



AIRPORT COMMISSION

Airport Conference Room

Monday

January 20, 2012

3:00 p.m.

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

Member Absent: Jeff Jaran (Excused)

Staff: Michelle Haynes and Butch Lisenby

Others: Roger Putnam and Dan Wolf

MEETING AGENDA

It was decided to allow Dan Wolf to speak first since he had just come for this meeting of the Airport Commissioners. Dan came here in response to a possible parking proposal that the BoS may(?) ask about. Now that Provincetown has the parking kiosks they MAY think about capitalizing on the Airport parking lot.

Heath was quick to point out that no proposals had come forth from the Town but he just wanted to be pro-active or anticipatory. He just felt that the stake-holders should have input.

Steve Tait said that he had just met with the BoS on the Airport budget and parking never came up.

Dan Wolf had submitted a letter and said that it speaks for itself and given what people are paying to fly he doesn't think we should risk it. The town benefits from the airport and he is concerned that items like parking could reduce the number of travelers. The 10K passenger enplanement need is the real number and we need to do measures to raise that number up.

Heath then asked Dan - if we were asked to speak to town hall about this issue would he be willing to say a few words? Dan said that he'd be delighted. Cape Air has been here 22 going on 23 years.

Dan was thanked for attending the meeting.

MINUTES

Motion: Move to accept the minutes of the November 14th meeting with the Board of Selectmen (BoS).

Motion: Heath Gatlin Seconded: Michael Valenti Vote: 4-0-0.

Motion: Move to accept the minutes of the December 19th meeting as amended.

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

REPORTS

Enplanements

There were 314 for December. Total for 2011 is 10895.

FY2013 Budget Update

Steve said that he met with the BOS and it went very well. The BoS were given information about our budget and our revolving account. They fully understand how the budget works and had no concerns. Steve said that he mentioned the terminal building and there seemed to be a lot of enthusiasm for it. Heath thanked Steve Tait for all the hard work. The Airport meets with the FinCom on February 9th. Steve said that he plans on the same presentation that he made for the BoS.

OLD BUSINESS

EA/FEIR/DRI PHASE IV Update

Mike Garrity said that he's set up for February 7th from 5:00 to 7:00 p.m. for a Cape Cod Commission (CCC) public hearing. It will be held in the Auditorium in Town Hall. Paul Gavin has set up a visual tour on the web site to get information to the public. There will be two public hearings in all. The hearings are needed to gather any comments from the CCC and or public

Mike is also working on the design of the Partial Taxiway Reconstruction that will happen this coming fall. This project has been approved to be removed from the current environmental process.

Mike said that Paul has been extraordinarily helpful to him in getting all his documents on the internet.

Roger Putnam said that he's been appointed to the sub committee on the CCC to meet on this and he's more than available to help going through this process.

Mike said that we've been dealing with the staff and everyone has their opinions. Roger is fairly aware of what the CCC is looking for and will help in any way they can.

Mike sent discs with the information to Andrea at the CCC and she said she needs hard copies. She's not going to release it until the 30th.

TSA Trailer Lease Renewal Update

The lease has been signed, sealed, approved, etc. It will take about 60 days for the updated lease payment and we're ½ way through that period. The 1st payment will also include the installation of the meter.

Lease Payment Responsibilities Update

Chuck may have something for us by March meeting per Michelle Haynes. Heath wondered - what can we do to help – what can we do to document what has been happening.

This subject spawned the most input. Everybody had an opinion and it was finally decided that – at the next meeting – Butch will attend with a list of vendors and amounts. Some of the vendors serve different areas of the airport, i.e., electrical repairs for outdoor lights, indoor lights, and the list goes on. Butch will be able to break it down in preparation for the lease specifications.

Butch said we have to agree with what the maintenance is and go on from there.

Paul said - before a dialogue takes place - we have to have a clear cut definition on what we are paying. For example, if the boiler – a big piece of equipment breaks down – who pays - but now when filters have to be changed who pays – we have to try to define and negotiate.

Pay Parking Study Update

This was covered earlier in the meeting.

2011 Annual Town Report Update

Heath e-mailed it out to everyone - questions about edits. Paul doesn't mind what he put in but questioned the numbers Steve is fine with the two bracketed areas removed. Paul would not like the 15.3 M. Heath will send the final copy to everyone.

Motion: Move to submit the annual town update with amendments.

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

NEW BUSINESS

Paul announced that we are now able to have the meeting with a missing person in attendance via conference call. This person could vote, have opinions, etc. Paul said that Heath could do it remotely. Heath said that he wouldn't want to be the chair of the commission if it had to be done via conference call. He said that he does a lot of phone conferences but you miss "body language" and other nuances.

Terminal Maintenance

Butch said that Buildings and Grounds have told him that the terminal needs a new roof. The roof is just 13 years old. Reasons are the location, weather, etc. and we might not have gotten top quality. It is now leaking in the Ladies Room and also into the light fixtures. Heath wondered - why can't we just patch the holes?

Also, the west side terminal door and the door in back of hangar may need to be replaced. The gutter on the maintenance garage still needs to be put back up.

OTHER BUSINESS

Heath - the taxi operators are putting stickers on the pay phone outside and it's starting to look really crummy. It's defacing public property. Steve suggested - how about sending them a letter telling them not to deface the property. There are 8 cab companies in Town!!!

Also - the welcome sign that states - 20 minutes to Boston is damaged. Butch will look into having it replaced.

Roger spoke to Heath prior to the meeting saying that he came in here with 2 students and a TSA guy said that Roger had to leave because he was on an interview in the conference room. Heath's question is - why is TSA using this room?

Butch said that Joady was asked by the TSA person if he could use the conference room for an interview and she gave him permission. No one thought it was going to be an issue and, unfortunately, the way it was handled was not great.

Heath said that TSA should be told that they shouldn't go into the conference room. Paul said that we shouldn't target TSA – especially when they did ask for permission. Also, Butch finds it hard to believe that the TSA person involved in the miscommunication would give Roger a hard time.

It was thought that – in the future – should this ever occur again – Joady, or anyone else, might just put a sign on the door saying that the room is occupied and then Roger can work with his students in the vending room until the conference room is available.

Next Heath found fault with the color of the cigarette butt disposal can. He didn't like the yellow. Butch patiently said that they only came in yellow but perhaps he could look into a different model in a different color! But they are expensive. That was left hanging.

PAYMENT VOUCHERS

Overhead Door	maintenance	\$747.00
Open Sesame	control gates	\$687.00
N-Star	meter	\$648.20
URS	cost estimate for phase 3	\$4,380.00
New England Renewable Energy Sys		\$1,042.74
F M Generator	replace heater tank	\$680.36

The next two meetings were scheduled with everyone's participation:

Friday
February 24th
3:00 p.m.
&
Friday
April 13
(Yikes!)
3:00 p.m.

The meeting adjourned at 4:55 p.m.

Respectfully submitted,
Evelyn Gaudiano
Evelyn Rogers Gaudiano

APPROVED: FEB 24, 2012