

**PROVINCETOWN AIRPORT COMMISSION  
MINUTES OF THE MEETING  
TUESDAY, 20 AUGUST 2002**

The Provincetown Airport Commission met at the Provincetown Municipal Airport Conference Room on Tuesday, 20 August 2002 for the purpose of a stated meeting. Those in attendance were:

Steve Page	Commissioner
Steve Tait	Commissioner
Joan M. Drysdale	Commissioner
Arthur "Butch" Lisenby	Town/Provincetown Airport Manager
Steve Flecchia	Edwards & Kelcey, consultants
Barry Hammer	Edwards & Kelcey, consultant/on site rep
Heath Gaitlin	Guest

Richard Silva, commissioner, was excused from this meeting.

The meeting was called to order at 5:31 P. M. by Steve Page.

### **I. AIRPORT SECURITY**

The gates are up and working, needing only finishing touches. The fencing is all but done, only needing work by the bike trail.

TSA will be here either Thursday or Friday regarding the security inspection. There is the possibility that TSA may pay for the work in the security/screening areas. As their employees will be manning the security as of November 2002, they will have to require certain equipment. This could potentially relate to the remainder of the fencing, all terminal security, perimeters, and the like.

The next project will be the parking area, security cameras, more fencing. It is hoped that it will include some work on the entrance drive, which is currently quite the mess. It is scheduled for FY 2004. In the interim, Lisenby will ask the Town for some cold patch.

### **II. RUNWAY IMPROVEMENT PROJECT UPDATE**

- Lawrence-Lynch Corp. has substantially completed Change Order No. One (1) work that included the installation of chain link fence and gates in the area adjacent to the terminal building and ramp areas; only punch list items remain.
- Lawrence-Lynch completed erosion control installation and has started work on the main portion of the project (FAA NAVAID site prep work). Started tree clearing and grubbing for the localizer antenna and glide slope facility.
- Both Edwards and Kelcey and Epsilon Associates, the project's Environmental Monitor, have started full time inspection; E&K is here every day the contractor works and Epsilon is here once weekly or as necessary.
- Runway scheduled to be closed beginning Tuesday, 10 September 2002.

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- FAA Airway Facilities has completed addressing an issue with the proposed location of the glide slope antenna as well as power and transformer issues between NSTAR and FAA A/F; this will generate a Change Order for the project. A/F is now addressing an issue with the location of the AWOS site. (which will more than likely be installed in a site other than that shown on the plans due to the glide slope move and the need to have more clearing done).
- Meeting held on 8.14.02 with Environmental Monitor to discuss an endangered plan in the area to be graded for the glide slope critical area; issue is currently being addressed and will be resolved either by obtaining a permit from the state or by re-grading the area to avoid the plants altogether.

### III. TERMINAL HVAC UPDATE

The project is basically done other than some final adjustments. Currently the extremities are quite cool while the terminal is not cool enough by midday. The contractor will be here next week to see what adjustments can be made to rectify the discrepancies in temperature/climate.

### IV. PAYMENT VOUCHERS

**A. EGGLESTON ENVIRONMENTAL \$800.00**

To update our SWPPP

**MOTION: TO PAY \$800.00 TO EGGLESTON ENVIRONMENTAL FOR  
UPDATING OUR SWPPP UPON RECEIPT OF GRANT FUNDING**

**MOVED: JOAN DRYSDALE SECOND: STEVE TAIT**

**VOTE: 3 YES 0 NO 0 ABSTENTIONS**

**B. EDWARDS & KELCEY \$4,206.09**

Invoice No. 2 of construction phase

**MOTION: TO PAY \$4,206.09 TO EDWARDS & KELCEY FOR INVOICE NO. 2  
CONSTRUCTION PHASE UPON RECEIPT  
OF GRANT FUNDING**

**MOVED: STEVE TAIT SECOND: JOAN DRYSDALE**

**VOTE: 3 YES 0 NO 0 ABSTENTIONS**

**C. LAWRENCE-LYNCH CORPORATION INV. NO. 1 \$106,713.00**

First invoice for runway improvement project

**MOTION: TO PAY LAWRENCE-LYNCH THE SUM OF \$106,713.00 FOR  
INVOICE NO. 1 OF THE RUNWAY IMPROVEMENT PROJECT UPON  
RECEIPT OF GRANT FUNDING**

**MOVED: STEVE TAIT SECOND: JOAN DRYSDALE**

**VOTE: 3 YES 0 NO 0 ABSTENTIONS**

### V. OTHER BUSINESS

A. Lisenby announced that Epsilon will be doing all the environmental monitoring for the next four years relative to the runway project and other environmental variances. The some of the work is \$33,260. Discussion was held regarding signing of a contract with

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the vendor and how to procure the funding, as this work is not covered by any of the grants. It appears we have funding in the revolving account to cover this fiscal year, but will require assistance for the remaining three years.

Following this discussion, Steve Tait presented his FY2002 financial report, which after further discussion, will need some adjustment regarding two line items. He will present a revised report at our next meeting.

The Commissioners decided to have a budget workshop on 10 September 2002 if agreeable with Chairman Silva. Otherwise, an alternate date will be set.

B. The appointment of Heath Gaitlin as our Alternate Commissioner has not been completed due to the absence of the Town Clerk, who has just returned. It appears that the selectmen have a full commission applicant in mind.

C. Enplanements are down by approximately 15%, though the last two weeks have seen an increase. The tight security at Logan and the low cost of the high speed ferry are competing for our trade.

### VI. MINUTES

Due to late receipt by some members of the commission of the minutes of the meetings of June and July, the commission voted to table them until the September meeting.

The next meeting will take place on Tuesday, 17 September 2002 at 5:30 P.M.

The meeting was adjourned by unanimous vote at 6:47 P.M.

Respectfully submitted,

Joan M. Drysdale, Commissioner  
Recording Secretary

APPROVED: SEP 18, 2002