



## AIRPORT COMMISSION

Airport Conference Room

Wednesday

February 22, 2010

5:00 PM

**Members Present:** Heath Gatlin, Paul Gavin, Steve Tait,  
and Michael Valenti.

**Members Absent:** Roger Lookingbill (excused)

**Others:** Butch Lisenby

The meeting was called to order at 5:00 p.m.

### AGENDA

#### COMMISSION OFFICERS

**Motion:** Move to nominate Heath Gatlin as Chairman.

**Motion:** Steve Tait      **Seconded:** Michael Valenti      **Vote:** 4-0-0.

**Motion:** Move to nominate Steve Tait as Vice Chair.

**Motion:** Michael Valenti **Seconded:** Paul Gavin      **Vote:** 4-0-0.

#### APPOINTMENTS

Butch told the group that Jeff Jaran, Chief of Police, has applied for an alternate position on the Airport Commission. It was felt that Jeff would be a valuable member of the Commission and would allow the Commissioners to have insight on some issues. The only down side would be Jeff's inability to vote on any matter that involved the police, i.e., airport coverage, etc.

**Motion:** Move to appoint Jeff Jaran as the alternate for the Airport Commission.

**Motion:** Heath Gatlin      **Seconded:** Steve Tait      **Vote:** 4-0-0.

#### MINUTES

**Motion:** Move to approve the January 12<sup>th</sup> meeting minutes as written.

**Motion:** Michael Valenti **Seconded:** Steve Tait      **Vote:** 4-0-0.

#### REPORTS

## **Enplanements**

There were 276 Cape Air enplanements in January which is down from the year before.

## **Security Camera System Update**

Butch said that no one company ever seems to want to do the proposal in the same way. Each company has what they think the important aspects are and submit prices based on that. The Security Design team's had an extra price adding boxes with heaters and fans to the cameras in order to protect them from the weather. (All the proposals were based on upgrading the cameras that we now have which were new about one year ago.)

Security Team feels that lightening protection is not needed; Butch disagrees.

Heath suggested - if you were happy with Security Design in the past then they might be the ones to choose. Butch said that two new cameras are proposed for TSA so that if TSA has a problem - of any kind - only their recording system could be removed for further study.

**Motion: Move to accept the Security Design quote a through d as well as e as long as e is no more than \$4K.**

**Motion: Steve Tait                      Seconded: Michael Valenti                      Vote: 4-0-0.**

## **Minimum Standards Update**

The event form is part of the Minimum Standards and has been approved. Heath suggested tabling this subject for now and then we could have a sub committee continue to take one section at a time and work through it.

## **OLD BUSINESS**

### **EA/FEIR/DRI Update**

Mike Garrity is out sick so Butch gave the group a brief update. We have submitted all the information to the National Park Service (NPS) but they are not responding in a timely matter. Everything was wrapped together last week and now we're pushing for feed back from the NPS.

### **Cell Phone Booster / Tower Update**

Nothing new to report ..... they put the cell phone booster in place and put it up into the eaves without favorable results. As soon as the weather clears Butch said we'll try it out again placing it atop the roof. Some people have found that if you stand under the flag you can usually get a connection and make a phone call.

### **Hangar Event – Wedding Reception Update**

Butch talked to Michelle Haynes and the wedding party who has talked to David Flowers and will retain him as their wedding planner. Latest problem is that David got into a snowboard accident and dislocated his shoulder; he's laid up for the time being. Heath said that he ran into the owner of a neighboring hotel who said that they're pretty close to full for the summer and it's mainly composed of women getting married in Provincetown.

### **TSA Trailer Lease Renewal Update**

TSA is back pedaling on the new proposed lease renewal and they are now upset with their current rent. Paul Gavin said, "Why not measure the trailer and I will be able to give the group appropriate rental charges for the office space involved according to the Assessor's charts."

We might be just breaking even with the current lease amount; their lease expired on January 31, 2010. It was also pointed out that TSA uses all the Airport's facilities, i.e., water, heat, lights, parking, etc. They currently pay \$600/month and the price the Commissioners tried to impose was \$780/month. The Airport's electric bill is about \$1,000 to \$1,100/month and a good portion of this is believed to be for the trailer.

The trailer showed up in 2006 but comparing electrical from then and now might not have any bearing on the issue since electrical rates have soared in the last few years. Heath Gatlin will research the utility costs, etc. If we find that the TSA trailer is costing us more than they're paying, then we will revise the lease accordingly.

### **FY2011 Budget Update**

Butch and Steve said that they had met with the FinCom and they approved our budget. Butch cautioned that last year their budget was approved and then the Fin Com cut some budgets at the last minute before Town Meeting.

### **Mike Leger Memorial Update**

Heath said that at the last meeting we talked about using the shack outside on which to mount a plaque. Butch said we should talk about where exactly we would want to place it and it depends on the size, material, etc. Michael Valenti said that he thought 18 X 24 would be the perfect size and the part you want to see from a distance is Michael's name. Steve Tait highly approved the wording that Heath had sent to everyone via e-mail. Heath said he will get pricing and bring it to the next meeting.

## **SRE Truck Update**

### **ARFF Vehicle Update**

Essentially both requests have been given the green light from the FAA so we're moving forward. The SRE grant request has been submitted but the ARFF won't go through just yet. Butch said that it's a month away before we submit anything. Heath asked about training. Butch said that there is no training needed for the SRE truck and he is trying to get some training for the Fire Department in the grant for the ARFF vehicle.

## **NEW BUSINESS**

Paul Gavin gave a demonstration on the new web-site that will be made available to the Airport. One will be under Provincetown Airport and the other will be under Provincetown Airport Commission. Butch – once it's up and running – will be trained on updating the site, i.e., schedule and rate changes, etc.

Paul continued by saying that we're trying to break this up and categorize things such as ground transportation (taxis) and other pertinent subjects. Heath volunteered to work with Paul in outlining what is needed on the site. Paul asked everyone on the Commission who has ideas to funnel them through Heath who would then make a compilation of necessary information. Heath will, in the future, wear the "content manager" cap. Finally when all is inputted there will be only two pages to maintain: Provincetown Airport and Provincetown Airport Commission.

## **OTHER BUSINESS**

Heath asked about the big tractor/trailer that's in the Airport parking lot. It's a training thing for the Police Dept. and will be gone after the weekend.

Heath also mentioned the one big dip that's getting bigger on the access road. Butch has put in a request for getting a cold patch which should arrive soon.

Butch said that now that the officers of the Commission have changed, they have to submit something to Massachusetts in the new names of the officers.

**Motion: Move to authorize Heath Gatlin, Chairman, and/or Steve Tait, Vice Chair, and/or Arthur Lisenby, Airport Manager, approval to sign all documents and contracts including all grant contracts upon Airport Commission approval.**

**Motion: Paul Gavin      Seconded: Michael Valenti      Vote: 4-0-0.**

## **Wind Sock and Rotating Beacon**

Butch reported that the wind sock is up and running. They cannibalized other wind socks and repaired it. Butch is looking to maybe to add a new windsock in a future grant. The rotating beacon was finally repaired but the repair didn't hold and it is essential. They are expensive to purchase and we're in a wait and see mode.

## PAYMENT VOUCHERS

N-STAR                                      Electricity                                      \$1,097.84  
This voucher was moved, seconded, and approved by all.

### NEXT MEETING DATE

Monday – March 22<sup>nd</sup> – 3:00 p.m.

Future meetings will all be held on the 3<sup>rd</sup> Monday of the month at 3:00 p.m.

The meeting adjourned at 6:50 p.m.

Respectfully submitted,

*Evelyn Gaudiano*

Evelyn Rogers Gaudiano

APPROVED: APR 26, 2010