Fitchburg Municipal Airport Commission
Meeting Minutes
April 24 2019

PLACE: Terminal Building
MEETING TIME: 6:00PM

Attendees: Airport Commissioners: Chairmen Jack Naylor, Vice Chair Peter Kettle Commissioners
Richard Liberatore, Clayton Raymond, Dan Cunningham and Airport Manager Scott Ellis.
Others in attendants include: Assistant City Solicitor Christine Tree, Nicholas Ippolito, P.E. of Gale
Associates, Inc, Ken MacLean Twin City Airmotive

1. Chair Naylor introduced the commission members in attendance. Chair Naylor
and the commission welcome Dan Cunningham newly appointed member to
the commission.
   • Meeting Protocol Meeting called to order Chair Naylor
   • Chair Naylor asked if anyone would like to record audio (granted) and
     approved, Comm. Raymond & Comm. Kettle
   • Chair Naylor asked to dispense of the reading for the public
     opportunity to speak. Approved

2. Previous Months minutes-including special meeting minutes Motion to
   approve March’s Fitchburg airport meeting minutes motioned Comm.
   Liberatore 2nd Comm. Cunningham Vote 5-0 19-04-01

3. Correspondence to the Commission
   Action Items recap
   • Nothing to report at this time

4. Project review-Gale This item has been moved out of order per Chair Naylor
   Approved all commissioners are in agreement

   There are Three (3) 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%)
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): the Contractor has completed punchlist work required to close out Contract No. 1.
- Contract No. 2 (Obstruction Lights): All work to install the Obstruction Light has been completed. Upon coordination with the Leominster Wire Inspector, Gale was informed that City Council Approval would be required to allow the electrical enclosure to be placed adjacent to the utility pole. The City of Fitchburg has easements over both the property outside the Right-of-Way, and over the Right-of-Way itself. Both easements were provided to the Wire Inspector; however the Inspector indicated this was not adequate. Gale is coordinating with the City of Fitchburg Legal Council and the City of Leominster Mayor’s office.
- Once this issue is resolved, the new electrical service will be installed to complete the project.
- A final inspection for all three (3) Contracts will be scheduled this spring. Once the final inspection is completed, Project Closeout packages will be prepared.

- 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:

- FAA Share: $ TBD (90.0%)
- State Share: $ TBD (5.0%)
- Local Share: $ TBD (5.0%)
- Total Cost: $ TBD (100%)
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.

- The Airport has received the Independent Fee Estimate for the Runway Reconstruction Project. Gale’s price was within 10% of the IFE. Based upon this information, Gale has forwarded finalized Contracts to the Airport for signatures.

- Gale has been coordinating the bidding of this project with the City of Fitchburg Purchasing Department. The anticipated bid schedule is as follows:
  - April 1, 2019 – Bid Documents will be available for download from the City’s website.
  - April 3, 2019 – The Advertisement for Bids will be published in the local newspaper, on the Central Register, and in COMMBUYs.
  - April 9, 2019 – A Mandatory Pre-Bid Conference will be conducted at the Airport on April 9, 2019.
  - The original bid opening date was April 24, 2019, however, to accommodate a contractor’s request for additional bidding time, the bid opening has been moved to Friday, April 26, 2019 – Bids will be opened at the Office of the Chief Procurement Officer.

- Following the Bid Opening, Gale will prepare Grant Applications and deliver them to the Airport for signatures.

- Following upon last month’s meeting, the requirement for temporary power to the ASOS was added to the Project Documents.

- Please note that the City Solicitor has recommended an Administrative Settlement with respect to an easement that was acquired by the City as part of Phase III Easements. Gale is coordinating with the FAA on how best to coordinate reimbursement. It is likely this will be included as a line item on this project for sake of reimbursement.
Actions Required by the Airport this Month:

Please sign and forward the Grant Applications to FAA by May 1, 2019.

Please sign and forward Gale’s Contracts.

- **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: $ 640,000.00 (5.0%)
  - Local Share: $ 150,000.00 (5.0%)
  - Total Cost: $ 800,000.00 (100%)

  **Project Status:**

  - Gale has prepared a Scope of Work for this Project and submitted it to MassDOT for review. Comments were received from MassDOT in mid-February and the Scope of Work has been revised to reflect those comments. MassDOT is now preparing an IFE for the project; once finalized, the Airport may compare Gale’s fee to MassDOT’s Fee.
    - Update: Gale has reached out to MassDOT on April 11, 2019 and April 17, 2019 to inquire about the IFE. No response was received.
  - Gale has submitted 95% Plans and Specifications to MassDOT/AD and to the Commission. Upon receipt of comments, the bid documents will be finalized and sent out for bids.

Actions Required by the Airport this Month:

Please review the IFE and Gale’s fee proposal upon receipt.

- **Other Items:**
5. New Business

A. **Panama Productions** Rodeo Event is on track for the May 26th Sunday night Memorial Day weekend. Scott has contacted all department heads and is ok with the extra hour on the Sunday night noting it is a holiday weekend. Scott Ellis has approved the extra hour for the Sunday concert.

B. **Safety Committee**-Jack Naylor would like to see a safety report on a more frequent regularity Richard Giersch of the FPA has information on this subject but was unable to attend this month’s meeting. Table till next month’s meeting.

C. **FPA Air fest Young Eagles**: Richard Girsh not available tonight to comment. Item is tabled to next month’s meeting.

D. **Mass DOT-A VMP equipment grant** Scott Ellis announced the acceptance of a green powered hand held equipment grant approximately 5 to 6k in equipment for vegetation management at the airport.

E.

6. Old Business

A. **Hot air balloon festival** No action Veronica Parsloe is not responding to efforts to contact her. Item tabled to next month’s meeting.

B. **Security after hours building access fee Badge fee**, Scott Ellis: is asking the solicitors office to draft a permission

C. **Promoting/Marketing Fitchburg Municipal Airport** Chair Naylor continues to emphasize finding ways to promote the airport and ideas should be explored. Comm. Kettle is suggesting a direct mailing or (E-Mail) to tenants to make the community aware of the runway project time frame. Comm. Raymond stated the pilots and the immediate community must know that the airport is still open during most of the runway project. Emphasizing the importance of public awareness of the project to keep the negative impact of the project to our tenants to a minimum.

D. **Autumn Air services (Cornerstone)** Scott Ellis: states he has been in contact with the owners of skyline (Autumn Air) Discussions are ongoing entertaining the idea of substituting repairs for arrears. Comm. Liberatore voiced concern about the details concerning the costs and the value of the repairs we expect to have completed stating cost control could get out of hand. Attorney Tree agrees and proposes quotes be gathered to quantify value of repairs. Attorney Tree is strongly suggesting a written lease agreement should be part of this proposal. Scott Ellis Action item
Scott will send Attorney Tree an outline of the properties and details of the current rent for the property that Skyline currently occupies. This will help draft a new lease agreement which will be in-line with new FAA standards. Action Attorney Tree will draft a lease agreement for Skyline for review at next month’s meeting. Comm. Raymond cautions the commission to be aware that once a new lease is drafted the result will likely increase the current rent amount. Comm. Raymond states the new lease amount should be disclosed to Skyline prior to any agreement concerning a repair swap for arrears.

E. Early Ford V-8 Club Scott Ellis event is on schedule for Sunday the 28 expect no issues and we all hope for pleasant weather.

7. Financial review: FY 2020
8. Subcommittee Reports
   None to report

9. Managers operation report
   • Panema productions would like a tethered balloon ride
     Scott Ellis will look into a 7460 requirement

10. Next Regular Airport Meeting May 22 2019 6PM

11. Executive Session Required NO

   • Motion to adjourn Comm. Liberatore seconded Comm. Cunningham 19-04-02

   • Conclusion
   • Recording secretary Clayton Raymond