PROVINCETOWN AIRPORT COMMISSION
17 DECEMBER 2002

The Provincetown Airport Commission met for its stated meeting on Tuesday, 17 December 2002 at the Provincetown Municipal Airport Conference Room.
Those in attendance were:

Richard Silva	Commissioner
Steve Tate	Commissioner
Steve Page	Commissioner
Joan M. Drysdale	Commissioner
Butch Lisenby	Airport Manager
Steve Flecchia	Consultant, Edwards & Kelcey

Heath Gatlin was absent with permission.

The meeting was called to order at 5:43 by Chairman Silva.

I. AIRPORT SECURITY

Enclosure for security construction begun; discovered not enough room was allotted. Manager will allow expansion. There are questions that will need answers: there appears not to be enough room for all the necessary equipment; the screening area is too small; TSA will not do trailer set up themselves; they are looking for middleman to do the work; then the payment schedule will be from TSA to the middleman to the Airport.

II. RUNWAY IMPROVEMENT PROJECT UPDATE

- Fruean Utilities completed relocation work associated with the Localizer, DME, NDB, Glide Slope, and AWOS NAVAIDS.
- Fruean Utilities began the installation of the MALSF (approach lights) and is scheduled to complete the remaining approach light work by Dec. 24, 2002 (weather permitting).
- Other remaining major construction items: R/W 25 REILS, R/W 7 and 25 PAPI's to be completed by Jan. 14, 2003.
- ILS (Localizer and Glide Slope) and DME ready for flight check; waiting on airway facilities flight check.
- AWOS Cloud-Height, Rain Gauge, Temperature, Barometric Pressure, and Dew Point instruments back in service; airway facilities working out problems with wind tower and visibility sensor.
- Sixty-seven day contract extension submitted under a Change Order (#3) for review. Original project completion date 11/8/02; revised completion date 1/14/03. Some spring restoration work required.
- Summary of FAA NAVAIDS:

Localizer:	Complete (waiting for flight check)
DME:	Complete (waiting for flight check)
Glide Slope:	Complete (waiting for flight check)
NDB:	Complete
Approach lights:	Underway (scheduled to be completed by 12/24/02)
AWOS	Completed except for problem with wind tower and visibility sensor
REILS	Incomplete (scheduled to be completed by 1/14/03)
PAPI's	Incomplete (scheduled to be completed by 1/14/03)

If the FAA does not accept and agree to Change Order #3, there will be a money issue which may lead to liquidated damages.

III. TERMINAL HVAC UPDATE

Status quo - good days and bad days with system. Have reached end of agreement with Black and Veatch. The rattle was damper above bathrooms - has been removed. Bath and conference room temperatures run cold. Black and Veatch to see what can be done.

IV. PAYMENT VOUCHERS

1. LAWRENCE/LYNCH CORP. $643,046.23
MOTION: TO PAY LAWRENCE/LYNCH THE SUM OF $643,046.23 UPON RECEIPT OF FUNDING.
MOVE: STEVE TATE
SECOND: STEVE PAGE
VOTE: 3 YES 0 NO 0 ABSTENTIONS

2. EDWARDS & KELCEY $ 30,025.69
MOTION: TO PAY EDWARDS & KELCEY THE SUM OF $30,025.69 UPON RECEIPT OF FUNDING.
MOVE: STEVE TATE
SECOND: STEVE PAGE
VOTE: 3 YES 0 NO 0 ABSTENTIONS

3. KEN WHEELER, ELECTRICIAN $ 1,025.00
MOTION: TO PAY KEN WHEELER THE SUM OF $1,025.00 FOR ONGOING PARTS AND LABOR FOR GENERAL AIRPORT REPAIR AND REPLACEMENT
MOVE: JOAN M. DRYSDALE
SECOND: STEVE PAGE
VOTE: 3 YES 0 NO 0 ABSTENTIONS

4. CAPE COD TRUCK $ 853.39
MOTION: TO PAY CC TRUCK THE SUM OF $853.39 FOR REPAIR AND MAINTENANCE OF AIRPORT DUMP TRUCK
MOVE: JOAN M. DRYSDALE
SECOND: STEVE TATE
VOTE: 3 YES 0 NO 0 ABSTENTIONS

5. EPSILON ASSOCIATES $ 5,659.43
MOTION: TO PAY EPSILON ASSOC. THE SUM OF $5,659.43 FOR MONITORING THE ONGOING RECONSTRUCTION PROJECT
MOVE: STEVE TATE
SECOND: STEVE PAGE
VOTE: 3 YES 0 NO 0 ABSTENTIONS

V. OLD BUSINESS

Lisenby announced that Dr. Leonard Alberts has been appointed as a full member of the commission and will return on 1/1/03. He also stated that Dr. Alberts has a conflict with Tuesday meetings as he has to work till 8 on that evening.

The commissioners present determined that they would move the regular meeting date to the second Wednesday of the month.

VI. MINUTES
The minutes of the meetings of Sept. 18th and Nov. 26th were presented for consideration.

MOTION: TO APPROVE THE MINUTES OF SEPT. 18TH AND NOV. 26TH AS PRESENTED.
MOVE: STEVE TATE
SECOND: STEVE PAGE

VOTE: 3 YES 0 NO 0 ABSTENTIONS

The next meeting will be held on 8 January 2003.

The meeting was adjourned by unanimous voice vote at 6:16 P.M.

Respectfully submitted,

Joan M. Drysdale, Commissioner
Recording Secretary

APPROVED: MAR 26, 2003