

**Fitchburg Municipal Airport Commission  
Meeting Minutes  
February 28, 2018**

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PLACE: Terminal Building

METTING TIME: 6:00PM

Attendees: Airport Commissioners: Chairman John Naylor, Vice Chairman Peter Kettle, Secretary Clayton Raymond Commissioner John Early, Richard Liberatore Airport Manager Scott Ellis, Mayor Stephen L. DiNatale, Council President Michael P. Kushmerek

Others in attendants include: Mayors chief of staff A .J. Tourigny, Councilor Paul Beauchemin, City Solicitor Vincent Pusateri, Assistant Solicitor Christine Tree, Stuart Moncreiff, P.E. of Gale Associates, Inc

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1. Meeting Protocol Meeting called to order

- Chair Naylor introduced the commission members in attendance.
- Chair Naylor motioned request to record audio (granted) and approved Commissioner Raymond and Comm. Kettle request to record audio.
- Chair Naylor Motion to waive the meeting protocol to include the public forum to speak **18-02-01 Vote 5-0**

2. **Previous Month's Minutes**

Motion to approve previous meeting minutes for January Comm. Liberatore 2<sup>nd</sup> Comm. Early **18-02-02 Vote 5-0**

Solicitor Pusateri stated the previous approved Airport meeting minutes should be uploaded to the city website. Solicitor Pusateri suggested to Scott Ellis to seek assistance from the IT department to help in this process.

3. **Correspondence to the Commission**

1. Eric Sheffields of FACT called Scott Ellis and stated progress is being made concerning the FACT lease completion. Eric is hopeful a final lease amendment will be presented by next month's meeting.
2. Jim Powell from FCA will not be in attendance to discuss FCA lease status.

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:

❖ **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.

<b>Project Cost:</b>	FAA Share:	\$ 2,183,850.00	(90.0%)
	State Share:	\$ 121,325.00	( 5.0%)
	<u>Local Share:</u>	<u>\$ 121,325.00</u>	<u>( 5.0%)</u>
	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 recorded easement of the Kohn property is being delivered to the Commission this evening for its files.
- Gale is currently in the process of closing this project and has coordinated with Airport Management to obtain any outstanding Sponsor Invoices.

**Actions Required by the Airport this month:**

- Send Gale any outstanding Sponsor Administration invoices.

❖ **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.

<b>Project Cost:</b>	FAA Share:	\$ 675,000.00	(90.0%)
	State Share:	\$ 37,500.00	( 5.0%)
	<u>Local Share:</u>	<u>\$ 37,500.00</u>	<u>( 5.0%)</u>
	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.
- Cook Forest Products has tentatively scheduled the additional tree work for the week of March 19. This will allow for the restoration of night operations to Runway 14.

**Actions Required by the Airport this Month:**

- None.

❖ **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%)
<u>Local Share:</u>	<u>\$ 64,250.00</u>	<u>( 5.0%)</u>
Total Cost 1,285,000.00 (100%)		

**Project Status:**

- On-Airport obstructions have been removed by MassDOT. This will allow for the Contractor to conduct the visual approach survey.
- We are anticipating a Pre-construction meeting during the week of April 2.
- The lighting work may begin after the roof and chimney of the building have been removed.

**Actions Required by the Airport this Month:**

- None.

❖ **Runway 14-32 and Parallel Taxiway Permitting and Preliminary Design - AIP No. 3-25-0018-XXX-2018 (Pending)**

**Project Description:** This project is to collect survey and soil information, conduct preliminary design efforts, and obtain local permits for the Runway 14-32 and Parallel Taxiway reconstruction.

**Estimated Project Cost:**

FAA Share:	\$ 495,000.00	(90.0%)
State Share:	\$ 27,500.00	(5.0%)
<u>Local Share:</u>	<u>\$ 27,500.00</u>	<u>(5.0%)</u>
Total Cost:	\$ 550,000.00	(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.
- A follow-up scoping meeting is scheduled for this Friday, March 2, 2018 at 10:00 A.M. The FY 2018 project will shift to a permitting and preliminary design effort, to include the survey and soil information collected to date.
- Based on the soil information collected to date, Gale contracted with GeoInsight to develop alternatives to construct the Runway 14 extension and safety area. They have prepared a draft report with several options to stabilize the soil material.
- Gale will use the preferred alternative and conceptual design from the final GeoInsight report to proceed with preliminary design and permitting efforts.
- Once the project scoping meeting has been completed, Gale will prepare the draft scope of work and fee, and an Independent Fee Estimate can be completed.

### **Actions Required by the Airport this Month:**

- Review and discuss draft GeoInsight report.
- Attend project scoping meeting with FAA and MassDOT.
- Coordinate the Independent Fee Estimate with the Airport's preferred IFE preparer.

### **❖ Other Items:**

- MassDOT/AD may fund the hazard beacon repairs as part of their FY 2018 budget. This project would need to be designed, bid, and constructed prior to June 30, 2018. This project is listed on the Airport's CIP as a FY 2024 project, with funding splits of 90% FAA and 5% State and Local. It is unclear what funding split MassDOT would propose.
- MassDOT requested an updated CIP earlier this month, to reflect the change to FY 2018 and FY 2019 projects. Please see the attached update prepared by Gale.

## **5. New Business**

- A. Proposed Airport events regulations.** Chair Naylor presented to the commission a draft for the proposed event regulations for review. The commission will review the proposed regulations and comment at next month's meeting. Councilor Beauchemin stated to the commission that caution should be exercised on event restrictions. Councilor Beauchemin notes the revenue from these

events is important and he would not want to see this revenue stream come to an end because of the commission being overly restrictive.

- B. Fuel supplier and self-serve fuel facility** two proposals are currently being reviewed Shell and World fuel (Phillips) are the two suppliers being considered. **Action Item** Scott Ellis to send electronic copies of both fuel supplier proposals to each commissioner. **Action Item Scott Ellis** to approach Mary Delaney Chief Procurement Officer to develop an RFQ for self-serve fuel facility. Airport administrator Deb Silver stated both fuel suppliers can offer comparable offerings.

Motion to appoint Comm. Liberatore as the subcommittee member for the fuel supplier negotiations. Motion Comm. Early 2<sup>nd</sup> Jack Naylor **Vote 5-0 18-02-03**

**C. Commission Elections:**

- **Chairman** Motion by Councilor Kushmerek to Appoint Jack Naylor Chairman 2<sup>nd</sup> Mayor Dinatale **Vote 5-0 18-02-04**
- **Vice Chairman** Motion Richard Liberatore to appoint Peter Kettle 2<sup>nd</sup> Comm. Raymond **Vote 5-0 18-02-05**
- **Secretary** Motion Councilor Kushmerek to appoint Comm. Raymond secretary 2<sup>nd</sup> Comm. Liberatore **Vote 5-0 18-02-06**

- D. Autumn Air Past due rent** action plan Comm. Peter Kettle is inquiring to Scott Ellis about the lease and past due rent that autumn air has accrued. Scott Ellis stated the arrears left by autumn air will be paid when the new company (Sky Line) completes the purchase of Autumn Air. Comm. Kettle is inquiring about a new lease to encompass both buildings in a new lease agreement. Comm. Kettle has concerns over the tie downs included with the space which are being used for private use. Comm. Kettle has questions about the tie down fee structure that is associated with the hanger lease agreements. It was suggested by Scott Ellis that hanger tie downs associated with hanger leases be designated as for business purposes only. Comm. Kettle agrees. Comm. Early has instructed Scott Ellis to draft a letter requesting Sky Line to write their intentions to repay Autumn Air arrears by May 1, 2018. Otherwise a notice to quit will be executed. **Action Item Scott Ellis** will notify Sky Line in writing Solicitor Pusateri moving forward stated would like the commission to set a time frame as to what would constitute the Airport Manager to exercise a notice to quit. To discuss at a later meeting.

- E. Airport Fee Schedule** **Action Item** Scott Ellis to present the Commission the fee schedule and ideas to raise fees in the future.

**6. Old Business**

- A. FCA Lease status** Comm. Early requests this to be moved to tonight's executive session.

- B. Hanger 7 repair status** Airport Manager Scott Ellis reports that new plumbing fixtures would be over \$7000.00 to bring hanger 7 restrooms up to today's standards. Scott has spoken to Twin City Air-motive on this issue and they are ok with cleaning the old fixtures. This was previously recommended by Comm. Kettle at last month's meeting.

7. **Financial Review** FY2019 Budget Commission to review matter will be discussed next month
8. **Sub-Committee Report** Fact lease status: Assistant City Solicitor Attorney Tree is in contact with the Fact lease attorney. Some items are being discussed and we are hopeful a lease can be agreed upon soon,
9. **Managers operation report**  
FPA Richard Girsh would like to hold an aero fare on June 3 2018 9 AM to 2PM Motion to accept date Comm. Early 2<sup>nd</sup> **Vote 5-0 18-02-07**
10. Motion to adjourn Comm. Early seconded Comm. Liberatore **18-02-08 vote 5-0**
  - **Executive session Yes:**  
**Subject FCA abatement report**  
Roll Call **Vote 5-0**
  - **Conclusion**
  - **Next Regular Airport Meting March, 28 2018**
  - **Recording secretary Clayton Raymond**