

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

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 Council President Michael P. Kushmerek

Others in attendants include: Councilor David Clark, City, Solicitor Vincent Pusateri, Assistant Solicitor Christine Tree, Stuart Moncreiff, P.E. of Gale Associates, Inc

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 Announces for the public to speak

2. **Previous Month's Minutes**

Motion to approve previous meeting minutes for February Motion Comm. Early^{2nd} Comm. Liberatore **18-03-01 Vote 5-0**
Comm. Kettle would like to insert an item to this nights meeting to include Action items as an agenda item. Approved Chair Naylor

3. **Correspondence to the Commission**

None

4. **Project Review-Gale**

There are five (5) 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.

Project Cost:	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:

- This project is complete. All closeout documents and final reimbursement requests have been submitted to the Airport for signature and distribution to FAA and MassDOT/AD.
- Gale will remove this project from the Monthly Project Update beginning next month.

Actions Required by the Airport this month:

- None.

❖ **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%)
	<u>Local Share:</u>	<u>\$</u>	<u>37,500.00</u>	<u>(5.0%)</u>
	Total Cost:	\$	750,000.00	(100%)

Project Status:

- The Aeronautical Study is ongoing. Upon approval of the revised ALP drawings by FAA, Gale will upload the future Runway 14-32 design information, and the study may proceed.
- The additional tree work in the Runway 14 approach was delayed by excess snow depths from the recent storms. Additionally, the owner of Cook Forest Products passed away unexpectedly last weekend, and it remains unclear how this will affect their business operations (he was not substantially involved with this project, therefore the expected impact is minimal).
- **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 not yet been removed by MassDOT. Upon completion of this work, Gale will coordinate the appropriate survey in the Runway 32 approach.
- We have scheduled the Pre-construction meeting for the building modifications to the trailer sales business for April 6, 2018 at 10:00 A.M. Work will likely begin on or around May 1, 2018.
- The lighting work may begin after the roof and chimney of the building have been removed.

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Actions Required by the Airport this Month:

- Attend pre-construction meeting (optional).

❖ **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 follow-up scoping meeting was held on 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.
- Gale is finalizing the scope of work adjustments based on the April 2 meeting. This will be ready for and Independent Fee Estimate (IFE) next week.
- Gale has finalized the Runway geometry and profile, and prepared a follow-up revision to the Airport Layout Plan sheets. This has been uploaded to the OEAAA system for review and approval by FAA.
- Preliminary design work is well underway. We anticipate being ready to present the project to the Conservation Commission at their May 29 meeting.

Actions Required by the Airport this Month:

- Coordinate the Independent Fee Estimate with the Airport's preferred IFE preparer.

❖ **Purchase Compact Track Loader and Attachments – ASMP No. TBD**

Project Description: This project is to purchase a new compact track loader (Bobcat T770, or equivalent) and various attachments for use around the Airport. This equipment was offered to the Airport at an 80% MassDOT funding level. Equipment will be purchased using the FAC88 State Contract, which requires only minimal specifications, and a minimum of three (3) quotes from pre-approved vendors. The equipment must be delivered to the Airport no later than June 30, 2018 as a condition of the MassDOT grant.

Estimated Project Cost:	FAA Share:	\$	0.00	(0.0%)
	State Share:	\$	108,000.00	(80.0%)
	<u>Local Share:</u>	<u>\$</u>	<u>27,000.00</u>	<u>(20.0%)</u>
	Total Cost:	\$	135,000.00	(100%)

Project Status:

- A MassDOT pre-application was prepared and submitted to MassDOT.
- Gale prepared the quote solicitation notice, and sent to the Purchasing Department for review and comment. The solicitation was sent to five (5) vendors on June 26, 2018. The solicitation is attached.
- Quotes are due at the Purchasing Department by 3:00 P.M. on April 5, 2018.

- The solicitation was prepared to obtain pricing for multiple options, which the Airport can review and select the most appropriate ones based on the cost.
- Gale has prepared a short-form agreement to assist the Airport with the solicitation notice, review the quotes, coordinate the purchase order, and manage the MassDOT grant.
- Gale will review all quotes received, and discuss with Scott, Terry, and Mike to select the best attachments to fit within the project funding. A purchase order and grant application will then be prepared and distributed.

Actions Required by the Airport this Month:

- Review and sign the Gale agreement. Motion Comm. Early to review and agree to the solicitation request of a new loader 2nd Comm. Liberator **Vote 5-0 18-03-04 Note: out of order on purpose**
- Sign grant application (following review of quotes, and selection of attachments).
- Issue purchase order.

❖ **Other Items:**

- None.

5. New Business

- A. Solar Airplane Event** Jerry Beck Artistic director from the revolving museum introduced himself. Jerry is working with the Fitchburg public school system to create the world's largest paper airplane. The Guinness book of world's record has been contacted and an application has been filed. Jerry is asking the commission to use the airport on June 12 2018 for the event. Exact Time to be determined estimated 8AM-2PM: Rain date June 14 2018. Scott Ellis is requesting a schedule as soon as it's available.
Comm. Kettle is concerned with security during the event and stresses the importance of having volunteers familiar with the airport available for crowd control during the event. Comm. kettle is suggesting they contact the Fitchburg pilots association for their support. Chair Naylor also is concerned and reiterated the need for volunteers for crowd control to assure a safe event. Comm. Early is very supportive of the event.
- B. Fuel Supplier and self fuel facility**
Scott Ellis is suggesting the airport put a proposal together with help from Mary Delaney's office. Once the proposal is agreed upon it can be presented to the fuel suppliers for leverage
- C. Solar Farm** Scott Ellis is investigating the possibility of installing a solar farm at the airport. Barnstable airport is having great success with the installation of their solar farm. Scott will eventually develop an RFP with the procurement department. Scott has asked the commission to read up on the Barnstable project and is open for comments from the

commission moving forward. Comm. Liberatore is cautioning the commission once the space is used for solar it will no longer be available for airport usage. Scott stated the area will be land locked once the new runway product is completed therefore it is wasted space otherwise.

6. Old Business

- A. **Hanger 7 repair status** Airport Manager Scott Ellis reports that the restrooms are still being cleaned and final repairs should be completed soon.
 - B. **Panema Productions Rodeo** No action taken at this time
 - C. Airport fee schedule Scott Ellis presented the commission with a new fee structure for us to review. The fees generally do not affect the current users of the airport. The increases generally apply to visiting aircraft.
 - D. **Proposed Airport Events** regulations. The commission has reviewed the newly proposed event requirements presented by Chair Naylor. Comm. Raymond is concerned with the 9:00 end-time for Friday and Saturday nights Comm. Raymond is concerned 9:00PM may be too restrictive to attract events which the airport depends on for revenue. Chair Naylor stated the commission has the authority to make exceptions dependant on the event circumstances, Dates and times can be amended by the commission. Comm. Kettle would like to add a specific dBA level requirement like other cities and towns have in place this will make it easier to police. Comm. Liberatore will investigate the city ordinances outlining the current dBA levels and report back to the commission next month. This item will be held until next month.
 - E. **Tenant past due rents** Autumn Air has paid \$9,072.00 in the month of January the arrears are being paid monthly at a rate of approximately double the monthly fees. The commission is pleased with the progress
7. **Financial Review** FY2019 Budget Commission to review matter will be discussed next month
8. **Sub-Committee Report Fact lease status:** City Solicitor Attorney Vincent Pusateri has presented the commission with a total of the time the solicitors office has put into the FACT lease amendment. It is the solicitors opinion to the commission that the FACT lease be signed by the commission and returned to FACT and its members in its final form and request to sign within 30 days. Attorney Tree has been in contact with FACTs Attorney Mr. May some points were changed in the final hours and a finalized lease has been completed the commission has a copy. Motion Comm. Kushmerek 2nd Comm. Raymond motion recommending moving forward with the solicitor's recommendation to accept the lease as presented to the commission. The signed lease by Chair Naylor will be presented to FACT in its final form for their signature. The Commission is requesting that FACT call a meeting with their association within 30 days for their trustee's signature and returned to the city for City Council approval. **18-03-02Vote 5-0** Comm. Kettle rescinds from voting Councilor Kushmerek voted Yes Motion Comm. Early 2nd Comm. Liberatore to accept the lease as it has been presented and the commission

has authorized the Chair to sign. **18-03-03 vote 5-0** Comm. Kettle rescinds from the vote

9. Managers operation report

Scott Ellis noted a small pipe cap broken on a sewage line that has been repaired

10. Motion to adjourn Comm. Early seconded Comm. Liberatore 18-03-05vote 5-0

- **Executive session No:**
- **Conclusion 20:02**
- **Next Regular Airport Meeting April 25, 2018**
- **Recording secretary Clayton Raymond**