



AIRPORT COMMISSION

Airport Conference Room

Monday

August 22, 2011

4:00 p.m.

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

Member Absent: Paul Gavin (excused)

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 July 18th meeting as written.

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

REPORTS

Enplanements

The enplanements for July were 2,374 – a figure which was slightly down from July 2010. For August – both the weather and Carnival contributed to the enplanements being up.

OLD BUSINESS

EA/FEIR/DRI PHASE III Update

Mike Garrity announced that phase 3 is officially over. He had scheduled 2011 for finalizing the permitting and doing 3 plans of the terminal; the Cape Cod Commission requires an energy audit. A 90% design on all the designs is also necessary as well as a wild life assessment – meaning - what's the probability of the animals being hit. Mike does not have a fee estimate or a scope of work finalized. He has requests out for everyone to get their pieces into him. What is required of the Airport Commission? Someone to be available to sign the \$1.3M grant request before the end of the week. (Butch can sign it.) The grant will be called phase 4.

Basically what's happening, Mike said, is that we had a Cape Cod Commission meeting and they decided that we now need to follow the new CCC regulations and not the old ones as we were first told. This will increase the cost of Phase IV.

Butch said this 90% design planning is basically done so there should not be any surprises during construction. The numbers are changing so it could double or triple our cost if the percentages of FAA and / or MASS/DOT contribution changes. We can pay the Town share out of the revolving account but we may not have enough to complete the list of projects without help from the Town. Butch said that we had a face to face with the Cape Cod Commission so that we have a better understanding of what we have to complete.

Steve Tait asked - where are we with the projects? All the projects are the same but we just have to get Cape Cod Commission approval.

CIP information will give you the basic information. Terminal improvements might be \$3 to \$5M. Steve asked - so why are we spending money on the plans for the terminal bldg if the Town may not be able to secure the funding for the Town's share?

Steve said it might make more sense to get some town father's input.

Butch said that by doing this with the Cape Cod Commission – we have their approval and permits which will give us up to 7 years to complete the project.

Mike said that the Cape Cod Commission is already working – they look at ground water, the wetlands, the natural resources, traffic, etc. - this project is the whole ball of wax. Mike said they've seen it and there doesn't seem to be anything to hold them back.

Heath asked if we are through with the National Park Service review. Mike said that the Cape Cod Commission is going to rely on the National Park Service standards for the terminal building.

Steve asked - what about the pot holes in the parking lot? Butch said that we can't go in and repair them at this time. Butch will see if the town DPW department can use some cold patch on them.

Butch said that – due to very minor environmental issues – the terminal might be the first project to pop up. The terminal may jump to the front of the line.

TSA Trailer Lease Renewal Update

Butch just got a phone call and the lease renewal is working its way up the chain to be signed. We should have the signed document shortly which starts the lease payments at \$108/month until we prove that it's more than that. Right now it's averaging about \$150/month. July's bill was \$215 but we'll average it. This lease will start April 2010. The first order of business will be TSA updating the lease payments from April 2010 to current at the \$108.00 per month rate and also the reimbursement for the meter installation broken to a 12 month period.

Rotating Beacon Replacement Update

The state has approved all the submittals and has approved and offered a grant. The grant paperwork shows the total price of the project and not 80% which is usually the case with an ASMP Grant. Butch thinks it may be possible the state will pay the complete cost of the project - but this too is a "wait and see" what the state decides.

NEW BUSINESS

Emergency Procedures Manual

Heath asked if anyone looked over what Paul sent out. There were a couple of them which don't really relate to Provincetown's size. Read it over first – those are the things that should be documented somewhere. Butch said that its similar – he's trying to find a manual for an airport that is similar in size. It was decided to keep this on future agenda items.

Heath asked Butch to strip out the Tampa stuff and resend it to everyone. We may all look at it and say – per Heath – we don't need it – then so be it.

OTHER BUSINESS

Nantucket Memorial Airport

Heath brought in copies of an article from the Nantucket Inquirer & Mirror. It seems as though Nantucket Memorial Airport is under an inquiry by the Attorney General's Office for its questionable awarding of jobs which mandated bids, etc. Heath asked if all of our jobs, etc. were in compliance with rules and regulations.

Butch assured Heath and the rest of the Commissioners that we are in compliance. Butch continued by saying that the rules are very clear cut, i.e., 3 estimates are needed for any government purchase of a supply or service over \$5K and less than

\$25K and for contracts over \$25K – municipalities must solicit and receive sealed bids/proposals, competitive wage rates, payment bonds, and other advertising requirements.

Butch said that our Airport Consultant keeps us on the right track when it comes to large projects that require sealed bids and wage regulations.

Michelle Haynes

Cape Air is doing major renovations in Hyannis and they are displacing Michelle’s office and she’d like to take over the Provincetown Airport’s conference room for the next 7 months as her office. She came out here yesterday and today and noticed boxes of old things from the town clerk’s office. (Records that Michael Leger was going to go over.) Michelle wants the boxes removed, and also a computer brought in along with phone lines, etc. She said that she’s aware that sometimes pilots use the room and also the Airport Commissioners hold monthly meetings in there and she’ll be happy to cooperate and/or share the space.

There were concerns about this request however it was brought up that Cape Air does lease the terminal space.

The discussion limped to a close since the lease agreement says it all; the lease will be gone over by all the Commissioners. Final comment was that it wouldn’t be a major issue and we’re bound by the lease agreement.

PAYMENT VOUCHERS

Ken Lambert	mowing, grass trimming	\$2,773.81
N-Star	meter – runway lights	\$545.29

A motion was made and seconded to approve these two vouchers by a vote of 4-0-0.

**NEXT MEETING
MONDAY
SEPTEMBER 26TH
4:00 P.M.**

The meeting adjourned at 5:10 p.m.

Respectfully submitted,

Evelyn Gaudiano

Evelyn Rogers Gaudiano

APPROVED: SEP 26, 2011