

**Fitchburg Municipal Airport Commission
Meeting Minutes
January 25, 2017**

PLACE: Terminal Building

METTING TIME: 6:04PM

ATTENDEES:

Mayor DiNatale, Airport Manager Scott Ellis, Councilor Michael Kushmerek, Chief of staff A.J. Tourigny

Commissioners: Chairman Naylor, Vice Chairman Peter Kettle, Commissioner Clayton Raymond, John Early, and Richard Liberatore

1. Meeting Protocol was entered into the meeting by Chairman Jack Naylor

- Chair Naylor introduced the commission members in attendance.
- Chair Naylor motioned request to record audio (granted) approved Commissioner Raymond, Comm. Kettle, Granted
- Public opportunity to speak: No one wishes to speak

2. Correspondence to the Commission

- Note: None

3. Previous Month's Minutes

- Motion to accept Decembers 21 2016 airport minutes motion proposed by Comm. Early to accept seconded Chair Naylor voted 5- 0. Note: two grammatical changes will need to corrected, the word architectural and sentence pertaining to Scott Ellis and the terminal building, Not Scott Ellis's Building **Voted 17-01-01**

4. Project Review-Gale Matt Caron

There are five (5) projects that Gale Associates, Inc. (Gale) is administering on behalf of the Fitchburg Airport Commission. They are:

1. Phase I Avigation Easement Acquisition (AIP No. 3-25-0018-22-2013)/(ASMP #: FIT ACQPH1)

Project Description: This project is a Phase I avigation easement acquisition project to acquire avigation easements over parcels in the Runway 14 and Runway 32 approaches, adjacent to the Airport. Acquisition of all easements necessary to clear obstructions is a multi-phased effort to occur over the next few years.

Estimated Project Cost: FAA Share: \$503,889.75 (90%)

State Share \$ 41,990.81 (7.5%)

Local Share: \$ 13,996.94 (2.5)

Total Cost: \$559,877.50 (100%)

Project Status:

- Items to be discussed in executive session.

Actions Required by the Airport this month: Discuss project update in executive session.

2. Phase II Avigation Easement Acquisition (AIP No. 3-25-0018-23-2014)

Project Description: This project is a Phase II avigation easement acquisition project to acquire avigation easements over parcels in the Runway 14 and Runway 32 approaches, adjacent to the Airport. Acquisition of all easements necessary to clear obstructions is a multi-phased effort to occur over the next few years.

Project Cost: FAA Share: \$ 620,000.10 (90.0%)

State Share: \$ 34,444.45 (5.0%)

Local Share: \$ 34,444.45 (5.0%)

Total Cost: \$ 688,889.00 (100%)

Project Status

- None this month.

Actions Required by the Airport this month: None this month.

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Monthly Project Update – December 2016

3. Phase III Avigation Easement Acquisitions and Permitting (AIP No. 3-25-0018-24-2015)

Project Description: This project is a Phase III avigation easement acquisition project to acquire avigation easements over approximately 22 parcels in the Runway 32 approach surface, adjacent to the Airport. Additionally, this project includes permitting efforts necessary to remove obstructions from the Runway 14-32 approach surfaces.

Project Cost: FAA Share: \$ 2,138,850.00 (90.0%)

State Share: \$ 118,825.00 (5.0%)

Local Share: \$ 118,825.00 (5.0%)

Total Cost: \$ 2,376,500.00 (100%)

Project Status:

Easements:

- Items to be discussed in executive session.

Permitting/Historical:

- The Historical Subconsultant is working on the design for the photographic documentation. He will be making a trip back to the airport to assess lighting and wall space once the administration building is complete.
- Once a draft of the proposed display of photographs and salvageable items are drawn up Gale will present them to the Commission.

Actions Required by the Airport this month: Discuss items in executive session.

4. Runway 14 End Obstruction Removal and Aeronautical Survey (Off Airport Property)

AIP No. 3-25-0018-25-2015

Project Description: This project is an obstruction removal project to clear obstructions identified on nine (9) off-airport properties in the Runway 14 approach surface, and to complete an Aeronautical Survey.

Project Cost: FAA Share: \$ 675,000.00 (90.0%)

State Share: \$ 37,500.00 (5.0%)

Local Share: \$ 37,500.00 (5.0%)

Total Cost: \$ 750,000.00 (100%)

Project Status:

- Pending final acceptance by the Airport, all tree removal work has been completed.
- Gale conducted a site walk with Mike O'Hara (Fitchburg Conservation Agent) on November 15. Mike was accepting of the site conditions, and requested that the compost log remain in place until spring.

- Cook will need to return in the spring and remove the compost log mesh. The compost filler may remain on-site.
- Only minor punch list items remain, most of which are administrative.
- The aeronautical study is underway. Gale has been working with Scott and FAA to gain appropriate access to the AGIS system, so that information may be uploaded for approval.

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Actions Required by the Airport this Month:

- None this month.

5. Runway 32 End Obstruction Removal (Off Airport Property) AIP No. 3-25-0018-26-2017 (Pending)

Project Description: This project is an obstruction removal project to clear obstructions identified on up to twenty-nine (29) off-airport properties in the Runway 32 approach surface in the City of Leominster. One (1) property is partially in the City of Fitchburg.

Project Cost: FAA Share: \$ 810,000.00 (90.0%)

State Share: \$ 45,000.00 (5.0%)

Local Share: \$ 45,000.00 (5.0%)

Total Cost: \$ 900,000.00 (100%)

Project Status:

- A project scoping meeting was held on November 15, 2016.
- Per FAA request at the scoping meeting, Gale has performed additional obstruction analysis and prepared a cost vs. benefit analysis of removing and/or lowering the hazard beacon poles and utility poles on Crawford Street, and the chimney/roof at 180 Crawford Street. The cost vs. benefit analysis was sent to FAA and presented to the Commission last month.
- FAA reviewed the cost vs. benefit analysis, and requested information connecting the various Runway 32 displacements to their operational impact. The current Airport Master Plan and the Environmental Assessment did not provide this type of analysis. We have coordinated with Scott Ellis and Bullock Charter to gain additional information. A draft letter to FAA has been prepared for review by the Commission. This letter requests an expanded scope of obstruction removal to include the utility poles and work on the building at 180 Crawford Street.
- Local FAA officials have indicated that they support the removal of additional nonvegetative obstructions. They need justification and backup documentation.
- Aerial survey data collected as part of AIP-25 was used as part of the additional obstruction analysis. This analysis showed that further rotating the future runway by an additional 0.55-degrees (to 1.55-degrees total) would provide the maximum benefit in terms of eliminating any displaced threshold.
- Gale has completed the engineering scope of work to include removal of vegetative obstructions and the obstruction light poles only. We will circulate to the Commission, FAA, and Mass DOT for review tomorrow, along with a copy of the letter from the Commission (if approved). We will adjust the scope accordingly, based upon FAA concurrence with the Airport's request.

Actions Required by the Airport this Month:

- Review and comment on the preliminary engineering scope of work.
- Obtain an Independent Fee Estimate once the final scope has been determined.

6. Other Items:

- Happy Holidays!

5. New Business

• **Annual Elections**

- **Chairman** Motion By Comm. Raymond to reelect Chairman Jack Naylor seconded Comm. Liberatore **Voted 5-0 17-01-02**
- **Vice Chairman** Motion by Jack Naylor to reelect Vice Chairman Peter Kettle, seconded by Comm. Early **Voted 5-0 17-01-03**
- **Secretary** Motion by Comm. Kettle to reelect Secretary Clayton Raymond, seconded Mayor DiNatale
- **Voted 5-0 17-10-04**

- **2017 Commission Meeting Dates 2017** Chairman Jack Naylor: Motion to keep the airport commission on the fourth Wednesday of each month for the 2017 schedule. Exception will be the month of November the 5th Wednesday will be chosen. November 29th 2017 Motioned to accept Comm. Liberatore Seconded Comm. Early **Voted 5-0 17-01-05**

- **Motion to move the subject of restaurant and self fuel facility up in the schedule** motioned by Chair Naylor seconded Mayor DiNatale **Voted 5-0 17-01-06**

- **Drone Activity-Aerial Photography** Jack Naylor is concerned about the increase of drones flying in and around the airport. Scott Ellis stated the laws are changing rapidly on this subject and expects to see guidelines from the FAA in the near future.

- **Mass DOT-A Vegetation Management Program Update** Scott Ellis stated mass DOT will start next week on the vegetation management clearing. Time frame to completion is estimated at a couple weeks.

- **City of Fitchburg public event checklist.** Comm. Liberatore is proposing a checklist be presented to tenants when a public event is requested to help the airport Manager understand what is going to be happening at the airport. Note the intent is to make sure public safety concerns are addressed.

- **Ford V-8 club, April 16th 2017** Motion to accept date by Comm. Early seconded Comm. Raymond **Voted 5-0 17-01-07**

6. Old Business

- **Hanger 7 Repair Status** Scott Ellis stated the city is moving forward with the design process and an architectural firm is working on the proposed plan. The architect visited the hanger to confirm some details plans are nearly complete.
- **Administrative Building** Scott Ellis stated the new terminal building is complete with some minor unfinished items that he has noted. Scott mentioned some checking in the beams are evident, But he is told that this is a normal occurrence.
- **Restaurant and self serve fuel facility-Ken McClain** Ken McClain has contacted Lt. Jordan of the Fitchburg fire prevention dept. he was unfamiliar with aircraft self serve fueling and Ken was directed to the state fire Marshall Dave Bowdin in Springfield MA Ken has received information and has been made aware of some exceptions to the law pertaining to self serve fueling as it relates to aircraft. He will present the information to Lt. Jordan.

- Concerns were raised by multiple commissioners as well as Councilor Kushmerek and Mayor DiNatale about the economic feasibility of Mr. McClain's proposal. The commission has asked for a detailed presentation to explain exactly what is expected as it relates to cost expectations required from the airport.
- **Councilor Kushmerek** has asked Scott Ellis to provide a financial breakdown of the labor costs related to fueling by the airport staff. **Action**
- **Mayor DiNatale** has requested that Ken McClain contact the mayor's office to arrange a meeting with the City Auditor, Treasurer and the City Solicitor to present his proposal to the city.

7. Financial Review

- **A/R Rent and Action plan**
- **A/R Fuel and Action plan**
- Motion was made by Comm. Kettle and seconded Comm. Raymond to accept December's Financials Voted 5-0 **17-01-08**.
- **Action** Commissioner Kettle asked Scott Ellis to review the rental amounts for the tenants at the Airport as it has been a very long time since the last increase.

8. Manager Operation Report

- Scott Ellis is interested in repairing the entrance guardrails and would like to see better lighting at the entrance.

9. Motion to Suspend the Rules

- Motioned Comm. Early seconded Comm. Liberatore for review of Airport Agenda. Chair. Jack Naylor submitted an updated agenda outline for review.

10. Motion to adjourn

- Comm. Early and seconded Chair Naylor. **Voted 5-0 17-01-09**

- **Conclusion 8:21**
- **Next meeting will be Wednesday February 22, 2017**
- **Executive session required NO**

Recording Secretary Commissioner Clayton Raymond