



## **AIRPORT COMMISSION**

**Airport Conference Room**

**Wednesday**

**July 18, 2011**

**4:00 p.m.**

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

**Staff:** Mike Garrity and Butch Lisenby.

The meeting was called to order at 4:00 p.m.

### **MEETING AGENDA**

#### **MINUTES**

**Motion: Move to approve the minutes of the June 28<sup>th</sup> meeting as written.**

**Motion: Steve Tait      Seconded: Michael Valenti      Vote: 4-0-1 ab (HG)**

#### **REPORTS**

##### **Enplanements**

The enplanements for June were 1,173 which was about the same as June 2010.

#### **OLD BUSINESS**

##### **EA/FEIR/DRI PHASE III Update**

Nothing has changed but things are slowly moving along. The staff of the Cape Cod Commission will look over the document and help us thru the Cape Cod Commission process.

Heath Gatlin wanted to know how this project relates to the e-mail from Denise Garcia in regards to CIP Meetings. Butch said that this happens every year and it's more or less a ten-year plan meeting where we discuss what we plan to do, etc and in which order we plan to do projects. We've been talking about fences, etc. and

the terminal may be the next approved project. Mike said that what comes back to us from the environmental side is that they have no problem with the expansion of the terminal.

Butch said that the annual meeting is basically a rehash of what we have on paper – some projects may jump ahead and some may be slowed down depending on what is perceived as their urgency.

Michael Garrity said that we've already done an environmental assessment on the CIP projects and we're in the middle of permitting – so - we really can't change projects.

Michael Valenti said that he would like a timeline and Mike said that we're talking about design and permitting for 2013. Butch said we usually do design to a certain level and now they want a 90% design level.

#### **TSA Trailer Lease Renewal Update**

Butch is still working on getting the finalized document from the GSA. We know we'll get paid – eventually!

#### **Rotating Beacon Replacement Update**

The project has been completed – paper work has been submitted – it's in the mix. It is State discretionary money and we should get 80% returned.

#### **Meeting with Selectmen Update**

November 14<sup>th</sup> is the approved date. The BoS meeting starts at 6 o'clock and hopefully it will be at the beginning of the meeting agenda. Heath – after reading the previous minutes – wanted to know what the discussion was about. He was told that it had to do with timing, i.e., in November the tourist season is over and things are beginning to quiet down so that's why late fall was chosen.

### **NEW BUSINESS**

#### **PTV Request**

Beth O'Rourke, the PTV representative, said that PTV had received a grant from the Visitors Service Board for three 26" screen TVs. She'd like to add one of them to the Airport's waiting area. It would play about a four hour loop of town-wide subject matter that would be of interest to tourists. There would be no advertising but just local interest. She suggested possible locations; they will install and maintain. It will vary but will all be focused on local events. Beth also said that the people in the building would have control over volume, etc.

**Motion: Move to endorse Cape Air’s request to approve PTV installation of a 26” TV in the terminal for the purpose of informational programming.**

**Motion: Heath Gatlin                      Seconded: Jeff Jaran                      Vote: 5-0-0.**

## **OTHER BUSINESS**

### **Sprinkler System**

Heath wanted to know about the sprinkler system in the hangar which had a rotted out piece which happened because of corrosion. This is the first sprinkler maintenance of this type and the sprinkler is over 13 years old. Heath also asked if there were a monitoring log; Butch said that it is inspected every 3 months. Butch found an air leak which turned out to be this corroded section.

### **Surplus Equipment**

Butch said that the 2000 F350 pick up truck and plow; also a 2000 pick up truck sander is now surplus equipment due to the arrival of our new 2011 F-350 Pickup with plow.

**Motion: Move to assign both the above pieces of machinery to surplus equipment.**

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

### **Cape Air**

Michelle Haynes said that she’d like to restart a marketing committee for Cape Air and have someone on the Airport Commission ear-marked to work with her – not so much work with her as having a Commissioner readily available as a liaison to bounce ideas off of and to ask for advice. She said that she has taken an ad in Bay Windows and is attempting to get people on planes during the off season. She’s talking about fly-bys for Cape Air (aka specials). Steve Tait volunteered to be available – after the tourist season. Paul Gavin said that if you’re going to do specials monthly he could put that on our website.

### **Questions:**

Michelle said that the other day we did a photo shoot with Dan Wolf here and since she doesn’t have an airport ID it was difficult. Butch will do an ID for her and asked if she had any other requests.

Paul wanted to know what it would mean if Homeland Security takes over the NSP. He was told that it is legislation that hasn’t passed yet. Jeff said that it’s a discussion that hasn’t generated a lot of support - just questions – no answers.

Michelle was also told that there's no listing for JetBlue under Cape Air and Steve reported that some of his guests couldn't print out their boarding passes for JetBlue connections..... Michelle will look into it.

**Emergency Preparedness**

Heath wondered when the last time was that we ever did a dry run for an emergency. Butch said not in about 20 years.

Jeff Jaran, the Police Chief, said that one simple call to 9-1-1 would set a myriad of options into automatic motion and we're in a group of mutual aid departments. Also, once the new firefighting apparatus arrives in October there will be numerous drills for the local fire fighters and police. Jeff cautioned that training is great but there's a cost to everything.

**PAYMENT VOUCHERS**

<b>Kobo Utility Construction</b>	<b>(rotating beacon)</b>	<b>\$8,137.00</b>
<b>N-Star</b>	<b>(shack)</b>	<b>\$573.18</b>
<b>Fuel Management Services</b>	<b>(fuel farm monitoring)</b>	<b>\$576.40</b>
<b>JACOBS</b>	<b>(phase 3 - #6 – final invoice)</b>	<b>\$65,000.00</b>

**Motion: The above four invoices were approved by all the Commissioners in attendance with a vote of 5-0-0.**

**NEXT MEETING**  
**MONDAY – AUGUST 22<sup>ND</sup>**  
**4:00 P.M.**

The meeting adjourned at 5:00 p.m.

Respectfully submitted,  
*Evelyn Gaudiano*  
Evelyn Rogers Gaudiano

APPROVED: AUG 22, 2011