

Fitchburg Municipal Airport Commission
Meeting Minutes
January 22 2020

Accepted
Feb 26¹
2020

PLACE: Terminal Building

MEETING TIME: 6:01PM

Attendees: Airport Commissioners: Chair Dan Cunningham, commissioner's Clayton Raymond and Rich Liberatore, Others in attendance included Nick Ippolito, PE of Gale Associates, Inc, City Solicitor Vincent Pusateri, and Airport Manager assistant Deb Silvar

1. Meeting Protocol Meeting called to order chair Naylor

- Chair Dan Cunningham introduced the commission members in attendance.
- Chair Cunningham asked if anyone would like to record audio (granted) and approved, Comm. Raymond audio
- Chair Cunningham asked to dispense of the reading for the public opportunity to speak,

2. Previous Months minutes-including special meeting minutes

Previous months minutes are not available at this time Table to next meeting

3. Correspondence to the commission

Nothing to report

4. Project Review Gale Associates

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

1. 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%)
	Local Share:	\$ 64,250.00	(5.0%)
	Total Cost:	\$ 1,285,000.00	(100%)

Project Status:

- Contract No. 3 (Building): Work to modify the roof of an existing structure (Contract No. 3) is completed.
- Contract No. 1 (Tree Clearing): Work to remove vegetative obstructions on the Runway 32 end has been completed.
- Gale submitted the final Change Order to the FAA and MassDOT. They are each working to reconcile the Change Order to meet their financial statement requirements. Each agency has indicated that the Change Order will be approved.

- The final inspection for this project has been scheduled for January 24, 2020. Upon completion of this inspection, the final punchlist will be distributed to the Contractor(s) and all final work will be completed.
- Upon completion of the Punchlist work, final reimbursement and close-out documentation will be prepared.

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

Please sign project closeout documentation upon receipt.

2. 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:

- Weekly Construction Progress Meetings are being held on Thursday mornings at 9:30AM. All are welcome to attend.
- This project is currently in a stoppage for the winter. Work will resume in the spring when the ground thaws.
- Gale has processed the Contractor's Payment Request for all work completed to date. However, an internal review of all construction quantities is currently being performed. If any adjustments need to be made they will be made on the next Contractor Pay Request.

Actions Required by the Airport this Month:

None at this time.

3. Install Self-Serve Fuel Farm and Distribution System – ASMP No. TBD

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:	\$	656,000.00	(80.0%)
<u>Local Share:</u>	<u>\$</u>	<u>164,000.00</u>	<u>(20.0%)</u>
Total Cost:	\$	820,000.00	(100%)

Project Status:

- Gale has prepared and submitted an application to MassDOT/AD to fund the construction of this project in state fiscal year 2020.
- MassDOT/AD has informed the City of Fitchburg that the construction grant for this Project was approved. Gale has prepared a timeline with milestone dates and distributed it to all stakeholders.
- Gale has prepared the Notice of Award and Construction Contracts for this Project. The Notice of Award has been hand delivered for signatures at this meeting. the Construction Contracts will be sent to the Contractor first, along with the signed Notice of Awards. Once the Contractor signs these Contracts, they will be forwarded to the Airport for signatures from the City. The individuals that need to sign this Contract are as follows:
 - Dan Cunningham or Rich Liberatore (with attestation)
 - Stephen DiNatale, Mayor
 - Vincent Pusateri, City Solicitor
 - Calvin Brooks, City Auditor
 - Mary Delaney, Chief Procurement Officer
- Once the Contracts have been fully signed by the City of Fitchburg, all copies should be forwarded to MassDOT/AD for final approval from Jeff DeCarlo.
- The signing of these documents is time critical, as the Tank system lead time is 12-16 weeks from order to delivery. Please see the timeline for additional information.

Actions Required by the Airport this Month:

- Please have the Contractor's Contract and Grant Offer executed by the City as quickly as possible.

4. Other Items:

- The Airport's General Consulting Agreement with Gale Associates, Inc. has been extended through the end of the Runway project. Upon completion, the Airport Commission will be required to perform a consultant selection.

Gale is prepared to provide all the information and materials necessary to assist the Airport in whichever RFQ methodology is preferred.

- 5. Fitchburg Pilots association/Update** Richard Girsh of the Fitchburg pilots association is finalizing a date for the June FPA pilots fest. Mr. Girsh is asking for a firm date for the V8 Club event. **Action:** Peter Kettle will contact Mr. Girsh with the date.

6. New Business –

- A. Communications Radio-Rich Liberatore Comm.** Liberatore is seeking to update the radio communications system at the airport. Having multiple communication forms could be an issue especially in the case of an emergency. Comm. Liberatore will research different forms of communications and report back to the commission on costs involved in updating the radio system for general communications for the airport staff.

7. Old Business

A. Hanger construction-Senate Construction/ Vadim Gayshan

Airport Manager Peter Kettle is currently in contact with Mr. Gayshan to rekindle a lease agreement for the purpose of the construction of a new hanger. Solicitor Pusateri has presented a lease to Mr. Gayshan for his review.

B. Building 10 Cornerstone See next Item

C. Nagle Aircraft Inc. Mr. Nagle is looking to sublease hanger space from Cornerstone Building 10. Airport Manager Peter Kettle is actively repairing many discrepancies in hanger 10 Mr. Kettle is looking for a contractor to determine the integrity of the roof and its supporting structure. Mr. Nagle is still very interested in the Hanger 10 space and Peter Kettle will be meeting with him in the next two weeks.

D. Unutil utility easement to waste water treatment plant Item is not complete at this time.

E. Solar farm RFP Airport Manager Peter Kettle is actively researching other airports to review the pros and cons of similar solar installations projects. This will provide a better understanding to the commission prior to creating a RFP for a solar farm at Fitchburg Airport

F. Standard Operating procedures Comm. Kettle is requesting procedure guidelines from FAA and others. The airport is in need of an updated SOP manual for safety reasons. In progress

G. Drones Airport Manager is receiving signs from the MASS DOT stating do not fly zones at parks adjacent to the airport. The airport has requested 15 signs for 9 parks near the airport.

H. Building 6 Demolition Peter Kettle will be requesting from the city council monies for the demolition of hanger 6. Comm. Raymond cautions that our timing for requests should coincide with increased revenues at the airport. It is the general consensus from the other commissioners, monies for projects is requested regardless of timing. This will at least alert the council of projects that need to be completed and won't come as a surprise to the council at a later date

I. Surplus Property 1986 Ford The request for disposal is at city hall for the proper disposal of the truck. (The goal is to have the truck be available for a public bid) assuming other department heads do not want it.

J. Budget 2021 Peter Kettle is requesting the commission consider extra monies be appropriated for the demolition of hanger 6 as well as extra money for building maintenance.

8. Financial review. FY 2020 is available to the commission for review.

9. Managers operation report`
Nothing to report

10. Next Regular Airport Meeting February 26 2020 6PM at terminal Building Fitchburg Airport

11. Executive Session Required NO

- Motion to adjourn all agree Mo Comm. Liberatore 2nd Comm. raymond Vote 3-0

- **Conclusion 6:58**
- **Recording secretary Clayton Raymond**