



AIRPORT COMMISSION

Airport Conference Room

Monday

June 21, 2010

3:00 PM

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

Member Absent: none

Others: Butch Lisenby and Mike Garrity

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

MEETING AGENDA

Minutes of May 17th meeting

Motion: Move to approve the minutes of the May 17th meeting as written.

Motion: Jeff Jaran **Seconded:** Heath Gatlin **Vote:** 3-0-2 ab (PG & MV)

REPORTS

Enplanements

For May 2010 there were 749 (only 671 in May 2009) - the year-to-date figure is 1,968 enplanements – (compared to the year-to-date 2009 figure which was 1,903). Thus we're up for this year and Cape Air reports that advance bookings are also up.

Security Camera System Update

The 2nd Pentel zoom camera has gone inoperative so that one will have to be dealt with also. The power system went down to the parking apron cameras so Butch got Kobo Utilities to come out and repair the power system. Now we're waiting for the security company to come back and complete the repairs. There is no definite date for their return.

Heath said that he was at Marshfield recently and they have all new camera equipment. He spoke to Ann Pollard and she had nothing but good things to say about the installer. The installer had access to grants that were available to Marshfield. They're even plugged into the police station and they also have a panic button. It sounded pretty sophisticated but it's all new equipment and they were not a local company. The grants were related to the fact that Marshfield is in close proximity to the power plant. Heath suggested that Provincetown look into a grant as well. Butch will follow up.

Minimum Standards Update

A working meeting will be held on Monday, June 28th at 2:00 p.m. During this meeting the Barnstable, Mansfield, and Chatham documents will be gone over to see if we can use any of their language in the Provincetown document.

Airport Website Update

Paul Gavin has met with the MIS department and was told that they don't have the capability to count the number of hits on the website. He hopes that a counter can be put on and as soon as he gets the count he'll pass it on.

Paul wanted to know who will be able to update the website. Butch has been nominated (or chosen) for doing the Airport updates. Paul also said that any ideas about the website can be fed into Butch.

OLD BUSINESS

EA/FEIR/DRI PHASE III Update

Mike Garrity gave the update; phase 3 is the environmental assessment and that is in process with the FAA – the money hasn't been appropriated yet but it's still being worked on. Mike said that if the National Seashore says that a certain item is an impact – then it's an impact. Now they're telling us what their impacts are and we will have a phone meeting tomorrow (June 22nd) and we will ask what the Park Service wants for mitigation.

EA/FEIR/DRI Permits Update

The permits are on the same track but with separate agencies. Each of the agencies has all the plans and we're working with every one of them. Nothing is moving very quickly and there's no estimate of time for completion. We can't get the permits approved until we have the National Park Service approve the environmental assessment and this is where we stand.

Cell Phone Booster / Tower Update

Butch said that we're still in a holding pattern. We are still waiting for MIS to get help from Buildings & Grounds (B&G) to come out and put up a booster on the roof. Butch heard from Sandy Turner that the bidder for the cell tower has possibly changed.

Hangar Event – Wedding Reception Update

Butch suggested postponing the update because the women will be arriving a bit later.

TSA Trailer Lease Renewal Update

Butch received an estimate of \$1,895 for the installation of the TSA trailer's own electric meter. The GSA people were given the estimate and Butch hasn't heard anything back from them. GSA wondered if maybe they have been overpaying for the last few months and we've been without a lease since February 1st. Butch said that once he gets approval from GSA it'll be only a couple of weeks before the installation will be completed.

Mike Leger Memorial Update

The plaque was shown to everyone and is truly beautiful. Heath thought about scheduling a formal installation and memorial in July and then someone suggested doing it later at the annual Gay Pilots happening in September. Heath will look into this.

SRE Truck Update

We are still waiting for the state grant. Steve Tait suggested that perhaps the granting agency is waiting for the fiscal year end.

ARFF Vehicle Update

Butch said that they've put the specs together – the bids are due June 29th and this has developed into a standard size ARFF vehicle and not a smaller version similar to what we have now. The town's share will be around \$15K. We have gone to a standard size vehicle because the manufacturers don't make a vehicle larger than the smaller size or smaller than the standard size that can handle the weight requirements, i.e., (foam, water, chemicals, etc.); that's why it has grown so much.

Clear Zone Maintenance Update

The maintenance of the clear zone will include both sides of the runway south to the tree line – north to the taxi way and the full length. There have been 3 estimates submitted in the amounts of \$8,500, \$16,754 and \$38,000. The company who gave the \$38K estimate has done it before and knows what is involved. All of

the interested parties looked over the terrain and were also told what would be involved. Also the NPS insists that the material be chipped and spread and not removed.

There followed a general discussion among the Commissioners on the disparity of the estimates. After the discussion it was decided that the lowest estimate was the way to proceed.

Terminal Building Repairs Update

Butch said he has put a list together and has given it to Buildings & Grounds copying Sharon Lynn, David Guertin, etc. Sandy Turner sent a message to David Gardner based on his list and she said "Are we supposed to drop everything for the airport?" Butch then sent a rebuttal email reminding them that the list was always just a request to be put on a realistic timeframe list for repairs however he does feel that he needs guidance from B&G about the roof leak asap.

Jeff Jaran suggested that Butch should wait to see if he gets a response from Sharon Lynn. Butch also knows the DPW has a manpower problem so this could take some time. Most of Butch's contacts have been through telephone calls but now the Commission has recommended he document it through e-mails to create a paper trail.

Most of the Commissioners felt that the DPW could debit the Airport's budget for repair costs if needed.

Steve also suggested depending on Sharon's response we could go with a local handyman if we can't get this resolved within a realistic timeframe. Jeff suggested we should wait until the next commission meeting in July to make decisions.

Hangar Event

Jeff wants to know if the Airport Commission will approve of the event. Butch said the Commissioners won't take a vote until all the O.K.s are in. There was an e-mail sign-off from Michelle Haynes (sans signature) however the commission wants an actual signature from Cape Air. Butch relayed from Michelle that Cape Air isn't signing because of the word endorsement on the form. The commission directed Butch to change the wording to approval.

Steve wants to see the security plan; we ultimately have the responsibility for the security of the Airport. Jeff said the plan for attendees was 150 and now it's down

to 135 people. Big question is “What areas are you restricting and who makes sure of the restrictions?”

Steve said that he would just vote against any airport events. We’re not making any money on this and that’s why Cape Air’s signature is necessary.

Two brides arrived

They introduced themselves and said they loved the idea of the hangar reception and they were excited about it. They have plans for transportation, pick up and drop off spots – complete plans and most people are agreeable to the timeframes provided.

Heath explained the hold-up on the form that Michelle has yet to sign, i.e., change from endorsement to approval.

The brides then gave a brief overview of their plans – wedding ceremony at St. Mary of the Harbor – no guests will be parking at the airport, just the DJ and the vendors. They have arranged for security from 6:30 p.m. to 1:30 a.m. and they asked for police officers that have been trained for airport details. There will be absolutely no smoking allowed on the premises. In terms of clean-up, we’ll take all our trash with us and all the rubbish will be picked up by all our people. Butch will be doing the locking up of the facility AFTER the festivities. They also have liability insurance. Butch said it would be nice to have a guest list; something that we can reference.

They were told that the Commissioners have a meeting on Monday and if we can get everything by that time, they will take a vote. Michelle is fully supportive – she just didn’t like the word endorsement.

The women also said that the portable restrooms will be picked up by 8 a.m. on Monday.

NEW BUSINESS

There was none.

OTHER BUSINESS

Heath said that Russ Kimball and Roger Putnam volunteered their services to mow along the taxiway and runway edge to keep the grass under control. Butch said he would keep the offer in mind if needed but we should be able to get back on track with the mowing.

Heath said – we have a nice GEM cart that we use in the summer. Why isn't it used all the time? Butch said it isn't needed in the winter. The golf cart can do it all and is more versatile. Both carts are used in the summer.

PAYMENT VOUCHERS

JACOBS	E A Permitting	#4	\$ 70,000.00
JACOBS	E A Permitting	#5	\$105,254.00
Lambert	mowing		\$ 1,515.55
N Star			\$ 596.67
Security Design Inc.		#515	\$ 2,619.00
Security Design Inc.		#516	\$ 3,970.00
Security Design Inc.		#520	\$ 1,305.00
Security Design Inc.		#521	\$ 2,970.00

Motions were individually made, seconded, and unanimously approved by all for the above eight (8) invoices.

AFTER COMMISSION MEETING: AIRPORT WALK THRU

NEXT MEETING
Monday, June 28th
2:00PM

The meeting adjourned 4:45 p.m.

Respectfully submitted,

Evelyn Gaudiano

Evelyn Rogers Gaudiano

APPROVED: JUL 19, 2010