



AIRPORT COMMISSION

Airport Conference Room

Monday

September 26, 2011

4:00 p.m.

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

Member Absent: Jeff Jaran (excused)

Attendees: Mike Garrity, Michelle Haynes 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 August 22nd meeting.

Motion: Michael Valenti **Seconded:** Steve Tait **Vote:** 3-0-1 ab (PG)

REPORTS

Enplanements

We are a bit down for August with 2,446 enplanements. August 2010 had 2,751 and we now have 7,934 as the year to date figure. Weather, as always, is a factor.

OLD BUSINESS

EA/FEIR/DRI PHASE IV Update

Mike Garrity said that Phase IV is proceeding. We are now meeting with the Cape Cod Commission on environmental issues, the design for the terminal building, etc. Butch Lisenby said that added to our project is the newly required hazardous wild-life assessment. We also have to say what is going to happen within the next 5 years so they can do the scheduling and budgeting. All the governing agencies

defer to the FAA – so there will be a CIP meeting that the state will be attending (Butch & Mike will attend, too). There are environmental issues that have to be considered, also. The letter said that the State may not have funding for all the projects that are on the list but every year they say this.

TSA Trailer Lease Renewal Update

Butch said that nothing has changed and are still waiting for the money and we've jumped through all the hoops. Butch hopefully thinks that GSA may be waiting for the end of the Federal fiscal year which ends September 30th - so they may not want to part with the money until the new fiscal year.

Rotating Beacon Replacement Update

Everything with this subject is the same, too. Everything has been submitted to the state – all signed, sealed & sent back – still waiting for the reimbursement.

Emergency Procedures Manual Update

On the night of August 31st the Provincetown Airport suffered a fatal crash just southwest of the Airport. Butch reviewed the events of that evening and everything that could be done was done.

The one problem remaining is that we have the wreckage here and the NTSB and FAA can't find an insurance company to claim the wreckage. Storage of the wreckage could become a problem. Paul Gavin wondered if the town counsel should be contacted.

Butch said that we have quite a few operations here after 10 o'clock at night and Cape Air is doing training all hours. The Emergency Procedures Manual – according to Butch – could be something simple – he will work on it. Heath Gatlin asked Butch if the Commissioners could have something to look over for next month's meeting.

Dennis Dias (NTSB) sent a great thank you letter regarding the airport accident.

Paul Gavin said that Provincetown has a code red warning system for all residents and wondered if the Airport could do a similar system for all people who need to be notified in case of an Airport incident. Butch said that it is simpler just to have a call system.

Selectmen's Meeting Update

On November 14th the Airport Commission has a combined meeting with the Board of Selectmen (BoS). Steve Tait, who is the Commissioner's budget person, thinks it would be appropriate to talk about the 5 and 10 year improvement project and what the town's input will be in dollars and cents. Heath thinks that we could explain about how the State and Federal grants come in – and that anything over that amount is required from the town and we may need an appropriation from the town meeting. Steve has been on the Commission for 11 years and has never had to go before the town for money.

Heath – not wanting to violate the open meeting law – asked if we can send around a bullet list to members regarding subjects for discussion at the BoS meeting. Butch suggested that the bullet points be sent to the commissioners and then discuss them at the next meeting. Maybe we should give the selectmen a copy of the CIP list and discuss it with them.

Butch doesn't know the level of detail the BOS is looking for at these meetings so we should try to be as prepared as possible. Paul suggested giving the selectmen information from our website.

NEW BUSINESS

Lease Payment Responsibilities

Heath has been going over the lease payment responsibilities, i.e., payments for lighting and water, etc and how it's broken down. Heath read it and found that Cape Air is responsible for some items that the commission is paying for and the commission is responsible for some items that Cape Air is paying.

Michelle Haynes said that she will have documentation at the next meeting about who pays for what. Steve said that at the next meeting we should go over the lease – point by point and see where it deviates.

OTHER BUSINESS

The PTV screen is up and operational. It has been tested and works fine.

Butch, along with Mike G. is going to the BoS later this evening to get EA Phase 4 FAA grant approved and signed.

PAYMENT VOUCHERS

There were none.

FUTURE MEETING DATES
MONDAY – OCTOBER 17TH
3:00 P.M.

*****Note start time above!*****

MONDAY – NOVEMBER 14TH
4:00 P.M. – AIRPORT COMMISSION
6:00 P.M. – BOARD OF SELECTMEN

The meeting adjourned at 5:15 p.m.

Respectfully submitted,

Evelyn Gaudiano

Evelyn Rogers Gaudiano

APPROVED: OCT 17, 2011