



**CAPE COD GATEWAY AIRPORT
COMMISSION MINUTES OF THE REGULAR SESSION
Held at the Cape Cod Gateway Airport
TUESDAY, January 16, 2024**

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 Guid

Commissioners not present:

None

Yarmouth Representative:

Christine Greeley

Airport Staff Present:

Katie Servis, Airport Manager; Matt Elia, Assistant Airport Manager; Chris Bostwick, Senior Project Manager/Airfield Compliance Supervisor; Mary McDonald, Financial Analyst; and Christina Lounsbury, Noise Abatement/ Security Officer

Public Members:

None

Call To Order:

Chairman Griffin called the regular meeting of the Cape Cod Gateway Airport Commission to order at 4:02 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 November 28, 2023, Airport Commission meeting 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 9, 2024. Commissioner Weill read a review of the meeting (attached).

Infrastructure & Marketing Subcommittee (Commissioners Young, and Bierwirth)

The Infrastructure & Marketing subcommittee did not meet during January 2024.

The following was taken out of order:

10. Report of Special Committees

- **Noise Report (July, October, January, April)**
 - The noise report for the last quarter and a cumulative report for the 2023 year were previously given to the Commissioners.

- o Christina Lounsbury reviewed the quarterly report of October, November, and December 2023. There were a total of 5 complaints made by 3 complainants. The closure of Runway 6-24 created a lot of traffic for the citizens on the flightpath of Runway 33. The year-end noise report included graphics and tables. It was noted that both operations were down for the year, but noise calls were up.
- o There were graphs that showed both the technical information and the “perceived” information from the complainant. There was nothing violating any procedures, and the citizens were educated on the flight path, the actual altitude of the aircraft in question.

Yarmouth Representative Comments

- o Yarmouth is continuing to work on their concerns and Ron Price submitted comments on flight paths.
- o The Yarmouth representative stated that PFAS in the Maher Wells and downstream may have an effect on Yarmouth and are of concern.
- o Following up with Ms. Lounsbury, the two times that Ms. Greeley filed complaints, it showed a different flight path than the actual visual path that she had observed. She is hoping that the tracking system is regularly monitored for accuracy.
- o Manager Servis responded that the Vector Team has investigated the system to make sure it is complying and is tracking correctly. She will meet with Ms. Lounsbury to review the two complaints that were made.
- o Chairman Griffin commented he had pulled up a digital street map and replied that a pilot staying in the pattern would be over Glenwood Street on Base Leg before turning left onto Final to land on Runway 33 during a flight training.

The following was taken out of order:

Executive Session pursuant to M.G.L. c. 30A, § 21(a)(6) to discuss strategy with respect to the lease of real property of the Steamship Authority Parking Lots as a discussion in open session may have a detrimental effect on the negotiating position of the public body, the Airport Commission.

Chairman Griffin moved to go into Executive Session pursuant to G.L. c. 30A, § 21(a)(3) to discuss strategy with respect the lease of real property of the Steamship Authority Parking Lots as a discussion in open session may have a detrimental effect on the negotiating position of the public body, the Airport Commission. This meeting will reconvene in open session after the Executive Session.

Roll Call vote was taken to go into executive session at 4:18 pm:

Griffin - yes	Flores - yes	Weill - yes	
Bierwirth - yes	Bailey - yes	DiGeorge - yes	Guidod - yes

Roll Call vote was taken to go reconvene regular session at 4:55 pm:

Griffin - yes	Flores - yes	Weill - yes	
Bierwirth - yes	Bailey - yes	DiGeorge - yes	Guidod - yes

Old Business:

None

New Business:

COM0124-1 Review and Approve Change Order #5 for Design and Reconstruct Runway 6-24 Project

MOTION to approve the Amendment #5 to the contract by and between Cape Cod Gateway Airport and Lawrence Lynch Corporation in the amount of \$9,349.20 to furnish spare runway and taxiway edge lights for the Reconstruct Runway 6-24 Project. **SPONSOR:** Finance Subcommittee **(May be acted upon)**

- This agenda item was moved and read by Commission Weill; and seconded by Commissioner Bailey.
- Chris Bostwick, Senior Project Manager, provided a summary of the proposed change order.
- In a conversation with the FAA and MassDOT it was noted that spare lights were eligible for reimbursement under the project.

- The change order in the amount of \$9,349.20 will supply 11 spare runway and taxiway edge lights to replace lights that may malfunction or break during their "20" year expected lifespan.
- The cost breakdown for the change order is as follows:
 - Total = \$9,349.20
 - FAA Total (90%) = \$8,414.28
 - MassDOT Total (5%) = \$467.46
 - Airport Total (5%) = \$467.46
- These are LED lights, which are much more efficient and should last longer, but are more expensive than the typical incandescent lights. These need to be on hand to meet the Part 139 requirements.
- This agenda item was unanimously approved by verbal vote.

COM0124-2 Review and Approve Travel Approval Letters for Airport Staff

MOTION to approve the Travel Approval Letter submittal to the Town Manager for the staff Live Fire Training and the American Association of Airport Executives (AAAE) Loretta Scott Accreditation/Certification academy. **SPONSOR:** Finance Subcommittee (**May be acted upon**)

- This agenda item was moved and read by Commission Weill; and seconded by Commissioner Bailey.
- At the request of the Town Manager, Airport Management was asked to supply travel approval letters for various conferences, seminars, and training for all airport staff.
- The FY2024 budget approved the funding for various training and conferences to ensure staff is properly trained to implement all aspects of their jobs to meet federal certification criteria.
- Airport Management has approved the following training/seminars:
 - 5 staff members will be attending the annually required live fire training to maintain their training requirements per Federal Aviation Regulation Part 139
 - The Airport is required to send staff to FAA approved training facilities. Airport Operations firefighting staff must attend a 1-day recurring live fire training annually. We typically send 5 employees in April and 5 in September each year.
 - Funds have been budgeted for FY2024 for two classes at ~ \$6,000 per session
 - 1 staff member will be attending the American Association of Airport Executives (AAAE) Loretta Scott accreditation/Certification Academy
 - The AAAE course is held at various times during the year and is recommended as part of industry-standard professional development of airport management professionals. The course is one week in duration and provides attendees with an intensive review of the AAAE Body of Knowledge modules. The modules include:
 - Finance and Administration
 - Planning, Construction and Environmental
 - Airport Operations, Security and Maintenance
 - Communications and Community Relations
 - This year's event is in Dallas, Texas. Assistant Manager, Matt Elia, will be attending the training in March 2024.
- Commissioner Guiod requested that the letter to be sent to the Town be modified to include the financial information.
- This agenda item was unanimously approved by verbal vote.

COM0124-3 - Approval of the Option chosen in Executive Session to move forward on the future disposition of the Steamship Authority Parking Lots

MOTION to approve the Option chosen in Executive session to move forward on the future disposition of the Steamship Authority Parking lots. **SPONSOR:** Management (**May be acted upon**)

- This agenda item was tabled.

Updates:

- Monthly Financial Review
 - To be provided to the Commission within a few days
- Monthly Business Plan Review
 - No meeting January 2024

- Strategic Planning Ad Hoc Committee
 - Manager Servis requested some available dates from Commissioner Guio and Weill to schedule a workshop
 - Commissioner Guio volunteered to be the Chair of this committee
 - Manager Servis will provide the feedback from the consultant to the members
- American Airlines Update
 - A draft lease was forwarded to AA on 12/6/2023 for internal review by the AA team.
 - Cape Air has agreed to move their offices down where they do not need the baggage belt.
 - A marketing plan for AA is underway. A speaker will be at the Infrastructure Subcommittee meeting from Cape Cod Broadcasting to review the initiative worked for JetBlue last year.
- Electric Aviation Update
 - Airport Management has continued conversations with MassDOT Procurement for the Smart Microgrid program
 - A kickoff meeting has been scheduled with ARUP this week. They were selected as the consultant team. They have hired Epsilon as a subconsultant.
 - They will be scheduling meeting with tenants to gather the data that they need.
- WS Development Update
 - Stair access from Airport to the plaza is nearly completed
 - They are working with current lessors to continue their partnerships, some of which want to utilize the Phase II space along Rte. 132.
- Projects Update/Status
 - Runway 6/24 – Punch List Items Week of Dec. 4
 - There may be one more change order to address a part of the Runway that was not included in the original scope of work.
 - Replacement of T-hangar CARES1 & Airport Operations Renovation
 - The final invoice has been received
 - Mary Dunn Way Extension
 - Possible change order pending for some fencing
 - Tower HVAC Project
 - This is at the 60% design phase and construction should start in the spring and be complete in November 2024
 - ARFF/Maintenance Facility Floor Drain Improvements Project
 - Preliminary stages
 - A tour for the Airport Commission to see the projects is pending
- Airport Environmental Assessment Status

[\(https://flyhya.com/airport-info/environmental-assessment/\)](https://flyhya.com/airport-info/environmental-assessment/)

 - Draft Environmental Assessment (EA)(the federal action)/Environmental Impact Report (DEIR) (the state action) submitted jointly are available to the public for review and comment
 - Comments were received from the Town of Yarmouth.
 - The Airport Solutions Group will develop a Scope of Work to review Helicopter Routes and Departure Procedures. This is not required as part of the EA, but the Airport is trying to go above and beyond to respond to the community.
- PFOS/Public Involvement Plan & Update
 - The Barnstable Fire Training Academy will hold their Phase II Public ZOOM meeting. The Airport is in Phase V.
- Upcoming Events:
 - March TBD 2024 – A Night in the Terminal – planning underway.
 - Commissioners are welcome to participate.
 - Manager Servis reviewed the schedule.

11. Announcements – Commissioner’s Comments

Commissioner Guio commented on the timing of Public Comment during the Commission Meetings and inquired if it might be better served if this came at the end of the agenda to address things that were on the agenda. He asked the opinion of the Commissioners.

Commissioner Flores stated traditionally it has been at the beginning of other Town commissions and boards. He did not have an opinion either way.

Commissioner Bailey thought it should be moved to the end of the meeting.

Christine Greeley commented that when there is a break for an Executive Session, the public would have to wait to come back and comment. She agreed that other Town board have the comments at the beginning.

Commissioner Guiod commented that the Executive Session typically comes at the end of a meeting.

Ms. Greeley commented that at the end of the meeting held some concern for people to join the meeting and knowing the timing of the public comment. She stated that the Airport Commission has been good about allowing someone to raise a question if something comes up during the meeting.

Manager Servis will reach out to the Town Clerk for any legal reasons for Public Comment.

Commissioner Bierwirth commented that there was a meeting that was disjointed as a lot of the public comment questions in the beginning of the meeting were then answered later in the meeting under agenda items. There have been times when individuals have arrived late and missed the public comment period.

Manager Servis asked if the Commission was amenable to holding public comment in the beginning of the meeting, and then opening public comment after and agenda item as well if needed.

Commissioner Flores stated that typically the Town Council only does it at the beginning of the meeting as people come for a specific reason and the comments are not going to sway a council decision. Most that make comments have done their homework. They speak to the item they wanted to hear about, and then they leave.

Chairman Griffin stated that in a moderated meeting, Public Comment is for the public to speak and is not intended to turn into a dialog.

It was determined to continue with Public Comment at the beginning of the meeting and await a response from the Town Clerk.

12. Matters not reasonably anticipated by the Chair
None

Adjournment -

Upon Motion duly made and seconded, the meeting was adjourned at 5:27 PM.
The next meeting will be held on February 20, 2024.

 03/22/2024
NORMAN WEILL, CLERK

Documents attached:
Finance Subcommittee speaking notes
Quarterly and year end noise reports
Runway 6-24 Change Order #5 spreadsheet
Airport Staff Travel Letter - January 9, 2024

Met Tuesday, January 9, 2024

The meeting was held via ZOOM

The meeting was called to order at 8:38 a.m.

Commissioners Weill and Flores were present via zoom.

Commissioner Bailey was able to see and listen to the meeting but was unable to turn on his camera or unmute the audio.

Minutes of the December 12, 2023, Regular Session Finance meeting was unanimously approved by a roll call vote.

OLD BUSINESS

None

NEW BUSINESS

FIN0124-1 Review and Approve Change Order #5 for Design and Reconstruct Runway 6-24 Project

- Chris Bostwick, Senior Project Manager, provided a summary of the proposed change order.
 - The change order is in the amount of \$9,349.20 to be used for the following purposes:
 - Supply spare runway and taxiway edge lights to replace lights that may malfunction or break during their “20” year expected lifespan.
 - The cost breakdown for the change order is as follows:
 - Total = \$9,349.20
 - FAA Total (90%) = \$8,414.28
 - MassDOT Total (5%) = \$467.46
 - Airport Total (5%) = \$467.46

The agenda item was moved to the January 16, 2023, Full Commission meeting for approval.

FIN0124-2 Review and Approve Travel Approval Letters for Airport Staff

- Assistant Airport Manager Elia stated at the request of the Town Manager, Airport Management was asked to supply travel approval letters for various conferences, seminars, and training for all airport staff.
 - The FY2024 budget approved the funding for various training and conferences.
- Airport Management has approved the following training/seminars:
 - 5 Operations firefighting staff members to attend annual live fire training in April and September of each year.
 - Funds have been budgeted for FY2024 for the two classes at ~ \$6,000 per session.
- 1 staff member, Assistant Airport Manager, Elia will be attending the American Association of Airport Executives (AAAE) Loretta Scott accreditation/Certification Academy in Dallas, TX in March 2024.
 - The course duration is one week and provides attendees with an intensive review of the AAAE Body of Knowledge modules which include the following:
 - Finance and Administration
 - Planning, Construction and Environmental
 - Airport Operations, Security and Maintenance
 - Communications and Community Relations

The agenda item was moved to the January 16, 2023, Full Commission meeting for approval.

The meeting was adjourned at 9:01 am.



Maura Healey, Governor
 Kimberley Driscoll, Lieutenant Governor
 Monica Tibbitts-Nutt, Secretary & CEO
 Jeffrey DeCarlo, Administrator



**Proposal and Agreement for Alterations to the Plans, Specifications, and/or Contracts
 Change Order
 MassDOT Aeronautics Division Form AD7-CO (Last Modified: November 27, 2023)**

CHANGE ORDER DETAILS			
Change Order No.	5	Check All That Apply (must check one)	
Airport	Cape Cod Gateway Airport	<input type="checkbox"/> Differing Site Conditions	<input checked="" type="checkbox"/> Contract Scope Change
Project No.	AIP 3-25-0025-076-2022	<input type="checkbox"/> Request for Deviation	<input type="checkbox"/> Design/Error Omission
Project Title	Reconstruct Runway 6-24		
Change Title/Overview	Furnish Spare Runway/Taxiway Edge Lights		
Change Order Amount	\$9,349.20	Additional Calendar Days	0

1. PROPOSAL		
In accordance with the terms and conditions of the contract to the above referenced project and the further conditions attached herewith and made a part hereof, the undersigned proposes and agrees to the contract changes as noted above (amount and contract time) and in the attached detailed description. The Contractor hereby certifies that the information contained herein, including attachments hereto, adequately describes this proposed change, and that any proposed substitution of work is of the same quality as the original design, intent, and that any change in cost has been equitably adjusted.		
Lawrence Lynch Corporation	396 Gifford Street, Falmouth, MA 02540	
Contractor - Company Name	Address	
	David Massa Project Manager	12/11/23
Authorized Signature	Name & Title	Date

2. RECOMMENDATION OF SPONSOR'S CONSULTING ENGINEER/ARCHITECT		
The consultant hereby certifies that an independent analysis of scope and cost was prepared and used to justify any change in contract scope or cost resulting from this change, and that any proposed deviation from the contract documents does not materially injure the project as a whole, and that this change is in the best interest of the awarding authority. Acceptance of this above proposal is recommended.		
Airport Solutions Group, LLC	39 Willow Street, Burlington, MA 01803	
Engineer/Architect - Company Name	Address	
 <small>Valquirio S Mendonca I am approving this document (617) 407-0500 2023.12.11 16:25:55-05'00'</small>	Valquirio S. Mendonca, Sr Engineer	December 11, 2023
Authorized Signature	Name & Title	Date

3. ACCEPTANCE OF PROPOSAL BY AIRPORT SPONSOR/OWNER		
The Sponsor hereby certifies that appropriated funds are available to cover any increase in cost resulting from this change. The proposal is hereby accepted.		
Authorized Signature	Name & Title	Date

4. APPROVAL OF MASSDOT AERONAUTICS DIVISION		
Approval is granted pursuant to M.G.L. ch. 90, § 51K. Funding is subject to project eligibility limitations and will be reimbursed by MassDOT based on the availability of state funds determined at the end of the project.		
Authorized Signature	Name & Title	Date

5. SUMMARY OF CONSTRUCTION/CONTRACTOR CONTRACT CHANGES				
	FAA Eligible ¹	State Eligible	Ineligible	Total
Contract Award	\$16,971,435.00	\$0	\$0	\$16,971,435.00
Previous Changes	\$68,200.15	\$54,955.01	\$0	\$123,155.16
Change Order Additions	\$9,349.20	\$0	\$0	\$9,349.20
Change Order Deletions	\$0	\$0	\$0	\$0.00
Total Project Cost	\$17,048,984.35	\$54,955.01	\$0.00	\$17,103,939.36

6. THIS CHANGE ORDER PROJECT FUNDING BREAKDOWN				
	FAA Eligible ²	State Eligible	Ineligible	Total
Federal Share	\$8,414.28			\$8,414.28
State Share	\$467.46	\$0		\$467.46
Local Share	\$467.46	\$0	\$0	\$467.46
This Change Total	\$9,349.20	\$0.00	\$0.00	\$9,349.20

7. REVISED TOTAL PROJECT FUNDING BREAKDOWN				
	FAA Eligible ³	State Eligible	Ineligible	Total
Federal Share	\$15,344,085.91			\$15,344,085.91
State Share	\$852,449.22	\$43,964.01		\$896,413.23
Local Share	\$852,449.22	\$10,991.00	\$0.00	\$863,440.22
Total Project Cost	\$17,048,984.35	\$54,955.01	\$0.00\$0	\$17,103,939.36

8. SCHEDULE CHANGES			
Original Completion Date	April 3, 2023	Original Number of Calendar Days	170
Revised Completion Date Based Upon All Changes	October 23, 2023	Number of Calendar Days Added Based Upon All Changes	14
Estimated Completion Date Based Upon All Changes to Date	October 23, 2023	Revised Number of Calendar Days Based Upon All Changes to Date	184

9. CHANGE ORDER ATTACHMENT CHECKLIST			
	Yes	No	N/A
Change Order write-up for each change order item with distinct sections: (1) cost proposal/analysis, (2) clear description, (3) clear justification, (4) statement that the cost is fair and reasonable, (5) schedule impacts, and (6) list of supporting documentation attached as backup.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Independent cost estimate (ICE) performed by Engineer/Architect to justify cost is fair and reasonable for each change order item.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Summary spreadsheet detailing all change orders to date including additions, subtractions, and total change amount.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Itemized and detailed Contractor proposal including invoices, etc. that is clearly defined for each change order item.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. COMMENTS (For any answers that are No or N/A in previous section)

^{1,2,3} Subject to the availability of funding at the end of the project.

Funding	Amount	Source/Description of Work
Project Revenue	\$13,045,000.00	Appropriation 21088
	\$6,007,000.00	Appropriation 23002
Total Revenue	\$19,052,000.00	
Project Expenses	\$1,747,400.00	ENGINEERING-ASG
	(\$135,700.00)	ASG - Amend #1
	\$16,971,435.00	CONSTRUCTION-LLC
	\$40,953.84	FAA Reimbursable Agreement
	\$20,664.80	FAA Reimbursable Agreement amendment 4/12/23
	\$137,292.00	Force Account -
	\$450.67	ADMINISTRATION - CC Times
	\$3,200.00	Hoyle Tanner - IFE
Summary Project Expenses	\$18,785,696.31	
Change Order 1	\$12,750.15	This order covers the contract modification hereunder described: Replace 5KV Cable with Okoguard Cable
Change Order 2	\$49,262.96	This order covers the contract modification hereunder described: Remove and Replace Existing Runway 24 Supplemental Wind Cone, Partial Rewiring of Runway 24 MALS Threshold Light Bar Station.
Change Order 3	\$6,187.04	This order covers the contract modification hereunder described: Replace 14inch-high Runway 6-24threshold/end lights with30-inch-high lights.
Change Order 4	\$54,955.01	This order covers the contract modification hereunder described: Replace Runway 15-33 Constant Current Regulator
Change Order 5	\$9,349.20	This order involves providing spare runway and taxiway edge lights to replace lights which may malfunction or break over the course of their expected lifespan.
Change Order Summary	\$132,504.36	
Total Project Expenses Revised	\$18,918,200.67	
Budget Remaining	\$133,799.33	



January 9, 2023

Mark Ells
Town Manager, Town of Barnstable
Town Hall, 367 Main Street
Hyannis MA 02601

Dear Manager Ells,

In an effort to meet Federal Aviation Administration (FAA) required training for airport staff, as well as airport development and business plan goals, Airport Management is requesting approval for travel for various conferences, seminars and training for all airport staff. The FY2024 budget approved the funding for these various training and conferences to ensure staff is properly trained and prepared to implement all aspects of their jobs to meet federal certification criteria and Business Plan goals.

Airport Management has approved the following training/seminars:

- 5 staff members will be attending the annually required live fire training to maintain their training requirements per Federal Aviation Regulation Part 139
- 1 staff member will be attending the American Association of Airport Executives (AAAE) Loretta Scott accreditation/Certification Academy

LIVE FIRE TRAINING:

The Airport is required to send staff to FAA approved training facilities. Airport Operations firefighting staff must attend a 1-day recurring live fire training annually. We typically send 5 employees in April and 5 in September each year.

The training is necessary and offered only at federally approved training stations listed on the FAA website. For this 1-day training we have more local options (typically MA or NH). Completion of an annual "live burn" actual firefighting training is required by FAR Part 139 for all active Aircraft Rescue and Fire Fighting (ARFF) staff. There are multiple vendors for this training however HYA opts to send staff to the NH facility due to the quality of training available. Staff is able to utilize a wider array of equipment at this facility as compared to at other training locations. An example is that during training at this facility attendees are able to operate ARFF vehicles, whereas at many other training locations vehicle operations



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

are prohibited and training is limited to working with pre-positioned ARFF vehicles and equipment.

The Live Burn will be held at New Hampshire Fire Academy during April 2024 for Josh Bell, Brad Everson, Ed Longo, Will Plikaitis and Jay Ruhr.

AAAE ACCREDITATION/CERTIFICATION ACADEMY:

The AAAE course is held at various times during the year and is recommended as part of industry-standard professional development of airport management professionals. The course is one week in duration and provides attendees with an intensive review of the AAAE Body of Knowledge modules. The modules include:

- Finance and Administration
- Planning, Construction and Environmental
- Airport Operations, Security and Maintenance
- Communications and Community Relations

This year's event is in Dallas, TX. One staff member (Matt Elia) will be attending the training in March 2024.

This request is for the above travel approval for the March and April 2023 events. This letter is to serve as the Airport Commission's approval for Airport staff to travel for training and marketing purposes. The fees associated with the travel are accounted for in the FY2024 Operating Budget.

Please let me know if you have any questions.

Sincerely,

John T. Griffin, Airport Commission Chair



480 Barnstable Rd, Hyannis, MA 02601 | flyHYA.com | 508.775.2020

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