

**CAPE COD GATEWAY AIRPORT COMMISSION**  
Tuesday, August 19, 2025  
Meeting to be held in the Airport Conference Room at 4:00 PM

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- This meeting will be replayed via Xfinity Channel 8 or high-definition Channel 1072. It may also be accessed via the Government Access Channel live video on demand archives on the Town of Barnstable's website:  
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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:**  
July 1, 2025  
July 10, 2025  
July 22, 2025
5. **Public Comment**
6. **Commissioner's Response to Public Comment**
7. **Report from Sub-Committees**
  - **Finance** (*Commissioners Weill, Bailey, Guiod*)
  - **Infrastructure & Marketing** (*Commissioners DiGeorge, Bierwirth, Maillho*)

**PUBLIC SESSION**

**8. OLD BUSINESS**

None

**9. NEW BUSINESS**

**COM0825 – 1 – Review and Approve the Appropriation Order request for the Terminal Apron Hardstand Project in the amount of \$1,716,000.00.**

**MOTION** to approve for submittal to the Town Council the Appropriation Order request for the Terminal Apron Hardstand Project in the amount of \$1,716,000.00. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

**COM0825 – 2 – Review and Approve the 3-year TSA lease effective November 1, 2024, in the amount of \$47,800.30 annually with 3% annual increases.**

**MOTION** to approve TSA 3-year lease effective November 1, 2024, by and between Cape Cod Gateway Airport and the United States of America (TSA), in the amount of \$47,800.30 annually with 3% annual increases. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

**COM0825 – 3 – Review and Approve Claudia Cousley-McFarlane, Custodian, bonus in the amount of \$2000.00.**

**MOTION** to approve Claudia Cousley-McFarlane, Custodian, a bonus in the amount of \$2,000.00 for exemplary job performance. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

**COM0825 – 4– Review and Approve Security Coordinator/Noise Abatement & Executive Assistant to the Airport Manager salary and benefit parity.**

**MOTION** to approve the Security Coordinator/Noise Abatement & Executive Assistant to the Airport Manager salary and benefit parity in the amount of 4% to base salaries and 2 additional sick leave hours per month to align with the Teamsters Union members.

**SPONSOR:** Finance Subcommittee **(May be acted upon)**

**COM0825 – 5 – Review and Approve the year-round TSA secure area expansion tent rental in the total amount of \$188,000.**

**MOTION** to approve the year-round TSA secure area expansion tent rental for May 2025 through April 2026 in the amount of \$188,000. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

**COM0825 – 6 – Review and Approve for submittal to the Town Council the WS Development request for a National Grid Easement across the property located at 790 Iyannough Road, Hyannis, for a new gas line installation for phase 2 of The Landing development.**

**MOTION** to for submittal to the Town Council the WS Development request for a National Grid Easement across the property located at 790 Iyannough Road, Hyannis, for a new gas line installation for phase 2 of The Landing development. **SPONSOR:** Infrastructure Subcommittee **(May be acted upon)**

**COM0825 – 7 – Approval of the offer of the Assistant Manager position to Sean Driscoll**

**MOTION** to approve the offer of the Assistant Manager position to Sean Driscoll at a Grade 17 Step 9 salary effective upon his acceptance and start date in September 2025.

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

- Yarmouth Representative Comments

#### **Updates:**

- Leases
  - Appraisals – Met with Joseph Clancy appraiser regarding SSA, Mildreds & HMI
  - Car rental companies – RFP being worked on
  - Steamship Authority – no change, waiting for appraisal
  - HMI Parking Lease to RFP
    - RFP due to MGL & procurement rules
    - Appears multiple suitors, increased competition HMI, Atlantic, KAP, SSA, etc.?
  - JBU Lease: non-responsive. Maybe wavering on future at HYA?
- Contracts
  - Engineering RFP
  - Planning RFP

- Architectural RFP (needed yet?)
  - Engineering and Planning processing
  - Architectural holding off until E&P in place
- Gate F – Repaired and Town insurance is pursuing reimbursement through KAP insurance
- Noise
  - Began discussions with HPCA representative Ron Price regarding the development of a runway 15 RNAV SID
  - Met with KAP Operations, Chief Pilot and Assistant Chief Pilot to discuss operations, noise and development of the runway 15 RNAV SID. KAP offered to assist with simulator and flight tests once planning is completed.

## 11. Announcements – Commissioner’s Comments

## 12. Matters not reasonably anticipated by the Chair

## 13. Adjournment – Next Meeting, September 16, 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.**

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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.