

Fitchburg Municipal Airport Commission
Meeting Minutes
January 31, 2018

PLACE: Terminal Building

METTING TIME: 6:00PM

ATTENDEES:

Airport Manager Scott Ellis, Assistant Solicitor Christine Tree and Mayor's Chief of staff A.J. Tourigny,
Mayor DiNatale & Stuart Moncrief of Gale Associates

Airport Commissioners: Vice Chair Peter Kettle, Comm. Clayton Raymond, Comm. John Early & Comm.
Richard Liberatore

Note: Chair Naylor absent at this month's meeting

1. Meeting Protocol Meeting called to order
 - Vice Chair Kettle introduced the commission members in attendance.
 - Vice Chair Kettle motioned request to record audio (granted) and approved Commissioner Raymond and Airport Manager Scott Ellis request to record audio.
 - Vice Chair Kettle Opportunities for the public to speak during the Commission meeting Dave Murphy and Jim Ellis introduced themselves and wish to speak on matters on the agenda

2. Previous Month's Minutes

Motion to approve previous meeting minutes for November and December regular and special meeting minutes to include November 20 & 29 as well as December 6 & 27 2017 Motion Comm. Early 2nd Comm. Liberatore **18-01-01** Vote 4-0

3. Correspondence to the Commission

1. None to report

4. Project Review-Gale

There are four (4) projects that Gale Associates, Inc. (Gale) is administering on behalf of the Fitchburg Airport Commission. They are:

1. 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: \$ 2,183,850.00 (90.0%)

State Share: \$ 121,325.00 (5.0%)

Local Share: \$ 121,325.00 (5.0%)

Total Cost: \$ 2,426,500.00 (100%)

Project Status:

- The final Avigation Easement for Phase III has been recorded at the Registry of Deeds. This project is now complete.
 - The Clerk of the Commission needs to execute the revised 'Certificate of Vote on Easement Acquisition' for this property.
 - Gale is going to start the process of closing this project out. If there are any outstanding 'Sponsor Administration' invoices that the Airport has incurred, please send those to Gale ASAP for including in the final reimbursement request.
 - The recorded easement of the Kohn property is being delivered to the Commission this evening for its files.
- Actions Required by the Airport this month:
- Execute the Certificate of Vote on Easement Acquisition.

Motion Comm. Early 2nd Comm. Liberator to accept the easement acquisition for the Kohn property **18-01-02 Vote 4-0**

- Send Gale any outstanding Sponsor Administration invoices.
2. 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:
- The Aeronautical Study is ongoing; the final design of Runway 14-32 needs to be uploaded to the AGIS system as the next step. This step is still awaiting completion of final Runway design.
 - Gale has obtained approval from Conservation Commission for the additional obstructions flagged within the 15-degree offset area. This work will be allowed under the existing NOI/Order of Conditions.
 - Gale has prepared a Supplemental Agreement for this additional work. Scott Ellis, MassDOT, and FAA have all reviewed the scope of work and fee, and are in agreement. The agreements are ready for City signatures and then must be sent to MassDOT.
 - Cook Forest Products will come next week to assess the additional work area, and develop a plan to access the area. Gale will coordinate this with Scott.
 - Following Cook's site visit, Gale will prepare a Change Order to add this work to Cook's Contract.
 - The additional fees for Gale and Cook will still be within the original grant amount, therefore no additional appropriation is necessary to fund the work.

Actions Required by the Airport this Month:

- None.

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

Project Description: This project is an obstruction removal project to clear obstructions identified on up to twenty-seven (27) off-airport properties in the Runway 32 approach surface in the City of Leominster. One (1) property is partially in the City of Fitchburg.
Estimated Project Cost: FAA Share: \$ 1,156,500.00 (90.0%)

State Share: \$ 64,250.00 (5.0%)
Local Share: \$ 64,250.00 (5.0%)
Total Cost: \$ 1,285,000.00 (100%)

Project Status:

- Tree work is complete, and we are waiting for on-Airport obstructions to be removed by MassDOT prior to conducting the visual approach survey.
- Contracts for the building work and lighting are in place.
- Building work is tentatively scheduled to begin on April 1, 2018. Actual schedule will be highly weather dependent.
- The lighting work may begin after the roof and chimney of the building have been removed.

Actions Required by the Airport this Month:

- MassDOT has not received the signed Standard Contract for their share of this project. The Airport/City should sign and return to MassDOT as soon as possible.

Action item Scott Ellis is going to follow up and forward a signed copy of the grant to MASS DOT

- Coordinate with Mass DOT as needed to complete the on-Airport tree work in the Runway 32 approach.

4. Shift, Rotate, Reconstruct, Mark, Light, and Sign Runway 14-32 and Parallel Taxiway 'D'; Construct Stub Taxiways 'E' and 'F'; Install REILs and PAPIs on Runways 14 and 32; and Install New Airfield Electrical Vault AIP No. 3-25-0018-27-2018 (Pending)

Project Description: This project is to reconstruct Runway 14-32 with a 1.55-degree clockwise rotation, reconstruct parallel Taxiway 'D', construct two (2) new stub taxiways, install Precision Approach Path Indicators (PAPIs) and Runway End Identifier Lights (REILs) on Runway 14 and Runway 32, install new airfield lighting and signage, and install a new electrical vault. Runway 2-20 will be decommissioned as part of this project.

Estimated Project Cost: FAA Share: \$10,800,000.00 (90.0%)

State Share: \$ 600,000.00 (5.0%)

Local Share: \$ 600,000.00 (5.0%)

Total Cost: \$12,000,000.00 (100%)

Project Status:

- A scoping meeting was conducted on April 10, 2017.
- A project meeting was held on January 5, 2018 at the FAA regional office in Burlington. The solid waste issue at the Runway 14 end was the primary focus of this meeting. It was decided that the FY 2018 grant would not be for final design and permitting of the Runway/Taxiway project, rather it will be for data collection, preliminary design, and permitting. The final design, bidding, and construction of the Runway will be shifted to a FY 2019 grant. Refer to the attached project memo update and sign-in sheet.
- FAA agreed at the January 5 meeting that the additional soil exploration required is an AIP-eligible expense that can be included in the FY 2018 grant.
- Gale contracted with Weston & Sampson, Inc. (W&S), who are expert in solid waste and environmental issues, to conduct soil probes at the Runway 14 end. This work was conducted last Thursday and Friday. W&S has indicated that based upon the results gathered, the existing environmental conditions will not prevent construction of the Runway/Taxiway extension in this area.
- The existing soil material at the Runway 14 end is still structurally unsuitable to support the Runway/Taxiway pavement. Gale will be working

with a geotechnical design firm to evaluate some options to stabilize this area and allow for construction of the new pavement. Construction cost is a primary concern in evaluating these options.

- An additional meeting (or conference call) with the Airport, FAA, and MassDOT will be required to finalize the scope of the FY 2018 project. FAA would like this to, happen quickly so that they can adjust the funding of this and other projects, as needed. Gale will coordinate this effort.
- Next month's update will include a revised project title, project description, and project cost estimate.

Actions Required by the Airport this Month:

- Attend project scoping meeting with FAA and MassDOT.

5. Other Items:

Memorandum submitted by Gale Associates. Inc letter submitted and a copy is on file attached to the memorandum is a sign in sheet of people in attendance

FROM: Stu Moncrieff
RE: Reconstruct Runway 14-32 and Parallel Taxiway, etc.
Fitchburg Municipal Airport
Project Status Update
DATE: January 8, 2018

A project meeting was held at FAA ADO in Burlington, MA, on January 5, 2018 (see attached sign-in sheet). This project memo summarizes that meeting and provides a tentative roadmap for the project going forward.

5. New Business

- A. Proposed Airport events regulations. Scott Ellis is recommending we limit the time for music events stating no later than 7pm for events on Sunday through Thursday, Fridays and Saturday's are an exception and events will be allowed till 9 PM Motion Comm. Kettle **2nd vote 4-0 18-01-03**
- B. Panema Productions, Rodeo 2018 would like to get approval for the rodeo for the date of July 29 2018 Motion Comm. Kettle **2nd Vote 4-0 18-01-04**
- C. Fuel supplier and self-serve fuel facility
- D. Badge policy Scott Ellis would like to limit the number of badges issued to the airport tenants.
- E. Accident/ Incident reporting policy Scott Ellis will be updating a ops manual to address incident reporting required in the event of emergencies and accidents which may occur at the airport. **Action** Attorney Tree will be inquiring on the incident of a Cirrus aircraft being managed by FCA.
- F. Commission Elections: All commissioners are not in attendance therefore a motion to table this subject to next month's meeting Comm. Kettle **2nd Vote 4-0 18-01-05**

6. Old Business

- A. **Paul Allen Concert-2018** Nothing to report at this time no action taken
 - B. **FCA Lease status** Comm. Early states there are ongoing meetings which are coming to a close. Comm. Early is expecting an agreement on the abatements as a result of construction delays. Comm. Early is going to speak with Solicitor Pusateri Table this item to next month's meeting Moved Comm. Early to table to next month's meeting **Vote 4-0 18-01-06**
 - C. **Hanger 7 repair status** Airport Manager Scott Ellis reports the tenants are waiting for the restrooms to be cleaned which is holding up the tenants from occupying the space. **Action** Scott Ellis to contact the cities plumber to replace faucets and get restrooms cleaned in Hanger 7. To get the space occupied as soon as possible.
 - D. **Airport Budget 2019 Motion to accept Vote 4-0 18-01-07**
7. **Financial Review** Munis report was received in December for review Commissioners have questions concerning the status of arrears of Autumn Air
8. **Sub-Committee Report** Fact lease status: Dave Murphy of FACT is not pleased with the lack of progress on the amended lease. Comm. Raymond explained the lease is now in the hands of FACT's Attorney and the solicitors office is in contact with their attorney regularly both parties are expecting an agreement to be reached soon. Once the lease is tentatively agreed upon the lease will need to be presented to the city council for a review before it can be ratified. The Airport commission is aware once this is completed it will still need to be accepted by the FACT members.
9. **Managers operation report**
Concrete ice melt is causing some erosion issues on the new building
10. Motion to adjourn Comm. Early seconded Comm. Liberatore **(18-01-08)**
vote 4-0
- **Executive session Not required NONE**
 - **Conclusion**
 - **Next Regular Airport Meeting February 28, 2018**
 - **Recording secretary Clayton Raymond**