



TOWN OF EDGARTOWN KATAMA AIRFIELD COMMISSION



Friday, September 21, 2018
Hangar Meeting Room
12:30pm

Commissioners Present: Jamie Craig, Michael Nagle and Peter Vincent

Others Present: Jane Varconda, Juliet Mulinare, Kim Lucas, Mike Creato, Jamie and Merrill Langley and Alex Torres.

The meeting was called to order by Peter Vincent at 12:20pm. Present at the meeting were commissioners. Also present were Jane Varconda, Juliette, Kim (HR), Mike Creato, Merrill and Jamie Langley and manager Alex.

We decided to have regular meetings for the commission's business on Saturday, Sept 29 and Oct 6 at 8:30am and then every other Saturday at 8:30am. For now the meetings will be held at the hangar.

We are totally compliant with DEP – and no fine was issued.

Airport will close on Oct 15. It has been suggested to close on September 30 but Kim from HR reminded us that Alex would need to get paid anyway so the commission voted to allow Alex to continue and draw overtime up to but not exceeding the \$ available for the assistant manager salary – Jamie moved this, Michael 2nd, all 3 voted yes.

We need to get estimates for any future projects.

Payroll signatures – why 3 are needed. Hal is the main signer. Peter can also sign. If Hal and Peter are not available we need 3 more signatures.

The commissioners signed a letter approving Kent Healey to spend 5 to 7 hrs at \$200 an hour to make the structural plans for the deck at the diner. Jamie moved, Michael 2nd, all 3 voted yes.

Warrant articles and budget coming up – should be completed by Dec and Jan. Bids needed. Big item is the hangar – need a good PR campaign.

Fuel: Alex says 1500 usable gals in tank.

Staff shirts for next year – to look professional/official for people to find staff.

New 3 rail fence for parts of airport. FAA wants higher than what we have now. Need to check with Steward and Hwy Dept.

Process for future permissions: The Airport Commission makes all decisions – no one else or no other town dept. The commission must comply with by laws, regulations, and codes from all other entities. When someone requests something, the commission will have the requestor go to the different departments with a form that HR and Alex will create where the compliance with necessary rules and regulations will be noted. This or these forms will be presented to the commission at a regular or special meeting and the decision will be made. This should make communications and permissions clear and complete.

Jane has the 7 CR Documents in her office – we need to get copies for the manager, and commissioners and Jamie.

At the next meeting Alex wants to talk about the manager's job being a seasonal and not hourly job. We can re-invent the job however we want and take it to the proper board for approval.

Mike Creato asked if John Parker could aerate the runway 21 and 24 and put in the grass seed approved with the pelatized lime. That should cost between \$1k and 2K. Approved

Mike also asked about alternate for the commission for votes when there is a lack of the necessary members.

Michael Nagle talked about adding members who were going to be around.

Jamie Langley had a number of requests

Getting a letter from the commission supporting a full liquor license

Having a chance to appeal to the commission the possibility to host private events that do not conflict with the regular times of the diner operations – motion made by Jamie Craig, seconded by Michael Nagle, approved by all 3 to have Cynthia get an opinion on this.

Being a part of the deck design

Betterments to the space, walkways, etc – Jamie is going to make a prioritized list for the next meeting that we can use as a 5 year plan

Extending her lease from 3 to 12 = Juliette to advise

Using the extra space that was housing. Need to ask Town Board of Health and other agencies of the feasibility of using that space for the managers living area so the manager is on site. Jamie moved, Michael 2nd, all voted yes.

Meeting adjourned at 1:48pm.

Next meeting, Saturday, Sept 29, 2018 8:30am at the hangar.