



Airport Commission Meeting  
Provincetown Airport

176 Race Point Road  
Provincetown, MA 02657

October 16, 2012

Committee members in attendance: Steve Tait, Paul Gavin, Michael Valenti and Jeff Jaran.

Absent: Heath Gatlin, Chair (excused), Victor Seltsam (excused)

Staff: Butch Lisenby; Airport Manager, Luther Bumps, Mike Garrity  
Steve Flecchia and Steve Diamond

Meeting called to order at 3 pm by ST.

Motion made by MV to approve minutes of August 20, 2012 meeting, seconded by JJ. All vote to approve, 4-0-0.

## **REPORTS**

### **Monthly Enplanement Totals**

	PVC-BOS	PVC - HPN	
TOTAL			
August 2012	2539	81	2620
September 2012	1428	59	1487
2012 Year to Date:	9945		
August 2011	2446	N/A	2446
September 2011	1290	N/A	1290
2011 Year to Date:	9224		

## **Old Business**

### **A. EA/FEIR/DRI PHASE IV Update: Mike Garrity**

Working with DEP and Cape Cod Commission. Letter received that terminal building is within flood zone and also in costal dunes zone. DEP said can't do anything with Parking lot - or variance needed. CCC says that building needs to be raised. DEP agrees that dunes are not of significant

impact/subject to limitations and therefore parking lot can be reconfigured. For the terminal, flood plain rules require that floor height will be the base of flood elevation (building is currently 1.2 feet under current flood elevation.) To comply with CCC the building would need to be raised 3.0 feet. ADA accessibility would require 1200 feet of ramp area and this is under negotiations with CCC. Park service requirements are 1.2 feet. Park service wants the building to keep as low a profile as possible. Negotiations will continue between Park Service and CCC in two weeks. Hardship application will probably need to be submitted around June 2013.

**B. Taxiway A – Partial Reconstruction Project Update:**

Project has begun and is slightly ahead of schedule. This is the 5th week of the 6 week project. Able to pulverize and reused asphalt for some of the taxiway work. Project completion projected for October 26th (on time and under budget). No significant issues/problems resulting from project.

**C. LEO Contract Funding Update:**

In process of negotiating LEO reimbursement contract for the next 3 years. Approvals have been made; however funding will be dropped down to an estimated \$20/hr. Looking to be out of pocket approximately \$7000 additional cost due to this shortfall. FY2013 may be up to \$35K. JJ indicated that this reduced funding will require creativity in being able to cover the required coverage. Adjusted offseason coverage may be needed. HYA is able to fund via landing fees and leasing fees from airport land. Provincetown tried landing fees previously but was not able to get enough funds to sustain a Landing Fee Program. Correlation between expanded coverage of service by Cape Air and increase of LEO hours needs to be looked at. JJ brought up the kiosk parking that has been so successful in town should be looked at as a way of raising revenue. ST noted that LEO funding wasn't an issue when Cape Air lease was last negotiated and that it should be brought up. BL to invite Chuck from Cape Air to next meeting to discuss the LEO funding and lease negotiations. Current lease runs until 2017.

JJ spoke about complications placing a full time officer.

Total approximate cost of \$80K per year.

PG spoke the need for a funding mechanism for this program. Discussion about having a security surcharge placed on the flying public payable with ticketing fees

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**D. TSA Trailer Lease Renewal Update:**

Program is back in the black. Payments should resume from GSA.

**E. N6249C Update:**

BL has been contacted by an attorney for the estate and it will be decided at some future point whether or not the estate has an interest in the wreckage or whether it can be disposed of.

**New Business**

**A. FY 2014 Budget**

ST is leaving commission at end of December due to term limits. Someone else needs to take over maintaining budget spreadsheets going forward. PG will take on this responsibility. ST will work with Butch and PG to prepare the FY2014 budget request. Capital improvement plan is due Nov 2nd. Narrative/General Budget submission is due Nov. 16th. Meeting to be scheduled with BL, ST, and PG.

**B. Security Camera System:**

System failed and is not repairable. DVR recorder is approximately 8 years old. Approximate cost for a replacement system is \$10K. Other estimates will be solicited. Currently we have a loaner DVR system to keep our cameras working. Discussion on increasing the of number of cameras with the expansion of the facility will be in the estimates.

**C. Wireless System Proposal**

Pay by use system considered to be funded by either donation or fee based (50 cents to \$1/day). Fee based would put user onto a pay site prior to accessing the Wi-Fi. Discussion of effect of Open Cape coming out to the airport. Currently no time frame on Open Cape. This would operate along with the free WIFI service currently provided.

Proposal requested from Mr. Bumps for future consideration by the board.

**D. FAA: Access to Airfield Navigational Facilities**

An agreement has been prepared between the Airport and the FAA to supply continued access by the FAA technicians to the FAA Navigational Facilities on the airfield. MoA, approved by town counsel, is ready to go before the BoS for execution. Allows FAA technicians access to their equipment.

**E. MAMA 2012 Conference**

**Massachusetts Airport Management Association**

In HYA Nov. 13 & 14. All board members invited. BL will attend.

**Other Business**

**A. Airport Entrance Sign Repair**

Sign has been repaired.

**Payment Vouchers**

**A. Security Design in the amount of \$1,275.00.**

Security Camera System Failure temporary repair to get cameras working and loaner DVR...

Motion made by JJ to pay invoice as submitted, seconded by MV. All vote to approve, 4-0-0.

**B. KOBO Utility Construction in the amount of \$1724.41.**

Electrical work and parts on the Aircraft Parking Ramp Lights

Motion made by MV to pay invoice as submitted, seconded by JJ. All vote to approve, 4-0-0.

**C. K. D. A. L. in the amount of \$4584.70.**

Equipment and Labor – Grass Mowing & Approach Light Path Grass & Brush Cutting.

Motion made by JJ to pay invoice as submitted, seconded by MV. All vote to approve, 4-0-0.

**D. Jacobs Engineering \$54,800.00.**

EA/FEIR DRI Phase IV - Invoice #7

Motion made by ST to pay invoice as submitted, seconded by PG. All vote to approve, 4-0-0.

**E. Fuel Management Services in the amount of \$1,359.15.**

Fuel Farm Overfill Alarm System Repair/Replace

Motion made by MV to pay invoice as submitted, seconded by ST. All vote to approve, 4-0-0.

**F. Jacobs Engineering in the amount of \$12,803.84.**

Taxiway A – Partial Reconstruction - Invoice # 2

Motion made by ST to pay invoice as submitted, seconded by PG. All vote

to approve, 4-0-0.

- G. Lawrence-Lynch Corp. in the amount of \$54,355.50.  
Taxiway A – Partial Reconstruction - Invoice #1  
Motion made by ST to pay invoice as submitted, seconded by PG. All vote to approve, 4-0-0.
- H. Jacobs Engineering in the amount of \$44,495.00.  
EA/FEIR/DRI Phase IV – Invoice #8  
Motion made by ST to pay invoice as submitted, seconded by PG. All vote to approve, 4-0-0.

Budget work session scheduled for Tuesday October 23, 2012 at 11 am. ST, PG, BL.

Next public meeting to be held on Tuesday November 27, 2012 at 3:00 pm at Airport Conference Room located at 176 Race Point Road, Provincetown, MA 02657.

Motion made to adjourn PG, seconded by JJ. Meeting adjourned at 4:18 pm.

Respectfully submitted,  
*Amy Germain*  
Recording Secretary

APPROVED: NOV 27, 2012