



## AIRPORT COMMISSION

Airport Conference Room

Tuesday

April 14, 2015

2:00 p.m.

**Members Present:** Michael Valenti, John Reed, Steve Katsurinis, Heath Gatlin  
Darin Janoplis and Clinton Parker

**Members Absent:** NONE

**Staff:** Butch Lisenby

**Others:** Bill Richardson, Amy Ball, Steve Flecchia and Heath Marsden

The meeting was called to order at: 2:05p.m.

### MINUTES:

DEC 10, 2014 Minutes were approved as printed.

Motion: Heath G. Second: John R. Vote: 5-0-0

### REPORTS:

Enplanements: 2014 =	PVC to BOS	PVC to HPN	TOTAL
DEC	326	0	326

YEAR to DATE : 10,594

2013 =	PVC to BOS	PVC to HPN	TOTAL
DEC	336	0	336

YEAR to DATE: 11,288

Enplanements: 2015 =	PVC to BOS	PVC to HPN	TOTAL
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MONTH = JAN	290	0	290
FEB	162	0	162
MAR	253	0	253

YEAR to DATE: 290 / 452 / 705

<b>Enplanements: 2014 = PVC to BOS</b>	<b>PVC to HPN</b>	<b>TOTAL</b>	
<b>MONTH = JAN</b>	<b>247</b>	<b>0</b>	<b>247</b>
<b>FEB</b>	<b>227</b>	<b>0</b>	<b>227</b>
<b>MAR</b>	<b>277</b>	<b>0</b>	<b>277</b>

**YEAR to DATE: 247 / 474 / 751**

The commission voiced an opinion that we need to open a dialog with Cape Air as soon as possible in regards to enplanements and the new lease coming in 2017. Butch will contact Cape Air and start the ball rolling. It was suggested that Chairman Valenti might give Dan Wolf a call on the subject.

## **OLD BUSINESS:**

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

This project has been closed out.

### **EA Variance & Terminal Development Update:**

Jacobs is working with the DEP and Cape Cod Commission toward completion of this project. Due to new Floodplain requirements and FAA Clear Zone Runway areas the Terminal Building and part of the Passenger Parking Lot has been pulled out of this group of the project and will move forward as a separate part. Both parts of the project will move along together but separately. Jacobs / Hoarsely Witten have submitted a position of NO Adverse Effects in regards to the coastal dunes to the DEP and they are waiting for a response. Timelines have been adjusted and in some cases lengthened to allow for the changes being made.

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

Heath Marsden introduced himself to the commission. He will have the lead on this project and will keep the commission up to date. One of the first things will be the information gathering stage which will include ground and aerial surveying of the airport grounds. This should start next month weather permitting. Heath also informed the commission this project will produce an electronic Airport Layout Plan which can be stored on computer and will give us the ability to update airport information much quicker and easier. This will give us the ability to see any changes and updates in a much timelier manner.

### **Replacement of Lighting Poles and Fixtures Update:**

The Pre-Construction Meeting for this project is scheduled for this Friday APR 17<sup>th</sup>. The Construction will start in early May and will go for 45 days. We are hoping to have this completed with any punch list items before summer really kicks in.

### **Architectural Design Consultant Selection Process Update:**

This project is about to start back up. Butch hopes to have information for the commission within the next few months. The commission will be selecting an Architectural Clerk of the Works and a Architectural Design Consultant for the Terminal Project.

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

Butch and Jacobs is working on determining the amount of unused Federal AIP money that will have to be turned back this fiscal year due to our current projects cost total does not add up to the amount we are able to spend this fiscal year. This could add up to as much as \$800,000.00 dollars in AIP funds. The commission is planning to loan this money to one or more airports in need of funds instead of turning back the monies.

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

Weather and access has been a problem. The pump system is still operating. Butch will check on the status.

**Ford Expedition Replacement Update:**

Butch is working with MHQ for a replacement vehicle.

**Cape Air: Av Gas Fuel Flowage Fee:**

Cape Air has agreed to a .05 cent per gallon flowage fee. Now we just have to set on how to bill and get paid. Cape Air accounting office will address this issue.

**FY2016 Airport Budget:**

The level funded FY2016 Airport Budget has been approved by The Selectmen, Finance Committee and Town Meeting.

**NEW BUSINESS:**

None at this time.

**OTHER BUSINESS:**

Sage Inn & Lounge has offered Board Members and Town Staff Members a complimentary hors d'Oeuvres and a cash bar on Thursday APR 30th from 3p to 5p.

It was brought to Butch's attention that the No Parking Signs in the passenger parking lot needs some work. He will look into it.

**PAYMENT VOUCHERS:**

No questions at this time.

**NEXT MEETING DATE: TUESDAY, MAY 26, 2015 at 2:00PM**

Meeting Adjourned at: 3:27p.m.

Respectfully submitted,  
*Arthur "Butch" Lisenby*  
Arthur "Butch" Lisenby

APPROVED: MAY 26, 2015