

**Town of Provincetown
PROVINCETOWN AIRPORT COMMISSION
Public Meeting**

Meeting Date: January 8, 2003

Meeting Place: Provincetown Municipal Airport, Conference Room

Members Present: Richard Silva Commissioner
Steve Page Commissioner
Steve Tate Commissioner
Leonard Alberts Commissioner

Others Present: Steve Flecchia Edwards & Kelcey Consultant
Arthur "Butch" Lisenby Provincetown Airport Manager
Michelle Haynes Cape Air/Nantucket Airlines

Call to Order: Richard Silva called the meeting to order at 5:34pm.

I. Airport Security

Butch Lisenby reported:

The enclosure is finished.

The passenger and baggage screening is fully operational.

As of 12/31/02 all luggage has been inspected.

More lead time is now required for passengers and Cape Air employees.

Some baggage inspections are swabs and some are full searches. This varies so that it is not predictable.

Any bugs in system are being worked on now so that it will be a smooth process for the summer.

Otherwise it could be a long wait for passengers.

Currently, passengers are asked to arrive one-hour prior to flight at Provincetown Airport.

II. Runway Improvement Project Update

Steve Flecchia presented a memorandum:

Approach light installed.

Runways to be completed by Friday 1/10/03. That may be conservative since the FAA will take them off-line briefly.

ILS & DME are ready for a flight check Thursday 1/9/03.

The weather system will be working soon. It is temporarily down right now.

FAA NAVAIDS – summary to follow. Should be complete soon.

Most construction will be done by Friday 1/10/03. Some minor work will need to be done in the spring.

III. Parking Apron / Security Improvements Project

Butch Lisenby stated that this is a new project at the airport.

Steve Flecchia is to deal with this project going forward. It is in its infancy and needs to be submitted to the FAA.

The soil investigation is done and will help in the design phase.

IV. Terminal HVAC Update

A vote is needed for the final invoice.

Motion: *A motion is made to pay an invoice to TRA for \$31,682.44.*
Move: Steve Page
Second: Steve Tate
Vote: 3 – 0 – 1(abstain [Lenny Alberts])

V. Budget

Butch Lisenby reports that the Airport Commission goes in front of the Board of Selectmen on 1/16/03 to see if the budget is approved.

The Town Manager helped and did not object to the budget.

Butch Lisenby, Richard Silva, and Steve Tate put the budget together. It is the first time it was developed without the town's help. It is a preliminary budget.

After the Selectmen meeting, the next step is to go before the Finance Committee.

VI. Park Service MOA

Butch Lisenby wished to remind the Airport Commission that an agreement must be made with the Park Service.

Richard Silva wants Kopleman & Paige present when this agreement is under work.

This issue will be the agenda for future Airport Commission meetings.

VII. Payment Vouchers

Butch Lisenby presents invoices.

Motion: *A motion is made to pay an invoice to Edwards & Kelsey for \$12,286.64.*
Move: Steve Tate
Second: Steve Page
Vote: 4 – 0

Motion: *A motion is made to pay an invoice to Lawrence Lynch, Corp. for \$38,002.95.*
Move: Steve Tate
Second: Steve Page
Vote: 4 – 0

Motion: *A motion is made to pay an invoice to Lawrence Gallo for \$1,220.00*
He is an independent engineer hired for the apron contract as required by the FAA.
This amount will be reimbursed with the grant project.
Move: Steve Tate
Second: Steve Page
Vote: 4 – 0

VIII. Other Business

Butch Lisenby welcome Lenny Alberts back to the Airport Commission.

Steve Tate inquires into any expansion plans for Cape Air to fly to Providence.

No expansion plans for now since the short-haul industries are all hurt during current times.

IX. Minutes

none to be approved

The next meeting will be held on Friday, 2/21/03.

The meeting was adjourned at 6:07pm.

Respectfully submitted,
Susan Longo

APPROVED FEB 21, 2003