

**Fitchburg Municipal Airport Commission
Meeting Minutes
September 23, 2020**

PLACE: Zoom Webinar

TIME: 6:00PM

Attendees: Airport Commissioners: Chair Dan Cunningham, Commissioners Rich Raymond and Rich Liberatore, Others in attendance include Nick Ippolito, City Solicitor Vincent Pusateri, and Airport Manager assistant Deb Silvar

Meeting Protocol Meeting called to order Chair Cunningham

- Chair Cunningham introduced the commission members in attendance.

- 1. Previous Months minutes-including special meeting minutes** Meeting minutes Feb 26 June 24 and August 26, 2020 Motion to approve Comm. Raymond 2nd Rich Liberatore **20-09-01 Vote 3-0**
Action items are to be tabled to October agenda

- 2. Correspondence to the Commission**
None to report

- 3. Project review Gale Associates**

There are Two (2) projects that Gale Associates, Inc. (Gale) is administering on behalf of the Fitchburg Airport Commission. They are:

- 1. Runway 14-32 Final Design and Construction – AIP No. 3-25-0018-028-2019**

Project Description: This project will include the 95% and Bid Set Documents necessary to allow competitive bidding of the Runway 14-32 Reconstruction Project. This project will also include Bidding and Construction Phase Services for the new Runway 14-32.

Estimated Project Cost:

FAA Share:	\$	13,832,100.00	(90.0%)
State Share:	\$	768,450.00	(5.0%)
<u>Local Share:</u>	<u>\$</u>	<u>768,450.00</u>	<u>(5.0%)</u>
Total Cost:	\$	15,369,000.00	(100%)

Project Status:

- This project is now substantially complete.
- The final inspection occurred on Friday, July 24th at which time any remaining deficiencies were identified and incorporated into the Final Punchlist.

- As of Monday, September 21, all remaining punchlist items have been completed and DW White has de-mobilized from the site.
- The final task prior to closeout is the flight inspection of the new PAPIs and REILs on the Runway ends. At this time, FAA is awaiting approval of the survey data from the National geodetic Survey (NGS). Once approved, the flight inspection will be scheduled. Gale will inform the Commission upon confirmation that the data has been approved.

Actions Required by the Airport this Month:

None at this time.

2. Install Self-Serve Fuel Farm and Distribution System – ASMP No. 21-FIT-2020

Project Description: This Project will be for the design and construction phase services relating to the installation of an above ground storage tank (AST) and distribution system for self-serve Avgas Sales at the Airport.

Estimated Project Cost:

FAA Share:	\$	0.00	(0%)
State Share:	\$	648,000.00	(80.0%)
Local Share:	\$	162,000.00	(20.0%)
Total Cost:	\$	810,000.00	(100%)

Project Status:

- Construction of the new self-serve fuel system is now substantially complete.
- The Final Inspection was conducted on Friday, July 24th, 2020, at which time any items requiring corrective actions were identified and incorporated into the Final Punchlist.
- Punchlist work has been completed, and the Contractor is working with the Airport Staff to make sure the system works as intended. Once this has been completed, final reimbursement and closeout documents will be sent to MassDOT/AD.

Actions Required by the Airport this Month

None at this time.

3. Other Items:

4 Fitchburg Pilots Association

- A. A sink has been added to the FPA hanger
- B. The FPA plans on having a meeting in compliance with the current Covid-19 recommendation

5 New Business

A. Consultation Selection Mary Delaney of the city's procurement dept. has created an RFP to begin the process for consultation services selection. The RFP will be posted this month and an award for the vendor is expected before the end of the year.

B. Joe Spinelli & Eric Sheffels

Joe Spinelli is requesting a space to erect a private hanger to house a small jet. The Airport Manager Peter Kettle has requested details from Joe Spinelli to determine the size of the space required for the proposed hanger. The Airport commission is expecting more details at next month's meeting. Eric Sheffels is also requesting a similar space for a proposed hanger at the airport. The commission is expecting some preliminary plans at the next month's regular meeting. Both spaces are expected to be a land lease arrangement for a predetermined amount of time.

Comm. Raymond is requesting that the Airport Commission to begin the process of requesting money for a City owned and operated T hangers or similar style buildings to generate revenue for the airport. The commission is in agreement that a formal request for funding should be requested soon. A request to have this on next month's agenda is made

C. MAMA zoom mtg. Peter Kettle attended the latest MAMA meeting via Zoom. A point of interest was discovered concerning other airport administration buildings. All Mass. Admin buildings have remained open throughout the pandemic with the exception of Fitchburg. Peter has requested to from City Hall to allow our administration building to open for restroom availability but hasn't received any feedback from the city, it's been three weeks. **Action Peter** the Mayor's office will be contacted on this matter.

D. Airport Improvement Magazine Peter Kettle has received an inquiry from an airport improvement magazine that wishes to publish an article about the Fitchburg airport and its newly extended runway. The Mayor is in favor of this free publicity and the commission is expecting to see the article in November or December of 2020

E. Geese Peter Kettle is experiencing a large amount of geese at the airport causing an issue with operations. The airport is going to try to use a noise cannon to chase the geese from the airport.

F. S2 Box repair Peter Kettle states the S2 box is repaired and the cost of the repair will be reimbursed by Mass DOT

6 Old Business

A. Yearly Badge access fee include business

No Action by the commission required this month

B. Fill commission member vacancy; Request recommendation to mayor No candidates at this time. Any candidates are encouraged to request from the mayor for

C. Man Power Peter Kettle states: No issue at this time.

D. Hanger 10 Update Peter Kettle states the only item left is the eroded hanger door tracks. The airport is currently repairing the tracks with

some old stock and is hopeful this repair will address the problem.

- E. Rent abatement during runway construction shutdown** No Action at this time. This item is old and has been addressed last month.

F. Rent Abatement Hanger 10

All punch list items are addressed with the one exception of the eroded hanger tracks. Our airport personnel have acquired some old hanger door track and are in the process of installing it to replace the old eroded track.

G. Finance Charge and or late fees assessed rent and fuel

Peter Kettle is requesting 18% per year late fees or 1.5% per month for tenants who are tenants at will. Solicitor Pusateri states overdue fees are already in place for other property in the city and will follow up with Peter Kettle to confirm the amount.

Solicitor Pusateri is in favor of a signed written lease and is not a champion of tenant at will. Comm. Raymond is concerned that some tenants may not be willing to enter to a long-term lease and suggests a shorter term written lease be available. Solicitor Pusateri is agreeable to a shorter term but is strongly in favor of a written agreement be signed and agreed to rather than a tenant at will arrangement.

H. Standard operating procedures

No action at this time

I. Drones

No action at this time Covid-19 is preventing this item from moving forward

- J. Solar Farms** Peter Kettle is speaking Byron Woodman of select energy located in Hopkinton MA a preliminary meeting is scheduled for tomorrow.

7 Financial review.

A. Approval of commitments and abatements

No action this month

B. Fuel Sales

Peter Kettle is expecting to have accurate numbers for next month's meeting

C. Rent Airport Manager Peter Kettle is in contact with tenants who are behind in rent. Mr. Kettle is expecting payment in full

8 Managers operation report`

Peter Kettle Airport Manager

(1) **Punch list** on the runway project with DW White is in progress

(2) **Self-Serve** Vent valve is on order

9 Next Regular Airport Meeting October 28, 2020 6 pm

10 Executive Session requested but not required.

Deb Silvar and Dan Cunningham would like to schedule some time to discuss a presentation to present the future plans to the city council. Action Items Dan Cunningham and Deb Silvar will discuss plans moving forward

a. Motion to adjourn Dan Cunningham 2nd Rick Liberatore
Vote 3-0 20-09-02

b. Conclusion 7:12

• **Recording secretary Clayton Raymond**