

AIRPORT COMMISSION MEETING

July 23, 2019 - 2 p.m.

Airport Conference Room

Members Present: Steve Katsurinis, Rob Compton, Bill Lord and Jim Woods

Staff: Arthur "Butch" Lisenby

Others Present: Eric Strand (Jacobs)

Steve Katsurinis called the meeting to order at 2:04 p.m.

1. Minutes

Jim Woods made a motion to accept the minutes from the last meeting which was seconded by Rob Compton and passed 4-0-0.

2. Reports

A. Airport Logo/Mission Statement/Tagline

The proposal should be complete and available at the next meeting. The Mission Statement is partially complete and is in the Master Plan. The Logo needs to be conceptual and will pull the topics together. Further planning to make an advertisement to receive proposals for the logo.

B. Monthly Enplanements

Butch Lisenby stated 2671 for monthly enplanements with White Plains being included.

C. Sub Committee

Rob Compton asked if Committee Members felt that the subcommittee is still needed. Steve Katsurinis stated that circumstances had changed since the sub committee was formed. Rob Compton made a motion to end the subcommittee which was seconded by Jim Woods and passed 4-0-0.

D. Strategic Operation Plan

Committee Members discussed a campaign to make more awareness to increase the demand as the supply is available.

3. Old Business

A. Cape Air Update

A lease extension until the end of September has been signed.

B. Airport Minimum Standards & Rules and Regulations Update

Butch Lisenby stated he has been awaiting comments from Mr. Ferrara. Steve Katsurinis suggested that the Committee may need to set a deadline for comments. Butch Lisenby will follow up on receiving comments.

C. Taxiway C, D

The project is in the closeout phase and awaiting reimbursement from the FAA and MassDOT. They are also waiting for the grass to thicken to adequately germinate so that erosion controls can be removed.

D. Taxiway B Design and Construction

Eric Strand reported that Jacobs coordinated with the Airport, FAA, and MassDOT on the funding availability and submitted grant applications to the FAA and MassDOT for the total project costs. The FAA has issued a grant offer, and paperwork is awaiting signatures. Once in place, contracts can be done. Construction is anticipated to commence in late March to early April of 2020. Butch Lisenby stated that the 30 day closure would also include work on the visitor's parking lot expansion. Steve Katsurinis stated a final decision on the closing should be made soon in order to notify Cape Air and others.

E. SRE Replacement Purchase Update

Eric Strand reported that there has been another delay but delivery is now guaranteed by mid-August.

F. Security / Wildlife Perimeter Fence Construction Update

No change at this time. Work is anticipated to resume after Columbus Day (October 2019). The Contractor has estimated that the remaining work will take approximately two weeks to complete.

G. Runway 07 Approach Lights Reconfiguration (MALSF) Update

All work associated with this project has been completed. The FAA has elected to keep this RA open and to amend it to add the Runway 25 REILS relocation to the RA. Jacobs coordinated with the FAA on the development of the reimbursable agreement for the work to be done on the Runway 25 REILS relocation in conjunction with the East End Taxiway project. Butch Lisenby will review application to MassDOT.

H. Aviation Gasoline (100LL) Fuel Farm Update

Butch Lisenby discussed the need for an evaluation of the present system to determine if it is salvageable. Butch will follow-up with the project and report at the next meeting.

I. Invasive Grass Species Management Update

Jacobs submitted a grant application to the FAA to perform this work. MassDOT requested that this be added to the PVC Fence Project.

4. New Business

Jim Woods discussed speaking with the IT office for linking items that the commission would like linked to the Airport webpage. Lynne Martin from IT can make it happen.

5. Other Business

None at this time.

6. Payment Vouchers

Steve Katsurinis stated this does not need to be reported to the commission. Butch will continue to submit payment vouchers to

accounting and if any of the commissioners have questions they are welcome to ask.

The next meeting will be held on September 17, 2019 at 2 p.m. in the Airport Conference Room.

Rob Compton made a motion to adjourn the meeting at 3:00 p.m. which was seconded by Jim Woods 4-0-0.

Respectfully submitted:

Katherine Barrett

APPROVED: SEP 17, 2019