

**Fitchburg Municipal Airport
Commission Meeting Minutes
March 16, 2023**

LOCATION: City of Fitchburg Legislative Building

TIME: 7:26 PM

Attendees: Airport Commissioners: Chair Clayton Raymond, Recording Secretary Richard Liberatore and via zoom is Comm. David Ginisi.

Others in attendance: Airport Manager Peter Kettle, City Solicitor Pusateri and via zoom are Gale Associates Jackie Marks and Matt Caron.

Meeting Protocol: Meeting called to order by Chair Raymond
Chair Raymond introduced the Commission members and all others who were in attendance.

Previous Months Minutes-including special meeting minutes:

Chair Raymond asked for a motion to accept the February Monthly Minutes. Motion was made by Commissioner Liberatore and 2nd by Commissioner Ginisi accept the Minutes.
All in favor, 3-0. 23-03-01

Action Items from Previous Meeting:

GPU Installation: Airport Manager Kettle reported that the unit has been installed. The underground conduit has been put in place and now we are waiting for the ground to get black topped. Once this is completed the Unit will be fully functional. In about two weeks.

Hangar 1 Agreement: Airport Manger Kettle stated that due to the tenants owing a considerable amount of money on their rental payments Manager Kettle was holding back on providing them with an agreement.

Twin City Airmotive Agreement: Manager Kettle reported that this agreement has been ratified with Twin City signing the Agreement. This makes the first time in 20 years that Twin City has an agreement with the City.

RFP 7-9 Hangars: Airport Manager Kettle reported that the City Solicitor has completed this agreement and the Airport Manager would like approval from the Commission so we can move forward and send out the RFP.

Action: Commission / Manager Kettle

Steven Dyke: Manager Kettle reported that Lineman Dyke is now receiving benefits from the City.

Correspondence To The Commission:

There were none.

Project Review-Gale: Monthly Project Update

Representative Jackie Marks from Gale Associates made her Monthly Update.

Environment Assessment and Wildlife Hazard Assessment: AIP 3-25-0018-XX-2022

Gale has followed up on the status of the grant for this project. The FAA does not have an update on the status of the Grant at this time.

Airport Manager Kettle brought up the fact that the Airport does have 27 acres of land designated to Hangar development and he wishes at this point that Gale Associates identify the best possible area to bring utilities into this developing ground. Much work is needed by both Gale and the Commission to start with site plans so the development of future Hangar space is most efficient for the Airport and for those who will be occupying these Hangars.

Fitchburg Pilots Association (FPA)

The FPA would like to sponsor both the Young Eagle event and an Airfare. No formal presentation has been made by the FPA but this is something that the Pilots Association is considering. The Commission would need a formal letter from the FPA stating their wishes.

New Business:

RFP- Land Lease on old 20 Runway Area:

Chair Raymond and Airport Manager Kettle discussed the need to send out an RFP for the area in which the Life Flight Service will be able to construct a hangar on land available at the 20 runway. Attorney Pusatari added that the importance of the RFP would be to find qualified builders out there and have competing bids. This RFP will also serve to identify the best possible area for a Life Flight hangar / building.

Crawford Street:

The Airport Manager Kettle reported that continuing damage is being done to the perimeter fencing at the Airport on Crawford Street. Most recently a vehicle did damage to Airport property and there doesn't seem to be any solution to the on going problem. Manager Kettle had discussed installing a Rumble Strip along the road side to make drivers aware that they were driving off the paved roadway. This plan was also discussed with the DPW Commissioner and bids for the work was being organized. Comm. Liberatore added that he did not think the rumble strip was enough to protect the Airport fencing and he suggested that the Commission research the possibility of having a guardrail system established on the Crawford Street side to better protect Airport property.

Old Business:

Minimum Standards 2.3: Airport Manager Kettle remarked on how he took the 1973 MS document and updated them to what he thought would be current time standards, as the Airport moves forward. Times have changed greatly and our MS need to keep up with the times. Manager Kettle added that he too was a aircraft and hangar owner and he understands the concerns of the pilots. At this time Manager Kettle recused himself from further actions regarding the MS to assure there is no conflict of interest as the Commission moves forward on their discussion with the updating of Minimum Standards. Chair Raymond explained to the Commission that he recently attended a meeting where he talked about the FACT groups view points of the Minimum Standards.

Chair Raymond explained that four points of contention were established in which the Commissioners will have to eventually vote on. The Contention points were as follows, The proposed increase of insurance from 1 to 2 million dollars, FBO Ground Space, to correct and update the language in the MS that reflect the early 70's, and last was the 12K sq. ft. parameter would there be room for a variance. The Chair took time to briefly review each point so the Commission was aware of there importance. City Solicitor, Attorney Pusatari also added the legal attributes of the 4 points in contention. Mr. Mark Estabrook, Pres. of the FACT group added his thoughts to consider in regards to the contention points. Clarifying any issues or questions that the Commissioner might have had.
Action: City Solicitor / Airport Commission

FAA & MassDot (Wings and Wheels): Airport Manager Kettle reported that both the FFA and MassDot have approved the event so we are good to go.

20,000 Sq. Ft. Hangar: Airport Manager Kettle stated that we need to submit an RFP to get things progressing.
Action: Manager Kettle

Air Methods: Airport Manager Kettle advised the Commission that necessary permits from appropriate City Dept.'s have been obtained and the City Solicitor is processing a license agreement with them. Operation of the Life Flight Helicopter Ambulance will begin on March 26th.
Action : City Solicitor / Manager Kettle

GPU Installation: The Airport Manager Kettle reported that all we are waiting for is to have the trench that houses electrical conduit top off with black top.
Action : Airport Manager Kettle

Hangar 1 Agreement: Airport Manager Kettle reported that once the tenant pays money owing to the Airport, then the agreement will be instituted.
Action: Airport Manager Kettle

Twin City Airmotive Agreement: Manager Kettle stated that all parties have signed the agreement document. We are waiting for the Mayor to complete the sign off.
Action: Airport Manager Kettle

Financial Review: Approval of Commitments and Abatement's.
The Airport Manager had nothing to report at this time.

Executive Session: There is no executive session.

Next Regular Meeting: April 19th, 2023 @ 6pm

Regular Meeting Adjourned:
Chair Raymond made a motion to adjourn the meeting at 8:29 pm. All in favor.

Respectively Submitted,
Richard Liberatore, Recording Secretary

