

AIRPORT COMMISSION
Judge Welsh Meeting Room
June 5, 2018 – 3:00 p.m.

Members Present: Steve Katsurinis, Rob Compton, John Reed and Jim Keefe

Staff: Butch Lisenby

Others Present: Bill Richardson, Erik Strand, Morgan Drouin, Tim D’Agostino, William Lord and Michelle Haynes

1. Minutes

Jim Keefe made a motion to accept the 04/30/2018 minutes which was seconded by John Reed and passed 4-0-0

5. Other Business (moved ahead)

William Lord stated he would like to join the Airport Commission. He shared that he is a retired teacher and has previously worked with TSA. Rob Compton made a motion to accept the request which was seconded by Jim Keefe and passed 4-0-0.

2. Reports – Monthly Enplanements

Butch reported that enplanements had increased stating that Cape Air has been adjusting the schedules and also the good weather.

3. Old Business

a) Cape Air Lease Renewal

Steve Katsurinis reported that discussions are continuing

b) Master Plan

Morgan from Jacobs handed out a possible Logo for the airport for Commission members to review. A Logo could be used for products (i.e. hats, bags, notebooks) that could make money for the airport. Eric from Jacobs suggested a local competition for a logo (i.e. students). Rob Compton discussed checking with the Visitor's Bureau as well as calling other airports to inquire about product sales. Steve Katsurinis suggested a graphic designer to have several choices. Bill Richardson discussed the Master Plan and stated that with the environmental piece, it could possibly be completed by September. He also discussed filing for renewal/extension with ZBA.

c) See d) below

d) Taxiway

Erik from Jacobs discussed the plan. He stated that the bid was out for several weeks, and only received one bid from Lawrence Lynch. The grant application was submitted for 2.57 million. The Commission discussed that construction should start in March 2019 and continue for possibly 60 calendar days, but could go into the early part of May. The airport will be closed during construction. Steven Katsurinis inquired about possibly doing construction during November and completing in March and April, but that would require more funds and possibly safety conditions. Butch Lisenby agreed with the Spring dates due to less enplanements at that time. Butch Lisenby and Eric will discuss operational impacts and will discuss comments with board members. Erik stated that a contract for Jacobs will be needed in the near future, and he also discussed the reimbursable agreement. Butch stated that signatures are needed for the contract. Erik introduced Tim D'Agostino from Jacobs.

e) Replacement Purchase Update

The commission members discussed snow removal equipment. Eric stated the fence project is 95% complete, and he will present the project plan to Butch. Butch will notify the Board of any issues needing to be discussed.

4. New Business
None at this time

5. Other Business
Discussed above

6. Payment Vouchers
None at this time

Steve Katsurinis made a motion to adjourn the meeting at 3:45 p.m. which was seconded by Jim Keefe and passed 4-0-0. The next meeting will be held on 8/21/18 at 2:00 p.m. in the Airport Conference Room.

Respectfully submitted:

Katherine Barrett

APPROVED: AUG 21, 2018