



CAPE COD GATEWAY AIRPORT
COMMISSION MINUTES OF THE REGULAR SESSION
Held at the Cape Cod Gateway Airport
TUESDAY, May 21, 2024

Commissioners Present:

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

Commissioners not present:

Mark Guiod

Yarmouth Representative:

Christine Greeley

Airport Staff Present:

Katie Servis, Airport Manager; Matthew Elia, Assistant Airport Manager; Chris Bostwick, Senior Project Manager/Airfield Compliance Supervisor; and Suzanne Kennedy, Administrative Assistant to the Airport Manager

Public Members:

Sudeen Dwyer, Airport Project intern, Robert Holzman, Airport Operations Supervisor; and Donald Sears, Airport Maintenance Supervisor

Call To Order:

Chairman Griffin called the regular meeting of the Cape Cod Gateway Airport Commission to order at 4:00 p.m. He stated this meeting of the Cape Cod Gateway Airport Commission meeting is being recorded and broadcast on the Town of Barnstable's Government Access Channel. In accordance with Massachusetts General Laws Chapter 30A, Section 20, the Chair must inquire whether anyone else is recording this meeting and, if so, please make their presence known.

Attendance roll call was taken followed by the Pledge of Allegiance.

Minutes of the previous meetings:

The minutes of the April 16, 2024, Airport Commission meeting were approved and signed.

Public Comment:

None

Commissioners Response to Public Comments:

None

Finance Subcommittee (Commissioners Weill, Flores, and Bailey)

The Finance Subcommittee met on Tuesday, May 7, 2024. Commissioner Weill gave a review of the meeting (see attached).

Infrastructure & Marketing Subcommittee (Commissioners Young, and Bierwirth)

The Infrastructure & Marketing Subcommittee met on Tuesday, May 7, 2024. Commissioner DiGeorge gave a review of the meeting (see attached).

Old Business:

COM0224-4 Approval of Lease Agreement by and Between Cape Cod Gateway Airport and Atlantic Aviation.

MOTION to approve the 20-year Lease Agreement by and Between Cape Cod Gateway Airport and Atlantic Aviation effective February 29, 2024, for associated land parcels as described in the lease. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was tabled until June.

New Business:

COM0524-1 Approval of the bid award and contract to Rosenbauer, for the PURCHASE AIRPORT RESCUE & FIRE FIGHTING CLASS 4 VEHICLE.

MOTION to approve bid award and subsequent contract to Rosenbauer Minnesota, LLC., in the amount of \$954,526.00 for the purchase of a new Airport Rescue & Firefighting (ARFF) Class 4 Vehicle to replace the current 1992 ARFF vehicle. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commissioner Weill; and seconded by Commissioner Flores.
- The airport received approval from the Federal Aviation Administration (FAA) and MassDOT Aeronautics for the purchase and replacement of the 1992 E-One Titan Aircraft Rescue and Firefighting (ARFF) Vehicle and tool and equipment.
- Replacement was deemed necessary as parts are no longer available for the existing 1992 vehicle. This piece of equipment has been under constant maintenance over the last several years requiring the airport mechanic to engineer and create in-house made parts.
- The Commission approved this item as part of the FY2023 Capital Improvement Plan (CIP) budget.
- Bids were not received for this truck in previous bid rotations during FY2023 effort so the FAA and MassDOT allowed for the project to be moved into FY2024.
- Rosenbauer Minnesota, LLC was the only qualified bidder on this recent bid cycle for \$954,526.00
- Barnstable Town Council approved this item via Appropriation Order (AO) #2022-130 (\$978,000) on 4/28/2022.
- Bids came in under this budget but there are also administrative fees, legal posting for procurement, specification development by ASG, and equipment to purchase. Some of the necessary tools and equipment will come from the 1992 vehicle as they are still in serviceable condition. A future request for additional funding to cover these elements will be made in July.
- An existing Rosenbauer fire truck is already in the Airport's fleet, so this will be the second one.
- 90% will be reimbursed from the FAA, and 5% by MassDot for this purchase.
- This vehicle will take 18-24 months to build to specifications. The existing vehicle will be surplus out, or traded in.
- This agenda item was unanimously approved by verbal vote.

COM0524-2 Approval of the Lease Subordination, Non-Disturbance, Recognition, and Attornment Agreement by and through the Cape Cod Gateway Airport Commission and ULTA Salon, Cosmetics & Fragrance, Inc., Sub-lessor of WS Development.

MOTION to approve the Lease Subordination, Non-Disturbance, Recognition, and Attornment Agreement by and through the Cape Cod Gateway Airport Commission and ULTA Salon, Cosmetics & Fragrance, Inc., Sub-lessor of WS Development.

SPONSOR: Management (**May be acted upon**)

- This agenda item was moved and read by Commissioner Flores; and seconded by Commissioner DiGeorge.
- WS Development has finalized a lease with ULTA Salon, Cosmetics & Fragrance, Inc., and they are now required to deliver a Recognition Agreement from the Airport Commission.
- WS Development and ULTA Salon, Cosmetics & Fragrance, Inc., negotiated some of the terms that differ from the form of Recognition Agreement initially approved by the Commission in 2018.
- A subordination, non-disturbance, and attornment agreement (SNDA) is a leasing agreement between the Airport as the Owner and Ulta the sub-tenant, that defines the relationship

between these entities and the sub-tenant's landlord (defined as the "Current Landlord"), WS Development. This SNDA establishes the parties' rights and obligations if WS Development ("Current Landlord"), defaults on the mortgage or lease and asks the airport ("Owner") to recognize the Ulta Lease in case default were to occur by the Current Landlord.

- The Airport's attorneys from Anderson & Kreiger have worked through the language and came to an agreement on behalf of the airport making very minor changes to the form of Recognition Agreement initially approved by the Commission in 2018.
- The attached the final agreed upon document.
- Ulta is a returning tenant for WS Development. They have not identified a tenant for the other half of the Kmart store, but they will be providing an update at the July meeting.
- This agenda item was approved by verbal vote, Commissioner Flores abstained from voting.

COM0524-3 Update on the recently completed Federal Aviation Administration Part 139 annual inspection.

- Matt Elia introduced Don Sears, Maintenance Supervisor, and Bob Holzman, Operations Supervisor who have both been an integral part of the team for inspections every year.
- Preparation for the annual inspection is a year-long process and the team works diligently to make sure training, implementation and compliance, and the inspection go well.
- Something that was unique to this year was that only a 50-day notice was given rather than a 90-day notice for the inspection dates as a prior lead inspector recently retired.
- Assistant Manager Elia reviewed the attached power point presentation and showed examples of the To Do List and Tracking Sheet that are used to monitor and check off the required tasks to prepare.
- He reviewed what is involved in the actual inspection and the daily inspection schedule.
- The inspector commented in the exit-brief that Cape Cod Gateway Airport has an experienced, well-trained, professional team with pride of ownership. He was impressed with the details and tasks that were covered over the entire year. The timed ARFF unannounced drill was completed within the requirement of 3 minutes to make it to the mid-point of the farthest runway. As there are multiple training exercises throughout the year, the Airport staff made it in 1 minute and 33 seconds.
- The inspector complimented the level of safety, training, self-inspection records, and the ability to quickly made necessary modifications.
- One of the inspectors in the region, not this Airport's inspector, was out of the country helping an international airport develop their safety programs and he reached out to get a copy of our training program for a model. This speaks volumes to the staff that has developed this program at the Cape Cod Gateway Airport.
- There were no program discrepancies, but some minor discrepancies involving a faded sign, an override switch wire, fuel items, and maintenance of the safety areas. That very day some of these discrepancies were addressed. Zero discrepancies were achieved in 2020 and 2022.
- The inspector shared that the region provides examples of the top 5 airports in the region to ICAO (International Civil Aviation Organization). Those airports in our region are usually Boston and Bradley and Manchester, but the Cape Cod Gateway Airport is one of those 5 airports that were provided; and we should be extremely proud of that accolade. The staff did an excellent job putting all the pieces together for the inspection, but this also shows that what is done each day goes a long way to achieving a much higher level at this airport. The Commission agreed that the staff did an excellent job and thanked Bob Holzman and Don sears on their leadership.
- Commissioner Weill would like to communicate this to the general public. The TSA is considering using this airport for a remote site for screening and the results of the inspection where we provide forms and help for other airports. This speaks to the management team and all of the supporting staff. Management will look into this with the consultants.
- Manager Servis stated she is very proud of the team and the supervisor's organization and year-round effort. The passion to make sure the staff is ready for the inspection speaks to the quality of all the staff.

Taken out of Order:

10. Report of Special Committees

- **Yarmouth Representative Comments**

- Ms. Greeley spoke to the recurring questions from the Yarmouth Administration:
 - Concerns with continuing issues with the PFAs Plume emanating from Barnstable
 - She asked if there was a timeline and development of flight procedures
 - Revisiting the quarterly Community Workshop meetings
- Manager Servis responded that the PFAS from the Airport property is collected at the Maher Well site through Carbon Filtration and does not go beyond. There are other industrial sites that do.
- The Scope of Work for the Flight Procedures is being worked on and a meeting will be scheduled for a July timeframe with stakeholders.
- The Community Workshop can be set up. There have been several meetings on the Airport with PFAS the Environmental Assessment (EA) and the Master Plan. An EA Meeting will be held in July.
- **Noise Report (July, October, January, April)**
 - There is no noise report for this month
 - Commissioner Bierwirth mentioned that she has received two very nice comments about the noise levels from members of the community.
 - Ms. Greeley asked about an aircraft on Friday night. It would likely be a military operation and those are blocked from the flight tracking software.

The following was taken out of order:

Updates:

- The Airport is looking into a temporary tent for a secure hold area for the passengers during the season. The only area to place it is the employee lot as there is no space on the airfield side. However, the TSA has stated that a chain link fence cannot be used to secure the tented area, as items could be passed through the fence, and the tent would need solid sides. With no air conditioning in the tent, and the time limitations, management opted not to go with the tent, but to work with the airlines to determine timing of the passengers/flights and implement a stepped screening process for departures and a policy for delays. Airport Solutions Group will be tasked with forming a plan for the next summer season of both internal and external options until terminal modifications can be made.
- The Airport Commission selection of Officers and the Airport Manager's Annual Review will occur at the June 25th meeting.
- The Strategic Planning Ad Hoc Committee Development meeting will be rescheduled.
- American Airlines Update
 - The very first American Airlines flights will arrive at 11:30 am on June 5, 2024.
 - There will be state representatives and dignitaries in attendance as well as local Chambers and Airport Commissioners.
- WS Development Update will occur at the July 2024 Commission meeting
- Projects Update/Status
 - Chris Bostwick introduced Sudeen Dwyer, the new Project Management intern attending Smith College.
 - Tower HVAC Project will go out for bid soon
 - Airfield Painting will begin in a few weeks
- Airport Environmental Assessment Status (<https://flyhya.com/airport-info/environmental-assessment/>)
 - June/July will be the next public meeting – meeting #5
- PFOS/Public Involvement Plan & Update
 - Town Council was provided an update at the April Town Council meeting
 - Next status report will occur in October 2024 which will include soil and water sampling around the mitigation site
 - Next public informational meeting will occur November 2024 and every year thereafter
- Upcoming Events:

- o June 13 (rain date June 20) 2024 – Festivities on the Flight Line
 - Eventbrite set up and ready to purchase tickets.
 - Poster and social graphics completed.
 - Island Café & Grille, TULP furniture, and Mark Greel will all be participating in the event.
- o Island Café will start selling food in the terminal beginning Mid-June for the season. A term sheet will identify the terms of the lease so they may operate before the lease is ready.
- o September 2024 –
 - CCYP September 18, 2024
 - ~~A Great Day at the Gateway September 21, 2024, to be canceled~~
 - Full Scale Emergency Exercise September 26, 2024
- o October 24, 2024 – 4th Annual SE MA Aviation Career Fair
 - Exhibitor emails sent to previous exhibitors (about 50). I heard back from about 10 confirming they will be in attendance
 - School emails and invitations sent
- o Commissioner Bierwirth requested a copy of the 15 comments that were received from the public pertaining to the EA. These are on the website and will be provided to the Commissioners.
- o Chairman Griffin will be leaving the Commission after 26 years of service.

Commissioner Bailey left the meeting.

EXECUTIVE SESSION: Executive Session pursuant to M.G.L. c. 30A, § 21(a)(2) to conduct strategy sessions for contract negotiations and engage in negotiations with the Airport Manager. The Commission will return to public session after the executive session.

Chairman Griffin moved to go into Executive Session pursuant to M.G.L. c. 30A, § 21(a)(2) to discuss strategy with respect to contract negotiations with the Airport Manager as a discussion in open session may be detrimental to the bargaining position of the Airport Commission. This meeting will reconvene in open session after the Executive Session.

The motion was seconded, and a roll call vote was taken to go into executive session at 5:09pm.

Griffin – yes	Flores – yes	Weill – yes
Bierwirth – yes	DiGeorge – yes	

The regular session of the special commission meeting reconvened at 6:18pm. A roll call vote was taken.

Griffin – yes	Flores – yes	Weill – yes
Bierwirth – yes	DiGeorge – yes	

COM0424-5 Approval of the contract agreement by and between the Town of Barnstable (by and through the Airport Commission per MGL Chapter 90) and the Airport Manager for the Airport Manager Contract for Cape Cod Gateway Airport. MOTION to approve the proposed Airport Management Contract by and between the Town of Barnstable (by and through the Airport Commission per MGL Chapter 90) and the Cape Cod Gateway Airport Manager for the following term and salary as recommended by the Airport Commission. SPONSOR: Airport Commission (May be acted upon)

- Chairman Griffin moved to table until the June meeting; this was seconded by Commissioner Flores and unanimously approved.

11. Announcements – Commissioner's Comments

12. Matters not reasonably anticipated by the Chair
None

Adjournment –

Upon Motion duly made and seconded, the meeting was adjourned at 6:19 PM. The next meeting will be held on June 25, 2024.



NORMAN WEILL, CLERK

Documents attached:
Finance Speaking notes
Infrastructure & Marketing Speaking notes
2024 FAA Part 139 Periodic Inspection Overview

Met Tuesday, May 7, 2024

The meeting was held via ZOOM

The meeting was called to order at 8:31 a.m.

Commissioners Weill, Flores & Bailey were present via zoom.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

COM0524-1 Review and Approve the bid award to Rosenbauer, for the PURCHASE AIRPORT RESCUE & FIRE FIGHTING CLASS 4 VEHICLE.

- The airport received approval from the FAA and MassDOT Aeronautics for the purchase and replacement of our 1992 Aircraft Rescue and Firefighting (ARFF) Equipment
- Replacement was deemed necessary as parts are no longer available for the existing 1992 vehicle.
- The Commission approved this item as part of the FY2023 Capital Improvement Plan (CIP) budget.
- The Town Council approved this item via Appropriation Order (AO) #2022-130 (\$978,000) on 4/28/2022.
- Bids were not received for this truck in previous bid rotations during FY2023 so the FAA and MassDOT allowed for the project to be moved into FY2024.
- Rosenbauer was the only bidder on this recent bid cycle.
 - Although bids were submitted by other manufacturers, the bids were disqualified.
- The sole bidder was from Rosenbauer Minnesota, LLC for \$954,526.00.
- The remainder of the funds will be used for the purchase of necessary tools and equipment.

The agenda item was moved to the May 21, 2024, Full Commission meeting for approval.

Updates:

- Advertisement Update- Advertisements in the Aviation Digest and Cape Cod summer guide was sent to the commissioners.
- Monthly Financial Review-Manager Servis will send the commissioners the reports by the end of the day.
- Strategic Planning Subcommittee Development – Mark Guiod (Chair)
 - Future Commission discussion to update the Strategic Plan
- American Airlines Update
- Upcoming Events:
 - April 30/May 1, 2024 – Cape Cod Blue Economy Foundation's Event (Big Blue Conference)
 - Successful event
 - June 13 (rain date June 20) 2024 – Festivities on the Flight Line
 - Eventbrite set up and ready to purchase tickets.
 - Poster and social graphics completed.
 - Permits submitted.
 - September 2024 –
 - CCYP September 18, 2024 (Note date change)
 - A Great Day at the Gateway September 21, 2024
 - Full Scale Emergency Exercise September 26, 2024
 - October 24, 2024 – 4th Annual SE MA Aviation Career Fair
 - Exhibitor emails sent to previous exhibitors (about 50). I heard back from about 10 confirming they will be in attendance.
 - School emails and invitation – to be sent this week.

The meeting was adjourned at 8:53 am.

Met Tuesday, May 7 at 10:32 am

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

UNFINISHED BUSINESS:

None

NEW BUSINESS:

IN0524-1 Discussion of the Terminal Optimization Program (TOP) Upgrades - Planning Phase

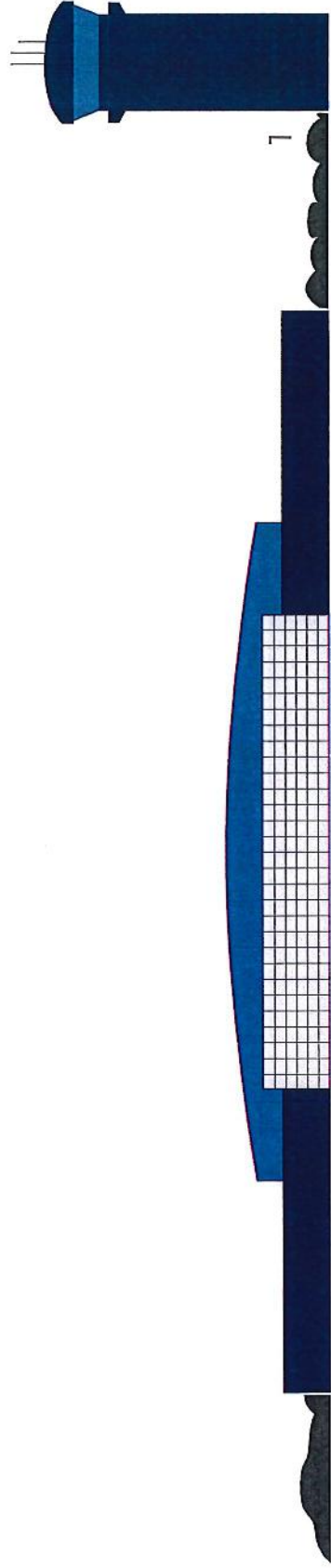
- On the proposed FY2025 Capital Improvement Plan (CIP) the Terminal Optimization Program was identified as one of the projects.
- This project, and the CIP, were approved by the Airport Commission at the December 2023 commission meeting; but was not approved by the Town Council for advancement in the FY2025 CIP budget.
- The proposed FY2025 CIP project was to be a more in-depth planning study to identify options for renovation of the 12-year-old facility to determine needs and standards, including Transportation Security Administration (TSA) requirements for the security checkpoint.
- With the anticipated arrival of American Airlines in the summer of 2024, and existing tenants of JetBlue and Cape Air's more robust schedule, the current terminal building's existing deficiencies will swell, which include lack of check-in space; inbound/outbound baggage screening areas; passenger hold room space; and terminal support space.
- The scope of the project was to include planning for terminal optimization of today and short-term and mid-term terminal improvements that may include reorganization of existing space and contemplation of vertical or lateral footprint modifications as deemed necessary to handle seasonal activity.
 - TC comments included that they wanted to see a study of airport closure completed prior to terminal changes and they felt that the American Airlines lease was not sufficient to make terminal changes at this juncture. They would like to see the scope of work.
- To prepare for this 2024 season, management is erecting and leasing a tent and seating for \$40,000
- The Commissioners discussed various areas that could be utilized in the interim for this season.
- A Terminal Optimization Plan would be needed for the 2025 season.
- The on-call funds will be utilized to come up with a simple reconfiguration and phased approach for better use of the space, and to be able to reuse any structural additions for a long-term solution.
- The baggage secure screening area is also an issue with lack of space.
- Management will be meeting with the Airlines to discuss the areas of concern including Passenger check-in area, bags and back of house organization to go to each aircraft, and a more fluid approach to screening for flights.

Updates:

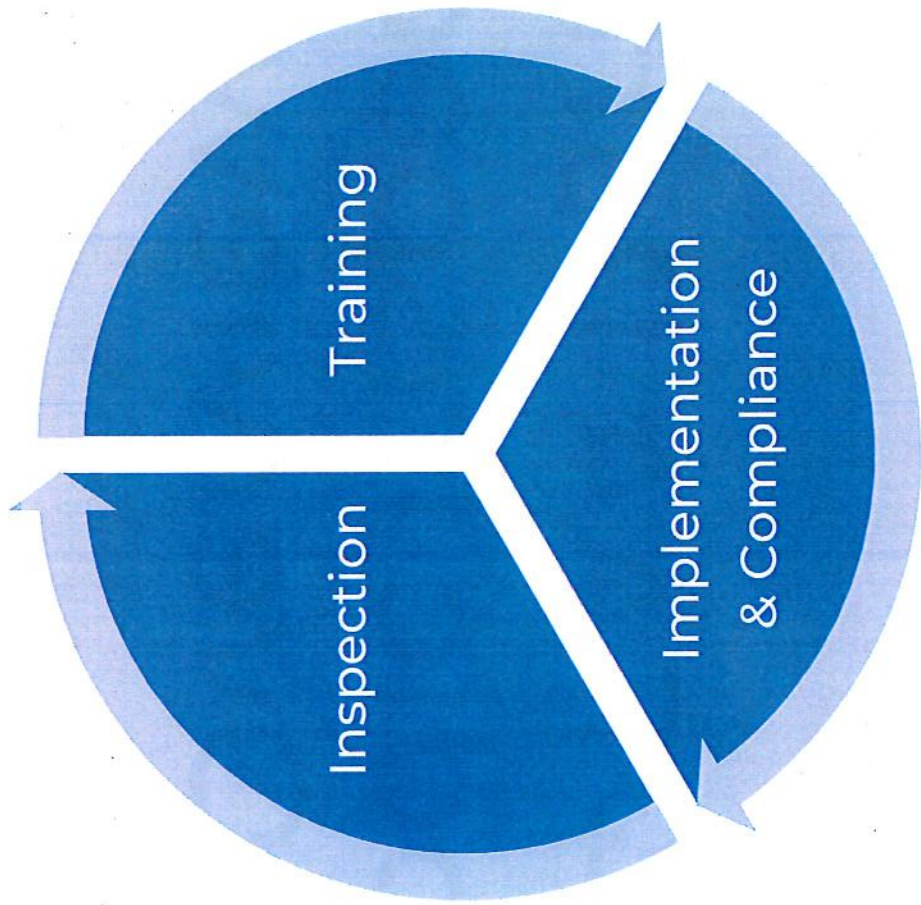
- Manager Servis gave an update on the current advertising in various media avenues
- American Airlines is almost complete with their terminal buildout
- The Commission meetings will be held in person starting with the May meeting. The Subcommittee meetings will maintain a ZOOM meeting schedule.

Adjournment: Having no other business to discuss, the meeting was adjourned at 11:36 a.m.

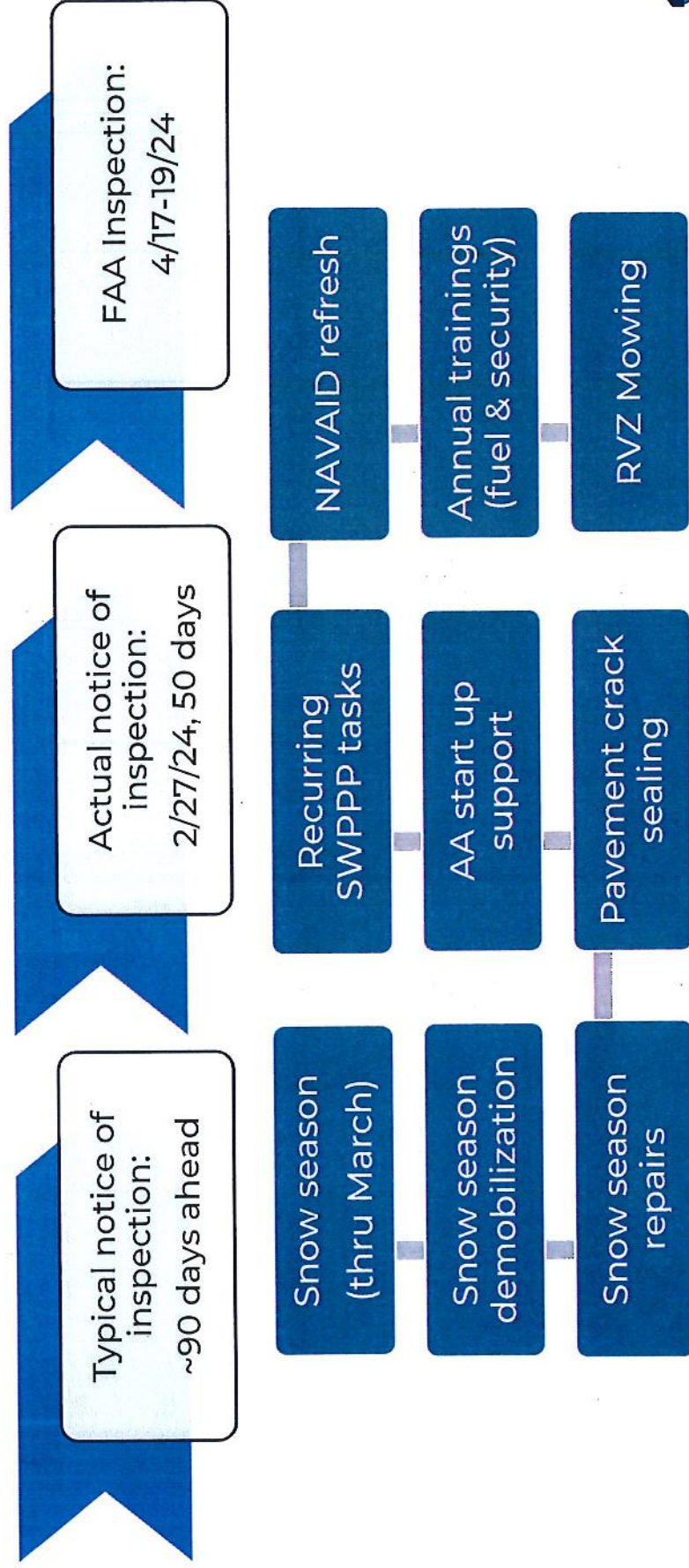
2024 FAA Part 139 Periodic Inspection Overview



Airport Safety = An On-Going, Year Long Effort



Inspection timeline & recurring tasks



How do we stay on track?

To Do List
(8.5"x11" – 6 pages)

HVA 2024 FAA Inspection
TO DO LIST
AIRFIELD

updated 4-12-24 11:00

Item	Target Date(s)	Complete Assignment	Status
Inventory windbreak	ASAP	X	DS - completed 2/16. 3 employees #1 & 2 on field, #3 & 4 on road.
Order subconcess (as needed)	3/1/2024	X	DS/MAA
Order sod of (awn) (25 yards)	3/1/2024	X	DS/MAA
Remove trees at entry to TWY Echo & Run Up R/C	3/1/2024	X	DS
Move crown of RVZ			3/1 - equipment staged near RVZ 3/2 - good progress 3/5 - work continued 3/6 - work continued. ME visited - good and washed the area, coming along nicely, main focus is crown on levels pond closest to TWY D & RWY 13/32. 3/11 - A few trees remain 3/14 - trees removed, a couple of trees left 3/15 - trees removed, a couple of trees left 3/27/24 - Need a day to get the trees on the slope nicely 3/27/24 - DS reported work complete
Clean sand from terminal apron / around building	Week of 3/14	X	DS
Repair curb (near 2/24)	Week of 3/11 & 3/18	X	DS
Repair curb (near 3/23)	Week of 3/11 & 3/18	X	DS
Repair curb TWY A	Week of 3/11 & 3/18	X	DS
Repair curb TWY A1	Week of 3/11 & 3/18	X	DS
Repair curb TWY B	Week of 3/11 & 3/18	X	DS
Repair curb TWY C	Week of 3/11 & 3/18	X	DS

To Do List
(8.5"x11" – 6 pages)

Item	Complete Assignment	Status	Priority Location	Target Location
Inventory windbreak	ASAP	X	DS	ASAP
Order subconcess (as needed)	3/1/2024	X	DS/MAA	3/1/2024
Order sod of (awn) (25 yards)	3/1/2024	X	DS/MAA	3/1/2024
Remove trees at entry to TWY Echo & Run Up R/C	3/1/2024	X	DS	3/1/2024
Move crown of RVZ			3/1 - equipment staged near RVZ 3/2 - good progress 3/5 - work continued 3/6 - work continued. ME visited - good and washed the area, coming along nicely, main focus is crown on levels pond closest to TWY D & RWY 13/32. 3/11 - A few trees remain 3/14 - trees removed, a couple of trees left 3/15 - trees removed, a couple of trees left 3/27/24 - Need a day to get the trees on the slope nicely 3/27/24 - DS reported work complete	
Clean sand from terminal apron / around building	Week of 3/14	X	DS	Week of 3/14
Repair curb (near 2/24)	Week of 3/11 & 3/18	X	DS	Week of 3/11 & 3/18
Repair curb (near 3/23)	Week of 3/11 & 3/18	X	DS	Week of 3/11 & 3/18
Repair curb TWY A	Week of 3/11 & 3/18	X	DS	Week of 3/11 & 3/18
Repair curb TWY A1	Week of 3/11 & 3/18	X	DS	Week of 3/11 & 3/18
Repair curb TWY B	Week of 3/11 & 3/18	X	DS	Week of 3/11 & 3/18
Repair curb TWY C	Week of 3/11 & 3/18	X	DS	Week of 3/11 & 3/18



Who was involved in preparations?

→ Literally everyone played a role!

→ Admin

→ Maintenance

→ Operations



What is involved? (typical schedule)

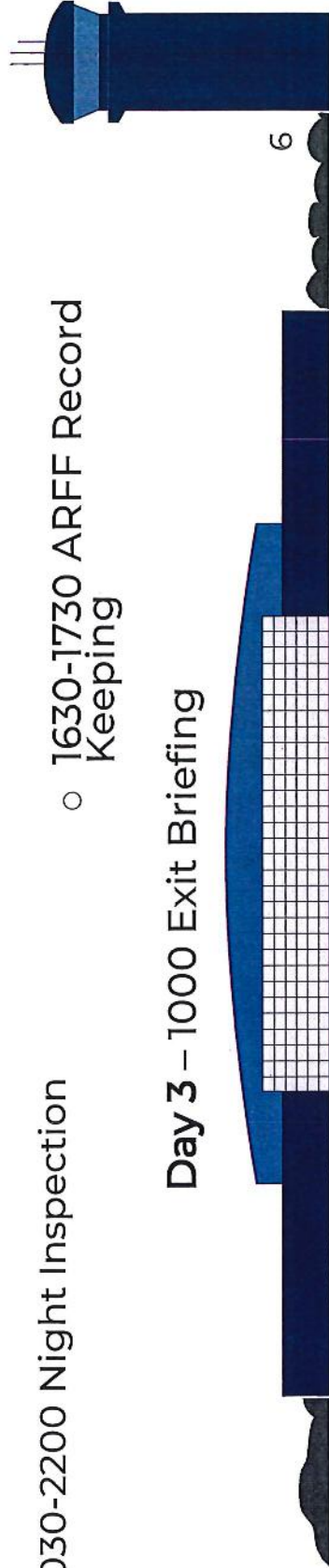
→ Day 1

- 1000-1030 In Briefing
- 1030-1230 Fueling Inspection
- 1230-1330 Lunch
- 1330-1500 Fueling Records
- 1500-1730 Ops Record Keeping
- 1730-2030 Dinner Break
- 2030-2200 Night Inspection

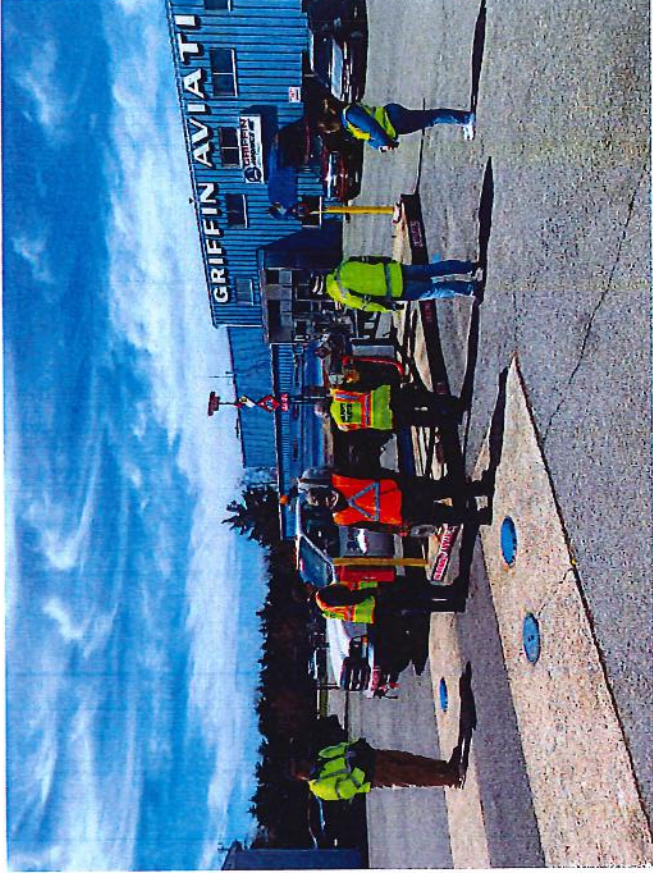
→ Day 2

- 0830-0930 Ground Vehicle Training Review
- 0930-1000 Wildlife w/USDA
- 1000-1100 ATCT Manager Interview
- 1100-1200 Lunch Break
- 1200-1500 Day Inspection
- 1500-1630 ARFF Inspection w/FFs
- 1630-1730 ARFF Record Keeping

Day 3 – 1000 Exit Briefing



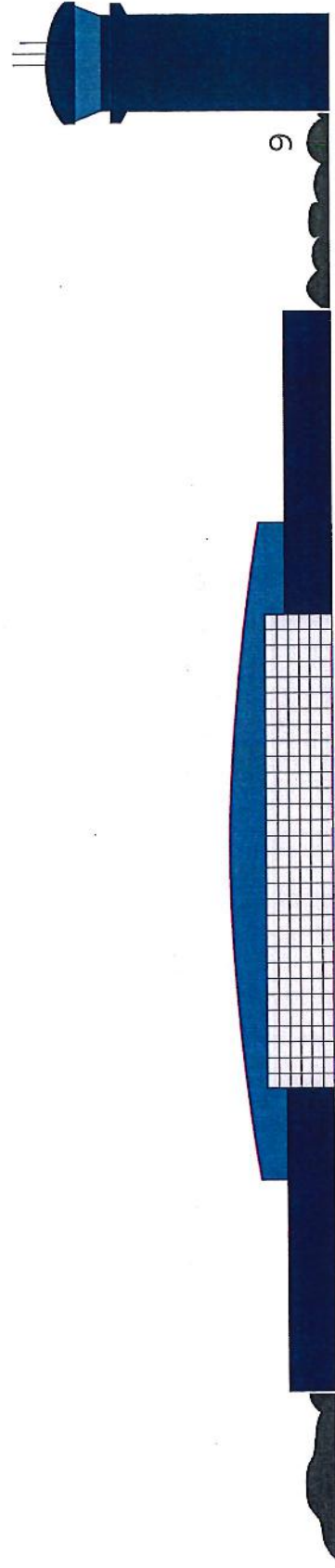
Fueling Inspections



ARFF Inspections



Let's see what the inspector had to say...



HYA Exit Brief

2024

Presented to: Cape Cod Gateway Airport

By: Tim D'Agostino

Date: April 19, 2024



**Federal Aviation
Administration**



**We are
Airports**

HYA Overview

**Experienced, well-trained,
Professional team with pride of
ownership**



Federal Aviation
Administration

ARFF

Timed Response

- Local Time : 13:30
- Intersection of Taxiways C & D
- Vehicle Response Time: 1:33 with 817

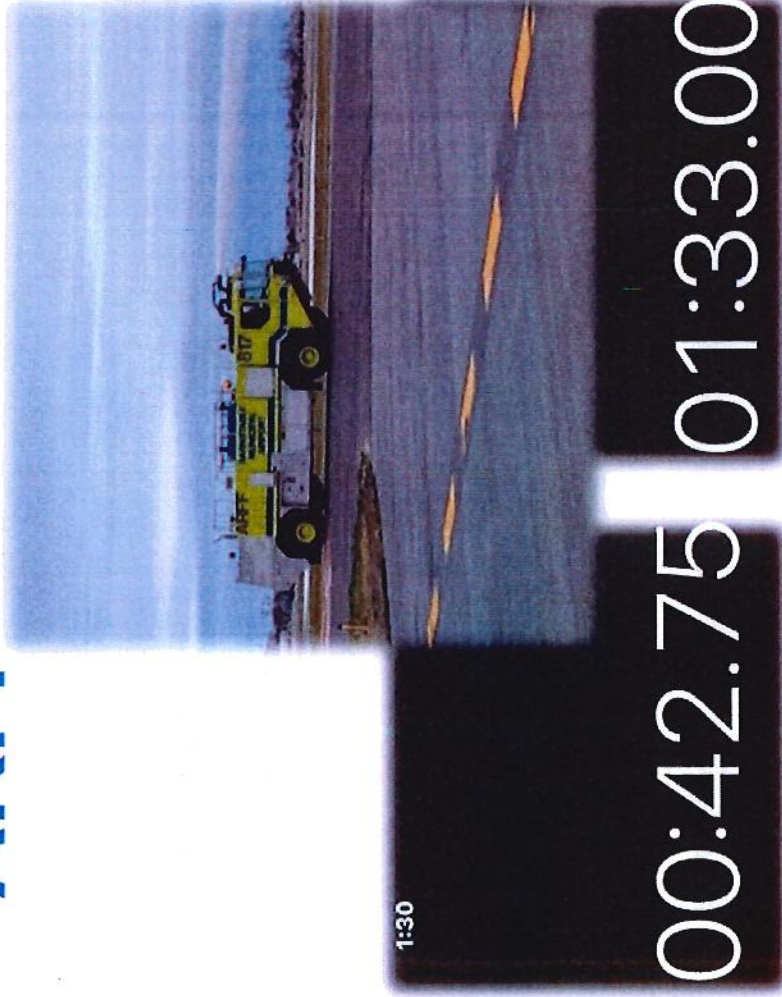
Foam Test Results:

Dry Chem Testing:

ARFF Station & Equipment:

ARFF Records:

New 816 RIV put into service since last inspection.



Fueling

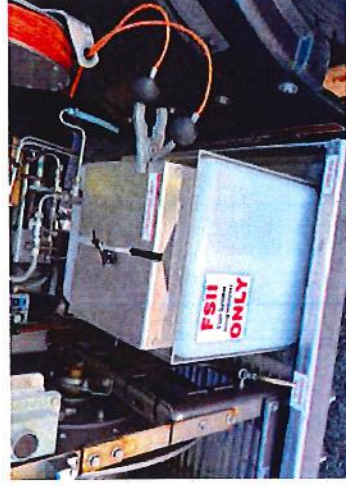


- All records available
- Will be editing certification sheet from fuel handlers
- Trucks and Fuel Farm – Good process with use of the checklist

- Clearly marked FSII and DEF tanks
- Good practices for checking bonding Cable and hoses

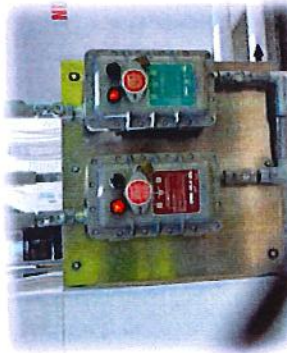


Item	Quantity	Unit	Notes
Jet A	1000	gals	
DEF	50	gals	
...



Fueling – HYA

- Jet-A truck 55930, well maintained
- 1 fire extinguisher with unreadable UL label
- Extinguisher labels need to be clear and fully readable and can sometimes get damaged being pulled in and out of mounts
- Good use and understanding of Scully System!
- EFSO sign outside farm is 2” too low



April 19, 2024

HYA Outbrief



Federal Aviation
Administration

5

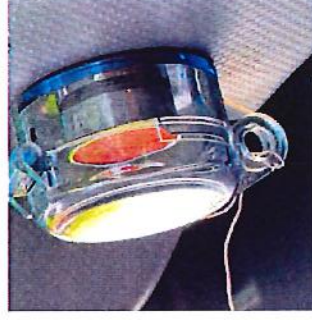
Fueling - Griffin

- Truck #4134, well maintained
- Company name affixed to doors
- Flammable sticker on fuel island not adhering to curb metal
- Recommend better placement method



Fueling – Cape Air

- Truck #44539
- Brake interlock override switch not tied off
- Flimsy plastic cover over the button that looks like it has never had wire in it, but appears it could easily break off when breaking an override wire – this should be monitored
- Wire added during inspection and tested



DPF Regeneration Area

Location meets NFPA 407 setback standard



Recommendations:

- Signage to direct exhaust away from vegetation area
- Paint 100' diameter circle exclusion zone
- Train users & nearby tenants
- **Should be concrete per NFPA 407**

Self-Inspection Records

- Records kept in VEOCI but available on paper as well as last time
- Sorting and filtering data in Veoci makes finding records much faster
- Good practice of reporting all conditions found and good descriptions of all corrective actions taken
- Easily able to follow from self-inspections to work orders to NOTAMS back to close-out



Wildlife call with USDA

- Two triggering events multiple birds struck on in July.
Reviews done - No significant changes
 - Monitor activity, with possible trapping, maintaining grass heights
- No notable mammal activity
 - Filling of dig outs at fence as well as replacement of barbed wire
- Maintaining vegetation of both side of fence - ongoing
- Fence needs skirting going forward on related projects when able to incorporate – intent to be added to WHMP
- Training and permits up to date!
- Removed nesting material from top of 2 of the RW 24 PAPI boxes – continued harassment of birds in this area



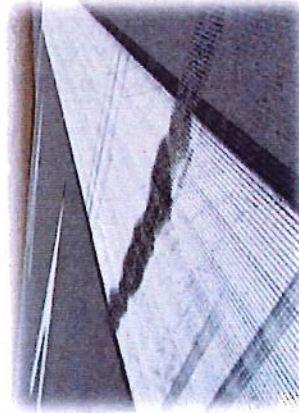
Signs

- Most signage in good shape during daylight and at night
- Vegetation around bases well maintained – need to regrade around sign base on TW D short of RW 6-24 on TW B side due to erosion/settlement after construction project (when fixing rutting in same area)
- RWY 24 pavement edges look very good since project, continue to monitor for washouts and settlement along paved edges and in corners of intersections until fully established – 1.5” lip desired, no more than 3”
- TW A1 location sign is faded and delaminating – needs to be replaced



Markings

- Some markings are faded with some chipping as expected coming out of winter plowing season
- Definitely in need of the upcoming refresh as soon as weather/scheduling permits
- Nighttime shows some blotchiness in reflectivity – slated for repaint in May, contract already awarded – some markings will benefit from 60% removal prior to repaint



April 19, 2024

HYA Outbrief

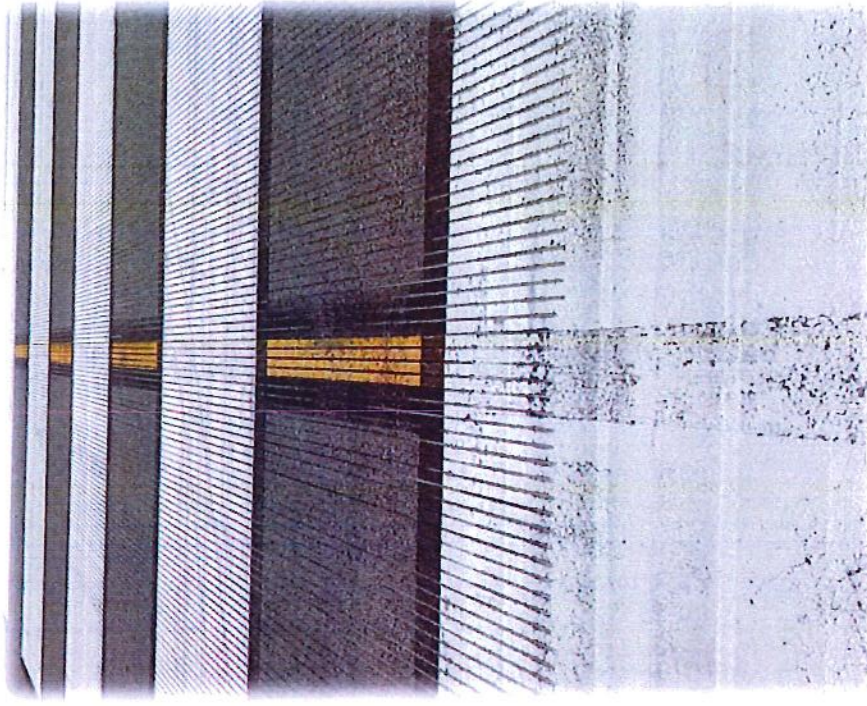
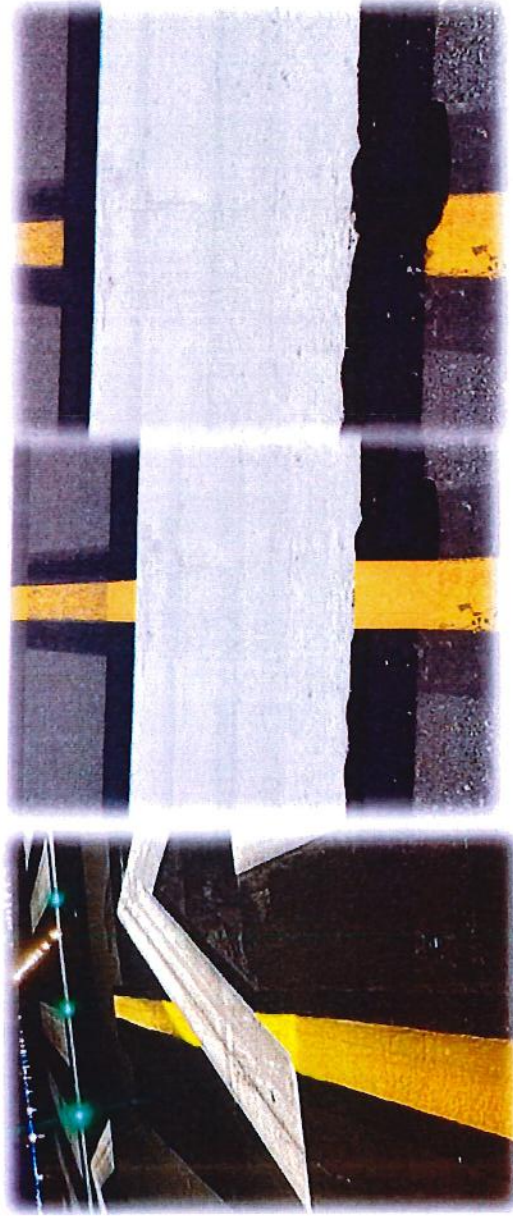


Federal Aviation
Administration

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Markings

- Note on consistency with the AC standards, some TWY lead on lines touch the white of the markings on the RWY, some stop at the black border, white to white, yellow to yellow and yellow to white, borders are not treated as “part of the marking” unless they are Hold Position Markings or SMGCS Centerlines



Markings

- Markings from construction project still look very good



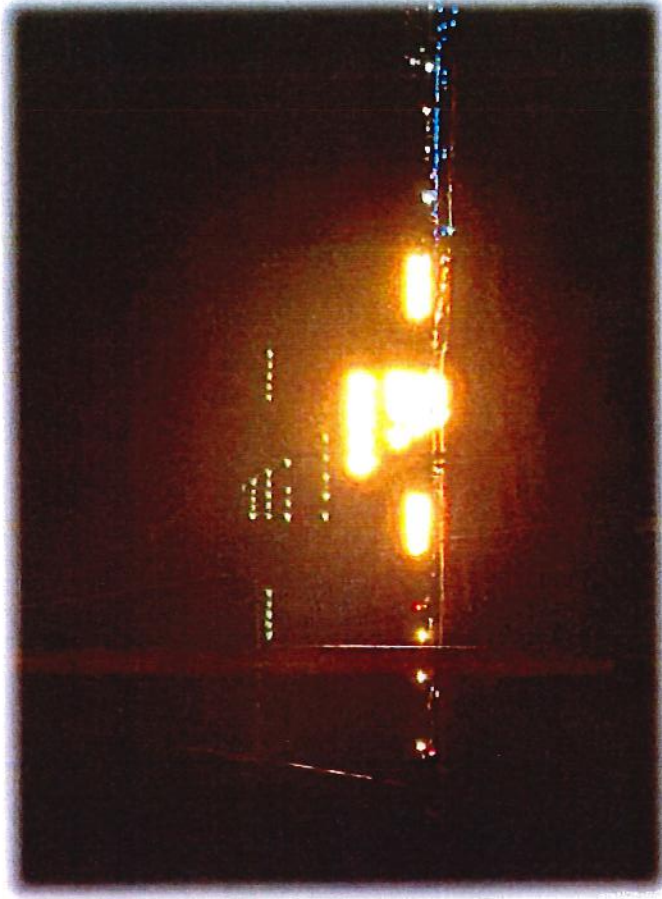
Safety Areas

- RW 6-24 safety area was found to have multiple scrap #8 wire sticking out of the surface – leftover from construction project
- Evidence of some of these having been pulled out also with surface variations
- Rutting left by a vehicle in the TW safety area of TW D short of RW 6-24 on TW B side – evidence of washout as well need to be repaired



Lighting

- Tested steps of RWY, TWY, and Approach lighting with Tower good practice/communication
- Lighting looks good. New RW 6-24 LEDs SUPER bright!
- Overall good inspection methods at night
- Good identification/awareness of obstruction lighting



Ground Vehicles and Phraseology

- Excellent in-depth training materials for ground vehicle training program
- Best practice of limiting access to the movement area to as small a group as practical
- Great communication with tower by operations personnel
- Phraseology – good practices in training and use of proper terminology on the radio by airport staff



Discrepancies

❖ 14 CFR §139.311(d) Maintenance of Lighting, Signs, and Markings

- TW A1 location sign is faded and delaminating – needs to be replaced
- **Correction Date: May 19, 2024**

❖ 14 CFR §139.321(b) – Protecting against fire and explosions in storing, dispensing, and otherwise handling fuel

- Cape Air Truck #44539 Brake interlock override switch not tied off, Flimsy plastic cover over button that has never had wire in it. This was repaired during the inspection.
- EFSO sign height outside fuel farm too low – raised to 7' above grade at bottom of sign.
- **Correction Date: Fixed during inspection April 17, 2024**

❖ 14 CFR §139.309(b)(1) – Maintenance of Safety Areas

- Grade surface variations in RSA of 6-24 and TSA of TW D
- Remove all scrap wire from project areas
- **Correction Date: July 19, 2024**



THANK YOU, HYA!

Bonus: Who invented the first airplane that *never* flew?



The Wrong Brothers

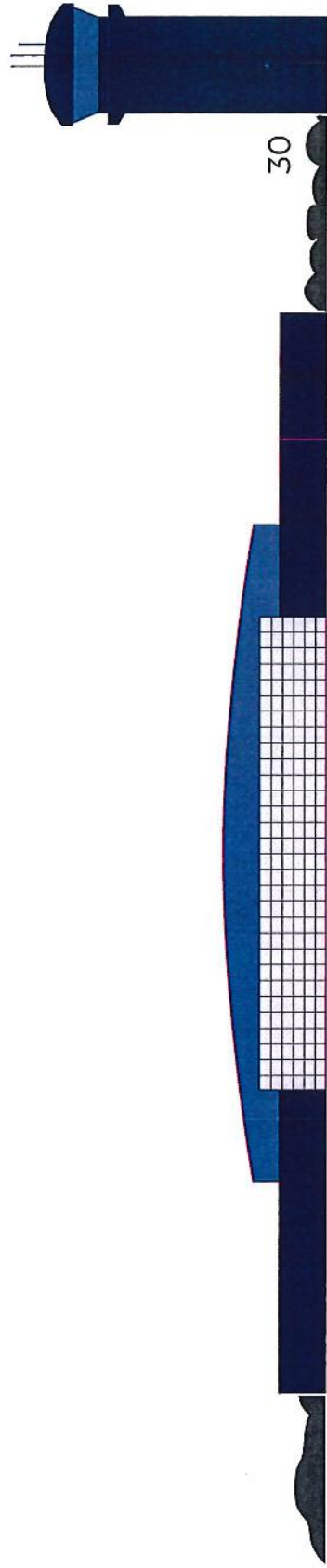


Questions?

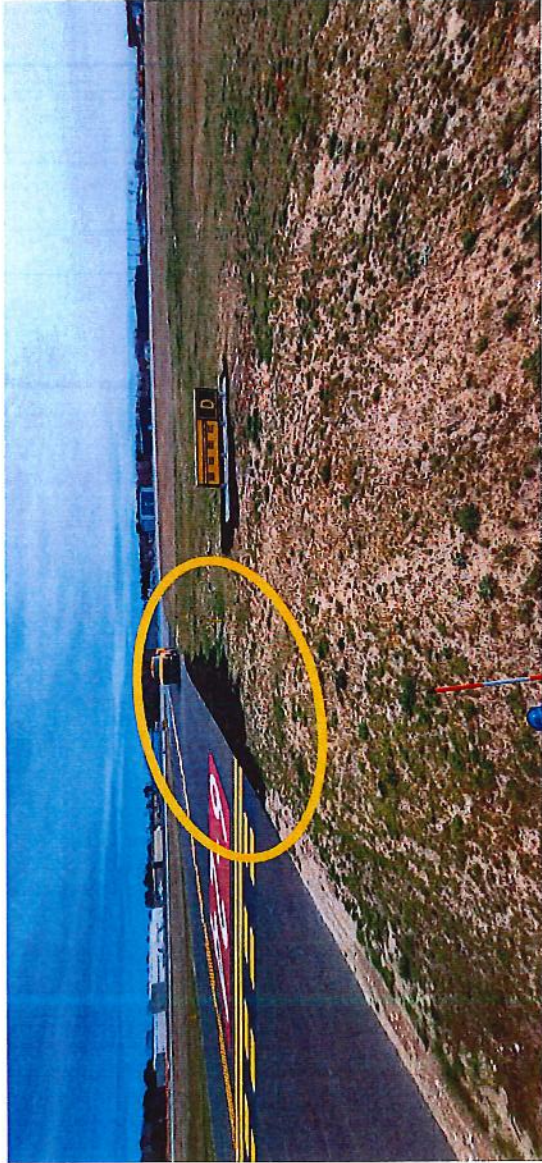
Tim D'Agostino
FAA New England Region
Airports Division
781-238-7620
timothy.a.dagostino@faa.gov



Following the inspection...



Discrepancy follow up



- Maintenance staff immediately addressed grading concerns on Friday, April 19th
- We are working with our RWY contractor to schedule punch list work to complete the RSA discrepancy required work



Discrepancy follow up cont'd

BEFORE



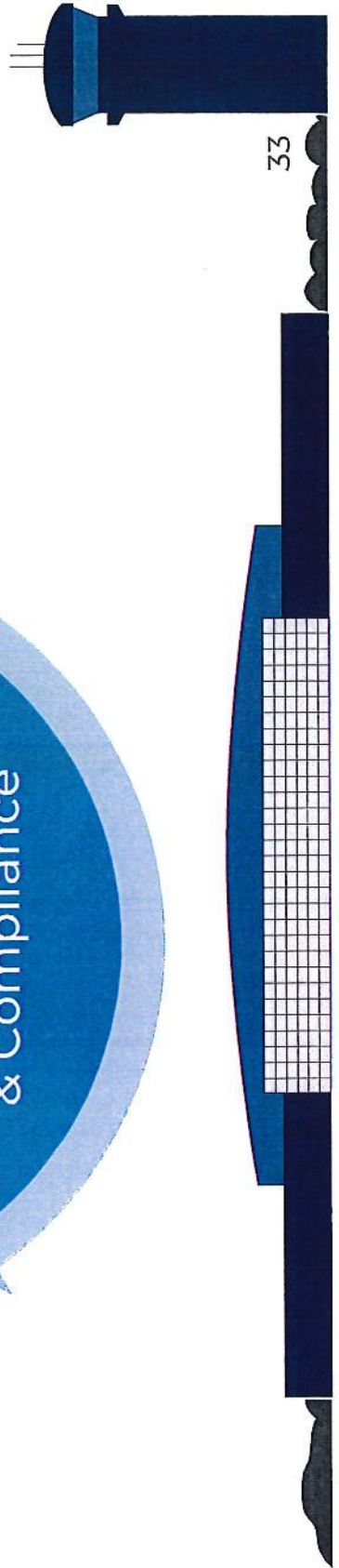
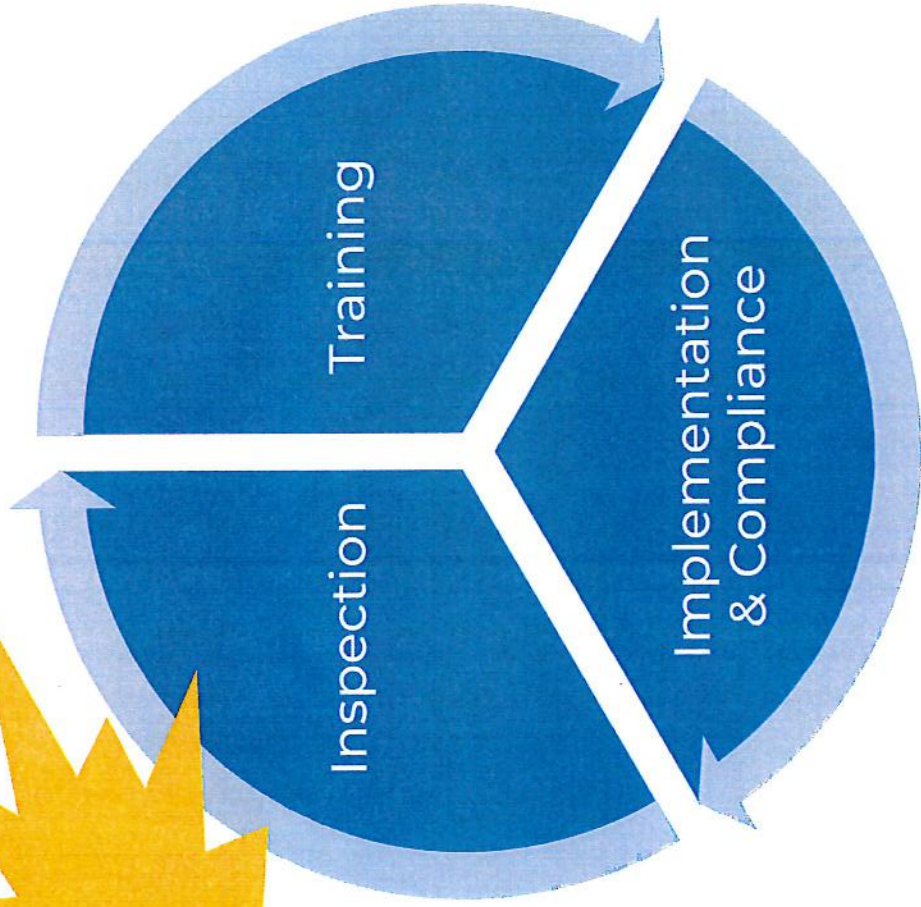
AFTER



Discrepancy related to airfield sign corrected
on 5/10/24



Airport Safety = An On-Going, Year Long Effort



Questions?

