



## **AIRPORT COMMISSION**

**Airport Conference Room**

**Tuesday**

**November 27, 2012**

**3:00 p.m.**

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

**Members Absent:** Victor Seltsam (excused)

**Others:** Michelle Haynes and Butch Lisenby

**JACOBS Staff:** Mike Garrity, Steve Fletcher, and Bill Richardson

The meeting was called to order at 3:04 p.m.

### **MINUTES:**

**Review minutes of prior meetings. Votes may be taken.**

**Motion: Move to accept the minutes of the October 16<sup>th</sup> meeting as written.**

**Motion: Michael Valenti      Seconded: Paul Gavin      Vote: 4-0-1 ab (HG)**

### **REPORTS:**

#### **Monthly Enplanement Totals**

In October there were 743 for the Provincetown to Boston run and an additional 20 for the Provincetown to White Plains trip for a total of 763. Last year there were 879 for this same period BUT everyone can breathe a sigh of relief because the year-to-date total has gone over the 10,000 mark (10,708).

### **OLD BUSINESS:**

#### **LEO Contract Funding Update: (Law Enforcement Officer)**

Butch L. announced that Michelle Haynes from Cape Air was delayed so it was deemed O.K. to delay the discussion until she arrives.

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

Mike Garrity said - basically we're still working on the terminal building approval. Do to floodplain issues we will have to lift the terminal 3ft which will then require quite a large ADA ramp system. Mike provided pictures of an ADA ramp. There are all different ways to get the ramp. It has to be both on the air side and the land side. On Thursday there will be a meeting to discuss this with NPS and CCC. Paul Gavin asked about a lift instead of a ramp but they have been found to not be reliable.

Butch said that you could get more use of it if there's a ramp. Mike said – either way - it can be redesigned. The group also talked about redesigning the baggage ramp but it would mean that off-loading would be cumbersome. Mike said that he'll give it their best effort to go up only 2½ ft. We can prove that operationally we can't lose any more land. The reason for raising it 3ft is CCC rules. Other regulations require a lower than the 3ft rise.

It was felt that the negotiations will be ongoing and Mike cautioned that there are issues with all of it. Heath Gatlin asked if the only thing you want the NPS to agree to is the height.

Mike G. said that when we put the new electrical vault in – we were told that we will have to be ADA compliant. According to Mike, we're not committed to any plan yet but 1.2 ft. would make us comply with all state regs – except for the CCC regulations.

### **Taxiway A – Partial Reconstruction Project Update:**

Bill Richardson and Steve Fletcher took this subject on.

Steve Fletcher said they are finished with the construction which came in on schedule and under budget. The FAA and MassDOT inspectors were here and there were 2 minor punch list items which were rectified and it is felt that the taxiway should last 15 to 20 years.

Some of the users weren't happy with the disruption but this only proved that they hadn't checked the Airport NoTams.

Butch said that those of you know there used to be a jog in the taxiway because of the old setup – you now will see a more pronounced jog but it's still the same amount of offset.

Heath asked - has anybody asked Roger Putnam? Roger isn't shy so if he sees anything amiss he'll mention it.

**TSA Trailer Lease Renewal Update:**

TSA is trying to figure out some way of not going through this annual adjustment each year.

**N6249C Update: Wreckage disposal. (08/31/2011)**

The Airport been contacted by a lawyer of the girl who was riding in the plane. The estate of the deceased pilot is evidently being sued by the girl who survived.

Luther Bumps will gladly take the wreckage away for scrap but right now we'll hang onto it. Butch doesn't want to be in the way of anything legal wise.

Both Jeff Jaran and Heath Gatlin suggested declaring a time schedule for removal of the wreck and then maybe charge a storage fee.

Jeff continued – if they need it for a legal case – have them pick it up and then pay for storage. Steve Tait said to contact the owner. The suggestions went on and on with sanity prevailing by the decision to ask an attorney for the proper procedure.

**FY 2014 Budget Update:**

**Budget information for the FY2014 budget process.**

Steve Tait said that we submitted the 2014 budget and the one issue that is not flat is basically the airport's LEO coverage requirement. The current reducing of LEO coverage funding could increase the Airport share of the funding to \$32,000.00 + or - . Do to the significant cost increase the town is possibly going to want the airport to generate more revenue somehow.

There were two prime thoughts for making up the shortfall. One is to put a surcharge on each ticket and the other is to charge for vehicle parking. Either option was thought to impact Cape Air's business. These two thoughts went back and forth with no set solution.

Michelle Haynes said that she will take the problem back to her main office and try to work out a plausible solution.

It is thought that the Board of Selectmen (BoS) may push for parking revenue and that may prove to be a business killer.

Heath said that he hopes that the FinCom and the BoS are made to realize that the many projects the Airport has undertaken have only cost the Town 2½ % of the improvements involved.

Butch and Paul G. will be attending the Capital Improvement Plan (CIP) meeting this very evening. Dan Hoort wants the Airport involved in the planning purposes and Paul G. said that all departments are planning a 5 year plan.

**Security Camera System Update:**

Butch is currently working on estimates to repair/replace the system.

Jeff said that we're doing the same things on the pier – monitoring it and at least able to monitor the outlying areas.

Butch said that once the system is repaired / replaced we will be able to add cameras if we have a need for more. We will also be able to monitor the cameras remotely. Butch will look into it further. He will need 3 estimates because of the cost.

Jeff said that the pier got theirs through a grant.

**Wireless System Proposal Update:**

Luther made a presentation at the last meeting and he was asked to supply something in writing.

Heath said – so this is a possible money making venture for someone and this should come under Cape Air's lease and not the Airport Commission. It is the same as the people who run the vending machines and pay Cape Air a commission to do so.

This subject spawned the longest discussion with the resolution that it should be referred to Cape Air.

Michelle said that Cape Air's primary concern is to oblige passengers with things that promote their comfort.

**Motion: Move to recommend the WiFi and to pass it along to Cape Air.**

**Motion: Michael Valenti      Seconded: Steve Tait      Vote: 5-0-0.**

### **LEO Contract Funding Update: (continued)**

Jeff and Butch had a meeting with Boston TSA reps and Jeff's concern is that he's willing to do everything he can but TSA's hands seem to be tied. They are more than willing to examine all areas to see if they can make any adjustments. The bottom line is trying to reduce the amount that the Airport Commission is required to pay due to the fact the TSA funding is decreasing each year. This could affect the wages the Airport will be able to afford to pay. Ultimately – we don't have the power to change TSA's commitment. The reps will get back to us as soon as they can. The hours of LEO Coverage is driven by Cape Air's flight schedule.

Jeff said that we have just so much money – and there is no way to raise extra money. We're asking for a reduced rate – we don't have the officers to cross train and we're already working at a reduced rate. Some guys come from up Cape and the discussion then dissolved into hourly rates, etc. Also the need is for 4 hr. blocks of duty which is the minimum.

Butch said that most other airports in this situation have other avenues of funding, like land lease, hangar rentals or even fuel sales.

Paul said that when Cape Air had an emergency they had no qualms adding a fuel charge so now we have a TSA emergency and why can't we add a charge?

### **NEW BUSINESS:**

#### **Airport Consultant Selection:**

Butch said that every three years we are required to make a selection. It has been Edwards & Kelsey / Jacobs for a number of years. There is an option if you want to retain the same consultant you can vote to do so and not go through the selection process. Butch recommends staying with JACOBS.

**Motion: Move to continue using JACOBS as the airport consultant for the next three years. (Jan 1, 2013 thru Dec 31, 2015)**

**Motion: Michael Valenti      Seconded: Heath Gatlin      Vote: 5-0-0.**

### **OTHER BUSINESS:**

In the future Butch will send an e-mail to the Commissioners listing the payment vouchers that have been paid and we will no longer require a payment voucher section at our meetings. If a commissioner has a question about a payment voucher they will let Butch know.

**PAYMENT VOUCHERS: Votes May Be Taken.**

**Cape Cod Truck \$1,228.23** Maintenance on F750 Dump Truck.

**Jacobs Engineering \$21,974.42** Taxiway A – Partial Reconstruction – Invoice #3

**Lawrence-Lynch Corp. \$425,062.43** Taxiway A – Partial Reconstruction –  
Invoice #2

**Jacobs Engineering \$42,800.00** EA/FEIR DRI Phase IV - Invoice #9

**Motion: The above four vouchers were approved and seconded by all.  
The vote was 5-0-0.**

**NEXT MEETING  
TUESDAY  
JANUARY 8, 2013  
3:00 P.M.**

**Steve Tait:**

A very large thank you was given to Steve Tait for his 12 years of service on the Airport Commission. He handled all the difficult budgetary matters for years which took up a lot of his time. Many thanks, Steve, and we'd welcome him back as soon as possible. (Term limitations, you know!!!)

The meeting adjourned at 5:10 p.m.

Respectfully Submitted,

**Evelyn Gaudiano**

Evelyn Rogers Gaudiano

APPROVED: JAN 08, 2013