



## **AIRPORT COMMISSION**

**Airport Conference Room**

**Monday**

**November 14, 2011**

**3:00 p.m.**

**Members Present:** Heath Gatlin, Paul Gavin, Jeff Jaran (arr 3:15p), Steve Tait, and Michael Valenti.

**Attendees:** Chuck Ferrara and Butch Lisenby.

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

### **MEETING AGENDA**

#### **MINUTES**

**Motion: Move to approve the minutes of the October 17<sup>th</sup> meeting as written.**

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

It was decided to take the following subject out of order since Chuck Ferrara, a Vice President with Cape Air, had to be on a 4:00 p.m. flight out of the Airport.

#### **Lease Payment Responsibilities Update**

Chuck is the person with Cape Air who deals with leases and has been asked by the Airport Commission to come to one of their meetings to discuss the lease and its obligations.

One big item in the lease is that it states that Cape Air should be responsible for all maintenance, etc. Heath, Chair of the Airport Commission, said that – as far as the maintenance and repair items - we've been paying for some of the items up to now, i.e., repair, bulbs, etc. Heath continued by saying that one of the things we talked about – if we decide that we wanted new lights we know that would be our expense – but in terms of maintaining the lights that are here – that should be Cape Air's responsibility.

Then Steve Tait mentioned the equipment garage – and Michael Valenti said that as we look at this lease a bit closer - we're questioning all things.

A lengthy discussion was conducted with everyone acknowledging that the entire lease arrangement was – in itself – quite unique. The agreement and conclusion was that Chuck would draft a Memorandum of Understanding (MOU) to address all the issues that had been brought up at tonight’s meeting. He will return at a future meeting with his draft and it will be discussed.

## **REPORTS**

### **Enplanements**

For the month of October there were 879 and this puts us over the top for the year at 10,103. October 2010 had only 803.

### **FY2013 Budget Update**

Steve Tait went over our costs and they were \$11K over our budget and Butch paid them out of our revolving account. What we actually spend doesn’t reflect the Revolving Account and Steve tried to explain this in the narrative. Paul Gavin thought that you should have another line that details the revolving account. Paul further said the problem is you’re not showing the town how you spent the money.

Steve said items like vehicle parking charges has come in to question in past discussions with the Selectmen and or Finance Committee. There is no easy way to control it and Steve wants to recommend that we keep parking – for the present time – at no cost so it won’t deter Cape Air’s business.

It was decided that an agenda item for the next meeting will be “Pay Parking Study” to gather information. Also it might be wise to ask Cape Air for a letter supporting “no fee” parking. There are 62 spaces.

Everyone thanked Steve for all his hard work on the budget.

## **OLD BUSINESS**

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

Butch said that - basically - we’re still in the same spot. We’re trying to pull out a project to partially reconstruct the parallel taxiway – there will be a change from 65 ft wide to 45 ft wide which will make the current foot print smaller. One of the reasons for this project is that we are running out of projects we can do without the completion of the environmental process. No projects would mean we are in jepordary of losing some of our entitlement money that would expire at the end of the physical year. Another thought might be that there are agreements between airports who need money – We could lend our expiring entitlement money to an airport like Hyannis to use toward one of their projects and then Hyannis would

return the money to us when needed, however there is always the question of how to make sure the airport you are lending the money to will have it to return when we need it.

### **Selectmen's Meeting Update**

Steve plans on outlining his projections with the revolving account and asking for their input.

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

Butch has talked to them repeatedly as well as the GSA leasing specialist. They have gone to a meeting with their controller and they get the same story – “it's in the system.” He also reached out to Seth Rohbein in Dan Wolf's office and they will try to put pressure on the TSA. Steve said that he has a contact in Keating's office and will send some information to Butch.

### **Emergency Procedures Manual Update**

Butch has sent an e-mail update to everyone.

### **Rotating Beacon Replacement Update**

The state has come through with 80%. We hoped for more but it didn't happen.

### **AARF Vehicle Update**

It has been delivered and there will be some training this coming week-end in the former trailer park area which once housed the temporary town hall.

### **NEW BUSINESS**

None at this time.

### **OTHER BUSINESS**

#### **Rental Cars**

Michelle Haynes sent an email to Butch about Raphael Richter stating that he's interested in having a rental car agency at the airport. Butch said that he thought the problem for the Commission would be parking. Nobody knows how Enterprise will react.

Seems to be a “tempest in a teapot” since they would have to get a license first and, also, giving up additional parking spaces might be detrimental to Cape Air's business. (Already the magical 10K enplanement number continues to be an annual worry.)

**Police Car Incident**

Steve asked about the police car incident. Jeff Jaran said that the police routinely do a property check at the airport. Unfortunately the officer who undertook to do the check drove a bit too fast in an unfamiliar spot and ran off the runway.

The Commissioners feel that any time a police car is on the runway – their lights should be flashing in order to warn any approaching aircraft. Depending on the runway lights coming on just doesn't cover it.

**Aircraft Wreckage**

The aircraft wreckage is still out there and no relatives or insurance companies want anything to do with it. Paul said that maybe we should put a lien on it. There's not much out there. We might be able to get a scrap dealer take it away for the value of the scrap. It will probably be 6 months to a year before it is settled.

**Commission Terms**

Both Heath and Michael have their terms on the Commission running out. Michael will be happy to renew but Heath has some conflicting issues. The only time that would work for Heath would be Friday afternoons. Everyone wanted to accommodate Heath – and – after the December meeting – all future meetings will be held on Friday afternoons.

**PAYMENT VOUCHERS**

<b>R.W. Townsend &amp; Sons</b>	<b>weed whacking</b>	<b>\$900.00</b>
<b>N-Star</b>	<b>meter for shack</b>	<b>\$612.61</b>

**The above two vouchers were moved, seconded, and approved by all. 5-0-0**

**NEXT MEETING  
MONDAY – 4:00 P.M.  
DECEMBER 19TH**

The meeting adjourned at 5:10 p.m.

Respectfully submitted,  
*Evelyn Gaudiano*  
Evelyn Rogers Gaudiano

APPROVED: DEC 19, 2011