



**CAPE COD GATEWAY AIRPORT  
COMMISSION MINUTES OF THE REGULAR SESSION  
TUESDAY, January 17, 2023  
Via ZOOM**

The meeting was held via ZOOM

**Commissioners Present:**

John T. Griffin, Jr., Chair; John G. Flores, Vice Chair; Norman Weill, Clerk; Wendy Bierwirth; Bradley J. Bailey; Joseph DiGeorge; and Mark Guidod (intermittently)

**Commissioners not present:**

None

**Yarmouth Representative:**

William Marasco - not present

**Airport Staff Present:**

Katie Servis, Airport Manager; Matt Elia, Assistant Airport Manager; Suzanne Kennedy, Executive Assistant to the Airport Manager; Chris Bostwick, Senior Project Manager/Airfield Compliance Supervisor, and Christina Lounsbury, Noise Abatement/Security Officer

**Public Members:**

Ned Dawes, Stantec; and Christine Greeley, Hyannis Park Civic Association

**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:**

The minutes of the November 15, 2022 Airport Commission meetings were approved and will be signed at a later date.

**Public Comment:**

None

**Commissioners Response to Public Comments:**

None

**Finance Subcommittee (Commissioners Weill, Flores, and Bailey)**

The Finance Subcommittee met on Tuesday, January 3, 2023. Commissioner Weill read a review of the meeting (attached).

**Infrastructure & Marketing Subcommittee (Commissioners Young, and Bierwirth)**

The Infrastructure & Marketing subcommittee met on Tuesday, January 3, 2023. Commissioner DiGeorge read a review of the meeting (attached).

*The following was taken out of order:*

**Report of Special Committees**

- Noise Report (July, October, January, April)
  - Christina Lounsbury reviewed the quarterly report of October, November, and December 2022. There were a total of 4 complaints made by 4 complainants. The year-end noise



report included new graphics and tables. It was noted that both operations and noise calls were down for the year. There were two households making complaints from Barnstable village that were new. There was nothing violating any procedures, and the citizens were educated on the flight path (they were misinformed about this), the actual altitude of the aircraft in question. Details were emailed to the Commissioners. The new graphics will be included on the quarterly reports as well. There were no complaints for the aircraft that were here for the Presidential visit.

Ms. Lounsbury left the meeting at 4:17 pm.

**Old Business:**

None

**New Business:**

**COM0123-1 Approval of the Jet Fuel Pricing Agreement by and between Cape Cod Gateway Airport and EVO-Jet Services / EVO Fuels LLC., for discount jet fuel purchases**  
**MOTION** to approve the annual Jet Fuel Pricing Agreement by and Between the Cape Cod Gateway Airport and EVO-Jet Services / EVO Fuels LLC., for discount jet fuel purchases effective February 1, 2023. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Weill, and seconded by Commissioner Bailey.
- EVO-Jet Services / EVO Fuels LLC has requested to contract with the Airport to supply jet fuel at a discounted rate as outlined in the Cape Cod Gateway Airport Discount Jet Fuel Purchase Program.
- EVO has elected to enter into the SILVER PROGRAM - Multiple Cumulative Purchases - without an annual minimum purchase agreement.
- Discounted prices are available and awarded only when the Gallons/Uplift (see Schedule B below - SILVER PROGRAM) is achieved.

**SCHEDULE B – SILVER PROGRAM**

Tier Level	Gallons/ Uplift	Discount/Gal	Waive Ramp Fees (See Published Airport Rates and Charges)
1	1-100,000	\$0.00	Yes
2	100,001 - 200,000	\$0.35	Yes
3	200,001 - 300,000	\$0.50	Yes
4	300,001 - 400,000	\$0.65	Yes
5	400,001 - 500,000	\$0.85	Yes
6	500,001 and above	TBD	Yes

**Sales with approved credit card or pre-approved net 10 credit/payment plan and terms**

- Increasing discounts are available upon reaching each successive tier level - the more fuel purchased, the higher the Discount Rate once the tier level is reached.
- EVO has been purchasing fuel from the Airport for over two years and was not previously interested in the discount program.
- This agenda item was unanimously approved by verbal vote.

**COM0123-2 Monthly Update Airport Business Plan for FY2023**

- Manager Servis reviewed the highlighted revisions of the Business Plan Update Memo dated 12/28/22 that was previously provided to the Infrastructure Subcommittee.



- She discussed the Airport Community Event Series to include the following:
  - A Scout sleepover in the Terminal in March for a group of 35 scouts from Hopedale, Massachusetts. An outline of what was done in the prior sleepovers was reviewed.
  - Another Airplane and Cigar event on the Tarmac in May or June. This was a successful event last year. This is a unique way to get people to come to the Airport.
  - An Electric Aviation Conference to showcase future Electric Aviation possibilities. An Exhibitor list, speakers, and presentations would need to be assembled. Archer Aviation will be holding their East Coast event this year in Washington DC. and Beta already has their plans in place for CY2023 so both have declined to attend a Cape Cod visit. Archer may be able to attend the September events to showcase their EA efforts.
  - A series of Hangars & Hamburgers events are scheduled for over the summer months to bring in General Aviation participants.
  - The two larger events, Southeastern Massachusetts Aviation Career Fair and A Great Day at the Gateway, will be scheduled for the same weekend on September 23<sup>rd</sup> and 24<sup>th</sup>. A meeting will be held to request volunteers to work at each event.
  - November/December holiday themed events have yet to be determined.
- Chairman Griffin thought it was remarkable that the scout troop was from so far away. They had learned about the prior overnight visit from a media post and requested an overnight. Commissioner Flores requested that Manager Servis reach out to the Cape Cod & Islands Boy Scouts of America Council.
- Manager Servis will be attending the NBAA Schedulers & Dispatchers Conference in Tennessee to showcase the airport and to determine the best method of exhibiting at future events. The draft brochure for the event was reviewed.
- The Jet Fuel Discount Program annual contract with Everest has been completed and the contract is in progress with NetJets.
- Land Leases and Hangar development are moving forward with Ben deRuyter, and a lease has been finalized with Aloft Aviation. The Massachusetts Air and Space Museum (MASM) has pulled out of the potential lease for the building at 110 Mary Dunn Way, and Marine Lumber/ Aero Management would like to tear down and build a larger hangar to fit their aircraft.
- Chris Bostwick gave a brief overview of the status of the projects in process and supplied photos of the Operations Building rehabilitation.
- Website updates have been completed with information on advertisement, the Environmental Assessment, and business development. Possible transportation to and from the MASM on Main Street, new High School interns, the Suffolk Construction lease for parking on the Mildred's site (modified planting plan was reviewed), and the addition of signage on the Air Traffic Control Tower.
- A quarterly newsletter is under development.

### **COM0123-3 Electric Aviation Update**

- Management met with Cape Air, Archer Aviation, BETA Aviation, and the MassDOT on January 9<sup>th</sup> with representatives from the Nantucket, Martha's Vineyard, and Boston airports attending.
- Development of an Electric Aviation Task Force is underway.
- Archer Aviation wants to proceed with commercial aviation. They have agreements in place with United Airlines and have been talking with Cape Air and some other airlines. They are looking to the airports to implement the infrastructure needed.
- Management suggested that the Cape & Island airports collectively solicit potential grants that would allow for a group of airports to apply for more of a regional approach to funding.
- Archer will work with the airports that have the infrastructure in place. A universal plug-in is being worked on for all EA to be able to use the same equipment.



- BETA is interested in moving forward with a charging station adjacent to the Air Cape Cod facility on the East Ramp. Management is working on an initial 10 year lease document and is exploring the best way to implement “flowage fees” or gross revenue fees.
- Commissioner Weill commented on the viability of the Archer company and the fast pace of EA development.
- The construction of the BETA unit will help identify what will be needed for future EA.

## 10. Report of Special Committees

- Yarmouth Representative Comments

### Updates:

- Monthly Financial Review –
  - Manager Servis reported an overview of the changes in the FY2023 Budget Update – December 26, 2022 document.
  - Planning consultants will be looking at different ways to display the Jet Fuel cost center on future reporting. Commissioner Weill is willing to help with the process.
  - Car Rental Concession fees had a spike in FY2022, but have returned to normal. Hertz and Enterprise are the highest revenue producers. Manager Servis will provide their marketing strategies to Commissioner Flores as requested.
  - Passenger activity has continued to decline, largely due to the high speed ferries (and lower cost of ferry travel) and the loss of Island Airlines. Management continues to have conversations with the airlines to promote the regional market and not just the Islands.
- Upcoming February/March Finance Items:
  - Land Lease (Hangar Development) – Ben deRuyter (Feb./Mar.)
  - Draft Operating Budget (Feb.)
  - Netjets Discount Fuel Contract (Feb.)
  - Land Lease (Hangar Development) – AMA (Feb./Mar.)
  - Land Lease – DPW – Water Department (Feb./Mar.)
  - MOU PFAS (Feb./Mar.)
- Upcoming February/March Infrastructure Items:
  - Business Plan Update
  - Electric Aviation Discussion
  - Events Discussion
  - MBAA Overview
- Projects Update/Status
  - Replacement of T-hangar CARES1 & Airport Operations Renovation (see above)
    - Project update by Matt Elia/Chris Bostwick
  - Mary Dunn Way Extension
    - Project update by Matt Elia/Chris Bostwick
  - Runway 6/24 Reconstruction Project
    - Project update by Matt Elia/Chris Bostwick
  - EMAS Replacement Project
    - Project update by Matt Elia/Chris Bostwick
- Procurement
  - One-year on-call painting
  - Communications Manager request for proposal will hopefully be listed soon
  - Airline Consultant (on hold until the Spring 2023)
  - Café commercial kitchen or retail
- Town of Barnstable Budget



- Operations Budget development for FY2024 - Underway
- Airport Environmental Assessment Status  
(<https://flyhya.com/airport-info/environmental-assessment/>)
  - January 5, 2023 - Massachusetts Environmental Policy Act (MEPA) Site Visit | 11:00 am | 1st Floor Baggage Claim Area, Cape Cod Gateway Airport, 480 Barnstable Road, Hyannis, MA 02601
  - January 12, 2023 - MEPA Consultation Session (virtual) | 6:00 pm |
- PFOS/Public Involvement Plan & Update
  - Webpage development with more information on PFAS completed
  - Horsley Witten Group will speak at the PFOS Conference and hopefully the Airport will be able to share their presentation video on our website

**11. Commissioners Comments**

Commissioner Weill thanked everyone for the added graphics data in the reports. Chairman Griffin wished everyone a happy 2023.

**12. Matters not reasonably anticipated by the Chair**

**13. Adjournment -**

Upon Motion duly made and seconded, the meeting was adjourned at 5:08 PM. The next meeting will be held on February 21, 2023.

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NORMAN WEILL, CLERK

Documents attached:

- Finance Subcommittee speaking notes
- Infrastructure & Marketing Subcommittee speaking notes
- 4<sup>th</sup> Quarter and Year End Noise Report 2022
- FY2023 Business Plan Update - December 28, 2022
- Cape Cod Gateway Airport Draft Brochure for NBAA Conference
- Project photos of OPS Building rehab
- Mildred's Lot Planting Plan
- FY2023 Budget Update - December 26, 2022





**Met Tuesday, January 3, 2022**

The meeting was held via ZOOM

Meeting was called to order at 8:30 a.m.

Commissioners Weill, Flores & Bailey were present via zoom.

### **OLD BUSINESS**

**None**

### **NEW BUSINESS**

#### ***F0123-1 Review and Approve the Fuel Pricing Agreement by and between Cape Cod Gateway Airport and EVO-Jet Services / EVO Fuels LLC., for discount jet fuel purchase***

- EVO-Jet Services / EVO Fuels LLC has requested to contract with the Airport to supply jet fuel at a discounted rate.
- Manager Servis reviewed the provided Jet Fuel Discount Program.

*Action:* The agenda item was moved to the *January 17, 2022* Full Commission meeting for approval

### **Updates:**

- Monthly Financials were reviewed.
  - Land Lease (Hangar Development) – Ben deRuyter (Feb. /Mar.)-
    - We will be sending him a draft lease.
  - Draft Operating Budget (Feb.)-
    - Next month the commission will receive the draft operating budget.
  - Net Jets Discount Fuel Contract (Feb.)
    - We hope to sign a new contract. However, they want the same discount as Everest Fuel Management but do not want to sign a fuel agreement.
  - Land Lease (Hangar Development) – AMA (Feb. /Mar.)
    - They want to develop a new lease, with the hope to tear down their existing structure and build new structure to hangar their new aircraft the Turbine Caravan. If they do this we will be selling them jet fuel.
- Projects Update/Status
  - Chris Bostwick, Senior Project Manager Project Manager stated the Replacement of T-hangar ; Airport Operations Renovation is tracking well.
  - Mary Dunn Way Extension – Almost completed
  - Runway 6/24 Reconstruction Project- progressing and airfield sign bases are being delivered.
  - EMAS Replacement Project-Blocks are made and being stored with supplier.
- Airport Environmental Assessment Status (<https://flyhya.com/airport-info/environmental-assessment/>)
  - January 5, 2023 – Massachusetts Environmental Policy Act (MEPA) Site Visit | 11:00 am | 1st Floor Baggage Claim Area, Cape Cod Gateway Airport, 480 Barnstable Road, Hyannis, MA 02601

Meeting adjourned at 9:26 AM

Speaking Notes: Infrastructure & Marketing 01-03-23

Met Tuesday, January 3, 2023 at 10:33 am

Commissioners DiGeorge, Bierwith, and Guidod were present. The meeting was held via ZOOM.

**UNFINISHED BUSINESS:**

**IN1021-2 Review and Discuss the Sign Plan Modifications to Meet Rebranding Efforts**

- Management is waiting for the new sign at Mary Dunn Way to be completed and a final cost received from the contractor to determine the next steps. If this is over the \$50,000 procurement threshold, a Request for Proposal will have to be prepared for the two remaining signs.
- The Finance Subcommittee requested to also include signage on the Air Traffic Control Tower.

**NEW BUSINESS:**

**IN0123-1 Monthly Update Airport Business Plan for FY2023**

- Manager Servis reviewed the provided Business Plan Update memo dated 12/28/22.
- She discussed the Airport Community Event Series to include a Scout sleepover in the Terminal, another Airplane and Cigar event on the Tarmac, an Electric Aviation Conference, and a series of Hangars & Hamburgers events.
- The two larger events, Southeastern Massachusetts Aviation Career Fair and A Great Day at the Gateway, will be scheduled for the same weekend in September.
- The Discount Fuel Program, Land Leases and Hangar development, current projects, and the Environmental Assessment public meeting schedule were all reviewed.

**IN0123-2 Electric Aviation Update**

- Monthly meetings with Cape Air, Archer Aviation, BETA Aviation, and the MassDOT will commence on January 9<sup>th</sup> with representatives from the Nantucket, Martha's Vineyard, and Boston airports attending.
- Development of an Electric Aviation Task Force is underway
- An Electric Aviation Event to be held in June is being discussed with the Aviation companies.
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**Updates:**

Updates will be reviewed at the full Commission meeting

**Adjournment: Having no other business to discuss, the meeting was adjourned at 11:07 p.m.**





**NOISE REPORT OCT/NOV/DEC 2022**

MONTH	TOWN	COMPLAINTS	COMPLAINANTS
OCT	-	0	0
NOV	Yarmouth	1	1
DEC	Hyannis	2	2
	Yarmouth	1	1
<b>TOTAL</b>		<b>4</b>	<b>4</b>

*Total reflects complaints counted once*

**2021 Quarterly Comparison**

QUARTER	COMPLAINTS	COMPLAINANTS*
<b>1<sup>st</sup></b> (JAN/FEB/MAR)	<b>14</b>	<b>8</b>
<b>2<sup>nd</sup></b> (APR/MAY/JUN)	<b>20</b>	<b>14</b>
<b>3<sup>rd</sup></b> (JUL/AUG/SEP)	<b>57</b>	<b>21</b>
<b>4<sup>th</sup></b> (OCT/NOV/DEC)	<b>9</b>	<b>7</b>
<b>TOTAL</b>	<b>100</b>	<b>44**</b>

*\*Unique complainants during quarter*

*\*\* Complainants total per year end*

**Past Year/Past Quarter Comparison**

	YEAR	COMPLAINTS	COMPLAINANTS
<b>4<sup>th</sup> Quarter</b>	<b>2021</b>	<b>91</b>	<b>43</b>
	<b>2022</b>	<b>5</b>	<b>5</b>
<b>Year-to-date</b>	<b>2021</b>	<b>91</b>	<b>43</b>
	<b>2022</b>	<b>39</b>	<b>37</b>





## Noise Complaint Report – November 2022

Date	Time	Name	Town	Disturbance/Response	Type
11/2/2022	14:40	Christine Greeley	Yarmouth	<p>Caller reported she doesn't usually call but today at 2:40 there was a small plane that appeared to be coming in from over the bay (Lewis Bay) and then turned to fly low directly over her house. She said this was for no reason since the weather was good and it was not following the voluntary noise abatement flight path over Mill Creek.</p>	
‡				<p><i>Emailed caller: Thank you for your voicemail regarding the small aircraft over your area yesterday, November 2, 2022 at 1440 hrs. I researched the flight track and have attached a screen shot from that time frame. I reviewed the track with airport management and aircraft was flying in the voluntary noise abatement flight path. I have also attached the voluntary noise abatement flight path graphic for your reference as the arrivals to Runway 33 from Nantucket differ from the departures on Runway 15 to the south (over Mill Creek). Please let me know if you have any other questions or concerns.</i></p>	<b>N</b>

\*this new column denotes the reason found for the complaint – see legend below

Code	Description
<b>L</b>	<b>Low altitude confirmed</b>
<b>N</b>	<b>Noise – too loud/excessive</b>
<b>O</b>	<b>Off course confirmed</b>
<b>R</b>	<b>Maintenance Run Up</b>
<b>T ‡</b>	<b>Time – during voluntary curfew hours 2200-0600</b>



### Noise Complaint Report – December 2022

Date	Time	Name	Town	Disturbance/Response	Type
12/13/2022	07:38	Tom Sullivan	Yarmouth	<p>Citizen emailed, "Hi, At 0738 a 402 came over at full throttle and he was Loud. A real Cowboy. Tom"</p> <p><i>Emailed: Good morning Tom – Thank you for reaching out regarding the aircraft yesterday morning. The flight was actually a Piper Navajo PA-31, not Cape Air at 775 feet flying VFR in our voluntary noise abatement flight path and departing from Rwy 06. I will record the noise complaint for the report. Hope you have a great holiday season! Christina</i></p>	<b>N</b>
12/28/2022	07:30	Diane LeRoux	Hyannis	<p>Caller reported, "Aircraft this morning was very loud from 7:30-7:45. It seemed a lot louder than usual."</p> <p><i>Spoke with caller and reported that the aircraft were in the voluntary noise abatement flight path, and at a higher than normal altitude. After speaking with her for while and she agreed that this should be reported as loud, as the pilots were following the correct path and altitudes.</i></p>	<b>N</b>
12/28/2022	06:30	Tom McElligott	Hyannis	<p>Citizen emailed, "I live at 57 Rudder Road in Barnstable and am asking that the airplane noise over my house be significantly reduced. It is an unfair noise situation for many of us living along this flight path as it disturbs our peace and wakes us up at 6:30am many mornings. The airplane noise constantly disrupts every summer day all day long and into the night. We are seniors and full time residents and this unfair situation must be fixed. Please help!"</p> <p><i>Emailed: Thank you for your email inquiry regarding air traffic over your neighborhood. As you mentioned, you do unfortunately live in a well-established flight path for Cape Cod Gateway Airport. As mentioned in Manager Servis' response, we are open 24/7, but we encourage a voluntary curfew from 10:00 p.m. to 6:00 a.m. which our local airlines and pilots do their best to adhere to. The early morning flight you mention to fall outside of this voluntary curfew. In our flight tracking system, I researched the week of 12/12-</i></p>	<b>N</b>


12/18/22 during the hours of 5:00 a.m. to 7:00a.m. for each day. I have included screen shots for these days during those early morning hours. Of those seven days listed above, I found one departure on Wednesday, December 14, 2022 at 6:49 a.m. that we went over your area at 925 feet. This flight was at a higher than required altitude and was following the correct flight path.

With the results of my review, there isn't a specific issue that can be addressed with the airlines or pilots. They are in compliance with their altitude, our voluntary noise abatement flight path and our voluntary curfew. I know this is not the answer you would like to hear and unfortunately the airport does not have the authority to make the changes you request. I would be happy to speak with you further and/or research any other dates or times of flights that you are concerned about. I do appreciate you giving me the opportunity to explain the information regarding air traffic, flight paths and times of operations.

I also addressed the summer traffic, running an entire week with similar results and it was report back to Mr. McElligott

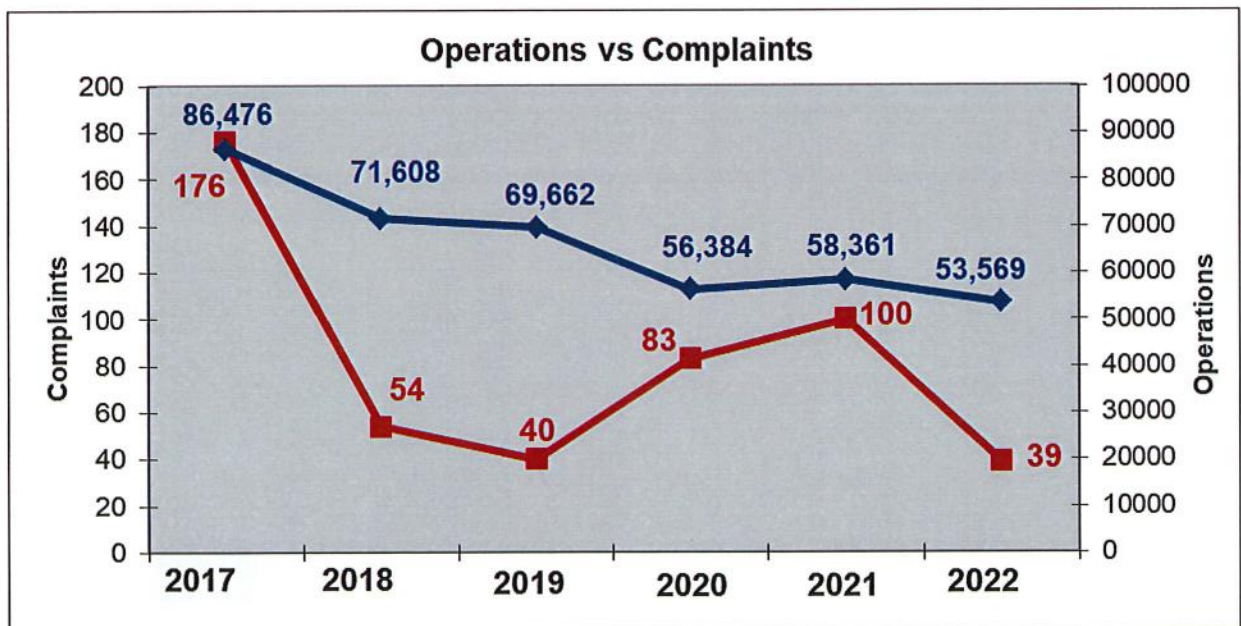
\*this new column denotes the reason found for the complaint – see legend below

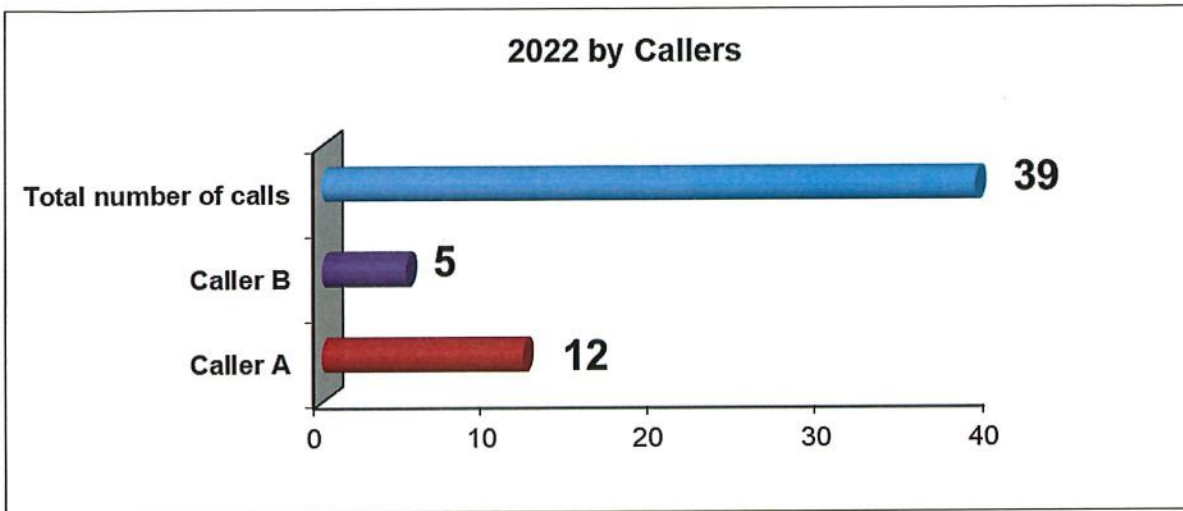
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<b>R</b>	<b>Maintenance Run Up</b>
<b>T</b>	<b>Time – during voluntary curfew hours 2200-0600</b>



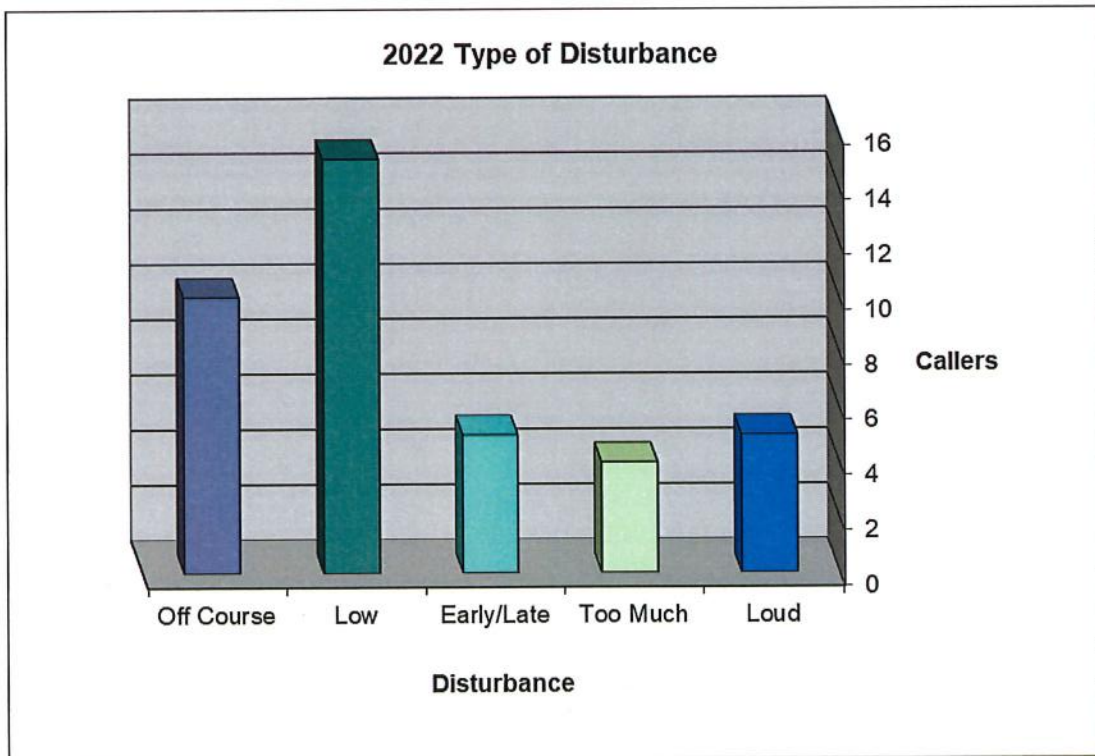
TO: Cape Cod Gateway Airport Commission  
FROM: Christina Lounsbury, Noise Abatement Coordinator  
DATE: January 17, 2023  
SUBJECT: 2022 Year-end Noise Report

During the calendar year 2022, noise disturbances from surrounding communities totaled 39 calls which was a decrease of 61 calls from 2021. Operations for 2022 totaled 53,569 which was a decrease of 4,792 (approximately an 8% decrease in traffic) from 2021.



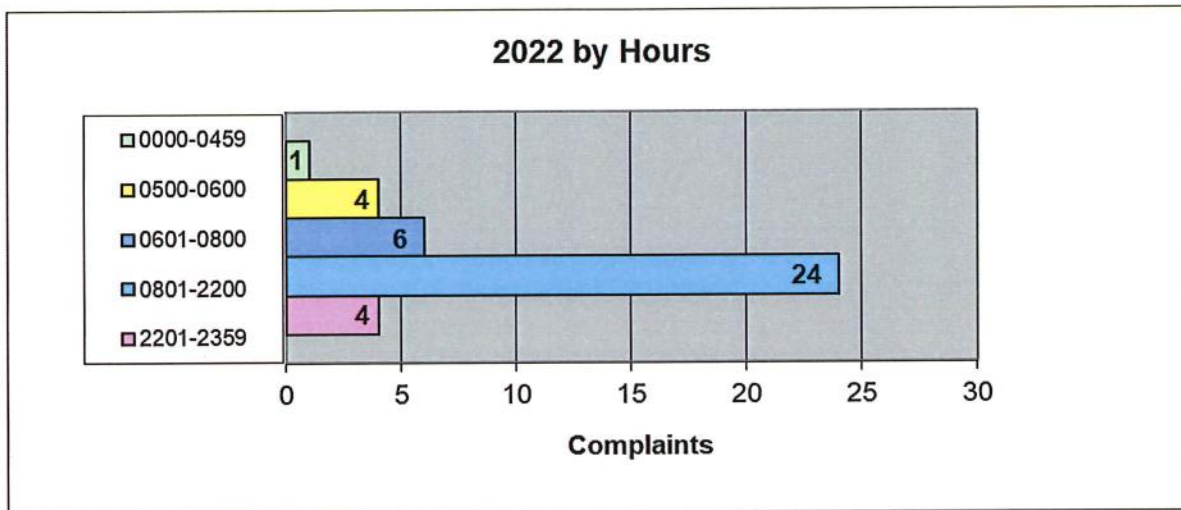


A majority of the callers registered one single complaint, representing about 50% of our noise calls. Caller A registered 12 calls (approximately 30%) of our total calls. This caller is a new caller and lives close in proximity to the airport. The air traffic from Runway 15/33 affects their area and their major areas of reported concern were low, off course and frequency of operations. Investigating these air traffic concerns, I did not find any flights with low altitudes and noted this area is actually in the flight path despite the callers stating they were informed to the contrary. Caller B from the Centerville area has been a frequent caller over the past decade.

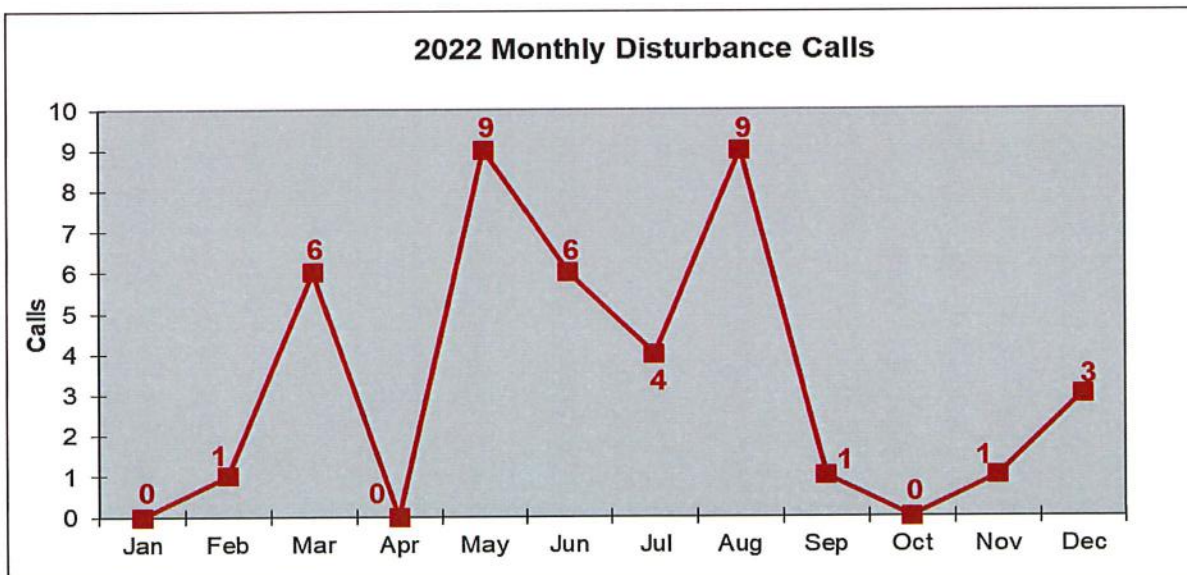


The next graph reviews the caller's type of disturbance. The majority of complaints reference either an aircraft flying off course or the aircraft's altitude being too low. The other concerns were the time of day (flying during our voluntary noise abatement curfew hours), the volume of air traffic or the noise level. Starting in the third quarter of 2022, the

Airport has added a column to the monthly noise report that indicates a final conclusion of the reported disturbance. For example, if the caller indicates an aircraft was low and loud over their area, the airport would research the path and if it was not low in altitude I will indicate that the disturbance type will be noise (not altitude). This marks a change from the previous reporting method of labeling the cause solely by what was indicated by caller by including the final determination with the flight tracking system. The 2023 year-end noise report will reflect this change.

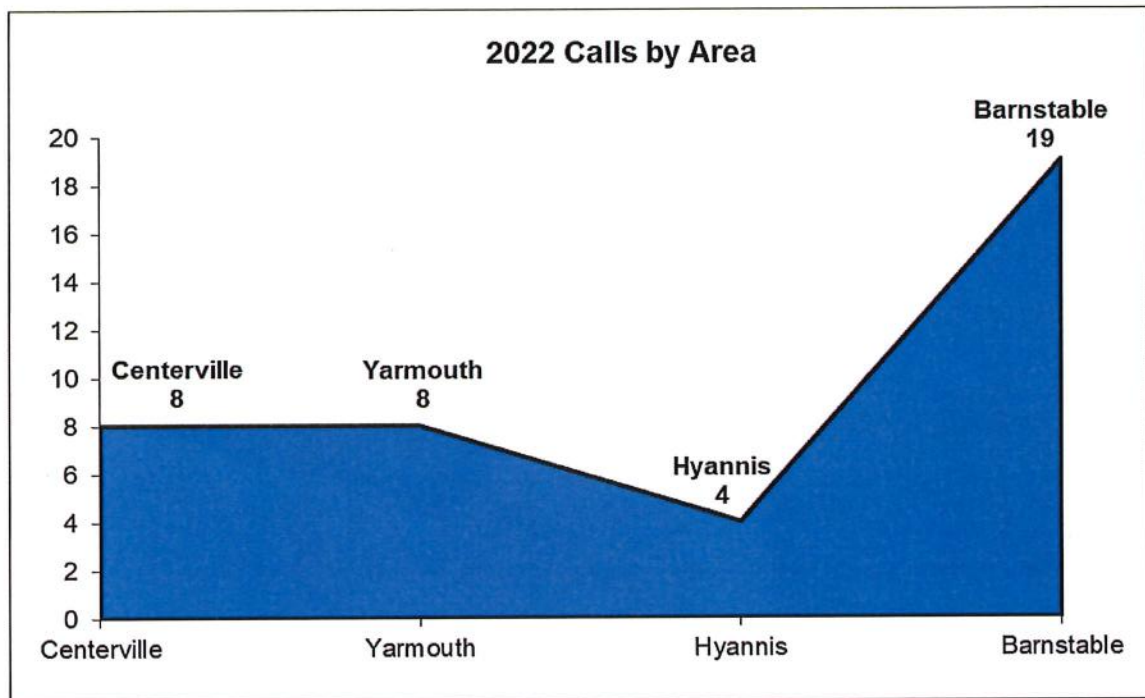


During 2022, the majority of disturbances being reported during normal waking/business hours with roughly 77% of the total disturbance outside of the Airport’s voluntary noise abatement curfew (6:00 a.m. to 10:00 p.m.). During our voluntary noise curfew hours, 10:00 p.m. to 6:00 a.m., the percentage of total calls was 23%.



For calls of disturbance by month, the numbers fluctuated month to month during 2022. There was the usual increase with the summer season traffic, but there was an uptick during the month of March without a specific reason noted for this increase.

Calls by area of concern indicated an increase from the village of Barnstable with 19 calls for disturbance up from 3 call in 2021. This area, which was addressed earlier in the report, had two residents from Barnstable, north of the airport and in the flight path of Runway 15/33, that were new to the airport noise office. The other calls came Town of Yarmouth (8), the village of Centerville (8) and the village of Hyannis (4).



For 2022, Cape Cod Gateway Airport saw a decrease in air traffic as well as a decrease in calls for disturbance. Airport staff addressed these concerns by providing information from the flight tracking system, reaching out to the airline tenants to share the concerns reported and to explain the actual traffic amounts, altitudes and air traffic patterns every citizens who reached out to the airport.

In 2023, Cape Cod Gateway Airport will see construction on Runway 06/24 and the EMAS system which will substantially decrease air traffic for some neighbors, but increase for those in the 15/33 flight paths. It is our hope that with contined public outreach and consistent noise abatement response, the Airport can help those effected by this temporary change with information and education as during the Runway 15/33 contruction. Additionally I can not stress enough how important our airport flight tracking system continues to be such a worthwhile investment. This option continually allows the public an option to view live flight tracks (with a 10 minute security delay) as well as historical flight tracking that allows citizens a 24/7 airport tracking portal. The continued funding for this portal by Airport Management and the Airport Commission a vital tool for our continued success in noise abatement and community transparency.





**To:** Airport Commission

**From:** Katie Servis, Airport Manager

**Date:** 12/28/2022

**Subject:** Business Plan Update

Below is a summary of Airport Management activities as they relate to Business Plan initiatives. Since this is a monthly update, new or revised data from the previous update will be highlighted.

- Goal A: Maximize General Aviation Activity at HYA
- Goal B: Diversify Revenue Streams
- Goal C: Regional Air Transportation Leader
- Goal D: Enhance Airport Image & Branding

Goal A: Maximize General Aviation Activity at HYA

Airport Management has been working on the following activities to maximize general aviation activity:

- Cape Cod Gateway Airport Community Event Series has been modified to include more events that highlight General Aviation (GA) activity with workshops, seminars and forums at select airport events:
  - March 2023
    - March 10/11, 2023 = A Night in the Terminal – Scout Sleepover
  - May 2023
    - May TBD, 2023 = Airplanes, Aviation and Cigars & Whiskey
  - June 2023
    - June 2023 = Electric Aviation Conference (NEW)
  - July 2023
    - July 2023 = Hangars & Hamburgers (3rd Saturday)
  - August 2023



- August 2023 = Hangars & Hamburgers (3rd Saturday)
  - September 2023
    - September 22, 2023 = SE MA Aviation Career Fair (3rd event)
    - September 23, 2023 = A Great Day at the Gateway
  - October 2023
    - TBD
  - November 2023
    - Aviation Themed Ornament Painting
  - December 2023
    - Holidays at the Hangar
- NBAA Schedulers & Dispatchers Conference
  - Showcase Airport Operations Remodel
  - Showcase Mary Dunn Way Extension (future GA development)
  - Airport Manager Servis attending the event
- Discount Jet Fuel Program
  - Everest - completed
  - NetJets - in progress
  - EVO (new) - subject to Finance Subcommittee Review in January 2023
- Land Leases & Hangar Development (NEW due to Mary Dunn Way Extension)
  - Conventional Hangar (Eric Drugge) - lease negotiations completed
    - Maintenance, flight instruction, aerial tours, aircraft storage
  - Conventional Hangar (Ben deRuyter) - lease negotiations have commenced
    - Maintenance and aircraft storage
  - Helicopter company
    - Working through the details
  - Reuse of Air Cape Cod - Massachusetts Air & Space Museum
  - Aero Marine Lease (existing tenant) - lease negotiations to commence
- Projects in progress or completed that support GA:
  - Airport Operations Remodel & Improved FBO
  - T-hangar redevelopment
  - Mary Dunn Way Extension
  - Runway 6/24 Reconstruct & Engineered Materials Arresting System (EMAS) Replacement
- Media



- Airport Management is working on media coverage of new facilities
- Advertisement added to website and soon to be in print
  - <https://flyhya.com/airport-info/about-the-airport/doing-business/aeronautical-property-hangar-development-parcels/>
  - <https://flyhya.com/airport-info/about-the-airport/doing-business/aeronautical-property-aircraft-parking-development/>
  - <https://flyhya.com/airport-info/about-the-airport/doing-business/non-aeronautical-property-211-airport-road/>
  - <https://flyhya.com/airport-info/about-the-airport/doing-business/advertisement/>
- Aviation Education
  - Hosting the 2<sup>nd</sup> high school aviation intern from Barnstable HS
  - Hosting the 3<sup>rd</sup> high school aviation intern from Monomoy HS
  - Scheduled September 2023 events (see above)
  - Hosting Scout “A Night in the Terminal” sleepover – March 2023
  - New tenants to offer flight instruction
  - New tenants to offer aviation museum – for now this is to be located only on Main Street in Hyannis until further developments

## Goal B: Diversify Revenue Streams

Airport Management has been working on the following activities to Diversify Revenue Streams:

- Completed three year license agreement for vehicle parking with Suffolk Construction – move in date is February 1, 2023
- Completed three year license agreement for vehicle parking with HMI Parking
- Advertisement added to website for non-aeronautical properties and soon to be in print – see above

## Goal C: Regional Air Transportation Leader

Airport Management has been working on the following activities for Regional Air Transportation Leader:

- Attended Airport Round Table



- Draft completed for Airport Air Carrier Consultant
- Speaking with the following regarding electric aviation to advance this to Cape Cod Gateway Airport:
  - Cape Air
  - BETA
  - Archer
  - MassDOT Aeronautics
  - Monthly meetings developed and working with other area airports. Next meeting January 9, 2023
- Development of an Electric Aviation Task Force is underway
- Development of an electric aviation event is underway

#### Goal D: Enhance Airport Image & Branding

Airport Management has been working on the following activities to Enhance Airport Image & Branding:

- Newsletter development – control our own narrative – quarterly newsletter - is under development
- Community Event Series - updated
- Completed new sign development on Mary Dunn Way
- Working on replacing signs on Attucks and Rotary
- Working on replacement of state highway signs
- Website redevelopment completed and added the following pages:
  - Airport Master Plan Update <https://flyhya.com/master-plan/>
  - Airport Environmental Assessment <https://flyhya.com/airport-info/environmental-assessment/>
  - Airport PFAS <https://flyhya.com/airport-info/pfas/>
- Public Meetings:
  - Environmental Assessment
    - January 5, 2023 – MEPA Site Visit | 11:00 am | 1st Floor Baggage Claim Area, Cape Cod Gateway Airport, 480 Barnstable Road, Hyannis, MA 02601
    - January 5, 2023 – MEPA Consultation Session (virtual) | 6:00 pm | <https://epsilonassociates.zoom.us/j/86265855123?pwd=cFNjUWUtoWHRBNjBWQk5aNEs0TU1YZz09>
    - February 13, 2023 – Public Meeting #2 | Time to be Determined





# CAPE COD GATEWAY AIRPORT – HYA

## Arrive in the Center of the Cape

Avoid the crowds and high fees at larger airports and fly to Cape Cod and the Islands with ease.



### **HYA Offers a Wide Variety of Service Options to Meet Your Needs:**

- ✈ 24/7 Fuel, Operations, Aircraft Rescue / Firefighting
- ✈ Discount Fuel Program and Fee Waivers
- ✈ 3 Aircraft Ramps to Serve Your Needs
- ✈ Runway 6/24 – 5,425 x 150 ft. asphalt grooved
- ✈ Runway 15/33 – 5,252 x 150 ft. asphalt grooved
- ✈ ILS, Towered, All Weather Facility
- ✈ Snow Team on Hand for Winter Service



### **Cape God Gateway Airport FBO Services:**

- ✈ 4 FBOs to Select From
- ✈ New Pilot Lounge in 2023
- ✈ 24/7 Jet Fuel Sales
- ✈ Heated Hangar Space
- ✈ Complimentary Crew Car
- ✈ Concierge Services
- ✈ Pilot and Flight Planning Facilities, Lounge
- ✈ Full Service AVGas
- ✈ Aircraft Services such as LAV, GPU, Potable Water
- ✈ After Hours (upon request)



# DEVELOPMENT OPPORTUNITIES

Build the facility of your dreams!



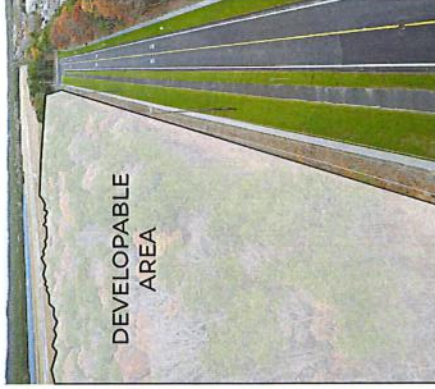
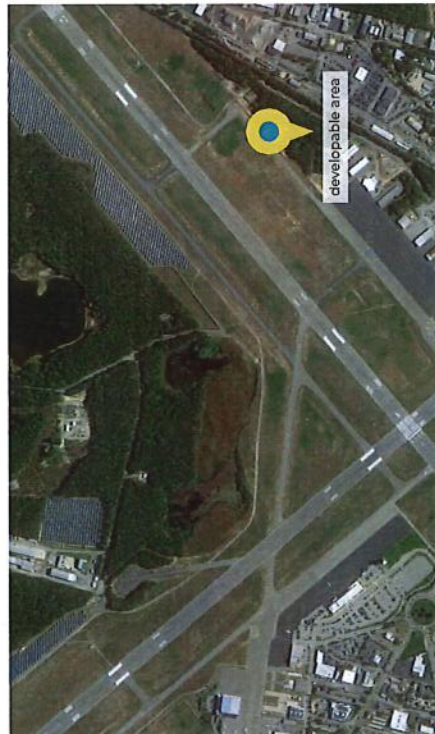
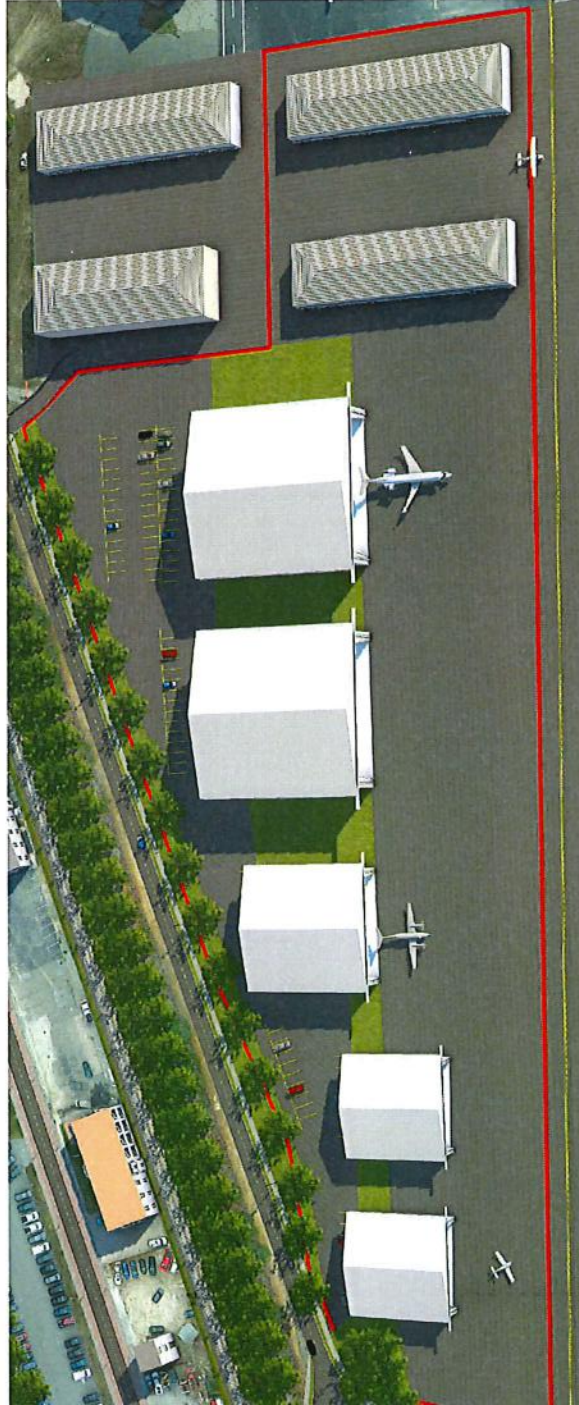
## AIRSIDE AND LANDSIDE ACCESS

10 available acres

Build your ideal facility at Cape Cod Gateway Airport. 10 acres of developable property are located within the secure fence of HYA Airport, with premium support facilities and amenities on-site.

Mary Dunn Way provides direct access to the East Ramp and airfield, as well as landside access. Recent redevelopment of this well-connected corridor includes a new and improved roadway, expanded parking, added sidewalks and bike lanes, and upgraded utilities (provided by airport).

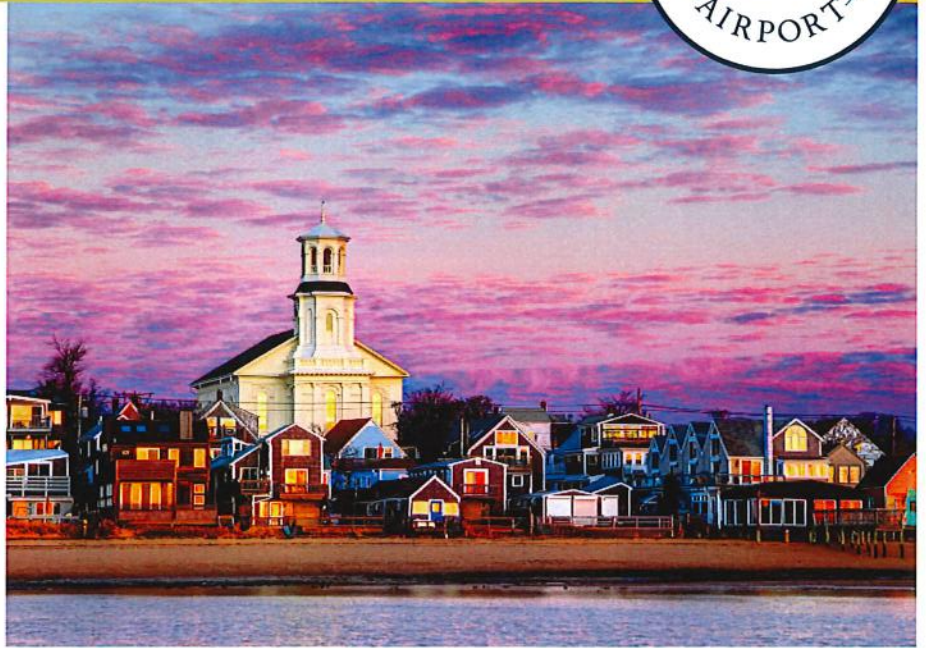
Build your business at HYA – a congestion-free airport in the center of the Cape and conveniently located in the Northeastern United States.



For more information on development opportunities at Cape Cod Gateway Airport, visit [FlyHYA.com](http://FlyHYA.com) or scan the QR code.

# PREMIER DESTINATIONS

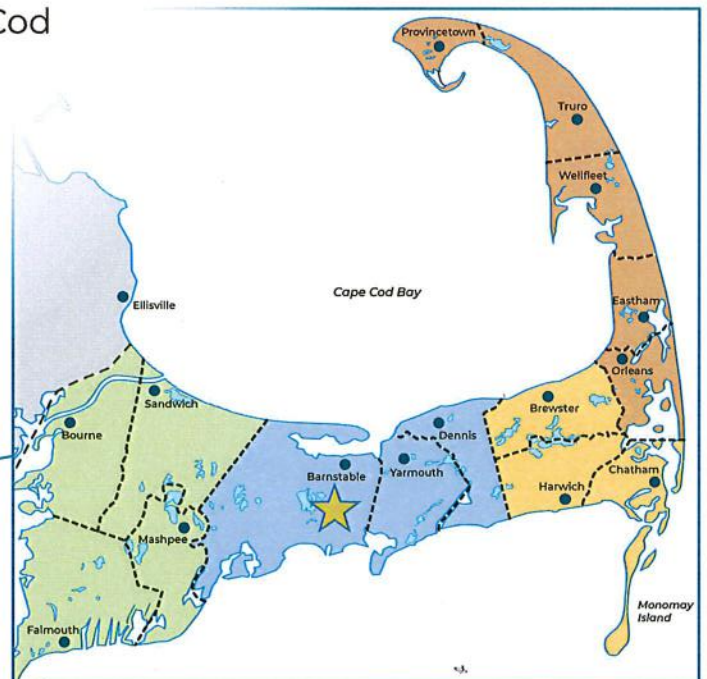
All within your reach



Cape Cod has long been known for its natural beauty, sandy coastline, migrating whales just off-shore, and world-class creative and recreational opportunities. The Cape is a destination steeped in history, arts and culture. Here you'll find some of the most challenging golf courses, freshest seafood, and accommodations to help you rest and recharge. Fifteen towns, each with its own distinctive charm, and countless village centers and byways lined with unique shops and restaurants await.

The Cape Cod National Seashore stretches out along 40 miles of the Atlantic Ocean and historic National Scenic Byway Route 6A winds along 62 scenic miles from end to end.

Travel with ease by landing directly at Cape Cod Gateway Airport (HYA). You'll arrive in the center of the peninsula with access to all the Cape has to offer. HYA is your gateway to Cape Cod.















PO Box 753  
Forestdale, MA 02644  
508-477-1384 fax  
[outonalimb177@gmail.com](mailto:outonalimb177@gmail.com)  
[oallandscaping.com](http://oallandscaping.com)

December 30, 2022

C.C. Construction Inc.  
Kerri Cutler

Re: Mildreds Parking Lot Plantings

- 10 3" Cal. London Plane/October Glory Maple
- 8 10 Ft Colorado Spruce/Blue Spruce
- 42 3 Gal. Grey Owl Juniper
- 30 3 Gal. Yaku Ornamental Grass
- 10 7 Gal. Viburnum/Denatatum
- 24 5 Gal. Hydrangea Endless Summer
- 30 3 Gal. Juniper Old Gold
- 20 CY Spruce Mix Mulch

All material will be watered by airport or C.C. Construction. There will be no warranty on plant material



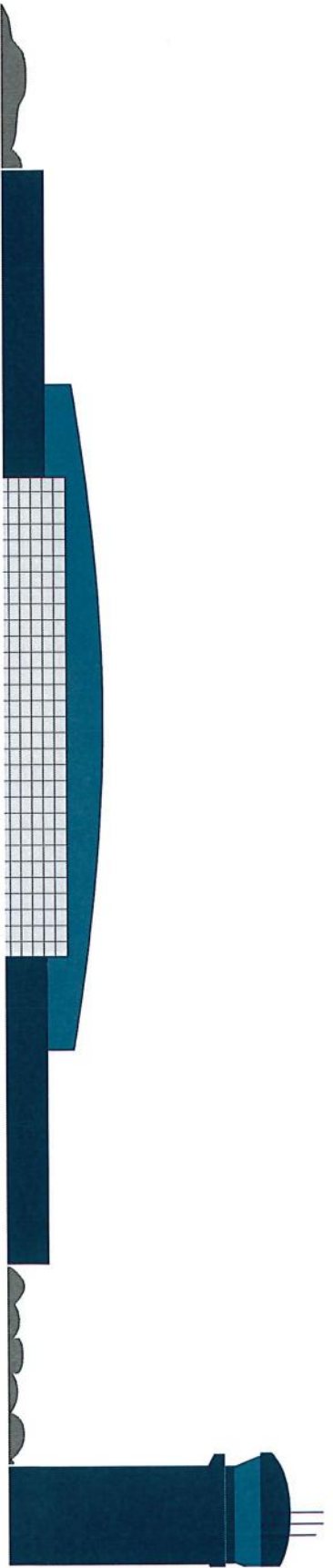


# Cape Cod Gateway Airport

FY2023 Budget Update

Airport Commission Presentation

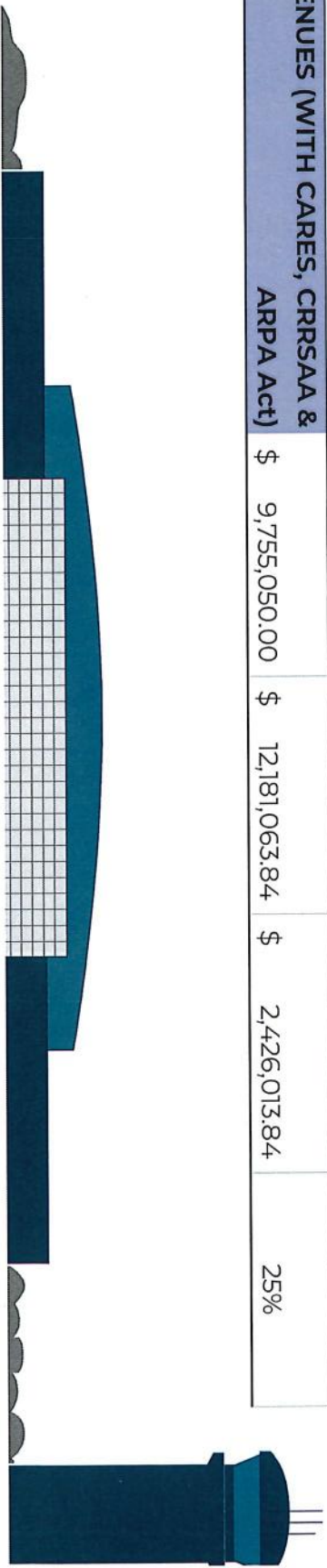
As of December 26, 2022



# FY2023 Budget Summary Revenues

## CAPE COD GATEWAY AIRPORT BUDGET SUMMARY AS OF (12-26-2022)

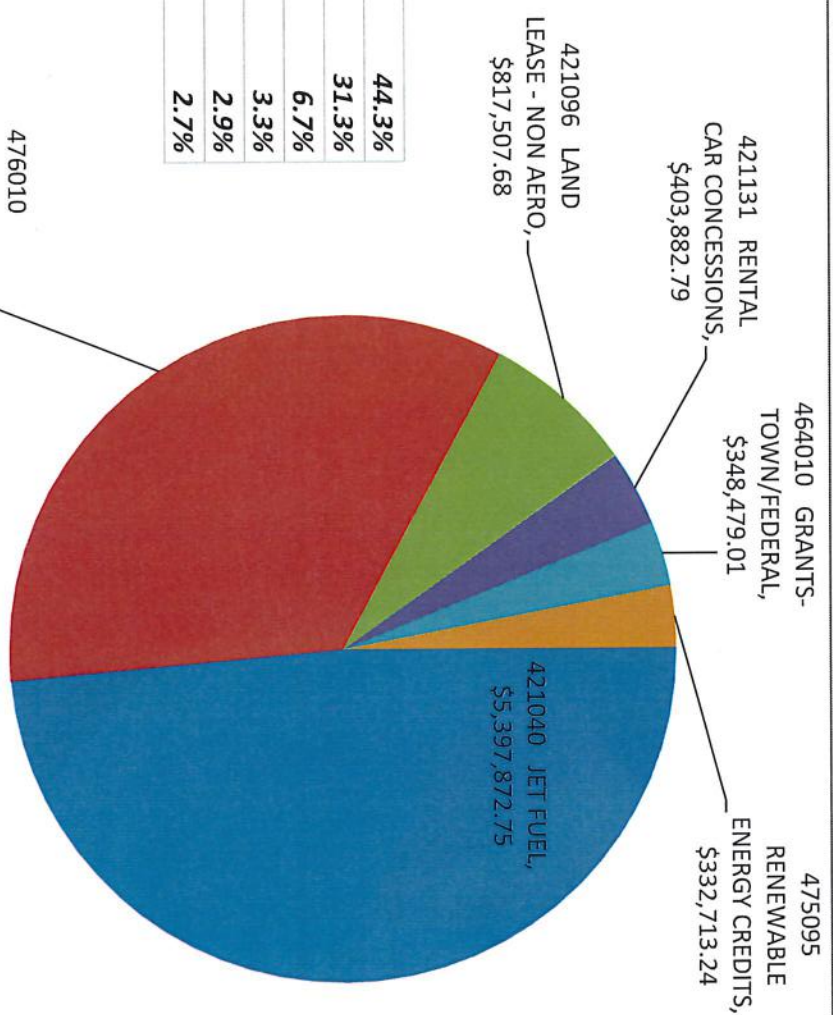
	BUDGET	ACTUAL	VARIANCE	% VARIANCE
<b>REVENUES</b>				
<b>CHARGES FOR SERVICES</b>	\$ 7,431,297.00	\$ 6,726,678.69	\$ (704,618.31)	-9%
Jet Fuel	\$ 5,580,000.00	\$ 5,397,872.75	\$ (182,127.25)	-3%
Rental Car Concessions	\$ 415,000.00	\$ 403,882.79	\$ (11,117.21)	-3%
Land Leases	\$ 380,377.00	\$ 244,227.75	\$ (136,149.25)	-36%
<b>FEES</b>	\$ 1,818,125.00	\$ 909,434.06	\$ (908,690.94)	-50%
Land Lease Non-Aviation	\$ 1,646,439.00	\$ 817,507.68	\$ (828,931.32)	-50%
<b>GRANTS</b>	\$ 58,400.00	\$ 353,119.01	\$ 294,719.01	505%
TSA Grant	\$ 58,400.00	\$ 4,640.00	\$ (53,760.00)	-92%
CRSSAA Act Grant	\$ -	\$ -	\$ -	#DIV/0!
CARES Act Grant	\$ -	\$ 348,479.01	\$ 348,479.01	1418301%
<b>OTHER REVENUE</b>	\$ 444,228.00	\$ 377,107.08	\$ (67,120.92)	-15%
Renewable Energy	\$ 373,728.00	\$ 332,713.24	\$ (41,014.76)	-11%
<b>PERMITS</b>	\$ 3,000.00	\$ 3,225.00	\$ (225.00)	-8%
<b>TOTAL REVENUES (w/out CARES, CRSSAA &amp; ARPA Act)</b>	\$ 9,755,050.00	\$ 11,832,584.83	\$ 2,077,534.83	21%
<b>TOTAL REVENUES (WITH CARES, CRSSAA &amp; ARPA Act)</b>	\$ 9,755,050.00	\$ 12,181,063.84	\$ 2,426,013.84	25%





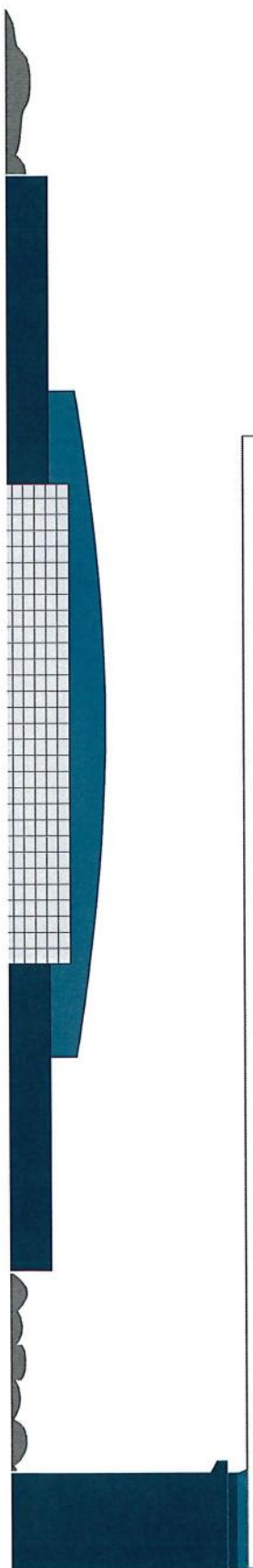
# FY2023 Budget Summary Revenue

421040	JET FUEL	\$5,397,872.75	44.3%
476010	TRANS.UNDESIG.FUND BAL.	\$3,811,500.00	31.3%
421096	LAND LEASE - NON AERO	\$817,507.68	6.7%
421131	RENTAL CAR CONCESSIONS	\$403,882.79	3.3%
464010	GRANTS-TOWN/FEDERAL	\$348,479.01	2.9%
475095	RENEWABLE ENERGY CREDITS	\$332,713.24	2.7%



**Top 6 Revenue Producers**

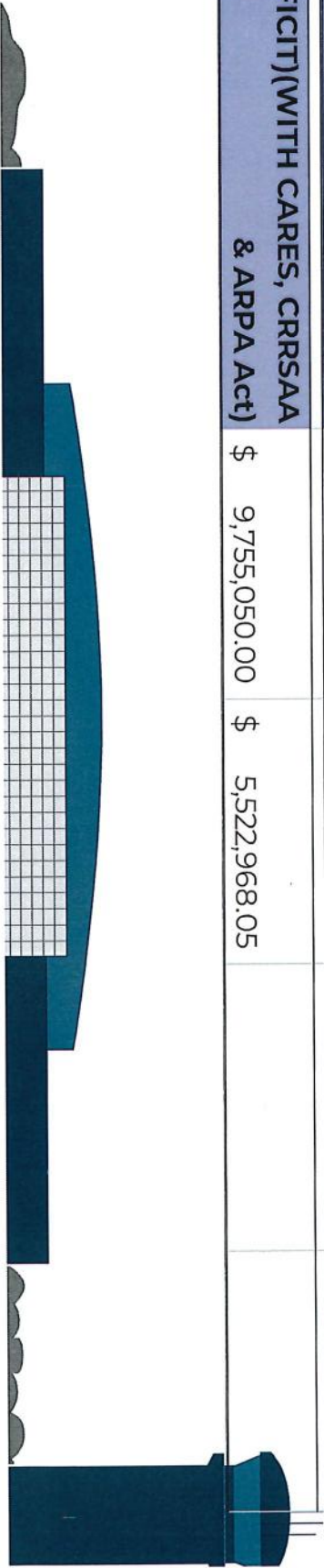
- 421040 JET FUEL
- 476010 TRANS.UNDESIG.FUND BAL.
- 421096 LAND LEASE - NON AERO
- 421131 RENTAL CAR CONCESSIONS
- 464010 GRANTS-TOWN/FEDERAL
- 475095 RENEWABLE ENERGY CREDITS



# FY2023 Budget Summary Expenses

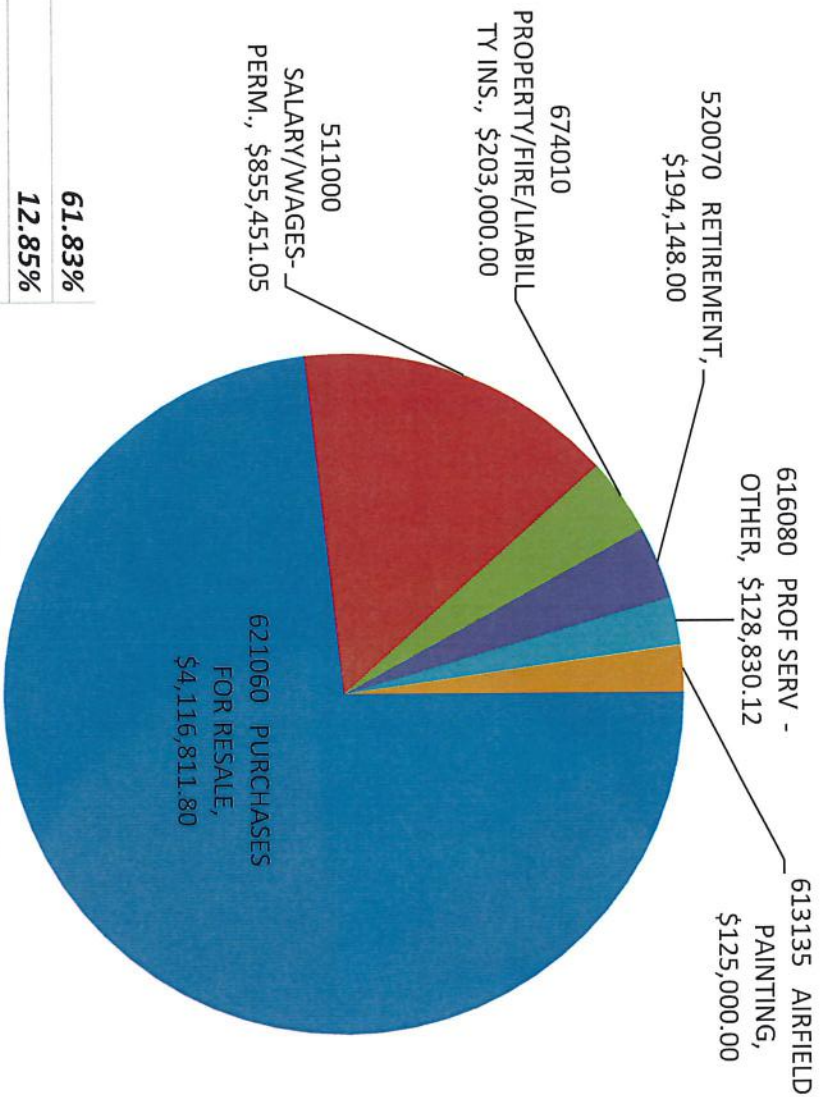
## CAPE COD GATEWAY AIRPORT BUDGET SUMMARY AS OF (12-26-2022)

	BUDGET	ACTUAL	VARIANCE	% VARIANCE
<b>EXPENDITURES</b>	\$ 9,755,050.00	\$ 6,658,095.79	\$ (3,096,954.21)	-32%
<b>PERSONNEL</b>	\$ 2,845,457.00	\$ 1,264,452.46	\$ (1,581,004.54)	-56%
<b>SALARY/WAGES-PERM</b>	\$ 1,808,572.00	\$ 855,451.05	\$ (953,120.95)	-53%
<b>RETIREMENT</b>	\$ 388,300.00	\$ 194,148.00	\$ (194,152.00)	-50%
<b>SALARY/WAGES-OVERTIME</b>	\$ 235,000.00	\$ 78,034.33	\$ (156,965.67)	-67%
<b>DEBT &amp; TRANSFERS</b>	\$ 370,735.00	\$ 3,842,875.01	\$ 3,472,140.01	937%
<b>TRANSFER TO GENERAL FUND</b>	\$ 192,735.00	\$ 3,811,500.00	\$ 3,618,765.00	1878%
<b>OPERATING EXPENSES</b>	\$ 6,212,857.00	\$ 5,265,902.32	\$ (946,954.68)	-15%
<b>JET FUEL PURCHASES FOR RESALE</b>	\$ 3,684,372.00	\$ 4,116,811.80	\$ 432,439.80	12%
<b>PROPERTY/FIRE/LIABILITY INS.</b>	\$ 336,600.00	\$ 203,000.00	\$ (133,600.00)	-40%
<b>CAPITAL OUTLAY</b>	\$ 326,000.00	\$ -	\$ (326,000.00)	-100%
<b>SURPLUS (DEFICIT)(w/out CARES, CRRSAA &amp; ARPA Act)</b>	\$ 9,755,050.00	\$ 5,174,489.04		
<b>SURPLUS (DEFICIT)(WITH CARES, CRRSAA &amp; ARPA Act)</b>	\$ 9,755,050.00	\$ 5,522,968.05		



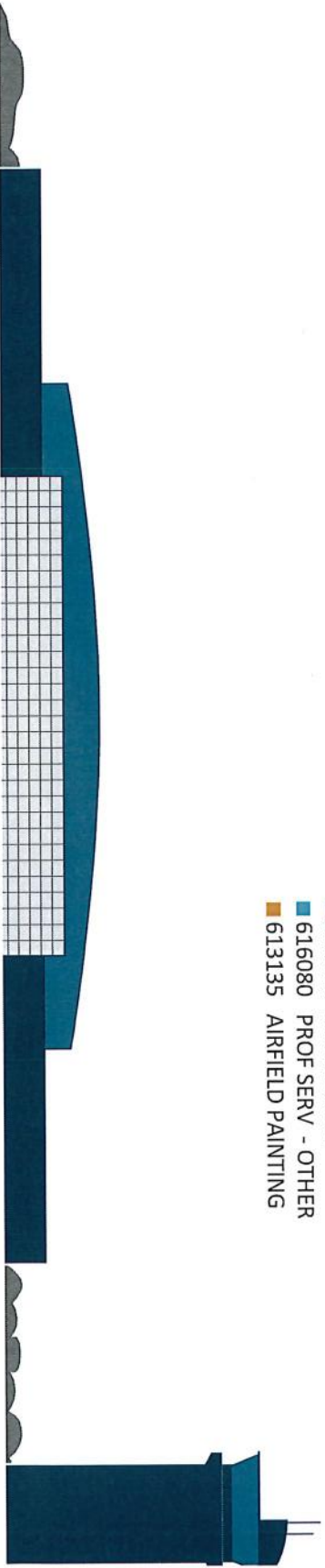
# FY2023 Budget Summary Expenses

621060	PURCHASES FOR RESALE	\$ 4,116,811.80	61.83%
511000	SALARY/WAGES-PERM.	\$ 855,451.05	12.85%
674010	PROPERTY/FIRE/LIABILITY INS.	\$ 203,000.00	3.05%
520070	RETIREMENT	\$ 194,148.00	2.92%
616080	PROF SERV - OTHER	\$ 128,830.12	1.93%
613135	AIRFIELD PAINTING	\$ 125,000.00	1.88%



## Top 6 Expenses

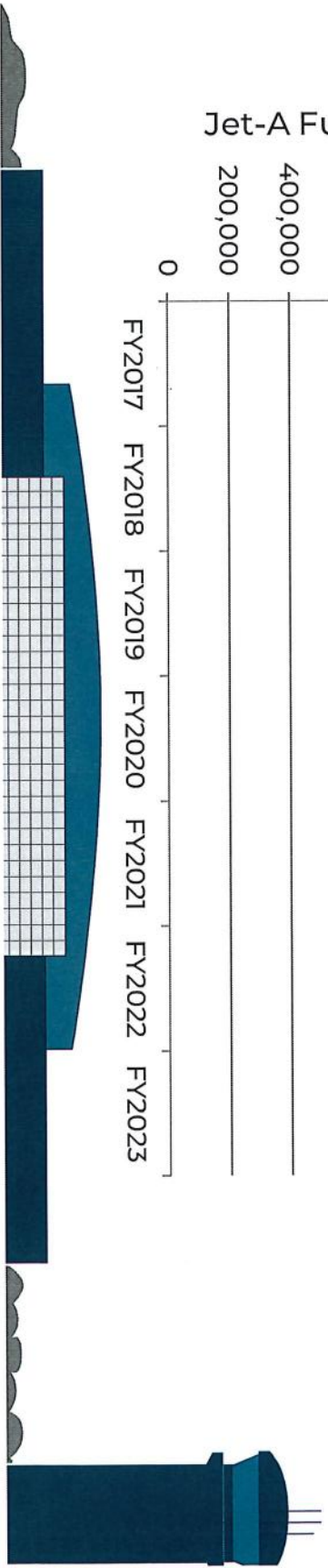
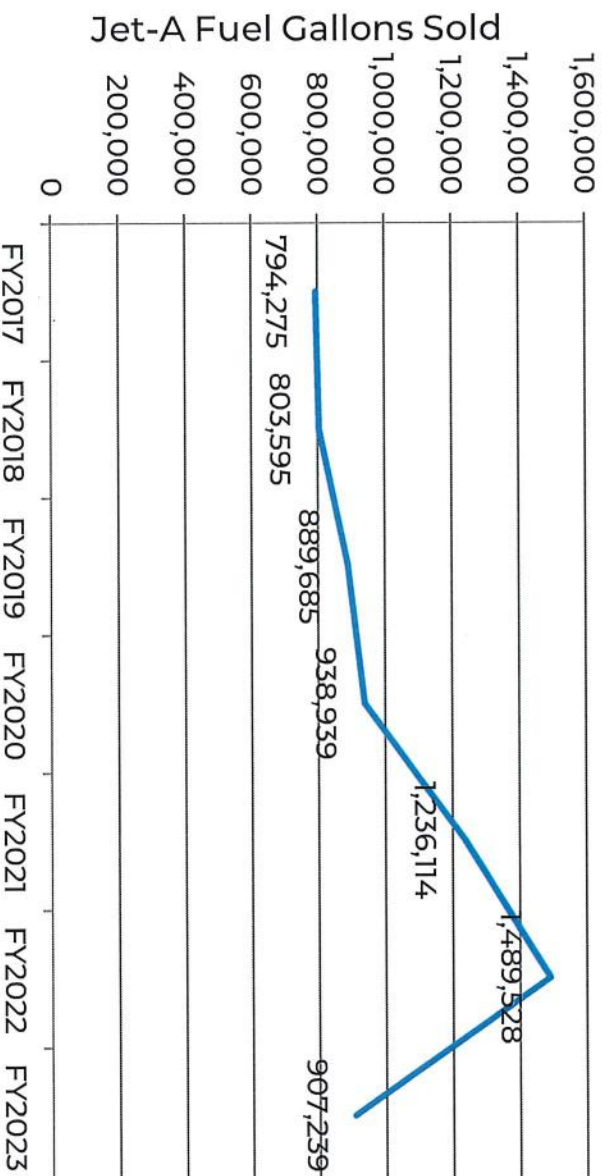
- 621060 PURCHASES FOR RESALE
- 511000 SALARY/WAGES-PERM.
- 674010 PROPERTY/FIRE/LIABILITY INS.
- 520070 RETIREMENT
- 616080 PROF SERV - OTHER
- 613135 AIRFIELD PAINTING



# 2023 Budget Summary - Jet Fuel

- Jet Fuel Sales = 97% of the anticipated revenue budget has been collected within the first 6-months of this FY
- Fuel Sales = ↓ 25% (month of Dec. compared to same month in FY22)
- Fuel Sales = overall ↓ 0.45% for FY23 compared to same month in FY22)

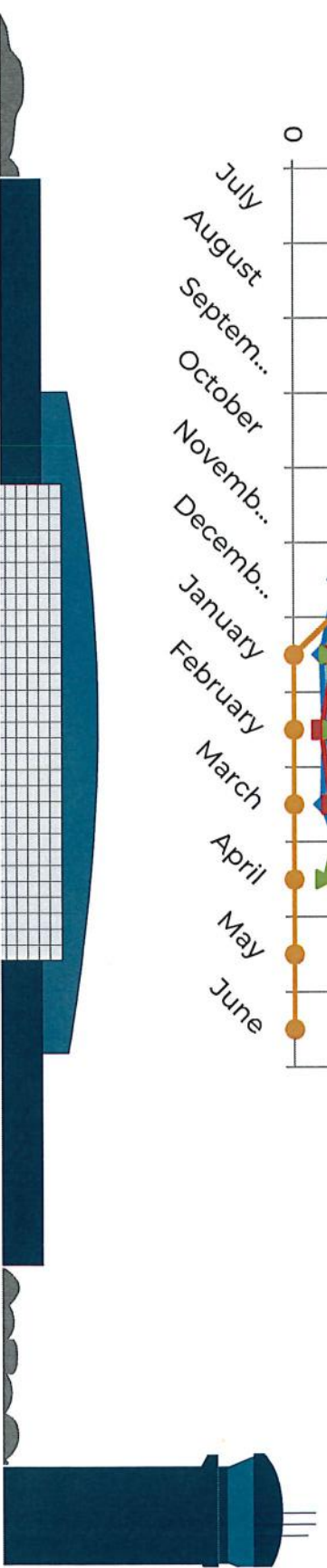
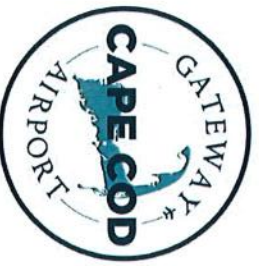
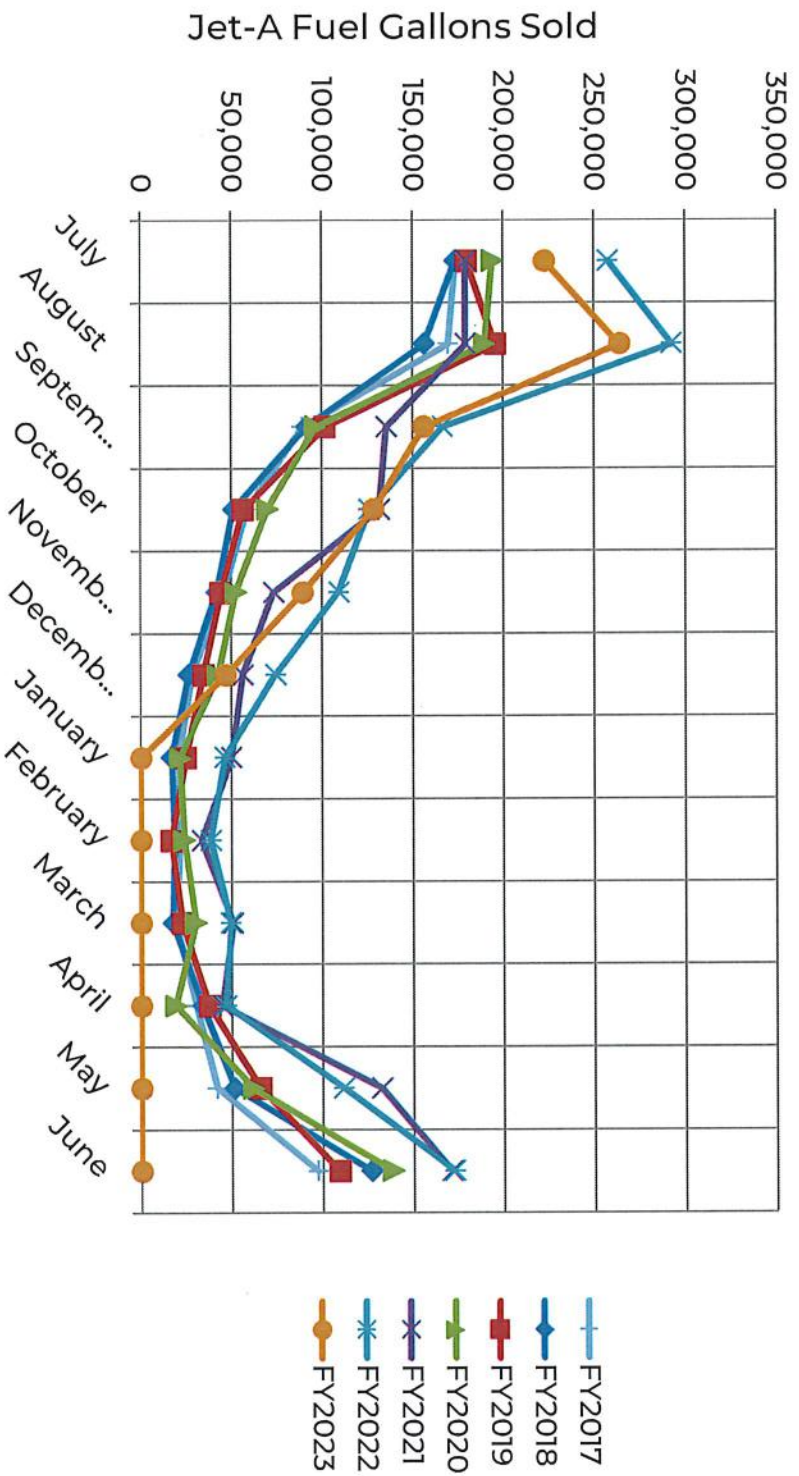
Annual Jet-A Fuel Sales by Fiscal Year



# 2023 Budget Summary - Jet Fuel

→ Jet Fuel Sales = Tracking close to FY22 but still lower during our busiest months of July, August and September.

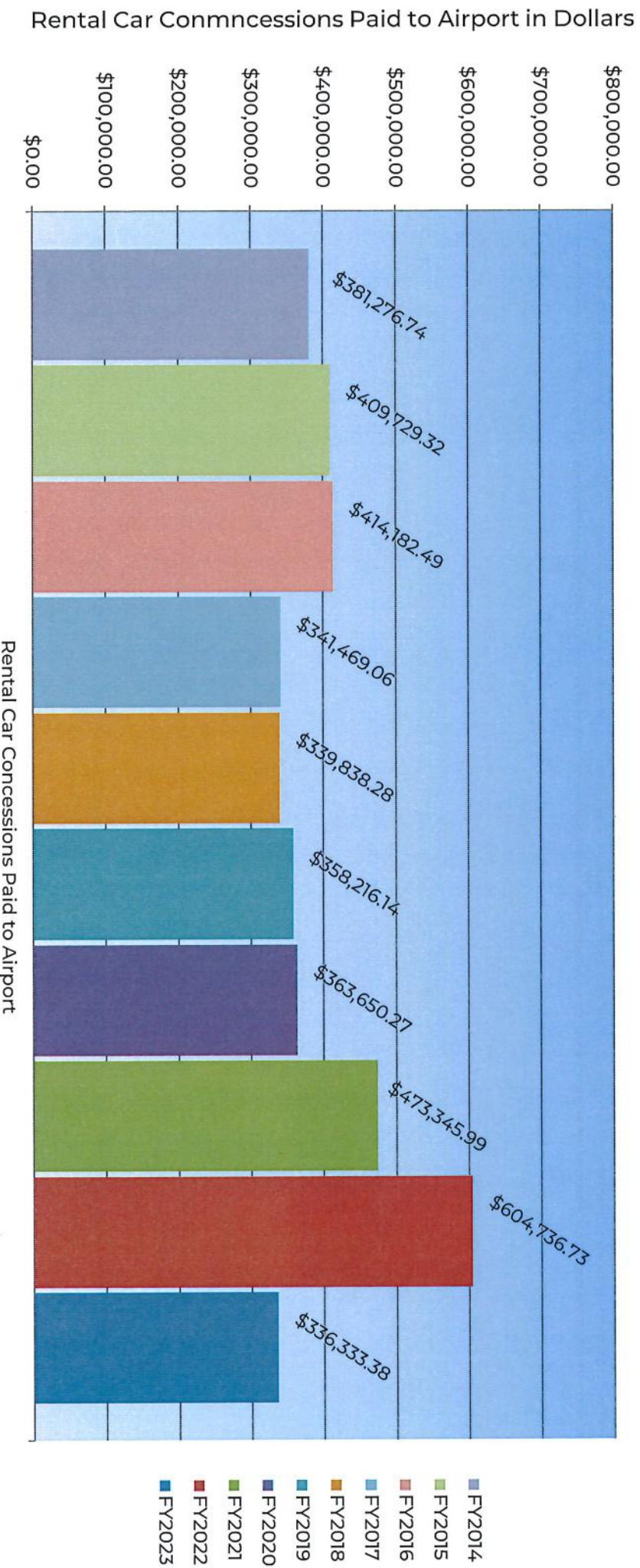
Monthly Jet-A Fuel Sales by Fiscal Year



# 2023 Budget Summary – Rental Car Concessions

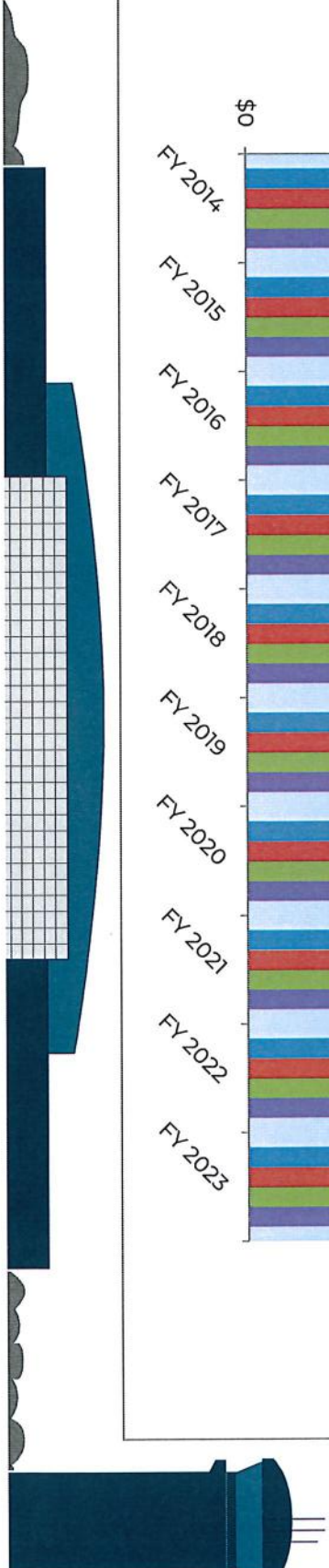
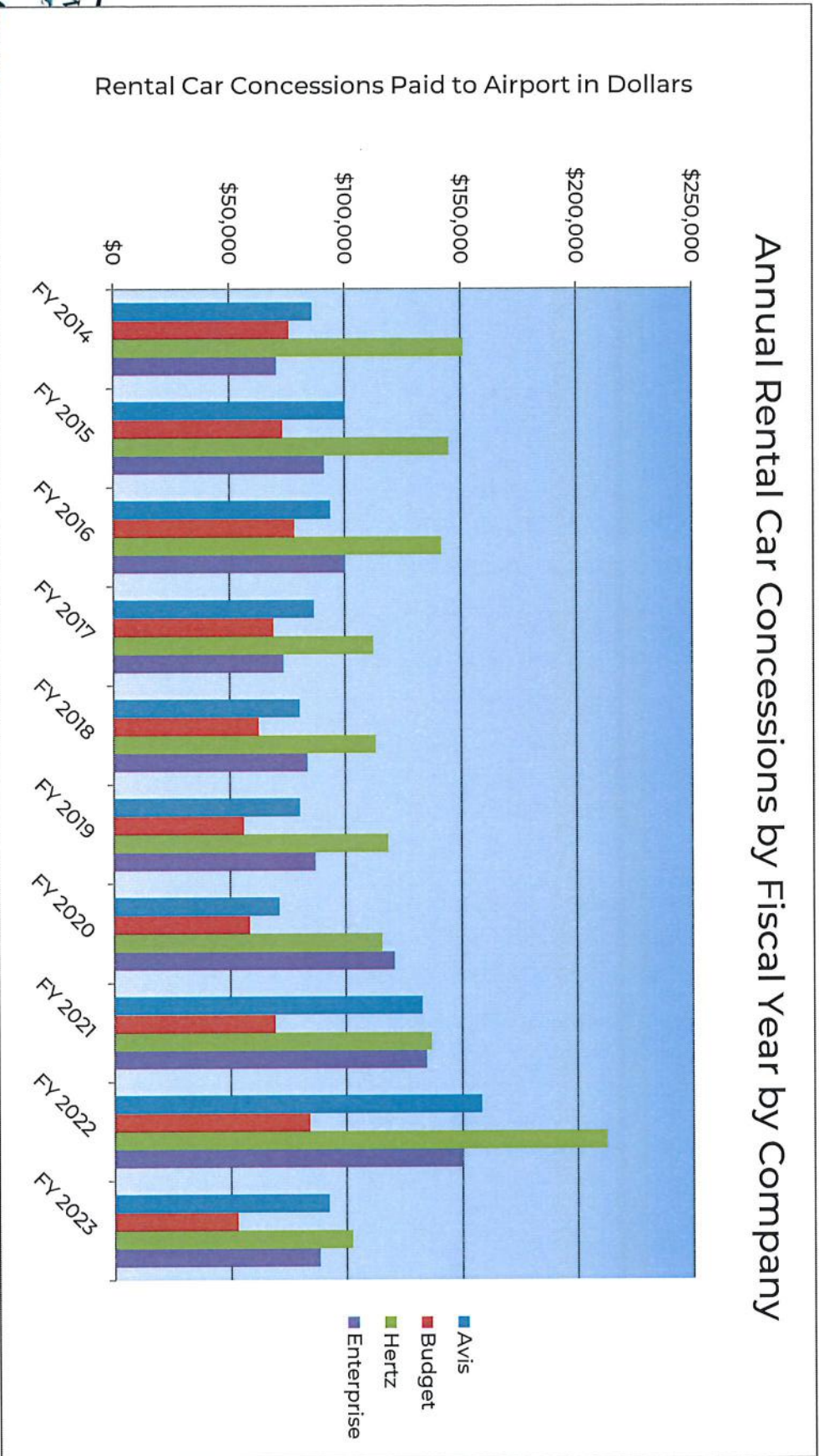
→ Rental car concessions = 97% of the anticipated revenue budget has been collected for this FY

Annual Rental Car Concessions by Fiscal Year (FY2014-Present)



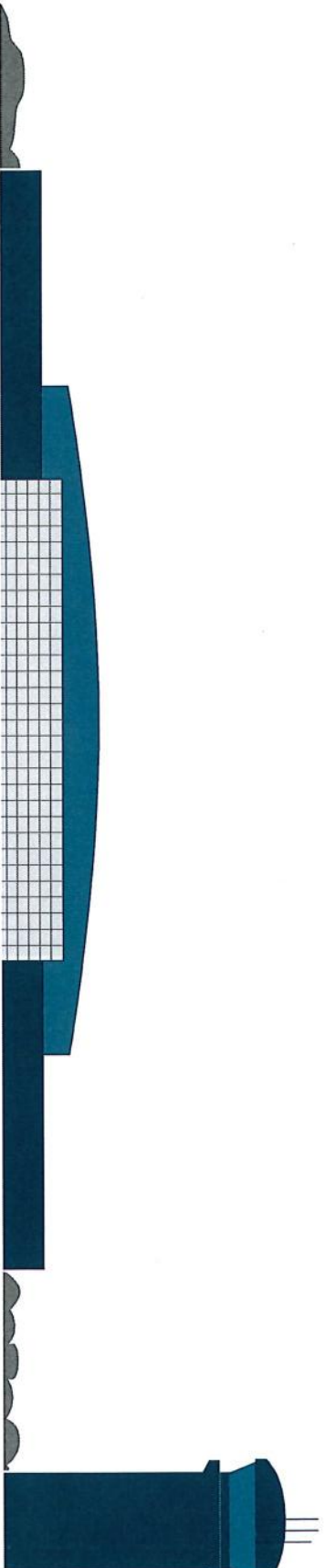
# 2023 Budget Summary – Rental Car Concessions

→ Hertz brings in the highest revenue year over year



# FY2023 Airport Operations/Passenger Activity

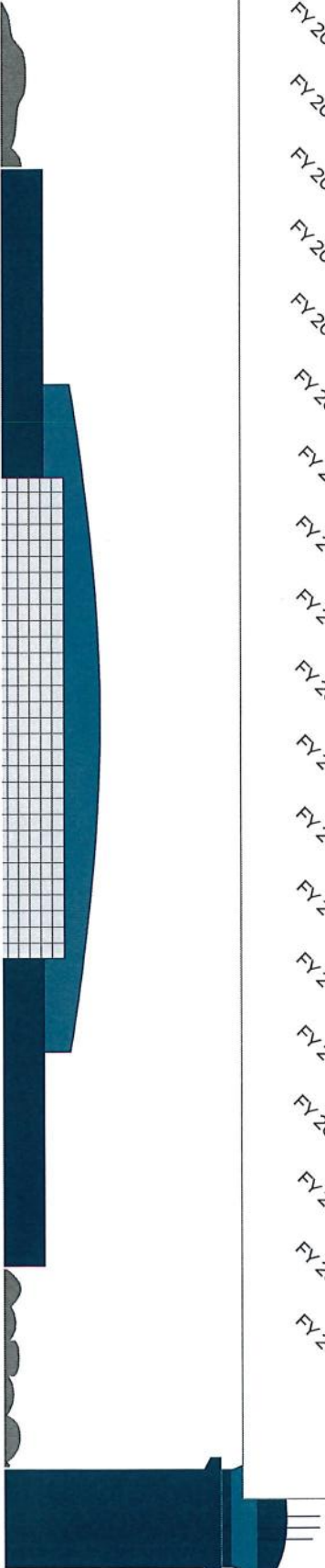
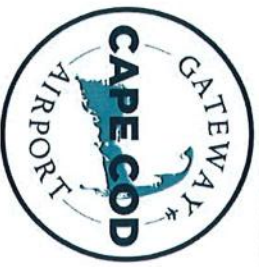
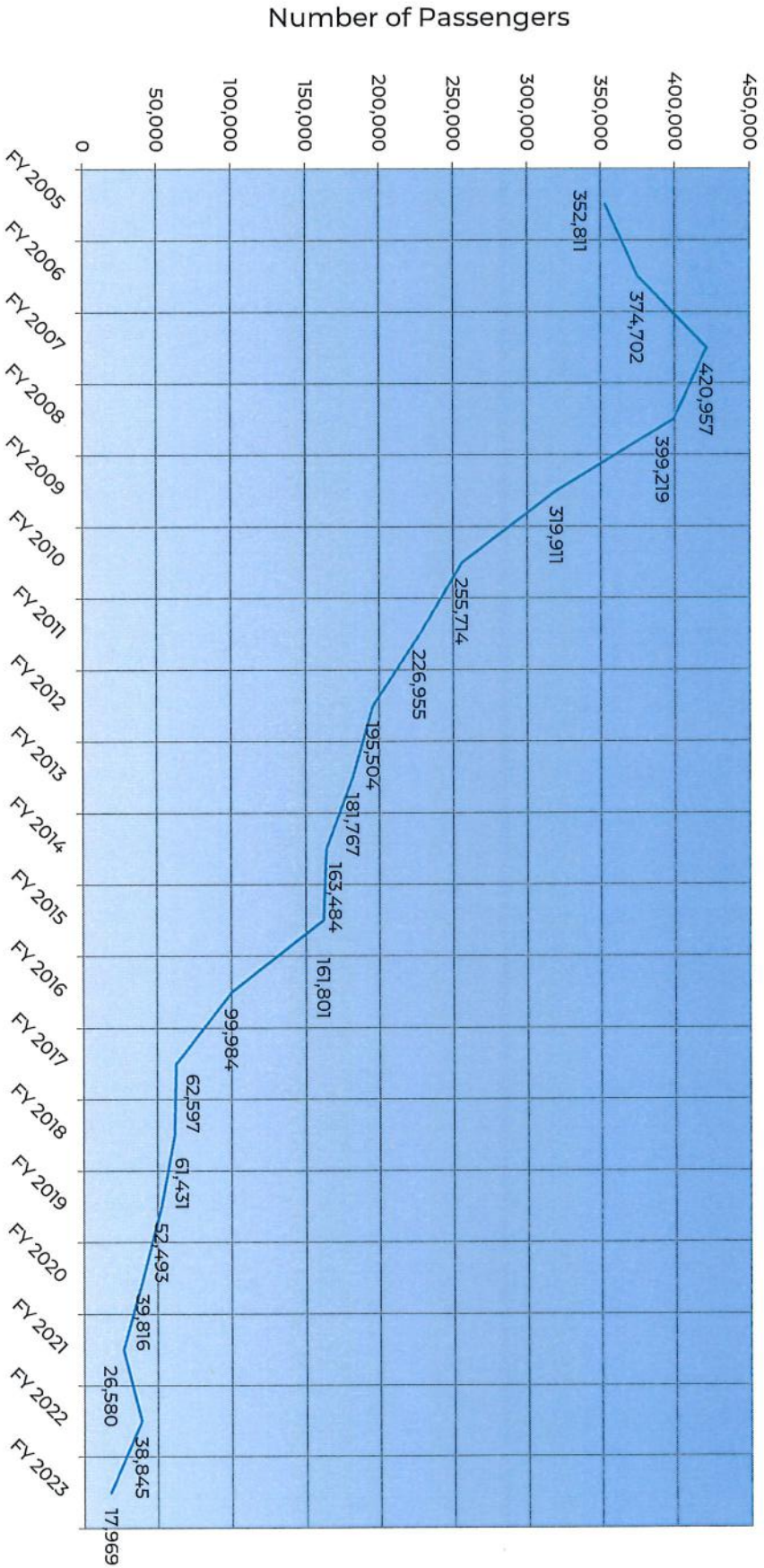
PASSENGERS & OPERATIONS					
ENPLANED PASSENGERS	20,000	8,799	-11,201		-56%
DEPLANED PASSENGERS	20,000	9,170	-10,830		-54%
TOTAL PASSENGERS	40,000	17,969	-22,031		-55%
		*Passenger # = Through November 2022			
TOTAL AIRPORT OPERATIONS	60,000	29,301	-30,699		-51%





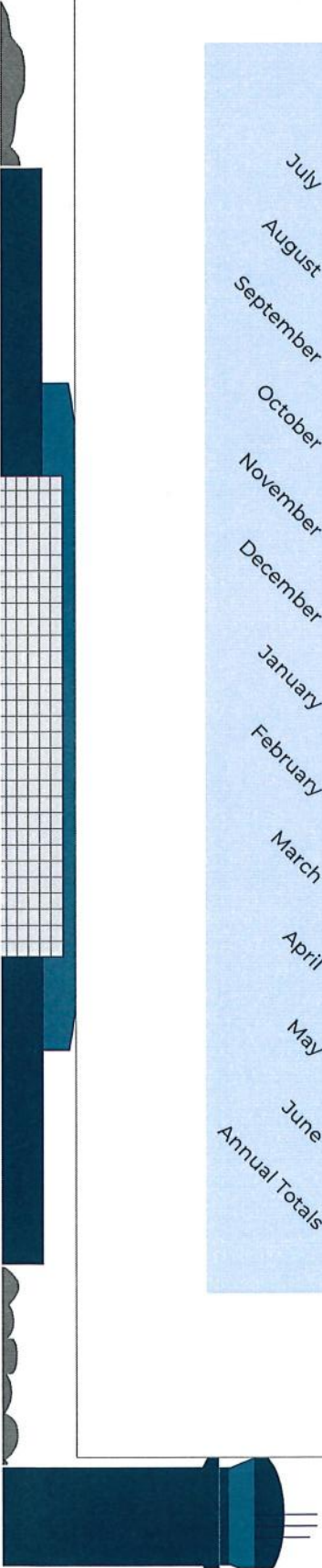
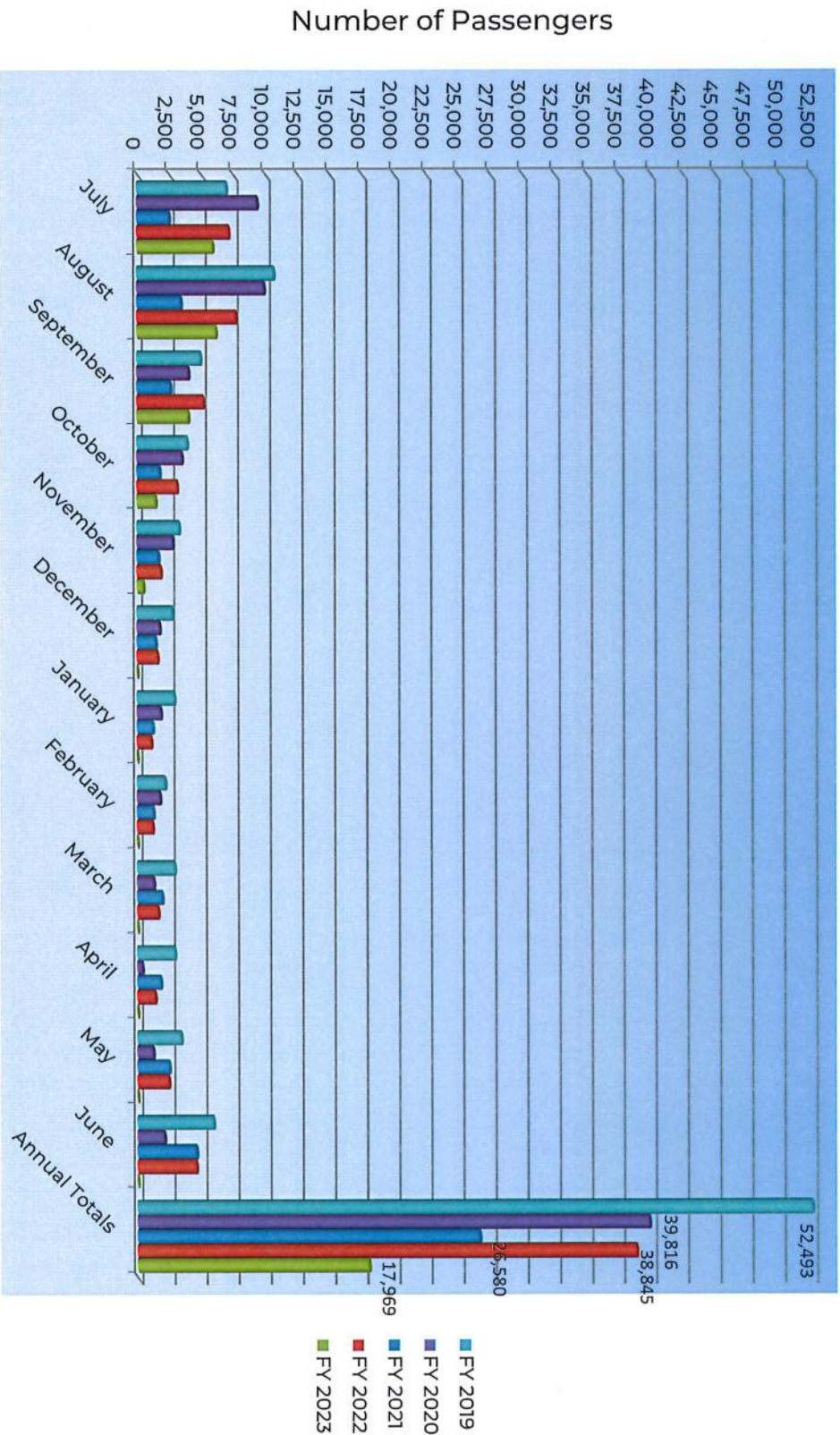
# FY2023 Airport Operations/Passenger Activity

Annual Airline Passenger Activity by Fiscal Year (FY2005 - Present)



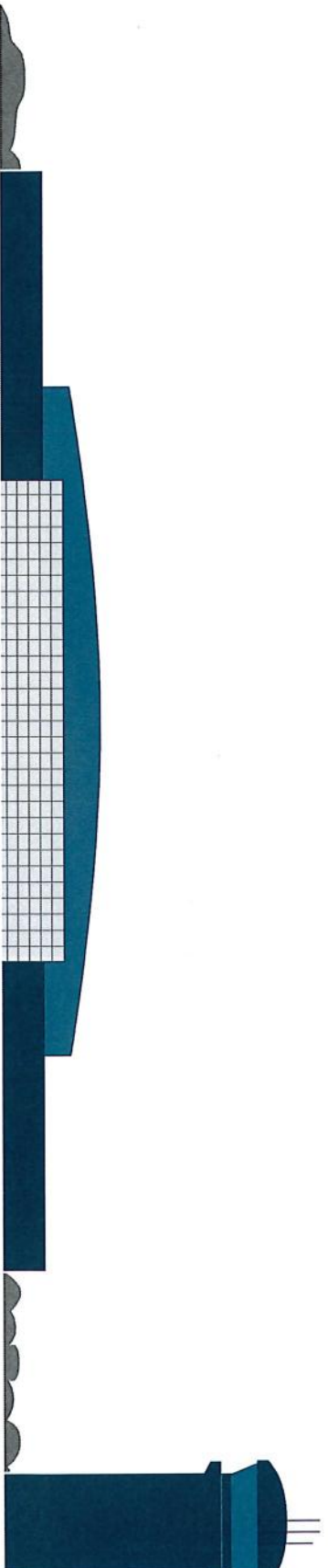
# FY2023 Airport Operations/Passenger Activity

Monthly Airline Passenger Activity by Fiscal Year (FY2019 - Present)



# Grant Updates

- Projects underway but we will CARES Act Grant before performance expiration date
- Exhausted funds for the CRSSAA Grant and closeout has occurred
- ARPA & BIL (5-year grant) = grant applications underway & projects included in CIP. ARPA grant to be used for FY2024 projects.
  - BIL Grant (Year 1) = Environmental Assessment
  - BIL Grant (Year 2) = HVAC Upgrades in the Tower

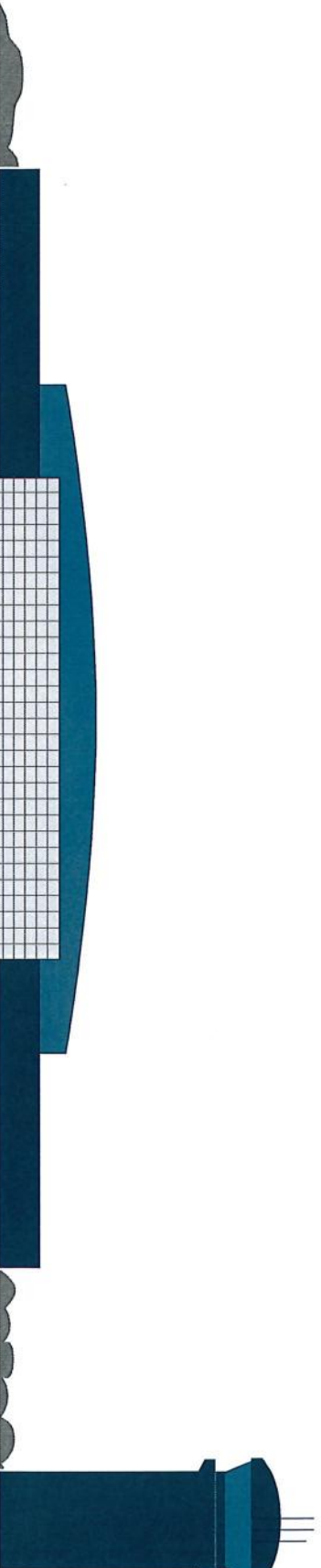




# CRRSAA Act Funds

→ Funds and Grant Exhausted

CRRSAA Act Grant	Operating Expense Funds Used for Jet Fuel Only: PO#22003423 Ascent Aviation Group						Concession Relief
Total	\$1,013,551						
Payment request- received	Operating Expenses						
Payment Voucher #	\$1,008,311.00					\$5,240.00	
	PV Dates	FY2022	taxes	revised	amount paid	PV Date: FY2022	
		July 1, 2021-June 30, 2022 - requested					July 1, 2021-June 30, 2022
PV#1	10/15/2021	\$149,864.36	\$14,431.69	\$135,432.67	\$135,432.67		
PV#2	11/1/2021	\$461,991.57	\$41,652.32	\$420,339.25			
PV#3		\$396,455.07	\$33,715.33	\$362,739.74			
PV#4		\$89,799.34		\$89,799.34			
PV#5							
<b>Totals</b>		<b>\$1,098,110.34</b>	<b>\$89,799.34</b>	<b>\$1,008,311.00</b>			<b>\$0.00</b>



# ARPA Act/BIL Funds

→ We will begin using these funds for  
Capital Improvements in FY2023/FY2024

Grant Title	Grant Allocation	Grant Acceptance Date	Period of Performance Expiration Date
Coronavirus Aid, Relief, and Economic Security (CARES) Act	\$17,971,966	June 25, 2020	June 24, 2024
Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA)	\$1,008,311	April 23, 2021	April 22, 2024
Concession Relief	\$5,240	April 23, 2021	April 22, 2024
American Rescue Plan Act (ARPA)	\$1,120,580	December 15, 2021	December 14, 2025
Concession Relief	\$20,959	December 15, 2021	December 14, 2025
Bipartisan Infrastructure Law (BIL)	\$1,015,864 (FY2022)	MORE DETAIL TO COME	5-year annual program
Bipartisan Infrastructure Law (BIL)	\$1,015,674 (FY2023)	MORE DETAIL TO COME	5-year annual program
Total Grant Funding	\$22,158,594		