

**Fitchburg Municipal Airport Commission
Meeting Minutes
January 26, 2022**

LOCATION: City of Fitchburg Legislative Building

TIME: 6:00PM

Attendees: Airport Commissioners: Chair Clayton Raymond, Beth Walsh, Richard Liberatore, and David Ginisi

Others in attendance: Airport Manager Peter Kettle, Airport Assistant Manager, Deb Silvar; of Gale Associates: Matt Caron and Jackie Marks; Mayor Stephen DiNatale; and Solicitor Pusateri; Mark Testabrook

- **Meeting Protocol: Meeting called to order by Chair Raymond: 6:02pm**
 - Chair Raymond introduced the commission members in attendance.
 - **Previous Months minutes-including special meeting minutes**
 - Meeting minutes December 22, 2021
 - **Motion to approve**- Walsh
 - 2nd – Ginisi
 - **22-01-01 Vote: 4-0**
 - **Action Items from previous minutes**
 - a. Covered below
- 3. **Correspondence to the commission**
 - Dave Murphy emails regarding snow clearing covered below
- 4. **Project Review of Gale Associates**
 - REIL's and PAPI's
 - All grounding work is now complete and meets FAA requirements; FAA & MassDOT have approved project closeout.
 - Airport Master Plan
 - As of January 13th, FAA has approved Chapters 1-4 and Gale can now move forward.

- After review of Facility Requirements, Gale can move forward with Chapter 6 of the airport master plan.
- Jackie Marks gives a presentation on Chapter 5 of the airport master plan to the airport commission.
- Chapter 5 findings include recommendations of areas the airport facilities need improvement.
- **Motion to forward Chapter 5 to the FAA for review**– Raymond
- 2nd – Walsh
- **22-01-02 Vote: 4-0**

- Projects to explore through Alternatives Analysis
 - Hangar Taxilanes, Designation for non-aeronautical use, perimeter fencing, restaurant

- Stand by Generator
 - MassDOT approved Gale’s scope of work; from order to delivery span for project is 52 weeks

- Self-Serve Fuel Transfer to Truck/From Truck to Self-Serve
 - Gale is working with Peter Kettle of the airport on the grant application

There are two (2) 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%)

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:	\$	332,400.00	(90%)
State Share:	\$	000.00	(5.0%)
<u>Local Share:</u>	<u>\$</u>	<u>000.00</u>	<u>(5.0%)</u>
Total Cost:	\$	332,400.00	(100%)

5. Fitchburg Pilots Association

- No correspondence at this time.

6. New Business

- Snow clearing
 - Airport is looking into better alternatives to handle heavy slush that turns to ice to maintain clear and safe runways.
- Convergent Energy
 - Would like to lease a piece of land and develop a battery storage project.

7. Old Business

- **Door for Lobby**
 - Details have been obtained from MassDOT; Awaiting for MassDOT’s quote
- **R4102A & R4102B**
 - Meeting will be on Friday, January 28th
- **Tie Downs**
 - Awaiting from the FPA to have a meeting
- **RFP – 7 – 9 Hanagrs**

- Meeting to be held February 9th regarding the hangars

- **Hangar 10 New Door**
 - Awaiting to hear from MacKenzie Engineering

- **Doors for Hangar 2 & 3**

- **Crew Car**
 - Returning vehicle; cannot do the crew car.

- **Self-Serve Fuel Transfer to and from truck**
 -

- **Minimum Standards**
 - With the airport commission, will need to forward comments to Peter or Clayton

- **The Pete Store**
 - License is being tweaked by the Chief Procurement Officer and is in transit; License should be prepared for commission review in February.

8. Financial Review

- No abatements at this time.

9. Executive Session

- None at this time

10. Date of next meeting: February 23, 2022 @ 6:00PM @ Legislative Building

11. Motion to Adjourn – Ginisi

2nd – Walsh

Conclusion – 7:11pm