

**Fitchburg Municipal Airport
Commission Meeting Minutes
February 15, 2023**

LOCATION: City of Fitchburg Legislative Building

TIME: 6:03 PM

Attendees: Airport Commissioners: Chair Clayton Raymond, Comm. David Ginisi, Recording Secretary Richard Liberatore and Comm. Beth Walsh via zoom.

Others in attendance: Airport Manager Peter Kettle, and Gale Representative Jackie Marks.

Meeting Protocol: Meeting called to order by Chair Raymond

Chair Raymond introduced the Commission members and all others who were in attendance at this meeting.

Previous Months minutes-including special meeting minutes:

Chair Raymond asked for a motion to accept the January Monthly Minutes. Motion was made by Commissioner Ginisi and 2nd by Commissioner Liberatore to accept the Minutes. All in favor, 4-0. 23-02-01

Correspondence To The Commission

Airport Manager Peter Kettle received a letter from Air Methods / UMass Memorial Health Care. The Commission will discuss the communication under New Business.

Project Review-Gale: Monthly Project Update

Representative Jackie Marks from Gale Associates made her Monthly Update.

Jackie advised the Commission that the Master Plan Project has been fully closed out and it will be removed from the agenda.

Environment Assessment and Wildlife Hazard Assessment: AIP 3-25-0018-XX-2022

Gale has followed up on the status of the grant for this project, FAA does not have an update on the schedule.

Manager Kettle added that he had spoken to his FAA contact and it was explained to him that when funds come available the grant will be dispersed to the Airport. This is a \$295 thousand dollar grant, given annually for the next 5 years.

Fitchburg Pilots Association (FPA)

Airport Manager Kettle advised the Commission that he was still waiting for approval of the Wings and Wheels Event from the FAA and MassDot.

New Business:

Air Methods / UMass Medical Health Care: Airport Manger Kettle explained how Air Methods and UMass Medical have joined together and are looking for an Airport to park a Medical Helicopter and house a 24/7 crew to provide this region with an emergency Air Ambulance. Representatives from both Air Methods and UMass met with the Airport Manger and City Officials to find an area at our Airport that would meet the needs of this new venture. This is all temporary until a more permanent area could be had. Air Methods wishes to start the operation by March 27th. City Officials understand the value of the service and are working diligently to get proper action underway.

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Chair Raymond asked for a motion to move forward to set up living quarters for the crew and finding a suitable area for the helicopter. Motion was made by Comm. Liberatore and 2nd by Comm. Walsh. All in favor 4-0. 23-02-02

20,000 Sq. Ft. Hangar: Airport Manager Kettle advised the Commission that interested parties are looking for an area to build a 20K hangar in Fitchburg. Presently they are waiting to see the newly drafted Land Lease Agreement. An RFP would have to follow in order to move this project forward.

Old Business:

GPU Installation: The Airport Manager Kettle reported to the Commission that all the electrical connections have been installed in the Administration Building. As soon as the ground is ready, a trench will be dug that will supply power to the G.P.U.

Action - Airport Manager Kettle

Hangar 1 Agreement: Airport Manager Kettle reported that the City Solicitor has completed the Agreement along with the 90 Day Get-Out clause. The Agreement now has to be revised, signed and presented to the city for their approval.

Action - City Solicitor/ Airport Manager Kettle

Twin City Airmotive Agreement: This Agreement is very similar to the Hanger 1 Agreement in wording. The 90 Day Get-Out clause has been added to the Agreement. Again it has to be signed and approved by the City.

Action - City Solicitor/ Airport Manager Kettle

Minimum Standards: President of the FACT group Mr. Mark Estabrook presented the Commission with handouts which contained their MS draft proposal. Mr. Estabrook was hoping to have a moment to discuss the draft and to better prepare the Commission of what his MS document was comprised of. Chair Raymond advised Mr. Estabrook that the City Attorney suggested that there be no more discussion of the MS document and that the MS will be completed and presented at the March meeting.

Flight Instructor, Mr. Jim Powel spoke in behalf of the FACT/FPA group and explained to the Commission that Mr. Estabrook is merely trying to better prepare the Commission as to what the draft proposal has to offer so the best decisions are

made by the Commission and the City as we move closer in putting together the final draft.

Comm. Liberatore asked the Chair to allow Mr. Estabrook time to give a short presentation of what the FACT group has proposed as this might indeed help the Commission to create a Minimum Standards Document that works best for all parties. Chair Raymond assured the FACT group that the Commission will indeed do their very best to finalize the MS document and make it workable for all.

Action - City Solicitor/ Commission

RFP 7 to 9 Hangar Agreement: This Land Lease Agreement has been updated and now we will move forward with an RFP. Chair Raymond stated that the Commission will take the time to review this Lease Agreement.

Action- Manager Kettle

Steven Dyke: The newest Airport Lineman will now receive benefits from the City.

Action- Manager Kettle

Financial Review: Approval of Commitments and Abatement's.

There were none but Airport Manager Kettle stated that there are tenants who owe money to the airport. Chair Raymond was looking for a motion to have the City Attorney send an overdue notice to tenants who owe large sums to the Airport. Motion made by Comm. Ginisi and 2nd by Chair Raymond to submit the notice. All in favor, 4-0. 23-02-03

Executive Session:

There is no executive session.

Next Regular Meeting:

March 15th, 2023 @ 6pm

Regular Meeting Adjourned:

Chair Raymond made a motion to adjourn the meeting at 7:31pm. All in favor.

Recording Secretary, Richard Liberatore

