

Fitchburg Municipal Airport Commission
Meeting Minutes
March 31 2021

May 07 2021 11:06 am

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

Attendees: Commissioners Rich Raymond and Rich Liberatore. Newly appointed Commissioners Elizabeth Walsh and David Ginisi. Others in attendance Mayor Steve DiNatale Airport Manager Peter Kettle Airport assistant Deb Silvar Fitchburg city councilor Anthony Zarrella. Gale Associates attendees Matt Caron, AICP, Nick Ippolito, P.E. and Jacklyn Marks

Meeting Protocol Meeting called to order Mayor Steve DiNatale

- Mayor DiNatale introduced the commission members in attendance.

1. Previous Months minutes-including special meeting minutes Motion to Accept regular meeting Minutes for February 28th 2021
Motion Comm. Rich Liberatore 2nd Chair Raymond accepted **21-03-01 Vote 5-0**

2. 2A Action Items from previous minutes

- 1.) Mat Caron will follow up KOBO the electrical subcontractor about repairing inoperative Nav Aids. KOBO is aware and in the process of scheduling in a January time frame.
- 2.) Peter Kettle will contact FAA to seek approval for a new hanger request location, prior to an Airport master plane update. FAA is not responding.
- 3.) S2 Box reimbursement check is expected but not received
- 4.) Peter Kettle Solar farm update will address in tonight's agenda

3. Correspondence to the commission

Mr. Kettle has received a letter from Chair Cunningham stating his resignation from the Airport commission. Dan Cunningham is leaving the commission as his son will be taking on a position on the airport staff. Dan's work on the commission as Chairman is greatly appreciated.

Mayor DiNatale is requesting a nomination for chair of the Airport Commission. Mayor DiNatale motion to elect Comm. Raymond as Chair for the Commission 2nd Comm. Liberatore **Vote 5-0 21-03-02**

Mayor DiNatale is requesting a nomination for Vice Chair Motion to elect Comm. Liberatore Mayor DiNatale 2nd Chair Raymond **Vote 5-0 21-03-03**

Mayor DiNatale requesting a nomination for Secretary of the Commission Comm. Beth Walsh motioned to elect Comm, David Ginisi 2nd Mayor DiNatale **Vote 5-0 21-03-04**

Motion to close the nomination elections motion Comm. Richard Liberatore 2nd Comm. Beth Walsh **Vote 5-0 21-03-05**

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

Project Status:

- This project is now substantially complete.
- Gale has been coordinating with Peter and Debbie on the required retainer that must be paid to FAA in order to be placed on the flight inspection schedule. Once on the schedule, Gale will coordinate with the Contractor to make sure everything is ready, operational, and calibrated for the flight inspection.
- A supplemental agreement to capture Gale's out of scope tasks has been sent to the City of Fitchburg for signatures.
- Upon the approved flight inspection, Gale will process final closeout documentation.

Actions Required by the Airport this Month:

- Please update Gale on the payment to FAA for the flight inspection.
- Please notify Gale when the Supplemental Engineering Agreement has been sent to Mass DOT.

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%)
Local Share:	\$ 162,000.00	(20.0%)
Total Cost:	\$810,000.00	(100%)

Project Status:

- Final closeout documentation has been submitted to MassDOT. This project will be removed from next month's agenda.

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%)
Local Share:	\$ 16,667.00	(5.0%)
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 and was forward to the Airport Manager for distribution to the Commission on March 9, 2021.

- 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.
- The American Rescue Plan Act of 2021 contains a provision that Airport Improvement Program grants awarded this year (FY2021) will be awarded at a 100-percent Federal share.

Actions Required by the Airport this Month:

- Motion to accept the scope of work and solicit an Independent Fee Estimate. Motion to solicit IFE Comm. Motioned to accept the scope of work Mo Liberatore 2nd Chair. Raymond **21-03-06 Vote 5-0**

D Solar Farm Matt Caron: Information is not being shared from local airports who have been through the process.

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. Peter Kettle is anticipating information from the FPA at next month's meeting

Action Peter Kettle is questioning the procedures to open the terminal building. Peter will contact the health department for advice.

6. New Business

A. Joe Spenelli

Interest in construction of large hanger to store 6-7 aircraft is still desired by six aircraft owners. Peter Kettle is in contact with the potential tenants and Mr. Kettle will keep us informed. **Action item** Peter Kettle will contact the solicitor's office on the status of the lease proposal once it is reviewed.

Action Mr. Kettle will follow up monthly on the status of this project

B. Self-Serve fuel farm: Mr. Kettle expressed concerns about the fuel system experiencing some cavitation issues. **Action Peter will follow up**

C. New Legislative building opening soon and may have some space to hold a live meeting **Action Mayor DiNatale will update the commission on the space possibilities.**

D. New Lineman Mr. Kettle has hired a new linemen and is looking forward to the extra help.

E. Airport commission Chairman Nominations complete see item above Correspondence to the commission

7. Old Business

A. S2 Box Repair

S2 Box reimbursement check received

B. Fill commission member Vacancy

Beth Walsh introduced herself to the commission Ms. Walsh is currently a Ward 6 Councilor which includes the Airport and is looking forward to serving on the commission.

David Ginisi is pleased to be a new member and is currently employed by Montachusett Health Care. Mayor DiNatale welcomed the new members and is looking forward to their contributions.

C. Drone presentation

Peter Kettle is increasing concerned over the use of drones in and around the airport. Peter Kettle and Deb Silvar are involved in educating the public on the proper use of drones and safety concerns the airport is experiencing.

D. Solar Farm

Peter Kettle is hoping to have information to request an RFP to solicit a land lease for a solar farm proposal. Gathering information has proven to be difficult because of proprietary information concerns.

E. Land Access Rental

Leominster DPW is waiting for their independent appraisal to present to the Airport for review.

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

9. Airport Managers Operation Report

Peter Kettle has been involved with the multiple utilities to discuss utility infrastructure for the proposed new hangers.

Peter Kettle is requesting of the Mayor's office to develop a proposed restaurant space at the airport. Mayor DiNatale is receptive to the idea and will keep the commission informed.

10. Date and time of next regular meeting April 28, 2021 2021 6pm Zoom Webinar

11. Regular Meeting Adjourned at 7:24 pm: Motion Comm. Rich Liberatore 2nd Comm. Beth Walsh **vote 5-0 21-03-07**

12. Executive Session began at: Not required

Recording Secretary Chair Clayton Raymond