

near the Runway 32 Run-Up Apron. Gale is has prepared this change order request and is in the process of sending it out for signatures.

- The FAA has informed the Gale and the Airport that the flight inspection to certify the new NAVAIDs on both runway ends has tentatively been scheduled for the week of November 02, 2020. At this time no further information on the date/time is available.
- With the new Runway14-32, and decommissioning of Runway 2-20, the Airport now needs to update all Airport data so that it can be published for use. The FAA has coordinated a meeting to review the Airport's 5010 form, chart supplement, airport diagram, AGIS Data, and other information that needs to be maintained in the FAA's databases. A date and time has not been confirmed at this time, but it appears that Wednesday, November 4th, 2020 is a good candidate for this meeting.
- Upon completion of the flight inspection, Gale will process project closeout documentation and begin closing out the grant.

Actions Required by the Airport this Month:

Please sign and forward the Change Order Request upon receipt. Gale will provide the pre-addressed, stamped envelopes.

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%)
<u>Local Share:</u>	<u>\$ 162,000.00</u>	<u>(20.0%)</u>
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.
- MassDOT/AD raised several questions regarding the final quantities measured for payment. Gale has prepared documentation of all field measurements and negotiations that

have resulted in the final quantities indicated on the Contractor's final payment request. We will be sending this to MassDOT/AD this week and once approved, the final closeout documents and payment voucher have already been submitted to MassDOT.

Actions Required by the Airport this Month:

- Moving forward, This project can be taken off the agenda with the Commission's approval.

3. Other Items:

- Gale is in receipt of the Request for Qualifications for the Fitchburg Municipal Airport's consulting services contract. We are looking forward to submitting our qualifications prior to the deadline on Tuesday, November 10th, 2020.

4 Fitchburg Pilots Association

A. Update

5 New Business

A. Joe Spinelli & Eric Sheffels

Joe Spinelli is requesting a space to erect a private hanger to house as many as five small jet's in conjunction with five other interested aircraft owners. The Airport Manager Peter Kettle has spoken to the interested parties and is in favor of a single large hanger that would house multiple aircraft. Peter Kettle would like to table this subject to next month and will provide greater details to present to the commission. The commission is in favor of this preliminary request and is anticipating details to follow.

B. Airport Improvement Magazine Peter Kettle has previewed the article to be published highlighting the recent airport improvements. The commission and the Mayor are looking forward to the November article.

C. Hanger 10 Door Peter Kettle is reporting the hanger doors are sticking at times especially with the onset of winter due to the frost and old door tracks. Mr. Kettle is requesting the commission consider replacing the hanger doors the cost for doors installed is estimated at 40,000.00. Comm. Raymond questions the urgency as the doors are operable. Mr. Kettle is asking the commission to consider the request in next years budget. Comm. Raymond suggests a conversation with the Richard Corley to cover the cost of the new doors. Action Dan

Cunningham will contact Richard Corley

- D. **Panema Productions** President Carlos Silva is requesting two dates for concerts at the airport May 22 and July 24 Peter Kettle states the dates require a set up and breakdown of two additional days per concert. Mr. Kettle is requesting the commission approve the tentative dates. Motion to approve Comm. Liberatore and 2nd Mayor DiNatali **Vote 3-0 20-10-02**
- E. **Hanger 2,3,12 and 13** and additional hanger 10 have roof leaks. Mr. Kettle has rented a boom lift to replace all the roof screws and neoprene washers. The cost of the boom truck is \$2,500.00 per month and we anticipate completion of the repairs to be done in a month., weather permitting

A side note conversation concerning airport hangers. Comm Raymond is suggesting the airport should consider investing in T - hangers to attract additional aircraft tenants to the airport. Mayor DiNatali mentioned a feasibility study may be beneficial for this project to move forward. Mary Jo Bohart from the city's development committee is suggesting there may be grant money available from a Mass state development program to cover the cost of a study. Mary Jo and Peter Kettle will discuss this possibility this week. Comm. Raymond will follow up on this subject matter and will report progress at next month's meeting.

6 Old Business

A. Geese & Deer

Mr. Kettle states the cannon has been a successful deterrent for the geese however deer continue to be a nuisance. There is a plan in the future to install fencing around the perimeter but will be years from implementation.

- B. **S2 Box repair mayor** Mass Dot is going to pay for the repair saving the airport over \$5,000.00

- C. **Consultant Selection** Peter Kettle states: The preselection meeting was well attended, and the commission is anticipating submissions by November 10, 2020

- D. **Yearly Badge access fee include businesses** Peter Kettle states all tenants have been informed of the new badge fees

- E. **Fill Commission member vacancy**, request recommendation to the Mayor No action yet on this

- F. **Hanger 10 Update Nagle Aircraft** No Action at this time. This item is old and has been addressed last month.

G. Finance Interest charge

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.

H. Drones

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

- I. **Solar Farms** Peter Kettle Has reached out to Mary Delaney's office to help guide us through this project. The commission is looking forward for her input in order to proceed on this subject.

7 Financial review.

A. Approval of commitments and abatements

Peter Kettle has signed the most recent commitments and has forwarded to Calvin Brooks office. The Commissioners are ok with Mr. Kettle signing the commitments

B. Fuel Sales

Peter Kettle reports a 6X increase in sales fuel over last years fuel sales for the same month. 100LL is up over 25% increase likely due to the self-serve fuel farm.

C. Rent Airport Manager Mr. Kettle is happy to report all rents are being paid on time.

8 Managers operation report`

Peter Kettle Airport Manager Nothing to add to tonight's meeting

9 Next Regular Airport Meeting November 18, 2020 6 pm

10 Executive Session not required

a. Motion to adjourn Dan Cunningham 2nd Rick Liberatore
Vote 3-0 20-10-03

b. Conclusion 6:55

- **Recording secretary Clayton Raymond**