

## AIRPORT COMMISSION

Airport Conference Room

Wednesday

January 12, 2010

5:00 PM

Members Present: Heath Gatlin, Paul Gavin, Roger Lookingbill,  
Steve Tait, and Michael Valenti.

Members Absent: none

Others: Michael Garrity, Michelle Haines-Lohr,  
and Butch Lisenby

The meeting was called to order at 5:00 p.m.

## AGENDA

## MINUTES

Motion: Move to accept the minutes of November 23, 2009 as amended.

Motion: Steve Tait Seconded: Heath Gatlin Vote: 3-0-0

Heath Gatlin welcomed Paul Gavin, Provincetown's Assessor, as the new member of the Airport Commission. Heath then spoke briefly about a memorial for Michael Leger and

said that – as of right now – he will be conducting the meeting as the vice chair. He also suggested that perhaps an election of officers might be held at the next meeting and that would give the Commissioners time to think about their preferences.

## REPORTS

### Enplanements

The 10K mark has been reached with 10,729 enplanements. The magic of the 10K number was explained to the new member, Paul. The airport has to have 10K enplanements to qualify for one million dollars of federal funding; the funding is used for airport improvements. If your enplanements are under 10K then the airport may qualify for discretionary funds only.

Michael Valenti asked Michelle H. for any projections she might have. She said that the projections are just not accurate and Cape Air has learned the hard way that future bookings cannot be counted on in today's recession. People seem to be looking for the most inexpensive option for travel in today's economy and we're the most expensive one.

### Security Camera System Update

Butch Lisenby had GCL Electric Security System did a walk thru during December and he is waiting for their estimate. Arthur Allen's company Security Team did a walk thru today and is also working on an estimate. It currently looks on average about \$20K to do the different pieces that we're talking about. There is some buzz about TSA money becoming more available for camera systems so TSA is now in the process of doing a survey to see just what the need is. There should be more information available by the next meeting.

### Minimum Standards Update

Michael Leger had been working on that. Heath took over the event form and reworked it a bit. Butch said that we do have Minimum Standards but they're old and Michael L. wanted to update them. Heath G. made a few changes to the event form – he added in a few things and wanted to make sure that Cape Air is endorsing any event they permit and is responsible for all areas of any said event.

Heath said that one thing we could do is to adopt this form for now and if an event is aviation related then it's not germane. The form could be simplified and he said that one of the uses should be to promote the airport.

The Commission wanted to make sure Cape Air agrees to the responsibility of any said events. Michelle H. said that there is no one standing in line waiting for approval. Paul Gavin asked, "Why would Cape Air sign off on this without knowing all the details?" There was then a long discussion about the responsibility with Heath calling a halt to spending too much time on this subject!

Michelle said that Cape Air doesn't want to get into the event business because it just takes too much of her time; she's busy with marketing Cape Air and JetBlue. She just wants to grow the air business and not become an event planner!

Motion: Move to adopt the form that was submitted for non-aviation use of the airport facilities.

Motion: Steve Tait Seconded: Heath Gatlin Vote: 5-0-0.

## OLD BUSINESS

### EA/FEIR/DRI Update

Michael Garrity laid a plan on the table and informed the group about the plans for changes in the Airport – contingent on the many groups currently charged with approving the plan. Some of the plan calls for expanding the parking lot, putting in a new fence and straightening out the taxiway. The entire plan is phased.

At this point, Michael said that we're doing the environmental assessment and in this part you have to get all the agencies together and have them agree and then we research the

mitigation necessary. We do need a water quality variance and Cape Cod Commission has to give us a Development of Regional Impact permit.

Mike said that things are still on a good footing in all the negotiations. It's part of the million dollars worth of improvements earned by our enplanements each year. Butch said that we have 4 years to use each year of enplanement money. At the end of the 4 year period any unused money from that period is turned back to the FAA.

#### Cell Phone Booster / Tower Update

Butch said the booster has not worked out as well as they hoped. We have to reach the cell phone tower in Truro and the MIS group feels that if they can get it up on the roof then it should work better. The sight line is the important consideration. T-Mobile is still planning a cell phone tower but at the current approved height it won't help the Airport. T-Mobile is possibly talking about more than one cell phone tower.

#### Hangar Event – Wedding Reception Update

Butch has no new information; the interested parties came up the end of December and they're full steam ahead with their plans. Chandra's relatives came out and Butch didn't think they were overly impressed with the facility.

Heath said that considering the fact that about 150 people are projected to be in attendance, they should answer all the questions on the form. Perhaps we could also give them copies of what David Flowers did for a security plan. Butch wanted them to go to the police and see what the expectations are but Steve T. doesn't think that the police chief would want to get into event planning! The bridal planners are thinking about getting some buses out of Hyannis. Heath suggested that they have to go to the NPS for further rules and restrictions.

Michelle said that she has had more contact with the couple and there will be no buses. They need to engage someone who has done business here and you've got to go back to basics. She further said that they need to get someone local to handle this and she suggested the Monument as an easier place to hold the festivities. We've really spent too much time on this.

## TSA Trailer Lease Renewal Update

Butch has been trying to negotiate the rental agreement with TSA for quite a while. Their lease expires on the 31st of January. Different scenarios were explored with the following motion being finally made:

Motion: Move to propose \$780/month for a 5 year period and – if necessary – consider less for a shorter term.

Motion: Steve Tait Seconded: Roger Lookingbill Vote: 5-0-0.

## FY2011 Budget Update

Steve Tait and Butch Lisenby had a budget meeting with the Board of Selectmen (BoS) last week and it went very well. They received approval with not one question being asked. They believe it had to do with good management practices.

## NEW BUSINESS

### Mike Leger Memorial

Since Michael L. did so much for the Airport Commission, Heath felt that a plaque might be an appropriate memorial. It was decided that it would be placed on the Sightseeing Shack. Butch thought that this would be a good idea because when the shack is ever rebuilt, the plaque could easily be transferred to the refurbished one. Then there was a thought to name the shack for him, too. This may have to go through Sharon Lynn. Heath will research options, come up with some verbiage for the plaque, and report back to the Commis-sioners at a future meeting. Michelle said that Cape Air would assist anything that the group wanted to do in Michael's memory.

### New Web site

Paul Gavin said that the Town is designing a new website and it will be done in time for the April town meeting. He passed out a dummy page and he'd like to volunteer to keep it updated. The group could have two pages, one for the Airport Commission and one for the Provincetown Airport with links to Cape Air and JetBlue. It was enthusiastically received and Paul looked forward to planning it.

## OTHER BUSINESS

Michelle briefly discussed the proposed coming of a 3rd ferry into Town. It would be a car ferry and would be tough competition for air travel. She is designing a map which will tout 35 or 36 JetBlue non-stop destinations which is being supported by the Visitor Services Board (VSB).

Also Michelle has met with the American Eagle Outfitters and they'll be coming out to the Airport in April for a photo shoot. Great publicity!

She was also asked about providing amenities for the airport, i.e., coffee shop, massage chairs, etc. Farland had been approached but no enthusiasm was shown because they are just too busy in the summer to take on anything more.

Steve T. said that marketing JetBlue is absolutely the right way to go.

## Wind Sock & Rotating Beacon

Heath asked about the lack of a wind sock and problems with the rotating beacon. Butch is involved in getting prices on both. The last rotating beacon they received was surplus from the state and it's doubtful that this could happen again. The wind sock is the constant victim of our tremendous winds.

## THE NEXT MEETING DATE WILL BE

MONDAY – FEBRUARY 22ND – 5:00 P.M.

## PAYMENT VOUCHERS

KOBO lights, pkg lamps, etc. \$1,856.82

N-Star \$1,314.22

N-Star \$1,460.79

JACOBS EA/FEIR/DRI-phase 2 – inv. #7 \$68,000.00

JACOBS EA/FEIR/DRI-phase 2 – inv. #8 Final \$55,000.00

Motions for the above five invoices were made, seconded, and approved by all.

The meeting adjourned at 6:35 p.m.

Respectfully submitted,

Evelyn Gaudiano

Evelyn Rogers Gaudiano

APPROVED: FEB 22, 2010