

**Fitchburg Municipal Airport Commission  
Meeting Minutes  
November 18, 2020**

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PLACE: Zoom Webinar FATV  
studios Government Live Stream  
TIME: 6:02PM

Attendees: Airport Commissioners: Chair Dan Cunningham, Commissioners Rich Raymond and Rich Liberatore, Others in attendance Airport Manager Peter Kettle Airport assistant Deb Silvar, Patrick Hare Gale Associates attendees Nick Ippolito and Matt Caron, AICP

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**Meeting Protocol Meeting called to order Chair Cunningham**

- Chair Cunningham introduced the commission members in attendance.

**1. Previous Months minutes-including special meeting minutes  
Not available to all commissioner's for review tabled to next month's  
meeting**

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

**2A Action Items**

**3. Correspondence to the commission**

**4. Project Review-Gale**

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%)
Local Share:	\$	768,450.00	(5.0%)
Total Cost:	\$	15,369,000.00	(100%)

**Project Status:**

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

- As of Monday, September 21, 2020 all remaining punch list items have been completed and DW White has de-mobilized from the site.
- FAA has requested that a Change Order be prepared to document the drainage repairs that took place on the infield near the Runway 32 Run-Up Apron. Gale has prepared this change order request and is in the process of sending it out for signatures.
- On November 2, 2020 the FAA performed a commissioning flight inspection of the NAVAIDs on both Runway ends. The REILs were unable to be checked because the transformers at each end of the runway were inoperable. KOBO reported that it appears to be due to lightning strikes at the Airport around the same time that the gate controller was struck. For this reason, the REILs were not inspected.
- Also, on November 2, 2020 the FAA inspected the PAPIs on both Runway ends; they have indicated that the Runway 32 PAPI will need to be raised from 3.0 degrees to 3.5 degrees to clear obstructions to the approach. FAA has not provided any information on the location and type of obstruction encountered, however the PAPI can be re-aligned with no issues. The Runway 14 PAPI flight inspection resulted in FAA requiring baffle kits be installed on the light boxes limiting the beam spread by 5.0 degrees on each side of the approach. This was requested in order to keep pilots further away from obstructions on the sides of the approach to Runway 14.
- 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. Gale conducted a conference call with FAA on Wednesday, November 4<sup>th</sup>, 2020 to discuss the tasks necessary to complete these updates. Gale has completed and delivered all items requested by FAA and DOT.
- Gale will be preparing a Change Order to add the re-alignment and baffles to the Contract for reimbursement under AIP.
- Per the AIP Handbook, the FAA is only allowed to pay for one (1) flight inspection to commission new NAVAIDs. Gale is coordinating with the Contractor to determine why the REILS failed. Gale has requested photographic evidence of lightning damage to each of these NAVAIDs; we have also requested that the Contractor return to the site and perform resistance to ground testing on the grounding systems for the NAVAIDs to ensure that the system was installed properly. If the damage to these NAVAIDs is confirmed as lightning damage, and the grounding grid has been installed properly, per the terms/conditions of the Contract between the City of Fitchburg and DW White, the Contractor cannot be held responsible for the damage. Gale will report back to the City when more information is available. **Action Item: Nick Ippolito will follow up with the contractor to determine fault**
- Gale is available to re-schedule the flight inspection as soon as the above information is determined. If the Contractor is at fault for the failed NAVAIDs, then the Contractor will have to pay for the next flight inspection; however, if the contractor is not at fault, the City of Fitchburg will need to both pay for the repairs, and for the subsequent flight inspection.
- **Peter Kettle (Airport Manager) states the Fitchburg Airport had given the contractor multiple opportunities to assure the nav aids were operational prior to the FAA flight inspection the contractor did not visit the airport to confirm**

proper operation. Mr. Kettle states the cost of the next flight is not the airport's responsibility.

Action Item: Nick Ippolito will inform the contractor and get back to the commission on this item

- With the additional work necessary for the Runway project, Gale has exceeded the available budget for Construction Administration. With the Commission's approval, Gale would like to process a supplemental agreement to our Contract which will recapture the out-of-scope work efforts that Gale has put forward. If the Commission is amenable, Gale will evaluate the tasks completed and develop a fee proposal. **Motion to except by Comm. Raymond to process supplemental agreement 2<sup>nd</sup> Comm. Liberatore 20-11-01Vote 3-0**

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

Please sign and forward along Change Orders upon receipt.

Please discuss/direct Gale on how to proceed with a supplemental agreement.

**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%)
StateShare	\$648,000.00	(80.0%)
LocalShare:	\$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 24<sup>th</sup>, 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.
- Gale has prepared documentation on all of the as-built quantity measurements. Upon review, it appears that several payment items have changed, resulting in a credit in the CONTRACTOR's favor of approximately \$300.00. The final reimbursement and closeout documents will be revised accordingly and re-submitted to close out the Project.
- **Actions Required by the Airport this Month:**
- Please sign and forward the closeout documentation upon receipt.

3. **Other Items:**

**Airport Master Plan Matt Caron will discuss later in the meeting**

5. **Fitchburg Pilots Association**

No Action taken

6. **New Business**

A. **Joe Spenelli**

Interest in construction of large hanger to store 6 aircraft is still desired by six aircraft owners. Peter Kettle has requested from the FAA to move forward on this project prior to an updated AMP (Airport master plan) No response as of today. **Action Mr. Kettle will follow up on this request**

B. **Airport improvement Magazine** Article was published in the magazine about the Fitchburg Airport runway extension.

C. **Hanger 10-Skylight**

A second repair to the skylight has been successful but it is requested the sky light be replaced. Replacement will commence as the budget allows

D. **Ipanema Productions** the event day has changed to

May the 29<sup>th</sup> 2020 Motion to except new date Comm. Liberatore 2<sup>nd</sup> Comm. Raymond **20-11-02 Vote 3-0**

E. **Hanger 2,3,12 and 13 roofs** Peter Kettle states all hanger roofs leak and are in need of a full roof seal. A number of neoprene washers have been replaced as weather permits but a more permanent solution needs to be considered. The boom lift has been utilized over the last month but will be returned soon as the weather is beginning to deteriorate to make use of the lift.

F. **Raymond Liberatore work with Mary Jo**

Comm. Raymond reached out to Mary Jo on the subject of a feasibility study grant moving forward to better utilize the space in and around the airport property. Comm Liberatore is opposed to moving forward on this grant process until a master plan is in place. A master plan will likely not be completed for at least 16 to 18 months' from now. Comm. Liberatore will be in contact with Mary Jo on the subject of the grant study possibility.

G. **Land Access Leominster DPW**

Peter Kettle: Leominster DPW is requesting to lease or purchase land for their use. Action Peter Kettle is waiting on an evaluation on this property value. It is the general opinion of the commission a lease option is desired. Aviation agreement must be part of this lease agreement.

H. **FCA New Rental Agreement + Hanger 12 Agreement**

FCA (Jim Powell) Jim Powell is requesting additional hanger space on the airport. A new three year extension is in progress for the FCA current space there will be a nominal increase in rent Mr Kettle is currently working on additional space for the FCA in Hanger 12.

I. **Xcraft Peter Kettle:** received a request to use the airfield to test a roll out runway being developed for the US military. Once insurance

matters have been discussed the airport expects Robert DaSilva President of Xcraft a (California based company) to pay the airport \$2,000.00 per day to use the 20 end of the old runway for testing purposes. Peter will keep the commission informed.

## **7. Old Business**

### **A. Geese & Deer**

Geese are gone but deer are still a problem the deer situation will have to be monitored until a fence can be installed on the airport property.

### **B. S2 Box Repair**

Documents have been sent to Mass DOT for reimbursement for the costs to repair of the S2 box. The documents have been returned and the Airport expects payment in full soon. **Action Peter Kettle will keep the commission informed on payment reimbursement**

**C. Consultant Selection** The process is under way and Mary Delaney is requesting additional information Peter Kettle will proceed as requested by Mary

**D. Yearly Badge access fee include businesses** Peter Kettle sent out the notice to all tenants no negative feedback received

**E. Fill Commission member vacancy,** No progress at this time

**F. Drone Presentation** No Action at this time. This item is old and has been addressed last month.

**G. Solar Farm** Peter Kettle is in the process of requesting RFQ information from Mary Delaney as to how the Airport can proceed in our quest for a solar farm on the other side of run-way 32 14. **Action Peter expects to hear for Mary this week and will keep the commission informed of any progress.**

## **8. Financial review.**

### **A. Approval of commitments and abatements**

Peter Kettle will approve commitments and abatements once the information is available from the city. Details will be made available to the commission at next month's meeting

### **B. Rents**

Peter Kettle reports all rents are up to date Managers Operation report`

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

**9.** Airport Managers Report No additional comment at this time

**10.** Date and time of next regular meeting December 16 2020 6pm Zoom Webinar

**11.** Executive Session if required) By Roll Call Not required

**12.** Regular Meeting Adjourned at: Motion Rich Liberatore 2<sup>nd</sup> Comm Raymond **vote 3-0 20-11-03**

**13.** Executive Session began at: Not required

**14.** Recording secretary Clayton R Raymond