



# TOWN OF PROVINCETOWN PUBLIC MEETING NOTICE

## AIRPORT COMMISSION

The Provincetown Airport Commission will hold a public meeting on **MONDAY, JUN 22, 2015 at 2:00PM** in the Airport Conference Room located at 176 Race Point Road, Provincetown, MA. 02657

### MEETING AGENDA

#### 1.) MINUTES:

- A. Review minutes of prior meetings. Votes may be taken.

#### 2.) REPORTS:

- A. Monthly Enplanement Totals. Votes may be taken.

#### 3.) OLD BUSINESS:

##### A. Cape Air: Enplanements and 2017 Lease Renewal:

Airport enplanements are decreasing at an alarming rate and are projected to possibly go under our 10,000 Enplanement AIP Funding threshold. The commission would like to discuss this with Cape Air and see if there are ways to slow down the decrease and or create an increase. The commission would also like to open 2017 Lease discussions. Votes may be taken.

##### B. EA Variance & Terminal Development Update:

Ongoing environmental process controlling our list of 12 safety, maintenance and capacity projects to be completed at the airport. This project also includes some work on the variance needed to get certain permits.

FAA Grant: In place. State Grant: In Place. Votes may be taken.

##### C. Master Plan, Sustainability Program, Airport Layout Plan, Environmental Notification Form, Environmental Impact Report and Development of Regional Impacts Application and Hearings Update:

This Scope of Work covers the preparation of an Airport Master Plan (AMP). This includes an Environmental Overview, an ENF, an environmental scoping process, an Airport Layout Plan (ALP) update and an extensive aerial surveying / mapping process. It also includes environmental coordination meetings with the NPS and the Cape Cod Commission (CCC). The preparation of an Environmental Overview chapter and an ENF

scoping document is also part of the project. The ENF will be used to scope the MEPA environmental review process. The Master Plan will also focus on sustainability.  
FAA Grant: In Place MassDOT Grant: In Place Votes may be taken.

**D. Replacement of Lighting Poles and Fixtures Update:**

The Lighting Poles and Fixtures on Airport have corroded to the point that they need to be replaced even though they have not reached their 20 year life span. This project has been evaluated and approved by the FAA and MassDOT.

Construction has started.

FAA Grant: In Place MassDOT Grant: In Place Votes may be taken.

**E. Architectural Design Consultant Selection Process Update:**

The Airport Commission will solicit and select an Architectural Design Clerk of the Works and a Architectural Design firm for the architectural design and construction of a new terminal building in two phases. The first phase is the 30% design to complete the Cape Cod Commission DRI process. The second phase is the Final Design with Specifications, Bid Documentation and Project Overseeing of the construction of the new terminal building. This project will include new FEMA flood map information and FAA clear zone areas. The Project Overseeing will be shared with our Owners Project Manager (OPM). The RFQ Request is being reworked for submittal.

Votes may be taken.

**F. Turn Back of Unused Federal AIP Monies:**

The commission will have a portion of unused AIP funds this Fiscal Year that will be either returned to the FAA or could be loaned to another airport as we have done in the past. Total amount of unused funds should become clear soon.

Votes may be taken.

**G. Septic System Pump and Float Failure Update:**

Status of repairs. Votes may be taken

**H. Ford Expedition Replacement Update:**

Status of replacement. Votes may be taken.

**I. Cape Air: Av Gas Fuel Flowage Fee Update:**

Cape Air will begin to pay the Airport a .05 cent per gallon Aviation Gasoline flowage fee for the use of the fuel farm. The commission and Cape Air continue to work out the details of payment. Votes may be taken.

**4.) NEW BUSINESS:**

NONE AT THIS TIME

**5.) OTHER BUSINESS:**

Any other matters that may legally come before the commission not known at the time of posting. Votes may be taken.

**6.) PAYMENT VOUCHERS:**

Any Payment Voucher Questions. Votes may be taken.

Posted by the Assistant Town Clerk: [www.provincetown-ma.gov](http://www.provincetown-ma.gov), 6/16/15 4:30 pm dv