

**PROVINCETOWN AIRPORT COMMISSION
WEDNESDAY, 5 NOVEMBER 2003
PROVINCETOWN MUNICIPAL AIRPORT**

The Provincetown Airport Commission met for its monthly meeting at the Conference Room at the Provincetown Municipal Airport. Those in attendance were Leonard Alberts, Steve Tate and Joan Drysdale, Commissioners, Butch Lisenby, Manager, and Steve Flecchia, E& K consultant. Guests were Katie Servis of Hoyle Tanner Associates, Stephen J. Riesland, Fay, Spoffard and Thorndike, Duane L. Waldo. U. S. Dept. of Homeland Security (TSA) and Bill Richardson, E& K. Dick Silva was excused.

Steve Tate called the meeting to order at 5:42 P. M.

I. RUNWAY IMPROVEMENT PROJECT UPDATE

Outstanding punch list items completed over the past few weeks. Contractor and E&K working to bring closure to a few issues with completed punch list items (e.g. hay bale clusters, mounds adjacent to boardwalk).

II. PARKING APRON/SECURITY IMPROVEMENTS PROJECT UPDATE

Contractor has been notified to submit proposed construction schedule and material submittals for long term lead items (e.g. floodlight poles and fixtures, security cameras and equipment). The FAA and MAC grants are in place and there can be no overruns because MAC has not extra money. The project has to be closed out by 6.30.04.

III. AIRPORT MASTER PLAN UPDATE

Bill Richardson gave a presentation on the project. The Town's contribution will be approximately \$60,000. There is some question as to whether or not MAC will be able to fund us. If not, what do we do?

IV. PARK SERVICE MOA UPDATE

It is in limbo, between lawyers. Nobody is talking to anyone else, or seeing eye to eye. There is no communication from Maria Burks.

V. AIRPORT CONSULTANT SELECTION UPDATE

The request is out with return date of 21 Nov. 03. Packets will be ready for the commissioners the week 11.24. Will decide how to commence at Dec. 03 meeting. So far, 22 requests.

VI. PAYMENT VOUCHERS

- | | |
|--|------------|
| 1. L&M Glass – doors | \$7,826.00 |
| Move to pay by Alberts, second by Drysdale | |
| Vote: 3 yes 0 no 0 abstentions | |
| 2. Robert Christopher – doors | \$2,495.00 |
| Move to pay by Alberts, second by Drysdale | |
| Vote: 3 yes 0 no 0 abstentions | |

3. Epsilon Associates – ongoing dike monitoring \$3,524.49
CCC requirement for changes in dike relative
To runway project – made us have order of
Conditions to monitor for five years, at avg. of
\$8,000 per annum – it should have been done
by CCNS.
Move to pay by Drysdale, second by Tate
Vote: 2 yes 1 no 0 abstentions

VII. OTHER BUSINESS

Lisenby and Tait to work on budget for submission. Lisenby talked with TSA about chairs in conference room. No money currently available to replace but will glue and clamp temporarily. TSA not authorized to spend anything until permanent building is erected. Lisenby okays.

VIII. MINUTES

The minutes of the meetings of Oct. 1 and Oct. 16 were presented for approval.

Move to approve by Alberts, second by Tait.

Vote: 3 yes 0 no 0 abstentions

Next meeting will be held 3 Dec. 2003. Meeting adjourned by unanimous agreement at 6:22 P.M.

Respectfully submitted,

Joan M. Drysdale, Commissioner
Recording Secretary

APPROVED: FEB 4, 2004 WITH CHANGES