



CAPE COD GATEWAY AIRPORT
COMMISSION MINUTES OF THE REGULAR SESSION
TUESDAY, APRIL 20, 2021
Via Zoom

Commissioners Present:

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

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:

Elizabeth Young, Vice Chair

Yarmouth Representative:

William Marasco

Airport Staff Present:

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

Public Members:

Ned Dawes, Barnstable resident and Stantec Airport Engineer; Robert Mallard, Airport Solutions Group; Rick Lucas, McFarland Johnson; Helyne Mederios, Ross Aviation; and Linda Bollinger, Hyannis Park Civic Association.

Call To Order:

Chairman Griffin called the regular meeting of the Cape Cod Gateway Airport Commission to order at 4:00 p.m. Attendance roll call was taken followed by the Pledge of Allegiance.

Chairman Griffin requested prayers and good wishes to Katie as her dad is facing open heart surgery this week.

Chairman Griffin welcomed new commissioner, Joe DiGeorge. He has been in the transportation business for 43 years and retired the end of December. He moved to the Cape 4 years ago. Chairman Griffin assigned him to sit on the Infrastructure & Marketing subcommittee.

Minutes of the previous meetings:

The minutes of the January 19, 2021 Airport Commission Meeting and the minutes of the February 16, 2021 were approved and will be signed at a later date. Commissioner Joe DiGeorge abstained from voting.

Public Comment:

None

Commissioners Response to Public Comment:



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

None

Finance Subcommittee (Commissioners Weill, Flores, and Bailey)

The Finance Subcommittee met on Tuesday, April 6, 2021. Commissioner Weill read a review of the meeting (attached).

Infrastructure & Marketing Subcommittee (Commissioners Young, and Bierwirth) The Infrastructure & Marketing subcommittee met on Tuesday, April 6, 2021. Commissioner Bierwirth read a review of the meeting (attached).

The following was taken out of order:

Report of Special Committees

Noise Report:

- Christina Lounsbury reviewed the quarterly report of January, February, and March 2021 that were previously sent to the Commissioners. There were a total of 14 complaints made by 8 complainants.
- Ms. Lounsbury stated that communications with tenants concerning noise related issues have been well received.

Yarmouth Representative Comments

- He agreed that it is important to have a process for mitigating any issues.
- There have been few complaints, but more should be expected as air service increases over the next quarter.

Commissioner Flores asked if there was a specific area where noise complaints originate. The noise complaints appear to be spread out depending on the day and the runway in use. There are several variables that can affect the air traffic. There was a brief discussion of various noise complaints, complainants, and types of issues and concerns.

Chairman Griffin moved to go into Executive Session pursuant to G.L. c. 30A, § 21(a)(6) to discuss and consider the lease agreement by and between Cape Cod Gateway Airport and Griffin Realty Trust, Hyannis Hangar LLC, and Air Cape Cod, as an open meeting may have a detrimental effect on the negotiating position of the Commission. This meeting will reconvene in open session after the Executive Session.

The motion was seconded, and a roll call vote was taken to go into executive session at 4:26 PM.

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

The Airport Commission voted to reconvene in open session at 5:02PM. This was seconded and a roll call vote was taken.

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

Old Business

None

New Business:

COM0421-01 – Approval of the Modified CARES Act Spending Plan & Development Plan
MOTION to approve the proposed modified CARES Act Spending Plan & Development Plan as presented. SPONSOR: Management (May be acted upon)



- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Bailey.
- Manager Servis reviewed the attached power point presentation for the modified CARES Act spending and development plan.
- Originally the Airport Commission had approved the approach for use of CARES Act funds in four tiered approach.
- The FAA indicated that they would like to see the grant funds drawn down as soon as possible, so some of the original approach has been modified and projected expenditures have been moved forward in the timeline.
- Manager Servis reviewed each of the Tiers and the current implementation of projects underway.
- The new T-hangar project, which was presented to the subcommittees, was discussed to include under the CARES Act grant to promote additional revenue sources. Based on the calculations for replacing the existing T-hangars, the anticipated revenue would create a positive annual cash flow almost immediately.
- The next steps over the next several months for moving forward with these additional T-hangars would include an architectural scope & fee, an independent fee estimate, an environmental review, an amendment to the Fennick McCredie on-call contract, and the preliminary design and bid process for construction. Then it would take another 7 to 8 months before construction started.
- This agenda item was unanimously approved by verbal roll call vote as follows:

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

COM0421-02 – Approval of the Draft T-Hangar Lease

MOTION to approve the proposed five year T-Hangar lease to commence post-construction for the contracts by and between the Cape Cod Gateway Airport and the municipal hangar lessors.

SPONSOR: Management (May be acted upon)

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Weill.
- The Finance Subcommittee asked for some revisions to the draft T-hangar Lease prepared to commence when the new T-hangars are complete.
- Management is waiting to hear back from the Airport Legal Team (Anderson and Kreiger), Horsley Witten Group, and other airports.
 - The changes are in respect to a better description of major/minor repairs under permitted uses.
- The proposed new language will be reviewed by Anderson & Kreiger.
- Manager Servis reviewed the revised payment rate table that was previously approved by the Commission.
- Management requested that this draft be approve with the exception of the changes that need to be made.
- Commissioner Weill requested definition in the lease that would outline acceptable and non-acceptable activities in these hangars.
- This agenda item was unanimously approved by verbal roll call vote as follows:

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

COM0421-03 – Approval of the Draft Lease Amendment #1 by and between the Cape Cod Gateway Airport and Hyannis Air Service, Inc. d/b/a Cape Air/Nantucket Air

MOTION to approve Lease Amendment #1 effective May 1, 2021 for the first 5 year option to extend the lease by and between the Cape Cod Gateway Airport and Hyannis Air Service, Inc. d/b/a Cape Air/Nantucket Air. **SPONSOR: Management (May be acted upon)**

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



- The Airport and Cape Air entered into a Lease Agreement dated April 19, 2011. As part of the lease term, an option to extend the term of the Lease Agreement is being exercised and is the first of two (2) five (5) year option periods.
- The term of the Lease Agreement shall be amended per Amendment #1 for a period of 5-years beginning on the 1st day of May 2021, and terminating on the 30th day of April, 2026 unless sooner terminated pursuant to provisions of the Lease Agreement.
- The following changes were offered to Cape Air and were accepted:
 - Modified building lease rates. Other airfield hangar lease rates are typically higher than what Hyannis Air Service, Inc. has been paying the Airport. The rate of \$2.00/square foot has more consistency with other tenant leases. However, the lower rate they have been paying is understandable given the improvements made to the building through the years and because of that, this was taken into consideration.
 - Modified land lease rates. Other land lease rates are slightly higher than what Hyannis Air Service, Inc. has been paying the Airport. The rate of \$0.50/square foot has more consistency with other tenant leases.
 - Modified annual increases to “CPI or 3% whichever is greater” to be consistent recent changes the Airport has incorporated in other tenant leases.
 - Insurance Requirements were updated to include: updates to Workman's Compensation and adding Pollution Insurance
 - We also made updates to: Guidelines for Construction, Airport Master Plan Update, FAA Contract Provisions and Deicing Facility & Protocols
- All other terms within the April 19, 2011, Lease Agreement will remain the same.
- This agenda item was unanimously approved by verbal roll call vote as follows:

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

COM0421-04 – Approval of the T-Hangar Replacement Project – modified approach

MOTION to approve the modified approach for the T-Hangar Replacement Project to include additional bays designed in two buildings. **SPONSOR: Management (May be acted upon)**

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Weill.
- Management spoke with the Finance Subcommittee to amend the existing on-call architectural contract for the *T-Hangar Replacement Project* at the May meeting and this is currently on hold.
- The project is to be funded 100% via the CARES Act Grant
- During project design and development, additional services were identified to support the expansion of the T-Hangar building replacement to include two additional bays.
- From a business standpoint, because the project is funded via CARES Act:
 - The rental income generated by 6 units = \$25,920 (Less assumed maintenance reserves of \$2,160/year)
 - The rental income generated by 8 units = \$34,560 (Less assumed maintenance reserves of \$2,880/year)
 - A difference of \$8,640 in revenue in year one
 - The two extra bays will allow for improved revenues and meet Business Plan goals by responding to Goal A: Maximize General Aviation Activity at HYA.
- Fennick McCredie is working on identifying the anticipated increased cost in construction and this will be brought before the Finance Subcommittee once complete.
- The intent of this agenda item is to obtain approval to move forward to determine the best approach for replacement of the T-hangars.
- The design will still allow for FBO development in the future if so desired on the east side of the facility.
- This agenda item was unanimously approved by verbal roll call vote as follows:

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



Commissioner Bierwirth left the meeting at 5:32 pm.

COM0421-05 – Approval of Cape Cod Gateway Airport Commission By-Laws

MOTION to approve the Cape Cod Gateway Airport By-Laws as presented. SPONSOR: Management (May be acted upon)

- This agenda item was moved and read by Chairman Griffin, and seconded by Commissioner Bailey.
- Management presented the modified by-laws to the Commission in March for Commission review. These were modified based on discussions with Town of Barnstable legal team and the Airport's legal team, Anderson & Kreiger.
- The commissioners have reviewed this and agree that this is a good document.
- This agenda item was unanimously approved by verbal roll call vote as follows:
Griffin yes Weill yes Bierwirth yes
Flores yes Bailey yes DiGeorge yes

Yarmouth Representative William Marasco left the meeting at 5:33 pm

Updates:

- Airport Finances Update
 - This was previously provided to the commissioners
- CARES Act Projects
 - The finances are reviewed bi-weekly by management
 - It is hopeful that travel and tourism increase soon
- Airport Master Plan Update
 - Live public meeting was held on March 22 @ 6PM via ZOOM
 - The Airport website has documentation details available to the public
 - Next Planning Advisory Group Meeting – May 2021
 - Future meetings with Cape Cod Commission, Department of Environmental Protection, and Massachusetts Environmental Protection Agency before commencement of Environmental Assessment
- Town of Barnstable budget Meetings
 - Capital Improvement Project Meeting on 4-1-2021 = all items approved
 - Operating Budget Meeting = TBD but most likely June 2021
- Airport Environmental Assessment
 - Post master plan update planning process
 - 18-24 month process
 - Airport Manager completed the RFP to seek proposals from highly qualified firms with previous experience in environmental impact analyses of proposed airport actions that are subject to Federal Aviation Administration (FAA) decision.
 - The project is to be funded in part by the FAA and the Massachusetts Department of Transportation (MassDOT) – Aeronautics Division in FY2022. All work is required to comply with FAA, State and Local requirements and regulations.
- Airport Tree Clearing Project
 - Airport Maintenance collected debris and dumpsters off airport property have been identified as contributing to these issues.
 - Horsley Witten had prepared the re-seeding plan
 - Northern Tree will be doing re-seeding on both sides of the airport mid-May.
 - Additional prep work will occur to try and make this re-seeding more successful.
 - Press release will be released on Earth Day.
 - Additional trash removal along the Independence Drive fence line will be added to the morning trash removal that is being done along the Access Road.
 - The trees along Yarmouth Road that are still standing did not exceed the FAA obstruction height restrictions in that area.
- PFOS/Public Involvement Plan & Update
 - Meeting scheduled for April 28, 2021 to update TOB on findings of additional testing



- Future meeting with Town Council Leadership will be scheduled
- Airport Rates & Charges Update (2021 review post-COVID19)
 - FY2022 effort (October 2021)
 - Airport Management will start working on various updates
- Rebranding & Website Upgrade
 - Website modifications – underway
 - Sign plan modifications - underway
- Dates to remember:
 - April 26, 27, and 28, 2021 – Annual FAA Airport Inspection
 - Assistant Manager Elia gave a brief synopsis of the realm of inspection procedures
 - June/July – Terminal Dedication Ceremony – Boardman-Polando - 90th Anniversary for Boardman/Polando Flight
 - Mass Casualty Drill (MCI) Drill September 28, 2021. Assistant Manager Elia gave a brief overview of the triennial drill that involves all local casualty response efforts and a simulated emergency.
- Upcoming:
 - Management Contract
 - Management Review

Announcements – Commissioner's Comments

Chair Griffin requested a tour of the Airport for Commissioner DiGeorge and Commissioner Flores. The coffee shop did not reopen and will be used as a pre-boarding staging area. It was requested to take Cape Cod Coffee off of the website and remove their signage at the Airport.

Adjournment:

Upon Motion duly made and seconded, the meeting was adjourned at 6:05 PM
The next meeting will be held on May 18, 2021.



NORMAN WELL, CLERK
FOR



April 19, 2021

Katie Servis, Airport Manager
Matt Elia, Assistant Airport Manager
Barnstable Airport Commissioners

Good Afternoon,

In light of the Executive Session discussion scheduled for this Tuesday's Airport Commissioners' Meeting regarding the new proposed lease between the Airport and Griffin Avionics, we at Griffin Avionics Inc (and Griffin Realty Trust), would respectfully ask you to consider our concerns regarding the Airport's proposed taking possession of our building at the end of our current lease. We have been discussing this informally with Katie. While we are in general agreement with most of the new proposed terms and applaud her diligence in exploring all avenues to best serve the Airport in a new lease, we politely disagree with the Airport's interpretation of our expiring lease, as we believe this approach will have unintended consequences, both for the viability of our business going forward, as well as possible negative consequences for the Airport. We hope that you will review our very brief bullet points below and come to the same conclusion as us.

*Our current lease allows us to maintain possession of the building at the termination of this lease, providing we take it with us when we leave. We are not leaving in this case, and this clause is clearly meant for the Airport to take possession of the building when we leave or terminate our lease, with no desire to negotiate a new land lease.

*This would be the very first time we know of that the Airport took possession of a building from a company that was remaining as an ongoing business.

*Other Airports such as Plymouth, do not take over the buildings when tenants agree to a new lease and continue the tenancy.

*The most recent tenant lease we knew that was expiring, was in 2018. Airline Realty was allowed to rewrite their lease in 2016 for another 20 years, without having to give up possession of their building. This was agreed to by and signed by the previous Airport Manager and current Commissioner John T Griffin, and approved as to form by Anderson Krieger LLC.

*The loss of our main Asset, our building, assessed value of approx 1 million dollars, cripples our ability to obtain financing for ongoing building maintenance and capital improvements, which only would enhance the value for the Airport if they assume ownership at the expiration/termination of a new land lease.

*Based on proposed building rents over the next 20 years (amounting to another 1 million dollars), with the loss of our asset, the combined net loss for us is \$2 million dollars.

*As mentioned above, the economic disparity between what was offered to us and Airline Realty is \$2 million dollars, which as a small business, is absolutely unfair and unconscionable.

*As Katie has mentioned in our previous meeting, the Airport must be aware of and abide by FAA Grant assurances, and for reasons as we have just stated, may very well be in violation of AIP Grant Assurance #22, which clearly does not allow for economic discrimination by the Airport Sponsor, in their treatment of tenants.

*Based on all of the above, we simply ask to be treated fairly and equally, and do not believe we are asking for too much, to be granted the same consideration as Airline Realty Trust, and be allowed to defer the reversionary clause to the end of our next lease.

Met Tuesday, April 6th, 2021 @ 8:33 a.m.

The meeting was held via ZOOM.

Commissioners Weill, Flores & Bailey was present.

Minutes of the February 2nd Finance Subcommittee meeting were unanimously approved. March 2nd, 2021 Regular Session and March 2nd Executive Session minutes were tabled.

OLD BUSINESS

No old business to discuss.

NEW BUSINESS

F0421-01 – Review and Discuss Amendment #6 to the contract for on-call architectural services by and between Cape Cod Gateway Airport and Fennick and McCredie Architecture, Ltd. (F&M) for the T-Hangar Replacement Project in the amount of \$33,650.

- This agenda item was tabled due to Fennick & McCredie needs more time to review the drainage drawings and the increase in Hangars from six to eight, to be sure that their cost is in line with the with the project.

Action: The agenda item was tabled.

F0421-02 – Review and Discuss Modified CARES Act Spending Plan & Development Plan

- Manager Servis stated the Federal Aviation Administration has concerns that we will not use the Cares Act Funding within the 4 year period.
- The Proposed Cares Act Tiers was recapped and discussed.
- Management identified the Critical Expenses for the next four year spending plan and status.
- Tier 1 Requests to date total \$2,226,281.65.
- The anticipated FY2021 request will be \$3.3 Million to \$3.5 Million for operating expenses. Plus bond pay off in the amount of \$438,300.00 which will yield a savings of \$ 87,000.00 overall. Anticipated projects underway \$7.48 Million -\$7.5 Million, plus new Hangars \$2.6 Million.
- Tier 1, 2 & 3 total \$ 7,607,994.48 and Tier 4 total \$10,363,971.52. Ending total for all Tiers will be \$ 17,971,966.00.
- Discussed New Hangar Project ROI (Received on Investment) and time line for the Project.

Action : The agenda item was moved to the April 20th, 2021 Full Commission meeting for approval

F0421-03 – Review and Discuss Draft T-Hangar Lease

- This agenda was in preparation of the new hangar development and lease modification with revised rates which was proposed during the March meetings and accepted by the Commission on March 16, 2021
- Discussion included:
 - Required documentation MAC registration, insurance.
 - Article 2- Rents and Fee
 - Article 3- No major repairs permitted only minor repairs.
 - Article 9- We have included Hazardous waste and the Storm Water Prevention Plan.
 - Commissioner stated they would like to have a more detailed description of minor and major repairs and Permitted and Non-Permitted use.
 - Management stated they will speak with the Airport Attorney regarding a detailed description of Minor and Major Repairs. Also, they will reach out to Plymouth Airport and Falmouth Airport to inquire about their lease language regarding this.

Action : The agenda item was moved to the April 20th, 2021 Full Commission meeting for approval

F0421-04 – Review and Discuss Draft Lease Amendment #1 by and between the Cape Cod Gateway Airport and Hyannis Air Service, Inc. d/b/a Cape Air/Nantucket Air.

- Cape Air entered into agreement on April 19th 2011 with 2 five year extensions for Hangar 2, Land and the Parking lots. As part of the lease term, an option to extend the term of the Lease Agreement is being exercised and is the first of two (2) five (5) year option periods.
- The term of the Lease Agreement will be amended per Amendment #1 for a period of 5-years beginning on May 1st, 2021 and terminating on the April 30th, 2026. Unless sooner terminated pursuant to provisions of the Lease Agreement.
- Committee discussed the changes that have been sent to Cape Air:
 - Modified Building Lease rates to be more consistent to other tenant leases.
 - Modified Land Lease rate, to also include language of CPI or 3% whichever is greater to be consistent with other Airport leases.

- Insurance Requirements were updated to include: updates to Workman's Compensation and adding Pollution Insurance
- We also made updates to: Guidelines for Construction, Airport Master Plan Update, FAA Contract Provisions and Deicing Facility & Protocols
- The only item not added to this amendment which as originally planned was the tie-down agreement. Cape Air has asked to amend their lease with the Fleet Building since the tie-downs or more closely related to that lease and area.
- All other terms within the April 19, 2011, Lease Agreement remains the same and cannot be modified per legal review.

Action : The agenda item was moved to the *April 20th, 2021* Full Commission meeting for approval

Updates:

- Airport Finances were reviewed and discussed
 - CARES Act Projects
 - Replacement of T-Hangar (Amendment Commission approved January 2021)- Will be on the May's agenda.
 - Fleet Hangar Door Replacement (Amendment Commission approved January 2021)-We are working with Cape Air and other parties involved.
 - Mary Dunn Way Extension (underway and amendment forthcoming).
 - Airport Master Plan Update
 - Live public meeting scheduled for March 22 @ 6PM – live on Zoom Webinar and possibly Facebook
 - Please visit our website for documentation details available to the public
 - Coordination with both Town of Barnstable and Yarmouth
 - Town of Barnstable Budget Meetings
 - CIP Meeting - scheduled –April 1st, 2021
 - Operating Budget Meeting - June 2021
 - Airport Environmental Assessment
 - This will be post Master Plan and is in the planning process
 - The duration of the process will be 18-24 month.
 - Airport Manager completed the RFP to seek proposals from firms with previous experience in environmental impact analyses of proposed airport actions that are subject to Federal Aviation Administration (FAA) decision.
 - The project is to be funded in part by the FAA and the Massachusetts Department of Transportation (MassDOT) – Aeronautics Division in FY2022.
 - All work is required to comply with FAA, State and Local requirements and regulations.
 - Airport Tree Clearing Project
 - Spring reseeding is scheduled for late April 2021.
 - PFOS/Public Involvement Plan & Update
 - Post mitigation monitoring
 - Meeting on 1/27/2021 with DEP identified additional testing and sampling to identify existing plume and future plume based on ground water and PFAS movement
 - Meeting scheduled for April 28, 2021 to update TOB on findings of additional testing
 - Future meeting with Town Council Leadership
- Airport Rates & Charges Update (2021 review post-COVID19)
 - Projection date FY2022.
- Rebranding & Website Upgrade
 - Website modifications starting in April 2021
 - Sign plan modifications underway
 - Letterhead, logo, business cards, social media is complete
- Dates to remember:
 - April 26, 27 and 28, 2021 – Annual FAA Airport Inspection
 - June/July – Terminal Dedication Ceremony – Boardman-Polando - 90th Anniversary for Boardman/Polando Flight
 - MCI Drill September 2021
- Upcoming:
 - Management Contract
 - Management Review

Met Tuesday, April 6, 2021 @ 10:32 am

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

UNFINISHED BUSINESS:

None

NEW BUSINESS:

I0421-01 – Presentation – Flower Power – Solar Flower

- Liz Argo gave a brief presentation of the SMARTFLOWER solar and showed a video of how it works
- This allows for a small footprint of 16' x 16' x 16' with a visually appealing functional solar array.
- The "flower" can either rotate to track the sun to increase productivity by 40%, or be set to a stationary position. It can be closed during high wind conditions.
- Net metering Credits and the cost of installation were discussed, as well as the comparisons of Airport ownership vs. private ownership.
- Ms. Argo showed some suggested locations and discussed either tying into an Airport facility, or selling the power back to the grid. Ms. Argo will prepare some comparison spreadsheets to review this data.
- The benefits of the marketing value and the Airport Green initiatives were discussed.
- There were concerns over a possible location near the rotary and vandalism. Possible locations will be revisited.
- Manager Servis reiterated the benefits of Marketing and being a leader in the community of Green initiatives. Additional information will be revisited at the next meeting.

I0421-02 – Review and Discuss T-Hangar Replacement Project – modified approach

- Manager Servis reviewed the T-Hanger development to date and presented information to potentially add two more T-hangar buildings in the area on the East Ramp.
- An amendment to the Fennick McCredie contract for the additional design work would be needed to redesign the one building of 6 units to now be two buildings with a total of 8 units.
- Manager Servis outlined the potential of \$100,000 in new revenue and the return on the investment figures.
- The roofs of the buildings would be solar ready for future installations.
- Commissioner Young requested to include calculations to build a net zero building in the planning stages.
- There would be space at the end of one of the buildings to add a 2000 sq. ft. Fixed Base Operation to the landside area.
- The 8 unit configuration was moved forward to the full commission. The Finance Subcommittee will revisit the cost.

I0421-03 – Review and Discuss Modified CARES Act Development Plan

- Manager Servis gave a power point presentation that outlined the following:
 - Previous budget
 - Modifications to the CARES Act Four Tiered program and the revised project schedule
 - Current reimbursement requests and anticipated remaining operational costs for FY2021
- The modified development plan anticipates using the entire fund by FY2023.
- The amortized cost/revenue of the two additional T-hangars (16 total units) was discussed. These additional units would pay for themselves within a 19 year period.

I0421-04 – Review and Discuss Mary Dunn Way Extension and Fleet Hangar Door Replacement Project

- Manager Servis reviewed a schematic of the proposed Mary Dunn Way Extension
- The Mary Dunn Way improvements were discussed to include sanitary sewer, a sidewalk and a bike path. There will be gates and paved stubs to allow for future development access to the airfield. A future possible right of way over the railroad tracks to access Wil Street was mentioned.
- The existing Bi-fold door is being replaced with another bi-fold door per Cape Air's request.
- A tip-up door was easier to maintain with better longevity, but Cape Air would have had to contribute to the cost as it is more expensive than the bi-fold.
- A comparison of the two door types was reviewed.

Updates: There were no updates to previously disseminated information

Adjournment: Having no other business to discuss, the meeting was adjourned at 12:36 a.m.

