



AIRPORT COMMISSION

Airport Conference Room

Monday

October 17, 2011

3:00 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 3:00 p.m.

AGENDA

MINUTES

Motion: Move to approve the minutes of the September 26th meeting as written.

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

REPORTS

Enplanements

For September 2011 there were 1,290.

In 2011 the "year-to-date" number was 9,224.

In 2010 the "year-to-date" number was 9,841.

OLD BUSINESS

EA/FEIR/DRI PHASE IV Update

Basically nothing has changed and we are still in a waiting mode. Mike Garrity said that the NSP is on board with what has been submitted and is trying to get it finalized by the end of this month.

ARFF Vehicle Update

This week the final inspection will take place on Oct. 20th and as long as the final inspection goes well, they'll ship it. The vehicle could be here next week. Butch said that the district chief and mechanic have flown out for the final inspection.

TSA Trailer Lease Renewal Update

Butch said that he still hasn't heard anything. Everything is in place – everything looks good – but still no money. The contact person says that it's in the works and they are just not responding. Michael Valenti suggested sending them an e-mail and asking “is there any reason you're not responding?” Jenkins Cagwin is the contact person.

Michelle Haynes suggested calling Dan Wolf's office and asking for help in this situation.

Rotating Beacon Replacement Update

The paper work has been submitted and we're waiting for the state to pay. The papers that came through showed 100% reimbursement and Butch is hoping this is correct – usual amount is 80%.

Emergency Procedures Manual Update

Butch Lisenby handed out his draft of the above. Every one had comments on the draft, i.e., put in titles for contact people, manual location, etc. Changes will be made and then e-mailed to all for comment.

Selectmen's Meeting Update

Monday, November 14th - Someone asked if we know their schedule (as in when we would be heard). Steve Tait wants an agenda from the Board of Selectmen's (BoS) office.

There were differing views on the presentation for November 14th and this part of the meeting turned into a strategy session. It was also determined that an in depth joint meeting (1 on 1) should be held in the future in order to apprise the BoS of the special funding needs for the Airport.

The obvious introduction on the 14th should be the Provincetown Airport's Mission Statement and projects that are either ongoing or waiting for approval. Thus, a bulleted statement (drafted by Heath) showing them the airport structure of a town airport on Federal land might also be in order.

Steve, along with Butch, has done the budget for the last few years and he definitely feels that a separate meeting would be needed to inform the BoS of all the commitments, funding, etc. which can be projected. Paul Gavin wants the dollar details to wait for either a private meeting or the budget session.

Lease Payment Responsibilities Update

Heath had copies of the Cape Air lease to hand out. He and some of the Commissioners had quite a few questions about definitions, responsibilities, etc. so – before anything was actually determined – it was decided to contact a Cape Air representative to discuss the lease. Michelle Haynes noted that she will have someone from Cape Air at our next commission meeting to iron out any questions. Cape Air’s lease expires in 2017.

NEW BUSINESS

It’s time to work on the FY2013 budget which has to be done within the next two weeks. A meeting between Butch and Steve will take place on Monday, October 24th @11:00 a.m. If any of the Commissioners are free they are welcome to attend.

OTHER BUSINESS

None

PAYMENT VOUCHERS

Kenyon Wheeler	electrician	\$1,470.00
N-Star		\$546.91
KDAL	brush cutting & mowing	\$3,755.81
Chatham Ford	maintenance, etc. on SUV	\$2,380.97

Motion: The above four invoices were moved, seconded, and approved by all the Commissioners present. Vote: 4-0-0.

**NEXT AIRPORT MEETING
MONDAY, NOVEMBER 14TH
3:00 P.M.**

The meeting adjourned at 4:55 p.m.

Respectfully submitted,
Evelyn Gaudiano
Evelyn Rogers Gaudiano

APPROVED: NOV 14, 2011