



AIRPORT COMMISSION

Airport Conference Room

Wednesday

April 26, 2010

3:00 PM

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

Member Absent: Jeff Jaran (excused)

Others: Butch Lisenby

The meeting was called to order at 3:00 p.m.

Heath Gatlin, Chair of the Airport Commission, said that we've lost Roger Lookingbill and we commend his services to the Airport Commission and to the Town; he'll be sorely missed. Michael Valenti went to Roger's memorial service and commented that Roger was always ready to help anyone; he would have been 51 years old next week. His mother will be at the Nelson Avenue address until the end of May and condolence cards may be sent to her.

MEETING AGENDA

MINUTES

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

Motion: Michael Valenti **Seconded:** Steve Tait **Vote:** 4-0-0.

Motion: Move to accept the minutes of the March 22nd meeting as written.

Motion: Heath Gatlin **Seconded:** Steve Tait **Vote:** 4-0-0.

REPORTS

Enplanements

Butch reported that – for March we had 290 which is off from last year. We had 298 for March 2009 so we are a bit off. Michael Valenti went to a business men's lunch where Dan Wolfe, President of Cape Cod Air, spoke and Mr. Wolfe reported that last year was the most profitable year Cape Air has ever had. Heath said that overall we're about 10% down in enplanements.

Butch said that April is running about average and may indeed be a little bit ahead. Advance bookings look better for Provincetown but we have a history of being a last minute destination. The enplanements for '09 were 10,700 and this was nervously tight in making the 10K mark necessary for funding.

Security Camera System Update

Butch has talked to the security camera firm and they are putting in the original package; everything except the TSA area. There may be some money out there and if we get an 80/20 split grant from the state, we may want to do the TSA area also. Funding is usually available for safety issues that come in ahead of a whole lot of other grants BUT to get the money you have to have the projects completed. The project should be completed by the end of June (the fiscal year end).

A large discussion then ensued on how the cameras may help scofflaws who use the parking area of the Airport as their private spot for free parking for the beach, downtown, etc. It was finally decided that deterring this activity could only be safely done with a manned parking lot.

Butch said the next meeting would be the perfect time to ask Jeff how this would all work, i.e., parking tickets, towing, etc. Steve T. suggested all kinds of scenarios; if someone had a flight at 4:00 p.m. and opted to go to the beach at 2:00p.m. Would he then find his car towed, etc?

Minimum Standards Update

Heath said that last month we started to make revisions but Heath just got an answer from Chris Willenborg about the Minimum Standards – any changes have to be approved by the MassDOT Aeronautics Division. Hyannis just went through a huge project to update theirs and Chris recommended we take a look at the Hyannis standards. By comparison, we have everything they have – they just have a whole lot more. Butch called Bud Breault (manager of Hyannis Airport) and Bud has agreed to send Butch a copy.

Airport Website Update

Paul Gavin reported that the website is up and running; he said that organization is the key and gave a lot of credit to Heath Gatlin for all his help. The group doing the work refused to add the sub heading "Airport Businesses" because they said the software couldn't handle it. Steve Tait said that it's a little confusing; Paul said that the businesses were forced to be in a sub category - just like all the cab companies which were put in alphabetical order.

Heath Gatlin said that this is a first generation and it's great! Heath has a bit of archival items to add in and Paul will do it.

Steve wanted to know if we can track how many people hit the site because that'll tell you how good your navigation is working. Paul said that the software does have tracking in it and it would be nice to have a report for each monthly meeting.

Butch had an e-mail from someone who accessed the website and wondered about the purchases the Airport was making; probably someone in sales.

Steve commented that the navigation bar has such a muted color. He felt that the colors need to pop more.

Butch said that phone numbers of the different people in government would be a valuable addition; that is planned for the future.

Paul said that the next phase will be to have Butch train on the website so he can make changes as they evolve.

OLD BUSINESS

EA/FEIR/DRI PHASE III Update

EA/FEIR/DRI Permits Update

Butch updated the group and said that basically the same thing is ongoing. They had another round of comments from the Park Service on April 22nd and Mike Garrity is trying to get them turned around. We really feel we're getting close to the end and the permits are in a holding pattern right now.

Cell Phone Booster / Tower Update

This is still on hold. The Town's MIS group was buried with the town meeting and the web site. The town's MIS people still want to do it. Regarding the cell tower at the sewer treatment plant, it is still in process and Butch felt that maybe we can talk to the FAA to give them a little clearance on the height restriction.

Hangar Event – Wedding Reception Update

Butch sent the form to David Flowers and he hasn't received a response from him as yet. The two brides know about the form and Michelle Haynes said that they are still interested. Heath said that it seems as though we've spent more time talking about it than the actual planning.

TSA Trailer Lease Renewal Update

Butch said that this lease renewal is still bogged down and we're trying to get an estimate for putting a meter on the trailer to see how much electricity is used. The estimate would be for getting a separate electric service and what it would cost. Michael Valenti said he'll sit in on the meeting because he knows all about sub meters. The whole idea is that NStar can just bill TSA directly. Butch said the big concern is the cost and he's waiting to hear from the town electrician. TSA's lease has expired and they are still paying at the old rate. General Services Administration are the people with whom Butch is negotiating.

FY2011 Budget Update

The Airport budget has been all approved – as submitted. Heath said he'd like to commend Butch, Steve, and Mike Leger for getting all of this through.

Mike Leger Memorial Update

Heath had researched the memorial plaque for Michael Leger and he mentioned several of the quotes he had received. Bronze will be the most durable and the site takes a lot of harsh weather. A 16 X 20 bronze plaque would be \$745 but it was felt that the size alone would probably overwhelm the shack. After a bit more discussion, the following motion was made:

Motion: Move to purchase a 12" X 15" bronze plaque in the amount of \$459 from International Bronze to be mounted on the sightseeing shack in memory of Michael Leger.

Motion: Heath Gatlin Seconded: Steve Tait Vote: 4-0-0.

(Heath was cautioned to make sure the company know it's a municipality so there will be no tax. The federal tax identification number was given to Heath.)

SRE Truck Update

The FAA grant has been signed and we are still waiting for the State grant. We hope to have the truck delivered by the end of June.

ARFF Vehicle Update

Right now meetings are going on with the Fire Department, etc. so that we come up with a vehicle that will suit the needs of everyone.

Clear Zone Maintenance Update

It's on hold – you need a boat to get out there! You add the high water table and then all the rain we've had and we just have to wait for the water to recede. Perhaps it will be done in June or July.

NEW BUSINESS

OTHER BUSINESS

PAYMENT VOUCHERS:

N-Star \$751.27

Trask Petroleum Equipment Company \$1,159.00

A motion was made, seconded, and approved for the above two payment vouchers.
Vote: 4-0-0.

NEXT MEETING
MAY 17th – 3:00 PM

The meeting adjourned by popular vote at 4:30 p.m.

Respectfully submitted,
Evelyn Gaudiano
Evelyn Rogers Gaudiano

APPROVED: MAY 17, 2010