



## **AIRPORT COMMISSION**

**Airport Conference Room**

**Monday**

**December 19, 2011**

**4:00 p.m.**

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

**Staff:** Michelle Haynes and Butch Lisenby

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

Heath wondered why the Cape Air lease wasn't on the agenda. The reason was because Chuck Ferrara hasn't had an opportunity to review the lease. It will be on the next agenda – whether any changes have been suggested – or not.

### **MEETING AGENDA**

#### **MINUTES**

**Motion: Move to accept the minutes of the November 14<sup>th</sup> meeting as written.**

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

### **REPORTS**

#### **Enplanements**

There were 478 in November – making 10,581 for the year. Last year November's count was 501.

#### **FY2013 Budget Update**

Butch Lisenby and Steve Tait had a meeting with Sharon Lynn and Dan Hoort and they approved the budget as submitted. There was a lot of informational discussion about the revolving account. Steve said that they are going to incorporate the airport projects into the capital improvements for the town. It sounds as though it's for planning purposes and they're just trying to plan for the future.

## **OLD BUSINESS**

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

Michael Garrity from JACOBS planned on attending today's meeting but he was sick.

The final document – a rotund book – has been delivered and it has to be signed by the FAA in two different spots. Right now we're waiting for Richard Doucette (FAA). Paul Gavin supplied the abutter's list which is necessitated by the Cape Cod Commission.

The document will go out - maybe the middle of January - and Michael will know where we go from here.

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

Butch said that he had just received a phone call telling him that a copy of the signed lease is in his e-mail and the original signed copy is on its way by UPS. Hopefully this means a check will soon follow. We're going to go through the first year that the meter has been in and then GSA will adjust the lease payment. Also, the first lease payment should include the amount for the meter installation.

## **NEW BUSINESS**

### **Pay Parking Study**

We are soliciting letters from stakeholders at the airport like Cape Air stating their concerns or support about pay parking at the airport and how it may affect airport patrons.

Michelle Haynes will take the request back to Cape Air.

### **2011 Annual Town Report**

Heath Gatlin did a first draft and sent it around to everyone. In the past it has been anywhere from 2 paragraphs to two pages. This issue spawned the most discussion. Paul Gavin said that the blurb for the Town Report should contain accomplishments and happening during the past year (2011). Also, due to the cost of printing, it should not be a lengthy novel.

The conclusion was that Heath will e-mail his draft to all the Commissioners and requests that they make changes they deem necessary and e-mail their versions back to him. He will be gone for the next two weeks and will compile the data upon his return.

**OTHER BUSINESS**

Michelle said Cape Air is interested in adding Provincetown to New York service. She said that they had asked opinions from the general public and hundreds of responses were received. It will be referred to as “seamless convenient travel” and will be how they’ll be advertising it.

**PAYMENT VOUCHERS**

<b>Open Sesame</b>	<b>keypads, etc.</b>	<b>\$1,527.20</b>
<b>Kenyon Wheeler</b>	<b>ARFF electrical hookup</b>	<b>\$650.00</b>
<b>N-Star</b>		<b>\$653.29</b>
<b>General Safety</b>	<b>ARFF Vehicle</b>	<b>\$672,436.00</b>
<b>General Safety</b>	<b>ARFF change order, radios</b>	<b>\$3,063.00</b>
<b>JACOBS</b>	<b>invoice #2 – ARFF vehicle</b>	<b>\$950.00</b>
<b>New England Renewable Energy Systems</b>	<b>HVAC</b>	<b>\$622.58</b>

**Motion: Move to pay the above seven payment vouchers.  
The Motion was made, seconded, and approved by all.**

**NEXT MEETING**  
**FRIDAY – 3:00 P.M. JANUARY 20, 2012**

The meeting adjourned at 5:15 p.m.

Respectfully submitted,  
*Evelyn Gaudiano*  
Evelyn Rogers Gaudiano

Approved with changes: JAN 20, 2012