Meeting Minutes
January 23, 2019

PLACE: Terminal Building
METTING TIME: 6:03PM

Attendees: Airport Commissioners: Chairman Jack Naylor, Vice Chair Comm. Kettle Commissioners Richard Liberatore, Clayton Raymond, Airport Manager Scott Ellis, and Mayor DiNatale
Others in attendants include: Nicholas Ippolito, P.E. of Gale Associates, Inc & Airport Manager Assistant Deb Silva, and Assistant Solicitor Christine Tree

1. Meeting Protocol
   - Meeting called to order
   - Chair Naylor introduced the commission members in attendance.
   - Chair Naylor motioned request to record audio (granted) and approved Commissioner Raymond
   - Chair Naylor motioned to dispense of the reading for the public opportunity to speak Motion Chair Naylor 2nd Comm. Kettle Vote 3-0 19-01-01

2. Previous month's minutes to include special meeting minutes as required
   Motion to accept December's Airport month's minutes, motion Comm. Liberatore 2nd Chair Naylor 19-01-02 Vote 3-0 Comm. Kettle abstained

3. Correspondence to the Commission
   V-8 Club would like to schedule their event

4. Project review-Gale
   This item has been moved out of order per Chair Naylor

   There are four (4) projects that Gale Associates, Inc. (Gale) is administering on behalf of the Fitchburg Airport Commission. They are:

   - 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%)
Project Status:

- Contract No. 3 (Building): Work to modify the roof of an existing structure (Contract No. 3) is completed.
- Contract No. 1: Gale has come to an agreement with Norther Tree Service to resolve the discrepancy in payment items for the Project. Northern Will return to the site to complete the remaining punchlist work and complete any final contractual obligations and this project will be closed.
- Contract No. 2: The Contractor has indicated to Gale that they will start work on this project in early February. Gale will coordinate with the Airport when a final start date has been determined.

- Actions Required by the Airport this Month:
  
  - None at this time.


  **Project Description**: This project is to collect survey and soil information, conduct preliminary design efforts, and obtain local permits for the Runway 14-32 and Parallel Taxiway reconstruction.

  **Estimated Project Cost**: FAA Share: $589,500.00 (90.0%)

  - State Share: $32,750.00 (5.0%)
  - Local Share: $32,750.00 (5.0%)
  - Total Cost: $655,000.00 (100%)

  **Project Status**:

  - The necessary changes to the grading of the project have been completed and submitted to MassDEP as well as the Fitchburg Conservation Commission. The changes provide for compensatory flood storage at each 1’ elevation increment within the 100-year flood plan. This change was requested by MassDEP’s plan reviewers and was completed at no additional cost to the Airport Commission.
  - Gale attended the City of Fitchburg Conservation Commission Hearing on November 27th, 2018. During this meeting the changes to
the site grading and flood storage were discussed, and the Commission voted to approve the plans as revised. An Order of Conditions was issued and is attached to this update.

- The Order of Conditions was recorded at the Registry of Deeds on December 19th, 2018.
- Final Deliverables for the project are being prepared for submission to the FAA, MassDOT/AD and the Airport.
- Final Reimbursement Requests will be prepared in February once all final project charges are billed.
- Gale anticipates having the Project ready for closeout by the March meeting.

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

- None at this time.

**Runway 14-32 Final Design and Construction – AIP No. TBD**

**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:**

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<tr>
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**Project Status:**

- A Scoping Meeting was conducted with Commissioner Kettle, and Mr. Scott Ellis, the Airport Manager at MassDOT’s Offices on Tuesday, September 4th, 2018. Based on the results of this meeting, Gale is preparing a draft Scope of Work for review and approval of the Airport Commission.
- A Draft Scope of Work has been prepared and sent to FAA and MassDOT/AD on January 2nd, 2019 for review/comment prior to being sent to the Airport for solicitation of the Independent Fee Estimate (IFE). Once comments are received, Gale will make any necessary revisions and provide the IFE documents.
- Gale is finalizing the 95% Plans and Specifications this month. We anticipate sending out the 95% packages the first week in February. This will allow approximately 3 weeks for FAA and MassDOT to provide review comments.
Once review comments are received, Gale will incorporate the necessary revisions into the Bid Set documents.

Gale will work with the City Solicitor to conduct public bids in accordance with all applicable laws.

Actions Required by the Airport this Month:

- Please solicit the IFE upon receipt of the required IFE documents.

Motion Chair Naylor to accept the phasing IFE documents 2nd Comm. Raymond Vote 4-0 19-03-02

Other Items:

- Gale has completed revisions to the Airport’s Exhibit A. This document has been accepted by the FAA and a compliance letter was sent to the Airport on Monday, Jan. 14th 2019.

- Gale conducted a scoping meeting for the ASMP Grant to fund the design and construction of a self-serve Fuel Farm at the Airport. A draft scope/fee is being prepared and sent to Mass DOT for review prior to contract negotiations with the Airport. Moving forward this project will be added to the Agenda.

5. New Business

A. **Commission Elections** Comm. Liberatore Motion to keep all current positions in Place 2nd Comm. Raymond Vote 4-0 19-01-03

B. **Panama productions** Scott Ellis stated that Carlos of Panama Productions has submitted permits to hold a rodeo production on Memorial Day Weekend. Scott Ellis will check the permitting to confirm the end time on Sunday night to assure it is in compliance with our previously predetermined end time. Carlos is looking to extend the end time to 8:00pm 1 hour beyond our 7:00 Sunday end time agreement, however it is a holiday weekend and the commission has not granted this extra hour and is still considering the request. Scott will check the permitting request.

C. **Hot Air Balloon festival:** Veronica Parsloe representing Northeast Balloon Festival addressed the commissioners. Veronica presented the commission with a proposal to hold a balloon festival at the Airport on July 12-14 2019. Comm. Kettle has three concerns 1st Comm. Kettle is concerned about the 10:00 proposed end time, Scott Ellis reminded the commission the end time is designed for music and noise abatement so the event should have no issue continuing till 10:00 PM as long as amplified music stops at 8:00 or
7:00 on Sunday night 2nd Comm. Kettle asked about previous events being held at a FAA airport veronica stated no. The Airport Manager will inquire with FAA to see if this is an acceptable use of space. 3rd Comm. Kettle is concerned about the prevailing winds at that time of year and is raises concerns about how the event will affect the regular operations at the airport. Mayor DiNatale is in favor of the event and is excited about the event but voices his concern of the noise issues unique to the airport. Mayor DiNatale stated 9:00 PM would be a more desirable end time. Mayor DiNatale has advised Veronica to be diligent with permitting as food trucks specifically must all be vetted by the health department and warns this takes time. Motion Comm. Kettle 2nd Comm. Liberatore to appoint Scott Ellis to be the Point of contact to address all the issues which were raised at tonight’s meeting. Scott will report back to the commission at next month’s meeting. 19-01-04 Vote 4-0

D. City Council Presentation Scott Ellis is scheduled to present to the council at the February 19 2019 meeting.

E. Security after Hours building access and fee, Badge Fee, Vehicle access. Scott Ellis is asking the commission to apply a fee to tenants who wish to use the building after hours. Scott is suggesting a $25.00 yearly fee. Solicitor Tree suggests a $25.00 fee quarterly is more reasonable fee for access, service and supplies. Comm. Raymond suggests a 75.00 yearly fee for access plus the 25.00 badge fee.

F. Finance Committee meeting Airport Fund Deficit/ Appropriation Scott Ellis asked the city for $104,000.00 it was approved

6. Old Business

A. Self serve fuel facility and Scott Ellis: fuel will be discussed in Gale associates project review.

B. Security Camera installation Cameras are complete with the exception of the run-way and the ramps

7. Financial review. Munis report has been submitted to the commission and are welcome to review and comment at next months meeting

8. Subcommittee reports

FCA Lease report

Comm. Kettle is requesting an executive session to discuss the FCA Lease 2nd Comm. Raymond Roll Call ALL 4 commissioners, Yes see item 11 below Open session is reinstated at 7:34 Roll Call 4 YES
9. Managers operation report

10. Next Regular Airport Meting  February 27 26 2019 6PM

11. Executive session Required

   • Motion to adjourn Comm. Kettle seconded Comm. Raymond 18-11-05
   • Executive session: Yes  
     Subject FCA Lease  
     Roll call 4 Yes  
     Mid Meeting 7:13 called to order  
     Adjourned 7:34

   • Motion to adjourn Comm. Kettle seconded Comm. Raymond 18-11-05

   • Conclusion 8:29
   • Recording secretary Clayton Raymond