

Fitchburg Municipal Airport Commission
Meeting Minutes
February 22, 2017

PLACE: Terminal Building

METTING TIME: 6:04PM

ATTENDEES:

Airport Manager, Scott Ellis, Chief of staff, A.J. Tourigny, and City solicitor Vincent Pusateri, Councilor David Clark, Councilor Michael Kushmerek arrived after the first vote had taken place.

Commissioners: Chairman Naylor, Vice Chairman Peter Kettle, Commissioner Clayton Raymond, and Comm. Richard Liberatore (Comm. Early absent)

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,
- Public opportunity to speak: No one wishes to speak

2. Correspondence to the Commission

- Yes: Scott Ellis Submitted Interrogatories To Defendant (Primstone Properties)

3. Previous Month's Minutes

- Motion to accept January 25, 2017 airport minutes motion proposed by Chair. Naylor to accept minute's, seconded Comm. Liberatore **voted 4-0. 17-02-01**
- **Note:** Comm. Kettle would like to begin tracking action items to allow for follow up and accountability for next month's meeting.

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:

- This project is now complete and Gale has submitted the draft final reimbursement request to the FAA for review.

- Gale is provided copies of all easement documents to the Airport Commission for its files at the January meeting.
- Gale continues to wait for approval from the FAA to officially close this project out.

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

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

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Monthly Project Update – February 22, 2017

- Five of the seven easements have been recorded at the registry of deeds.
- Discuss the status of the remaining 2 parcels in executive session.

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

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:

- To date, easements over 7 properties have been recorded, with 2 more ready to be recorded.
- Discuss the status of the remaining fifteen in executive session.

Permitting/Historical: Bruce Collette

- As promised by February 15, 2017, draft scripts have been prepared by AHS and Gale forwarded them to the Chair, Vice Chair, and Airport Manager for review and distribution to the entire Commission.
- Gale is looking for the Commission to provide feedback and/or approval of the draft scripts so that they can be finalized.
- Once the draft scripts are approved, we need to discuss the layout of the display in the administration building.

Actions Required by the Airport this month: Airport Manager to sign some easement documents.

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.

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Monthly Project Update – February 22, 2017

- 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. After some glitches with the FAA’s Airport GIS system, we have gained access and the project has been set up.

- Gale’s subconsultant (Col-East) has uploaded the statement of work and technical plan, for review and approval by FAA and National Geodetic Survey. We are currently awaiting their response.

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: \$ 1,440,000.00 (90.0%)

State Share: \$ 80,000.00 (5.0%)

Local Share: \$ 80,000.00 (5.0%)

Total Cost: \$ 1,600,000.00 (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.

- 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.

- FAA and MassDOT have both agreed to expand the scope of work for this project, to include the chimney/roof work at 180 Crawford Street, and the utility pole work.

- Work on the roof/chimney modifications to the Airport Trailer Sales building is underway. A Hazardous Materials (HAZMAT) inventory was conducted, since there

will be a limited amount of demolition involved in the work. Lead paint and asbestos material was discovered. Removal of these materials will be included with the bid documents.

- Vegetation removal bid documents are approximately 75% complete.
- Recent aeronautical survey information shows another building on Crawford Street, and its rooftop AC unit, as penetrations. The penetration amounts are 2.0 and 4.1 feet, respectively. Since removal is not a practical solution, we have discussed the situation with FAA Flight Procedures. It appears that acquiring an easement and installing obstruction lights is an alternative that would allow for nighttime operations to resume, but will limit the visual approach minimum to 1-mile. This is not expected to have a significant impact to KFIT due to the surrounding terrain, which already limits this minimum.
- Utility poles on Crawford Street may also be lit, in lieu of being removed. This would be a significant cost savings, in the neighborhood of \$200,000 to \$300,000.
- Gale has received approval from FAA New England Region to pursue the required easements and light these obstacles, as part of AIP-24 and AIP-26, respectively.

Actions Required by the Airport this Month:

- Arrange for an Independent Fee Estimate upon receipt of the final scope of work. Gale will have the final IFE documents to the Airport by COB on Monday, February 27, 2017.

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

- **Ford V8 Club date Change** Motion to accept new date of April 23 2017 Chairman Jack Naylor Seconded Comm. Raymond Early **Voted 5-0 17-02-02**
- **FPA Richard Geirsch Westford MA** Acting as FPA representative would like to get approval Saturday May 6th pancake breakfast **Note Scott Ellis** is asking for serve safe certification update by an FPA member to be present at the breakfast. Motion to accept Chair Naylor seconded Comm. Liberatore **Voted 5-0 17-02-03**
Second request AERO Fair would like to request a date of June 11th 9 am to 2 pm 2017 Motion by Chair Naylor Seconded Comm. Liberatore **Vote 5-0 17-02-04**

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. Eric Stiegelman of Ashburnham MA co-owner of Twin City Airmotive is becoming increasingly frustrated by the lack of progress on the repair of hanger 7. He is asking Airport Manager Scott Ellis to be diligent in seeing to the progress on his leased building (Hanger 7). **Action Item** Scott Ellis to report on progress

- **Administrative Building** Scott Ellis stated the new terminal building is complete with some minor unfinished items that he has noted. Some ice in the parking lot needs to be addressed because of the lack of sunshine near the entrance
- **Restaurant and self serve fuel facility-Ken McClain** Ken McClain has contacted the city to schedule a meeting concerning last month's request to arrange a meeting with the Mayor's office **Action item** follow up on meeting update Ken McClain and the Mayor's office

7. Financial Review

- **A/R Rent and Action plan**
- **A/R Fuel and Action plan**
- Motion was made by Chair. Kettle and seconded Councilor Kushmerek to accept January's Financials Voted 5-0 **17-02-05.**
- Comm. Kettle is asking Scott Ellis to pursue rents that are overdue greater than 60 days
- **Action Item** Scott Ellis rent collection results

8. Manager Operation Report

- Scott Ellis is intending to replace the transmission on one of the trucks with a factory remanufactured unit will be completed sometime this spring.

9. Motion to adjourn

- Comm. Early and seconded Chair Naylor. **Voted 5-0 17-02-09**

- **Conclusion 7:16**
- **Next meeting will be Wednesday March 22, 2017**
- **Executive session required Yes Roll Call**

Chairman Naylor, Vice Chairman Peter Kettle, Commissioner Clayton Raymond, and Comm. Richard Liberatore & Councilor Kushmerek vote 5-0

Recording Secretary Commissioner Clayton Raymond