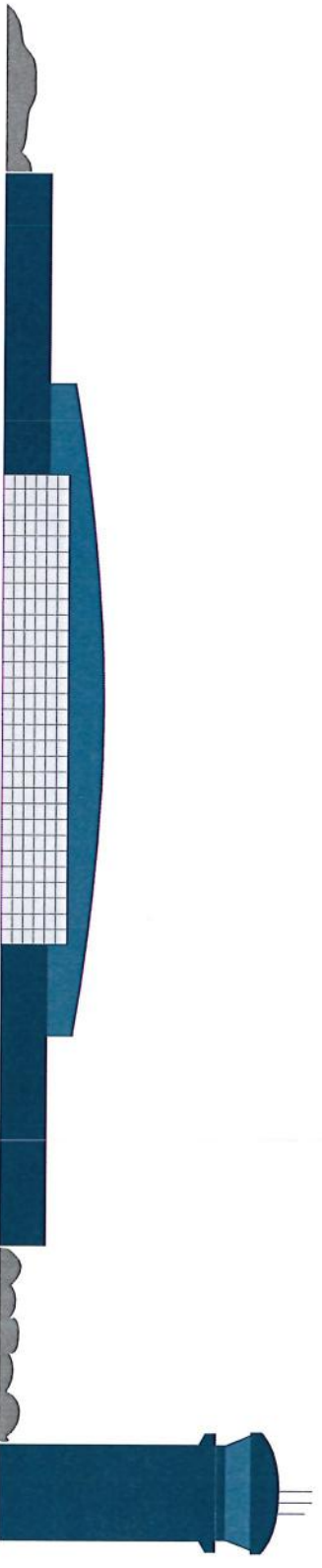
→ Operations

- Operations = **↓-0.18%** for the month of October compared to FY2021!!!
- Operations = overall **↑16%** for FY2022 compared to FY2021 (July – October)



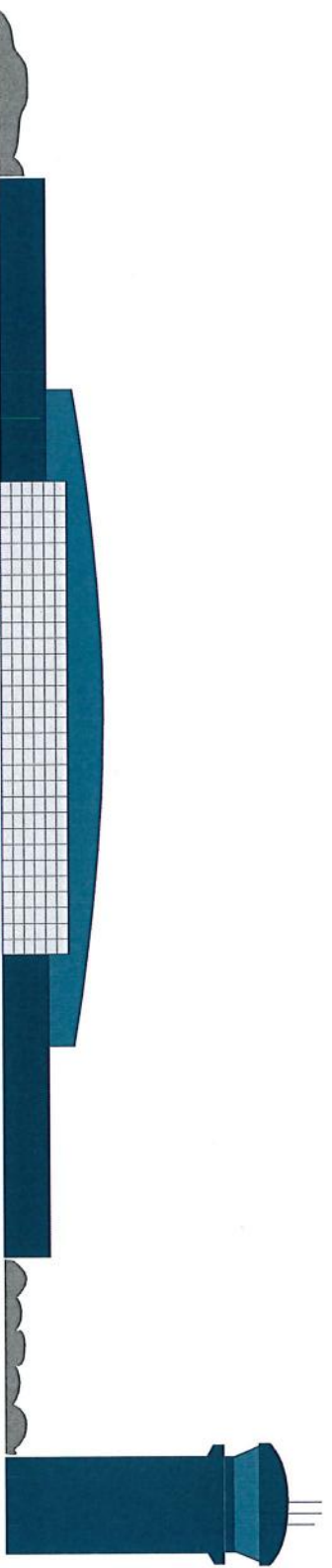
2022 Budget Report Conclusion

- Revenue generation is meeting nearly 40% of our budget goal without CARES/CRRSAA grants
- We are tracking well within overall budget with a surplus of \$864K without CARES/CRRSAA grants



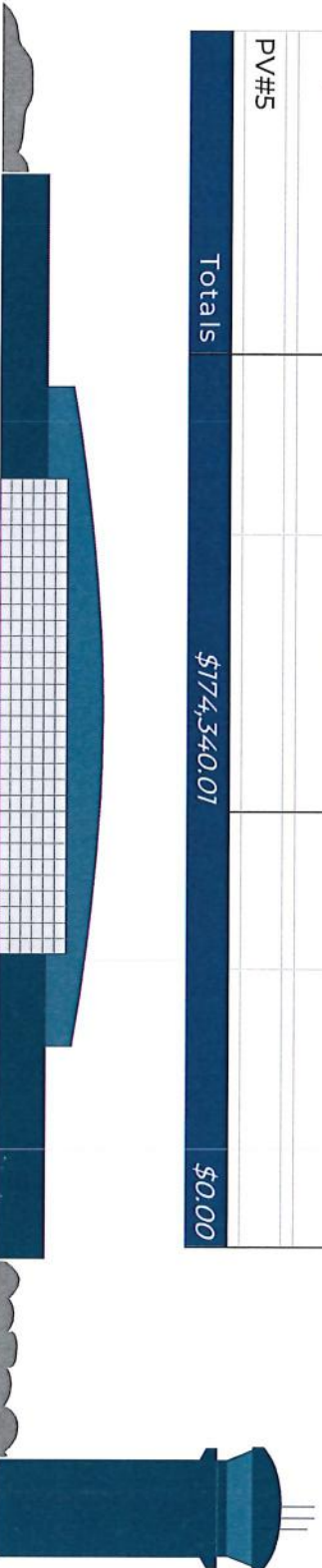
CARES Act Funds

CARES Act Grant		\$17,971,966					
FAA Payment Request	Tier 1, 2 & 3: Operating Expenses Sub Total =			Tier 4: Business Plan/Economic Improvement Projects Subtotal =			
	Planned Use:	FY2021	FY2022	Planned Use:	FY21	FY22	FY23
PV#1	7/1-8/20	\$378,242.44		Roof Replacement Project (See RR#14)	SEE Tier 1, 2, 3		
PV#2	8/21-9/17	\$182,370.07		CARE1 Demo & Construct T-Hangars	\$1,255,000.00		
PV#3	9/18-10/29	\$253,792.37		CARE2 Fleet Hangar Door	\$680,000.00		
PV#4	10/30-11/19	\$138,590.17		CARE3 Mary Dunn Way Design & Construction	\$305,000.00	\$5,005,000.00	
PV#5	11/20 - 12/31	\$257,967.26		Various FY2022 CIP	\$440,500.00		
PV#6	1/1 - 1/28	\$207,239.56		CARE4 FBO/Other	\$2,600,000.00		
PV#7	7/1 - 2/2	\$255,985.28					
PV#8	7/1 - 2/25	\$372,285.11					
PV#9	1/29 - 2/25	\$181,765.29					
PV#10	2/26 - 3/25	\$225,384.76					
PV#11		\$438,300.00					
PV#12	3/26 - 4/29	\$314,470.16					
PV#13	4/30 - 5/27	\$241,856.32					
PV#14	ARRF Roof Share	\$78,471.00					
PV#15	5/28 - 6/24	\$271,471.98					
PV#16	Indirect Costs	\$120,551.76					
Totals	Actual Use:	\$3,918,843.53	\$3,270,200.00	\$786,466.00	\$5,280,500.00	\$5,005,000.00	\$17,942,166



CRRSAA Act Funds

CRRSAA Act Grant		Operating Expense Funds Used for Jet Fuel Only: PO#22003423 Ascent Aviation Group	
Total	\$1,013,551		
Payment request- received	Operating Expenses		Concession Relief
Payment Voucher #	\$1,008,311.00		\$5,240.00
	PV Dates	FY2022	PV Dates
	July 1, 2021-June 30, 2022		July 1, 2021-June 30, 2022
PV#1		\$174,340.01	
PV#2			
PV#3			
PV#4			
PV#5			
Totals		\$174,340.01	\$0.00





To: Cape Cod Gateway Airport Commission

From: Katie R. Servis, Airport Manager

Date: 11/10/2021

Subject: The Airport Commission Adopting an Energy Reduction Plan (ERP) to achieve a 20% reduction of energy use over next five years and A Green Vehicle Procurement Policy

Background

The Town of Barnstable has embarked on an Energy Reduction Plan for various Town Departments in an effort to meet the goals of the Massachusetts Green Communities Designation and Grant Program.

The Green Community Designation and Grant Program provide a road map along with financial and technical support to municipalities that: 1) pledge to cut municipal energy use by an ambitious and achievable goal of 20 percent over 5 years and 2) meet four other criteria established in the Green Communities Act. Participation in the Program has grown steadily since the first group of 35 municipalities achieved designation status in July of 2010 to include more than half of the diverse cities and towns of the Commonwealth. Nearly 87% of the Commonwealth's population resides in designated Green Communities. Of those 280 designated communities, 160 are also considered environmental justice communities. The benefits of designation extend beyond the program itself, inspiring cities and towns to undertake additional energy-related initiatives, improve coordination between municipal staff and departments, and increase messaging with the public at large about energy and climate-related issues and actions.

About the Airport's Green Initiatives

In March of 2021, Airport Management and the Commission completed an update to its *Guidelines for Construction and Alteration at Cape Cod Gateway Airport*. For over twenty years of the guideline's existence, the Airport Commission has worked with tenants to provide guidance on airport development for both new development and improvements to existing infrastructure that is either owned or leased by its tenants and associated businesses. With a March 2021 update to these



guidelines, the airport encourages environmentally responsible “green” development of the Airport by the Airport and its tenants.

Airport Management and the Airport Commission not only encourage environmentally responsible “green” development but also encourage the protection of Cape Cod’s natural beauty, character and coastal and freshwater environments while at the same time supporting the Cape Cod Community (residents, workers, and visitors) with the services and infrastructure needed to live and work on Cape Cod; a balance that protects both the region’s resources with appropriate development and economic progress.

Airports already provide transportation that is efficient, affordable, safe and convenient. They also can be sustainable. As airports expand, so too does their environmental footprint, with more energy required to power buildings, ground transport vehicles and the creation of infrastructure. Many airports across the world have adopted environmentally sustainable elements into their designs and operation strategies, as well as subscribed to eco-friendly initiatives. Such initiatives are centered on smart buildings, renewable energy, green mobility, climate change resiliency, community engagement and sustainability reporting.

Cape Cod Gateway Airport has completed many environmentally sustainable projects that are in alignment with the Town’s Energy Reduction Plan (ERP) and green vehicle procurement policy such as:

- ✔ 2015 development of a 7 megawatt 20-acre solar array;
- ✔ 2015 airport upgrade of street and parking lot lights to LED using Cape Light Compact’s lighting program;
- ✔ Upgrade of leased facility lighting to LED using Cape Light Compact’s lighting program for Cape Air and Ross Aviation facilities – a 75% savings of energy used for lighting;
- ✔ Execution of a 0.5 megawatt rooftop solar array system in coordination with Cape Air on two existing aircraft hangars owned by the airport making Cape Air, a net zero electricity user in Barnstable and saving over \$1 million between 2010 and 2020;
- ✔ Installation of 8 electric vehicle (EV) charging stations using Massachusetts’ charging station program with 8 more on the way;
- ✔ 2020 procurement of propane and battery operated-solar powered airfield mowers through the Massachusetts Department of Transportation – Aeronautics Division (MassDOT) Leading by Example Greenhouse Gas Reduction Initiative; and
- ✔ 2021 procurement of a hybrid airport operations vehicle.

Cape Cod Gateway Airport wants to be responsive to the environment that surrounds us and do our part in reducing our impact. The Town’s desire to becoming a Designated Green Community is also the Airport’s desire!



480 Barnstable Rd, Hyannis, MA 02601 | flyHYA.com | 508.775.2020

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

Airport Pledge

As a Department of the town, the Airport is keen on doing our part to meet the goals of the Massachusetts Green Communities Designation and pledge the following:

- ✔ To adopt an Energy Reduction Plan (ERP) to achieve a 20% reduction of energy use over next five years¹; and
- ✔ To adopt a green vehicle procurement policy.

Cape Cod Gateway Airport Commission

Airport Manager

John T. Griffin, Jr., Chair

Katie R. Servis

Elizebeth D. Young, Vice-Chair

Norman E. Weill, Clerk

Wendy Bierwirth, Commissioner

John G. Flores, Ph.D., Commissioner

Bradley J. Bailey, Esq., Commissioner

Joe DiGeorge, Commissioner

¹ Based on the 2019 baseline as determined by The Cape Light Compact and Staff inventory and audit.



