

**CAPE COD GATEWAY AIRPORT COMMISSION**  
Thursday, March 13, 2025  
Meeting to be held in the Airport Conference Room at 10:00 AM

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**PUBLIC SESSION AGENDA**

1. **Call to Order**
  - a. This meeting of the Cape Cod Gateway 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, I must inquire whether anyone else is recording this meeting and, if so, to please make their presence known.
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Minutes of the previous meetings:**  
None
5. **Public Comment**
6. **Commissioner's Response to Public Comment**
7. **Report from Sub-Committees**
  - **Finance** (*Commissioners Weill, Bailey, Guidod*)
  - **Infrastructure & Marketing** (*Commissioners DiGeorge, Bierwirth, Maillho*)

**PUBLIC SESSION**

**8. OLD BUSINESS**

**COM0225-6 – Approval to adopt the proposed Cape Cod Gateway Airport (CCGA) MVPStrategic™ Plan as written and presented.**

**MOTION** to approve the adoption of the proposed Cape Cod Gateway MVPStrategic™ Plan as written and presented. **SPONSOR: Airport Commission (May be acted upon)**

**9. NEW BUSINESS**

**COM0325-1 – Approval of Matthew T. Elia, Assistant Airport Manager, to act as Acting Airport Manager as of March 14, 2025 through May 8, 2025, at the Airport Management Salary of Grade 21, Step 1 of the FY2025 Pay Schedule (\$156,838.96 annually).**

**MOTION** to approve of Assistant Airport Manager Matthew T. Elia to perform as Acting Airport Manager from March 14, 2025, through May 8, 2025, at the Airport Management Salary of Grade 21, Step 1 of the FY2025 Pay Schedule (\$156,838.96 annually). **SPONSOR: Finance Subcommittee (May be acted upon)**

**COM0325-2 – Approval of the promotion of Matthew T. Elia from Assistant Airport Manager to Airport Manager as of May 9, 2025.**

**MOTION** to approve the promotion of Matthew T. Elia from Assistant Airport Manager to Airport Manager effective May 9, 2025. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

**COM0325-3 – Approval of the LEASE AMENDMENT #1, Year 2 Extension Option 1 by and between the Cape Cod Gateway Airport and Island Café and Grill, LLC d/b/a Island Café and Grill Express.**

**MOTION** to approve the Lease Amendment #1 for the year 2 Extension Option effective May 1, 2025, by and between Cape Cod Gateway Airport and Island Café and Grill, LLC d/b/a Island Café and Grill Express. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

**COM0325-4 – Approval of the early termination of the land lease by and Between Cape Cod Gateway Airport and Marine Lumber Company, Inc.**

**MOTION** to approve the early termination of the land lease by and Between Cape Cod Gateway Airport and Marine Lumber Company, Inc. so that a new 20-year lease may be executed. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

**COM0325-5 – Approval of a new 20-year land lease by and Between Cape Cod Gateway Airport and Marine Lumber Operator, Inc.**

**MOTION** to approve the new 20-year land lease by and Between Cape Cod Gateway Airport and Marine Lumber Operator, Inc. at current fair market value rates. This 20-year lease will allow for bank funding requirements for facility modifications and upgrades. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

**COM0325-6 – Update and Approval of the Use of Funds for the Cost for Temporary Post-Security Tent Installation to Accommodate Increased Passenger Activity.**

**MOTION** to approve the allocation of FY2025 Operating Budget funds for the Temporary Post-security Tent Installation and associated costs to accommodate increased passenger activity. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

**COM0325-7 – Approval of the FY2026 Operating Budget**

**MOTION** to approve the FY2026 Airport Operating Budget for submittal to the Town of Barnstable. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

**COM0325-8 – Approval of the Amendment #1 by and Between Cape Cod Gateway Airport and HRP Associates, Inc.**

**MOTION** to approve Amendment #1 to the contract dated February 18, 2025, by and between Cape Cod Gateway Airport and HRP Associates, Inc. for Pre-construction Soil Characterization for Hardstands and the ARFF/SRE Floor Drains, and for PFAS Consulting services in the amount of \$206,500.00. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

#### **10. Reports of Special Committees:**

- Yarmouth Representative Comments

#### **Updates:**

None

#### **11. Announcements – Commissioner’s Comments**

## 12. Matters not reasonably anticipated by the Chair

## 13. Adjournment – Next Meeting, April 15, 2025

Please Note: The list of matters are those reasonably anticipated by the Commission Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law. It is possible that if it so votes, the Council may go into executive session. The Commission may also act on items in an order other than they appear on this agenda.

**PERSONS INTERESTED ARE ADVISED THAT, IN THE EVENT ANY MATTER TAKEN UP AT THE MEETING REMAINS UNFINISHED AT THE CLOSE OF THE MEETING, IT MAY BE PUT OFF TO A CONTINUED SESSION OF THIS MEETING, WITH PROPER POSTING.**

For your information the section of the M.G.L. that pertains to postings of meetings is as follows:

Except in an emergency, in addition to any notice otherwise required by law, a public body shall post notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays and legal holidays. In an emergency, a public body shall post notice as soon as reasonably possible prior to such meeting. Notice shall be printed in a legible, easily understandable format and shall contain: the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. For meetings of a local public body, notice shall be filed with the municipal clerk and posted in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located.