

**AIRPORT COMMISSION**  
**August 21, 2018 - 2:00 p.m.**  
**Airport Conference Room**

**Members Present:** Steve Katsurinis, Rob Compton, John Reed and Bill Lord

**Staff:** Butch Lisenby

**Others Present:** Michelle Haynes (Cape Air), Morgan Drouin (Jacobs)

**1) Minutes**

Rob Compton made a motion to accept the minutes of both June 5, 2018 meetings which was seconded by John Reed and passed 4-0-0

**2) Reports**

**A. Monthly Enplanements**

Members discussed handout showing increasing trend year to date

**B. Sub Committee**

Members Jim Keefe and Rob Compton will schedule a meeting

**3) Old Business**

**A. Will discuss after Executive Session**

**B|C. Morgan Drouin (Jacobs) discussed and stated the projection completion date in March 2019 (airport closed 60 days). Members discussed travel services from Hyannis to Provincetown during the period of airport closure.**

**Michelle Haynes (Cape Air) questioned if airport would need to close completely, and stated that Cape Air will meet with Jacobs. Michelle will follow up and report back to Board Members. Cape Air will also be in discussions regarding transportation from Hyannis to Provincetown during the closure.**

**D. Master Plan was discussed, and continues. Steve Katsurinis discussed slogan or logo for airport and suggested a possible contest for community interest. Board Members also discussed a Mission Statement and Tagline for the airport. Steve stated possibly a volunteer (several names were mentioned) could facilitate and help with discussion, and that Mission Statement should possibly be eight words or less. This will be on the agenda for the next meeting. If not a volunteer, cost will be discussed, and Michelle Haynes stated that Cape Air could possibly give tickets to an artist. Michelle will participate in the discussions.**

**E. Members discussed snow removal equipment, and Butch shared that a Federal Grant is set, planning and bidding is complete and now awaiting State grant. Butch stated that the cost has now doubled (\$182,000). One factor of the increase is the Buy America requirement.**

**F. Butch Lisenby discussed the perimeter fence, and stated that design only was complete, and was now in bidding for construction phase to submit for FAA and MassDOT grants. The bids should be in by August 31, 2018.**

#### **4) New Business**

**A. See F above**

**B. Butch Lisenby discussed Runway 7 as part of Taxiway Project, will have above ground approach lights replace the current flush mounted approach lights and there is an FAA agreement. FAA and MassDOT grants have been applied for.**

#### **5) Other Business**

**A. Butch Lisenby discussed a Seaplane Operation from New York to Provincetown Airport, there are 4 ½ roundtrips per week scheduled and they would like a minimum of 4 people each way. Steve Katsurinis stated that the 1989 Airport Minimum Standards should be reviewed**

and updated by the Board Members to meet current standards. Board Members agreed to Cape Air being involved with the review. Steve Katsurinis also stated that he would like to see some way we could get charter companies to report enplanements.

**B. Other Matters - none at this time**

**6) Payments Vouchers**

**No questions at this time.**

**Steve Katsurinis made a motion that the Airport Commission Meeting was back in session which was seconded by Rob Compton and passed 4-0-0.**

**Committee Members discussed the Cape Air Lease Update under Old Business (A). As discussed in the Executive Committee Meeting, the lease is close to being completed, and the Operational Plan was also discussed. A motion was made, seconded, and passed to request a 30-day extension to complete the lease. A motion was also made, seconded, and passed to extend the Cape Air Lease by 30 days.**

**John Reed made a motion to adjourn which was seconded by Steve Katsurinis and passed 4-0-0.**

**The next meeting will be held on September 11, 2018 at 2 p.m. in the Airport Conference Room.**

**Respectfully submitted:**

**Katherine Barrett**

**APPROVED: SEP 11, 2018**