

PROVINCETOWN AIRPORT COMMISSION MEETING

September 17, 2019 – 2 p.m.

Airport Conference Room

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

Staff: Arthur ‘Butch’ Lisenby

Others Present: Eric Strand (Jacobs)

1. MINUTES

Minutes from July 23, 2019 were approved 5-0-0.

2. REPORTS

a. Airport Logo / Mission Statement / Tagline

The Commission had a lengthy discussion regarding the graphic design for the airport logo. Butch Lisenby handed out a Scope of Services. Steve Katsurinis discussed what is expected and need to request samples of previous design work (3 examples including one logo). Selection evaluation criteria will be developed including experience, performance, local understanding of environment, artistic ability. The Scope of Services with changes was approved without objections and passed 5-0-0.

b. Monthly Enplanement Totals

Butch Lisenby reported very good monthly enplanements. August enplanements: 2342 YTD: 7177

c. Strategic Operations Plan

Resolved but will be added back to agenda if necessary.

d. FAA / MassDOT CIP Submittals for FY 2020

A draft was submitted by Eric Strand targeting years 2021, 2022, and 2023. Members discussed 2020 ASMP projects. The FAA and MassDOT Aeronautics are involved in the process.

e. Town of PVC CIP Submittals for FY 2021

Committee members reviewed handout and discussed need for money for the fuel farm expense, and if fuel truck could be considered a town expense.

3. OLD BUSINESS

a. Cape Air Update

The Town Attorney is working on the lease renewal. The current lease extension expired at the end of September, and Steve Katsurinis suggested letting it expire which was discussed by the members. Rob Compton made a motion to extend the lease until 12/31/19 which was seconded by Jim Keefe and passed 4-0-1 with Steve Katsurinis abstaining.

b. Airport Minimum Standards & Rules and Regulations Update

Steve Katsurinis discussed the need to request comments from Cape Air by 10/15/19, and that after that date, the Commission will move forward. Steve Katsurinis made a motion to approve the October deadline which was seconded by Jim Woods and passed 5-0-0.

c. Taxiway C, D & Partial A, Electrical and Environmental Construction Update

Eric Strand reported that construction has been completed, and erosion controls removed. Inspection will be done on September 18th and 19th. Project should be closed by 12/31/19.

d. Taxiway B Design & Construction / Vehicle Parking Lot Expansion / REIL's Reconfiguration Update:

Eric Strand reported that contracts have been released for approval and signatures. Planned start for the project is late March early April. All parties will be notified as soon as the dates are set.

e. SRE Replacement Purchase Update

Eric Strand reported that the SRE is now scheduled to be delivered in early October after correcting a few minor issues discovered during the inspection.

f. Security / Wildlife Perimeter Fence Construction Update

Eric Strand reported that a small portion of the fencing is left to be completed, that the work will be completed right after Columbus Day, and that construction would take approximately two weeks.

g. Runway 07 Approach Lights Reconfiguration (MALSF) Update

This project is complete. Final documentation is in process.

h. Aviation Gasoline (100LL) Fuel Farm Update

Butch Lisenby stated that an inspection has been scheduled for September 23, 2019, and Commission will discuss after the inspection is completed.

i. Invasive Grass Species Management Update

At this time, waiting for germination. Work should start in middle to late October.

4. NEW BUSINESS

a. Roger L Putnam Memorial Plaque

Commission members discussed placement of the plaque. Plaque will be placed near the outside seating area in front of the terminal. Butch will report back on this plan.

5. OTHER BUSINESS

None at this time.

The meeting was adjourned at 3:30 p.m. The next meeting will be held on October 15, 2019 at 2:00 p.m. in the Airport Conference Room.

Respectfully submitted:

Katherine Barrett

APPROVED: OCT 15, 2019