

**Fitchburg Municipal Airport Commission
Meeting Minutes
April 20, 2022**

LOCATION: City of Fitchburg Legislative Building

TIME: 6:03PM

Attendees: Airport Commissioners: Chair Clayton Raymond, Commissioners Rich Liberatore, Elizabeth Walsh, David Ginisi.

Others in attendance: Airport Manager Peter Kettle, Airport assistant Deb Silvar, Gale Associate Jackie Marks, City Solicitor Pusateri, Director of City Economic Development Mary Jo Bohart and Gale associate Matt Caron via Zoom.

Meeting Protocol: Meeting called to order by Chair Raymond

Chair Raymond introduced the commission members in attendance and all others in attendance at the chamber.

Previous Months minutes-including special meeting minutes:

Chair Raymond made a motion to accept the meeting minutes of January, February and March. The Chair also recognized that the Motions were not sequential with date and numbers. The Recording Secretary would make those corrections and forward update minutes to the Chair. Motion to approve was 2nd by Comm. Walsh.
All in favor, 4-0. 22-04-01

Action Items for previous meeting:

To be covered during the meeting

Correspondence to the commission:

None to report

Project Review-Gale: Monthly Project Update

Jackie Marks began her presentation with the recent Monthly Updates.

Airport Master Plan and Airport Layout Plan update – AIP No. 3-250018-029-2021

Items will be presented during this April meeting, which will conclude the public presentation portion of the Master Plan.

Draft Chapter 7, Schedule of Improvements

Draft Chapter 8, Airport Recycling, Reuse and Waste Reduction

Draft Airport Layout Plan (ALP)

Following this April Meeting, any resulting revisions of Chapter 7/8 and the ALP Gale will provide PDF copies of each for upload to City Website so the public may review and make comments between now and the May meeting.

During the May meeting, Gale will request a formal vote from the commission to allow Gale to upload the ALP to FFA for review and approval. The ALP can then be circulated for signatures by the Airport, FAA and MassDot. The final step in the Master Plan process will be to incorporate any final revisions into the document and distribute to the Airport, FAA and MassDot. The project can then be closed out.

Environmental Assessment and Wildlife Hazard Assessment – AIP No. 3-25-0018-XX-2022
FAA and MassDot Grant Application were submitted on April 5th , 2022

Other Items from Gale:

Regarding the backup generator capable to power the entire airport. Plans and Specifications are nearing completion. Gale will have these completed prior to the May meeting. Gale's contract for this project is still waiting MassDot's IFE process.

Modifications to the fuel truck system to allow for bottom loading using Airport fuel truck. The Airport Manager Kettle advised Gale that this project has been completed and was paid for by the fuel truck owner. Gale will remove this item from the agenda.

Gale had no update for the Commission in regards to Hangar door or roof replacements.

Project Review-Gale: Airport Master Plan

Jackie Marks presentation:

Gale associate Jackie Marks continued with updates on the Airport Master Plan, Chapter 7/8 and the Airport Layout Plan.

Chapter 7, consists of Short term, Mid term and Long term Improvement for the Airport.

Short Term: 2022-2026

- Acquire avigation easements
- Vegetation obstruction removal
- Utility pole mitigation
- Corporate hangar construction
- Taxiway reconstruction
- Perimeter fencing
- Land release for non-aviation development
- Replacement of Airport pickup trucks

Mid Term: 2027-2031

- Perimeter fencing
- Replace aging snow removal equipment
- Apron rehabilitation
- Relocate ASOS system

Airport Manager had a comment regarding the present Apron, stating that it is in need of attention within the next two years.

Long Term: 2032-2041

Corporate hangar construction

Develop terminal area

General aviation hangar construction

Airport Manager Kettle commented that these 3 projects would be completed with private funds and not funds from FAA.

Chapter 8 was next reviewed by Jackie Marks. This chapter discusses the Airport Recycling, Reuse and Waste Reduction Plan. The Chapter consist of the following.

To Identify the types of waste generated at the Airport

The 3 Levels of control:

Direct Control (Administration Building and the SRE)

No Direct Control (Tenant hangars, TBO facilities, all other areas)

Airport does utilize City rubbish/recycling items

Avoids recycling contaminates

Establish a trash and recycling collection calendar

Last discussed was the Airport Layout Plan (ALP)

This is the final chapter to the Airport Master Plan

This last presentation from Jackie Marks dealt with Maps of the airport property.

Jackie reviewed our existing facility plan and how the new plan would impact many areas of the Airport. Commissioners received data sheets and Map overviews that explained the needs and changes that the Airport will experience in the near future. There were no additional questions or comments from the Commission.

Fitchburg Pilots Association:

No Correspondence but the Airport Manager Kettle, did remind the Commission that the FPA was hosting their Wings and Wheels Event at the Airport on Sunday April 24th starting at 8am and ending at 2pm. It is expected to have 2 to 3 thousand visitors at the event.

New Business:

The Chair Raymond, recognized Comm. Liberatore as the Co-Chair and the new appointed position as Commission Recording Secretary.

Chair Raymond asked for a motion to remove Comm. Liberatore from the Co-Chair position. Motion was made by Comm. Walsh and 2nd by Chair Raymond. All in favor, 4-0. 22-04-02

Chair Raymond continued to make a motion that would appoint Comm. Liberatore as the new Recording Secretary. 2nd by Comm. Walsh. All in favor, 4-0. 22-04-03

Old Business:

Mass Development Site Readiness. Mary Jo Bohart, Director of City Community Economic Development, spoke about her continuing work with Mass Development and the 100K grant the Airport could qualify for. Presently there is an Economic Consultant researching the scope

of work that the Airport could use and what the market demand would be.

Action: Mary Jo Bohart

Door to Terminal Lobby. Airport Manager Peter Kettle reported that it would be another 6 to 8 weeks before work will begin.

Action: Airport Manager Kettle

R4102A and R4102B. Airport Manager Kettle reported that there is a scheduled meeting between the Airport and Devens on May 12th, to discuss how the flights over Devens restricted R410A and R4102B are working.

Action: Manager Kettle

Tie Down. (FPA-Coop). This item went into Executive Session at the March Commission Meeting and the results from that meeting was that the City Attorney would send a letter to the FPA-COOP advising why the FPA-COOP needed to come into line with the FAA Requirements/Regulations in order for the Airport to maintain its Grant Assurances.

The Attorney advised that the letter as written and will be sent to the FPA-COOP within the next two days.

Action: City Solicitor Pusateri and Airport Manager Kettle

RFP - 7 and 9 Hangers. The Airport Manager Kettle reporting that there is a scheduled meeting this April 23rd involving all interested parties regarding the land lease agreement. It is hoped that discussion will provide a lease acceptable to both the City Airport and the interested parties.

Action: City Solicitor and Airport Manager Kettle

Hangar 10 New Door. Both the Airport and the City Facilities director have accepted the engineering change design for Hangar 10 to make the structure capable of accepting the new one and one half ton hydraulic door. The new door will be installed on May 16th.

Action: Airport Manager Kettle

Door for Hanger 2 and 3. Airport Manager Kettle reported that there was a walk through by interested parties that wanted to bid on the work needed for Hangers 2 and 3. The bidding ends April 28th.

Action: Airport Manager Kettle

Self-Serve Fuel Transfer to and from truck. Titan Fuel, has completed the necessary work to the 100LL fuel truck. This item will be removed from the agenda.

Minimum Standards. Waiting for the commissioners to make their comments and recommendations.

Action: Airport Commission

The Pete Store. Action is on hold as this item is directly related to the Airport Master Plan. Await AMP.

Action: Assistant Airport Manager Deb Silvar

Convergent Energy. Action on hold as this item is directly related to the plan results. Await AMP

Action: Gale

Financial Review:

Approval of Commitments and Abatement's.

There are no abatement's.

Executive Session:

There is no executive session.

Next Regular Meeting:

May 18, 2022

Regular Meeting Adjourned:

The Chair Raymond made a motion to adjourn the meeting and it was 2nd by Commission Walsh at 6:58 p.m. All in favor, 4-0.

Recording Secretary, Richard Liberatore

