



AIRPORT COMMISSION

Airport Conference Room

Wednesday

March 22, 2010

3:00 PM

Members Present: Heath Gatlin, Paul Gavin, Jeff Jaran, Steve Tait,
and Michael Valenti.

Member Absent: Roger Lookingbill (excused)

Others: Michael Garrity and Butch Lisenby

The meeting was called to order at 3:04 p.m.

MEETING AGENDA

Heath Gatlin, Chair of the Airport Commission, welcomed Jeff Jaran as the newest member. He also told Jeff - if you have questions just stop us and ask.

MINUTES

Motion: Move to approve the minutes of the February 22nd meeting as amended.

Motion: There was no second to the motion and it was decided to wait until the April meeting after the minutes have been revised.

MARKETING PRESENTATION

Michele Haynes was going to have a power point presentation. However she is currently out of town and so was unaviable for the meeting.

REPORTS

Enplanements

There were 219 Cape Air enplanements in February which was down from last year. Butch said that he hoped the weather will improve and things will pick up.

Security Camera System Update

Security Design gave an estimate for the camera system in the TSA checkpoint area at \$7815.75 Security Team's estimate was \$7,500 for the same area. Steve Tait asked - why do we spend money on TSA? The Commissioners had given the go ahead for the security camera system for everything up to the TSA part. Steve can't see spending any more town money on TSA. After a bit more discussion it was decided to leave the approval as is for everything except the TSA camera system.

Minimum Standards Update

The Minimum Standards were last updated in 1989. This portion of the meeting took the most time with semantics leading the discussion, i.e., "how do you define manager" – "what exactly are his duties?" – "how are the Commissioners appointed" and on and on. The discussion culminated with the following assignments:

Michael Valenti will do the revision for #2 – Steve Tait will do the manager portion and Heath Gatlin will tackle TSA. Jeff Jaran said that it would be wise to revise the Minimum Standards annually so that they would always be up to date.

Airport Website Update

Paul Gavin who is spearheading this effort thanked Heath for doing a great mock-up on power point. There are many links to other pages and the design is still considered a WIP (work in process). Paul asked everyone to e-mail him with any suggestions and/or changes to both websites that he's designing - Airport Commission and Provincetown Airport.

It was also thought that a history of the Airport would be valuable to include. Butch Lisenby thought that the Master Plan would have that information. Heath suggested a bullet list of anticipated projects would be an easy place to start. Also it would be interesting to include that Provincetown is unique in that we're one of only two airports on National Park land; Jackson Hole, Wyo. is the other.

Also the office hours of the Airport (8 a.m. to 6 p.m. – Monday thru Friday) as well as directions to the Airport should be included in the website. Add a brief mention of flying lessons and list ground transportation, as well. Photos are an important component, too. Visitor's information should be directed to Chamber of Commerce and the Provincetown Business Guild. Paul has his work cut out for him. Paul said that the town is shooting for a 3rd week of April start up date.

OLD BUSINESS

EA/FEIR/DRI PHASE II Update

Mike Garrity of JACOBS said that phase II is done! He's worked on an environmental document, parking, straightening the taxiways, etc. A lot of what has been done is safety issues.

The final draft report has been sent to the Park Service and Jacobs had hoped to have their comments by now but have not received them. Hopefully we will have their final comments by the end of the month. Mike continued by saying that we're now into the 6th draft.

On April 15th this will be posted in the Federal Register and then the clock starts ticking for the permitting of projects. In the meantime, Mike said, we've been doing permitting things such as setting up the fence alignment.

Cell Phone Booster / Tower Update

This project is still being worked on and the weather hasn't been cooperating. The test mono poll for the cell phone tower at the water treatment plant is still to be tested.

Hangar Event – Wedding Reception Update

Butch has talked to Chandra, one of the brides, and they've hired David Flowers for the July 2010 wedding. Butch will send the event form to David. Michelle Haynes has said that Cape Air is not a coordinator. Michael V. asked, "What's our involvement in this?"

Jeff said to remember that this facility is town owned and he'd be interested in ironing all this out. Heath said that the Cape Air has to say they approve of it and their argument for having the function is the promotion of the Airport. Heath said that we can either approve or not because it is a non aviation use of the facilities.

Jeff wanted to know where we draw the line for permission of this kind since we all know what the flap is from the outside?

TSA Trailer Lease Renewal Update

Their lease expired on January 31st. Butch gave a mini history on the background of the TSA trailer. Basically it was put on a short form land lease by TSA. George Price was evidently told about the lease and said the reality is that the Airport can't lease National Park land to another party. Thus it was decided that we will provide electricity for the trailer and charge TSA for it so the bottom line is that we can charge for electricity and any other amenities – but no land lease. Butch said that

our electrician has found a meter that attaches to the circuit breaker that feeds the trailer and will break down all the electricity used at a cost of \$600 to \$700 to buy and install. Michael V. wants to know why they can't have a separate meter? The total electrical bill for January was discussed and it amounted to \$1,097.

Butch doesn't know if a separate meter is doable but if it is, it could cost up to and estimated \$2K or so to put in a separate NSTAR meter. TSA just wants proof of what they're paying for. Butch will call N-Star and also our electrician and go from there.

FY2011 Budget Update

Everything's been approved through the Town Manager / BoS and the FinCom, and we're just waiting for the town meeting's approval.

Mike Leger Memorial Update

Heath Gatlin looked into an 18" X 24" bronze plaque for Michael Leger. The price he received was more than he thought it might be. It was \$1,200 for openers and went up from there. It was decided that Heath will be looking at other companies for costs and perhaps other dimensions.

SRE Truck Update

The FAA grant has come through and Butch was able to get it on the BoS agenda for tonight. It may be a winter delivery. He is still waiting on the MassDOT grant.

ARFF Vehicle Update

Butch had a meeting with the Fire Dept. to find out exactly what would meet their needs. This will be an airport vehicle but it will be controlled and operated by the Fire Dept.

NEW BUSINESS

EA/FEIR/DRI PHASE III

Mike Garrity requested \$300K of which will be paid at 95% FAA, 2.5% MassDOT and 2.5% PVC for Phase III of the EA/FEIR/DRI. This Phase III should finish our environmental project and cover costs that have already been created by Jacobs.

Motion: Move to approve Phase III of the EA/FEIR/DRI plan.

Motion: Heath Gatlin Seconded: Michael Valenti Vote: 5-0-0.

Clear Zone Maintenance

Every few years we cut a clear zone which is comprised of 300 ft. on either side of the runway area, full length and the entire infield. The estimate for this work is in the \$15K range. Butch will get estimates.

OTHER BUSINESS

Updates:

During the recent monsoon! the Airport came close to flooding. Water was found where there hadn't been any for years – but no flood.

The rotating beacon is now running and it was found that if you replace it you should do the pole, as well, which could turn into an environmental issue. – Thus, better to repair the beacon.

Mike G. said that he's exploring mitigation options with the Town of Provincetown Conservation Commission. We're trying to aim it toward the boundaries of Provincetown.

PAYMENT VOUCHERS

KOBO / Fruean Utilities		<u>\$715.00</u>
N-Star		<u>\$1,005.13</u>
Kenyon Wheeler	ballasts, lights, spares, etc.	<u>\$1,240.00</u>
Murphy Services, Inc.	repair oil burner	<u>\$3,702.71</u>
James Roderick	septic pumping	<u>\$2,000.00</u>
JACOBS	permitting invoice #1	<u>\$14,500.00</u>
JACOBS	permitting invoice #2	<u>\$10,000.00</u>
JACOBS	permitting invoice #3	<u>\$47,000.00</u>

Discussion on invoices:

The Commissioners would like to have Butch ask about the rate charged by Murphy Services and to find out if \$100/hr is a typical rate. (Murphy was called in by Cape Cod Oil because Cape Cod Oil couldn't do the repair.) Also the Kenyon Wheeler charge was thought to be excessive due to the special types of lights used. Perhaps in the future, estimates will be obtained for eventually changing over the Airport lighting to more simplistic and/or cost saving fixtures.

**THE NEXT MEETING WILL BE HELD ON
MONDAY, APRIL 26TH
3:00 P.M.**

The meeting adjourned at 5:35 p.m.

Respectfully submitted,
Evelyn Gaudiano
Evelyn Rogers Gaudiano

APPROVED: APR 26, 2010