

**Fitchburg Municipal Airport
Commission Meeting Minutes
January 19, 2023**

LOCATION: City of Fitchburg Legislative Building

TIME: 6:04 PM

Attendees: Airport Commissioners: Chair Clayton Raymond, Co-Chair Beth Walsh, Recording Secretary Richard Liberatore and Comm. David Ginisi via zoom.

Others in attendance: Airport Manager Peter Kettle, Mayor Di Natale, and City Solicitor Pusateri .

Meeting Protocol: Meeting called to order by Chair Raymond

Chair Raymond introduced the Commission members and all others who were in attendance at this meeting.

Previous Months minutes-including special meeting minutes:

Chair Raymond asked for a motion to accept the December Monthly Minutes. Motion was made by Commissioner Walsh and 2nd by Commissioner Liberatore to accept the December Minutes. All in favor, 4-0. 23-01-01

Correspondence To The Commission

The Fitchburg Pilots Association is sponsoring their Annual Wings and Wheels event at the Airport on Saturday, April 30th 2023. Chair Raymond made a motion to accept their request to hold the event at the Airport. That motion was 2nd by Commissioner Ginisi. All in favor, 4-0. 23-01-02

Project Review-Gale: Monthly Project Update

Representatives from Gale were not present at this months meeting as there was no update to report.

Fitchburg Pilots Association (FPA)

Commission approved the Wings and Wheels Event as advised above and Manager Kettle will be contacting the FAA and MassDot for their approval.

New Business:

There is no New Business to Discuss.

Old Business:

GPU Installation: The Airport Manager Kettle reported that the installation will begin on week commencing January 30th. It will take about 3 days to complete.

Action – Airport Manager Kettle

Hangar 1 Agreement: We are waiting on action from the City Solicitor's Office to submit the 5+5+5 Agreement to the tenant. There is a delay on the Get-Out-Clause, but the City Solicitor assures the Commission that the agreement is close to being completed.

Action – City Solicitor/ Airport Manager Kettle

Twin City Airmotive Agreement: This Agreement is very similar to the Hanger 1 Agreement in wording. Again the City Solicitor will be close to completing this Agreement.

Action – City Solicitor/ Airport Manager Kettle

Minimum Standards: Airport Manager Kettle spoke in regards to the updating of MS 2.3 which refers to in particular the changing of liability from 1 million to 2 million dollars. Manager Kettle explained the components of the liability insurance coverage which an Aircraft Technician should be carrying when working at the Fitchburg Airport. Manager Kettle goes on to say how he did find an aircraft Technician who was servicing a plane but never did check in with the Airport Manager. Through conversation and email, Manager Kettle did find that this Technician did have the proper insurance coverage to perform Aircraft Maintenance here at the Fitchburg Airport.

Mr. Mark Estabrook President of F.A.C.T. and a member of the FPA presented the commission with an update of what his group wishes to see in the Minimum Standards Document. Mr. Estabrook is proposing that the MS be drafted to reflect the current accepted operation procedures that do now exist at the Fitchburg Airport. Mr. Estabrook added that the draft language be more clearer and more supportive to the off -field services. Members of F.A.C.T. / FPA will continue to review the MS document and suggest changes that are manageable for all parties involves.

Mr. Greg Dinning who has a special Aircraft at the Airport made his concerns known in regards to the Liability Insurance that his service Technician has to carry in order to perform servicing here in Fitchburg. His Technician just doesn't have it and that's a hardship for the Aircraft owner. Other Insurance requirements that the Airport is seeking has prevented Mr. Dinning from trying to operate a Flight Instruction School here in Fitchburg and again he states the Insurance issues are preventing him from moving forward on any business venture.

Chair Raymond advised the Commission that this is still an ongoing issue and will be for at least a couple of months.

Action – City Solicitor/ Commission

Mass Development Site Readiness: Mary Jo Bohart Economic Development Director, opened with a brief summary of what the goals were of the consulting team that put together a program and analysis of how the Airport could best use the Non-Aviation land within the Airport grounds. Mary Jo has invited the Consultant team of Luke Mitchell and Randal Weidemann via zoom to assist her in this final presentation from the consultant.

Luke Mitchell started by explaining the two different sites that need to be developed. He gave the Commission a clear picture of what is possible in regards to the

development of each site, that being structures and complexes. He also explained any limitations that would be tied to each site. Each site has great potential and the goal of the consulting team was to get the greatest value out of each individual site.

Mr. Randal Weidemann then spoke about the economical marketing that each developed lot can bring to the Airport and the City as a whole. Annual revenue from the land leases were revealed and Mr. Weidemann explained the current Market Rate that would work best for future developing of the Non- Aviation Land. The bottom line here is that these two sites will have many variables to consider.

Chair Raymond stated that this would be the time now to send out an RFP, to see what interest a developer might have for these two land sites at the Airport.

Action- Mary Jo Bohart

RFP 7 to 9 Hangar Agreement: No action at this time as we are still waiting on input from Mr. Eric Sheffles.

Action- Manager Kettle

The Pete Store: Airport Manager Kettle stated that now the Mass Development presentation is completed and we have a better understanding of what our options are in developing the Non-Aviation property on the Airport, we should be ready to put out an RFP to developers to see what interests are available.

Action- Manager Kettle and Commission

Convergent Energy. In regards to Convergent Energy, here too the RFP should be sent out as we move forward to develop our Non-Aviation properties.

Action- Manager Kettle and Commission

Steven Dyke: Waiting for a meeting with the Mayor, the Human Resource Director and the Mayor's Chief of Staff, to discuss staffing at the Airport.

Action- Manager Kettle

Financial Review: Approval of Commitments and Abatement's.

There were none.

Executive Session:

There is no executive session.

Next Regular Meeting:

February 15th, 2023 @ 6pm

Regular Meeting Adjourned:

Chair Raymond made a motion to adjourn the meeting at 7:21pm. All in favor.

Recording Secretary, Richard Liberatore

