

May 07 2021 11:06 am

**Fitchburg Municipal Airport Commission
Meeting Minutes
February 24, 2021**

PLACE: Zoom Webinar FATV
studios Government Live Stream
TIME: 6:00PM

Attendees: Airport Commissioners: Chair Dan Cunningham, Commissioners Rich Raymond and Rich Liberatore, Others in attendance Mayor Steve DiNatale Airport Manager Peter Kettle Airport assistant Deb Silvar, Gale Associates attendees Nicholas Ippolito,P.E.

Meeting Protocol Meeting called to order Chair Cunningham

- Chair Cunningham introduced the commission members in attendance.

1. Previous Months minutes-including special meeting minutes Motion to Accept regular meeting Minutes 21-01-01 **Vote 3-0**

2. 2A Action Items from previous minutes

- 1.) Nick Ippolito is in contact with the FAA to schedule a new test flight inspection to approve Nav aids .
- 2.) Peter Kettle will contact FAA to seek approval for a new hanger request location, prior to an Airport master plane update. FAA is aware of the request and is not opposed to the plan. Jorge Pantelli is aware of the need for an additional taxiway required to support the new proposed hangers, the FAA will not fund the taxiway upfront but would reimburse for the taxiway once completed (provided it meets FAA specifications.
- 3.) S2 Box reimbursement check is expected but not received
- 4.) Peter Kettle Solar farm update will address in tonight's agenda see below

3. Correspondence to the commission

None to report

4. Project Review-Gale:

There are three (3) projects that Gale Associates, Inc. (Gale) is administering on behalf of the Fitchburg Airport Commission. They are:

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>\$ 768,450.00</u>	<u>(5.0%)</u>
Total Cost:	\$ 15,369,000.00	(100%)

Project Status:

- This project is now substantially complete.
- 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. KOBO has completed repairs on the PAPIs and REILs on both Runway ends.
- Gale has requested to be placed back on the schedule for flight inspection as soon as possible. We are currently working with FAA and DOT to determine a funding source for the flight inspection.

Actions Required by the Airport this Month:

None at this time.

1. 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>\$ 62,000.00</u>	<u>(20.0%)</u>
Total Cost:	\$810,000.00	(100%)

Project Status:

- There are still several issues with the tank system that Gale is working out with the Contractor. It is our hope to have these resolved in short order so that this project can be removed from the monthly update.

Actions Required by the Airport this Month:

- No Action at this time.

2. Airport Master Plan and Airport Layout Plan update – AIP No. 3-25-0018-029-2021 (TBD)

Project Description: This Project includes an update to the FIT Master Plan and Airport Layout Plan which were last updated in 2008. It is anticipated that this project will review the adequacy of the Airport’s landside and airside facilities, including hangars, aprons, taxiways/taxilanes, aeronautical and non-aeronautical uses, fencing, improved approach procedures, etc.

Estimated Project Cost:

FAA Share:	\$300,000.00	(90%)
State Share:\$	16,667.00	(5.0%)
<u>Local Share:\$</u>	<u>16,667.00</u>	<u>(5.0%)</u>
Total Cost:	\$333,333.00	(100%)

Project Status:

- Master Plan scoping meeting with FAA, MassDOT, representatives from the Airport and City occurred on January 14, 2021. The purpose of this meeting was to discuss the scope of work elements and general direction of the project.
- The scope of work has been revised based on comments received during the January 14, 2021 meeting and will be forwarded to the Airport Commission for review following receipt of clarification from FAA regarding aerial survey requirements. The scope of work will be presented to the Airport Commission during the March meeting for review and approval.
- Once the scope of work is approved by the Commission, Gale will prepare a fee estimate for the project. The Commission will need to solicit an Independent Fee Estimate.
- Grant applications are due to MassDOT and the FAA by May 1, 2021.

Actions Required by the Airport this Month:

- None this month.

3. Other Items:

5. Fitchburg Pilots Association

Most activities are on hold do to Covid-19 Pandemic only pilots and with aircraft are entering the hanger.

6. New Business

A. Joe Spinelli plus 5 additional people. (Now 7)

Peter Kettle is in contact with 7 interested parties to erect seven hangers all less than 7500 square feet (less than 7500 sq feet will not require fire suppression **Action Peter Kettle will contact procurement office to check on the status.**

B. **A.A.M.** C ovid-19 stimulus money of \$23,000.00 additional is expected Deb Silvar is handling the details.

C. **Self -Serve fuel Farm** Peter kettle is in the process of acquiring a new fuel nozzle that is at a 90 degree angle to make fueling easier for the linesmen.

D. **Covid-19 Vaccination.** Note: 3 members of Airport staff have been inoculated for the Covid-19 virus.

7. Old Business

A. S2 Box Repair

S2 Box repair is complete The Airport is expecting a reimbursement check from MASSDOT

B. Fill Commission member vacancy

Beth Walsh a current city councilor has expressed interest in serving on the Airport commission. Mayor DiNatale will be meeting with Beth this week.

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

D. **Solar Farm** Peter Kettle is currently seeking more in depth details from neighboring airports to provide greater detail in order to develop an RFQ. Mr. Kettle has not received any feedback at this time and will update the commission at next month's meeting.

E. **Land Access Rental-Leominster DPW** Mr. Kettle has been in contact with the Leominster DPW. The commission is waiting for the Leominster DPW to present an independent assessment of the of the land to establish an amount in accordance with fair market value. Action **Peter will keep the commission informed**

F. **F.C.A New Rental Agreement+ Hanger 12** Mr. Kettle has received two signed agreements for an additional three years from FCA for their current terminal building space and Hanger 12 space.

G. **Hanger 2&3-12 & 13 (\$50K)** Mr. Kettle is in the process of replacing 3 skylights on Hangers 12 and 13. Hangers 2&3 are currently in need of roof replacement Mr. Kettle will be meeting with the Mayor's office to obtain funding for the replacement of the roofs on both hangers in the near future. Action Peter will update the commission.

H. **New Linemen** Peter Kettle will be interviewing candidates this month.

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

9. Airport Managers Report Mr. Kettle highlighted some cost saving measures by utilizing the self-serve fuel farm during off hours. Increases on some fees have been implemented and fuel prices have been increased slightly.

10. Date and time of next regular meeting March 24, 2021 6pm Zoom Webinar

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

12. Regular Meeting Adjourned at: Motion Rich Liberatore 2nd Comm Raymond
vote 3-0 21-02-02

13. Executive Session began at: Not required

Recording Secretary Clayton Raymond