

PROVINCETOWN AIRPORT COMMISSION MEETING

October 15, 2019 - 2:00 p.m.

Airport Conference Room

**Members Present: Steve Katsurinis, Rob Compton, Jim Keefe and Jim Woods
(by phone)**

Staff: Butch Lisenby

Others Present: Erik Strand (Jacobs), Provincetown Police Chief Golden

Steve Katsurinis called the meeting to order at 2:00 p.m.

1. Minutes

Jim Keefe made a motion to approve the minutes of the September 17, 2019 meeting which was seconded by Rob Compton and passed 4-0-0.

2. Reports

a. Airport Logo / Mission Statement / Tagline

Butch Lisenby stated that the Scope of Services, and criteria was approved. Requirements for artists to present logo design will be in the Banner on October 24th, and will also be on the Airport Website.

b. Monthly Enplanement Totals

The monthly enplanements are up by 400 from last year at this time. Steve Katsurinis suggested taking pictures of the new Tecnam airplane for publicity.

c. FAA / Mass DOT CIP Submittals for FY 2020

Butch Lisenby discussed the CIP, and also discussed that discretionary funds might be needed. Eric Strand stated that this might be a good time to apply for the funds. This is in a holding pattern for funding.

d. Town of PVC FY CIP Submittals for FY 2021

Discussed by Butch Lisenby.

e. Town of PVC FY 2021 Budget Submittals

Chief Golden discussed the proposed budget as well as the need for airport security coverage. He stated that his office has been able to

use off duty officers for coverage and had received partial reimbursement from TSA, but that the reimbursement has been decreasing and is now at a flat rate which is low for salary which has caused a deficit as well as difficulty finding volunteers at that rate. He shared that in 2018 the Visitors Service Board supplied \$70,000 to cover the screening coverage. He would like to request funding for two additional officers in his budget which would give a dedicated officer to the airport. Having funding for a dedicated officer would include a police vehicle on site, all emergency gear and equipment on site, an officer trained to use the ARFF Truck in addition to an officer at the airport from May 1st to November 30th. This proposal would give increased safety for the public and airport staff. Commission members discussed the proposal and were in agreement of the need to increase public safety as well as this being a great asset for the airport. Jim Keefe made a motion to support the proposal by Chief Golden which was seconded by Rob Compton and passed 4-0-0. Steve Katsurinis will set up a meeting with Jay Gurewitsch from the Visitor Service Board (VSB). Butch Lisenby stated that the airport budget would be similar to last year's budget with an increase of 2-3%. Butch will send copies of A & B budget to members for review.

3. Old Business

a. Cape Air Update

Steve Katsurinis discussed that John DiGiorgio is now addressing the issue of the lease as the prior attorney is no longer available. Steve stated that he is working with John DiGiorgio who will get the lease to Cape Air as it is needed by October 31, 2019. This will include issues of the conference room, manager's office, and the fuel farm.

b. Airport Minimum Standards & Rules and Regulations Update

Butch Lisenby discussed that there is an issue as the Minimum Standards follows the lease saying that the FBO is responsible for the fuel farm. Steve Katsurinis discussed agreeing to change the language to take the fuel farm out and leave it under the operating lease. Steve Katsurinis made a motion to change the language subject to the

operating agreement which was seconded by Rob Compton and passed 4-0-0.

- c. Taxiway C, D & Partial A, Electrical & Environmental Construction
Erik Strand reported that this project is complete with monitoring on-going, and will be closed at the end of the month.
- d. Taxiway B Design & Construction / Vehicle Parking Lot Expansion / REIL's Reconfiguration Update
Erik Strand reported that this project is fully funded, awarded to Lawrence/Lynch, and is awaiting town signatures. Construction will start late March or early April and take approximately 45 days (weather dependent).
- e. SRE Replacement Purchase Update
Snow removal equipment is scheduled to be delivered on 10/24/19.
- f. Security / Wildlife Perimeter Fence Construction Update
Erik Strand reported that this project will recommence on 10/29/19, and will be complete the first week of November 2019.
- g. Aviation Gasoline (100LL) Fuel Farm Update
Butch Lisenby reported that the inspection of the fuel farm has been completed, and he is awaiting the written report which will be discussed at the next meeting.
- h. Invasive Grass Species Management Update
Erik Strand reported that spraying is being conducted today (10/15) and should be complete tomorrow (10/16/19) depending on weather.

4. New Business
None at this time.

5. Other Business
Jim Keefe discussed signage (using the Banner), and plan for Spring.

The next meeting will be held on 12/10/19 at 2:00 p.m. in the Airport Conference Room.

Steve Katsurinis adjourned the meeting at 3:05 p.m.

**Respectfully submitted:
Katherine Barrett**

APPROVED: DEC 10, 2019