

**Fitchburg Municipal Airport
Commission Meeting Minutes
October 19, 2022**

LOCATION: City of Fitchburg Legislative Building

TIME: 6:02 PM

Attendees: Airport Commissioners: Chair Clayton Raymond, Richard Liberatore

Others in attendance: Airport Manager Peter Kettle, Gale Representative Jackie Marks and Ibrahim Diarra, City Solicitor Pusateri, Director of City Economic Development Mary Jo Bohart, and via zoom is Co-Chair Beth Walsh.

Meeting Protocol: Meeting called to order by Chair Raymond

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

Previous Months minutes-including special meeting minutes:

Chair Raymond asked for a motion to accept the September Monthly Minutes. Motion was made by Commissioner Walsh and 2nd by Chair Raymond to accept the September Minutes. All in favor, 3-0. 22-10-01

Action Items for previous meeting:

Building 18-Ken MacLean: Mr. MacLean has started his HVAC project. The job is not yet completed.

Action: Airport Manager Kettle

Valentine Eye Care: The new agreement has signed by all parties and the Airport Manager Kettle did deliver the documents to Valentine.

Action: Airport Manger Kettle and City Solicitor Pusateri

Tie Downs (FPA-COOP): The City Solicitor will be drawing up an amendment to the current Tie Down Lease advising rent payable on Sq. Ft. instead of Tie Down rate.

Action: Airport Manager Kettle

RFP-7 and 9 Hangers: The joint efforts from Chair Raymond, Manager Kettle, Eric Sheffels and his attorney at the City Solicitor's Office have put together a final draft of the Lease Agreement proposal. There are just a few minor differences that need attention and this should be a completed document very shortly.

Action: City Solicitor and Chair Raymond

Roofs for Hangers 2 and 3: It was discovered that the roofs had some minor leaks in them and the contractor has come out to do the repair work to finish the roof repairs.

Action: Airport Manager Kettle

Minimum Standards: This is still an ongoing document in progress.

Action: Airport Manager Kettle

Negal Agreement: The Airport has a signed and approved 20 year Lease Agreement with Negal for Hanger 10. The Lease includes a 5 plus 5 option which makes this a 30 year Lease. This agreement is completed.

GPU Unit: The Sale has completed for the GPU device and the Unit will eventually be moved to the Administration Building once electrical installation is completed. This may go out to bid.

Action: Airport Manager Kettle

Cullen Smith: Has shown interest in constructing a 40 to 45K sq. ft. Hanger. Mr. Smith is waiting to see the results of the Airport Land Lease Agreement which is in its final stage of completion.

Action: Airport Manager Kettle

Steven Dyke: The new Lineman at the Airport would like to receive benefits from the City but needs to work 20 plus hours to do so. Airport Manager Kettle needs to set up a meeting with the Mayor to discuss the situation.

Action: Airport Manager Kettle

nce to the commission:

Just one from Direct Energy to the Chair. How the price of energy will be reduced in the next 15 years.

Project Review-Gale: Monthly Project Update

Jackie Marks was accompanied by Mr. Ibrahim Diarra who is a Senior Staff Engineer with Gale Associates.

Jackie Marks began her presentation by giving the Gale Monthly Updates on the ongoing projects at the Airport.

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

The Airport Layout Plan has been signed by the Airport and MassDOT. FAA confirmed that the ALP approval letter will be issued and the ALP will be signed this coming week. Once the ALP has been signed, the project closeout report and final reimbursement request can be submitted.

Environmental and Wildlife Hazard Assessment – AIP No. 3-25-0018-XX-2022

FAA confirmed that the Airport's AIP application submitted in April of this year can be applied to the BIL grant. The package is under review by FAA and they will let the Airport and Gale know if any additional items need to be submitted in order to approve the BIL grant.

NewEarth Ecological, our Environmental Consultant, has been updated about the project funding delay and confirmed that they are ready to begin the Wildlife

Hazard Assessment work once the grant has been awarded.

Other Gale Items:

The Airport Capital Improvement Program meeting with MassDOT and The FAA did take place on September 29th , 2022.

Fitchburg Pilots Association (FPA)

Airport Manager Kettle stated that there was nothing to report.

New Business:

Minimum Standards – Item 2.3

Item 2.3 of the MS involves aircraft storage hangers. These hangers are designated for the sheltering of and aircraft only. Maintenance of any kind will be done by the aircraft owner only in this space. All other aircraft maintenance needs to be in said hanger that is equip for maintenance duties.

Mr. William Taylor, a pilot on the airport aired his concerns on the MS Item 2.3. Mr. Taylor thought that the MS's were very vague and unfair to the tenants at the airport. He wanted the pilots to have the opportunity to have some say to the Standards as they are being redeveloped. Mr. Taylor also stated that most pilots and tenants would want to see a larger variety and choice of services at the city airport.

Mr. David Straight, a pilot at the airport with an 80 year old aircraft stated that he has to hire an outside mechanic to service his older plain because it takes a mechanic with special skills to service his aircraft.

Chair Raymond stated that the understood that aircraft mechanics are coming in from the outside but rules are in place that they need to get written approval from the Airport Commission to conduct business here at the City Airport.

Airport Manager Kettle added that the MS are a document that keeps the tenants and the residence of the City safe. Certainly a safety issue where the pilot himself are the only person who can perform maintenance in a hanger used for storage of an aircraft. Insurance coverage is also a requirement that would properly cover the cost of any damage or negligence that could occur during aircraft servicing.

Mark Estabrook, President of FACT would like his group of pilots to have the opportunity to review the MS document Item 2.3 and to share in putting together a document that is fair and efficient for both the Airport and the FACT group. Presently the document is very vague and gray and in need of maintenance itself as it is over 50 years old and does not reflect the current status.

Action: Airport Manager Kettle

Twin City Airmotive Agreement

The operators of Twin City Airmotive have been presented with a new Lease Agreement with the Airport. They are suggesting a 5 plus 5 plus 5 Lease. This agreement would not have to go before our City Council for approval.

Action: Airport Manager Kettle and City Solicitor Pusateri

Hanger 1 Agreement

The two tenants of this hanger are in default on their payment to the Airport. One Hanger has a Lease and the other Hanger is a tenant at will. They owe the City Airport \$ 17K. Airport Manager Kettle has sent them a letter requesting payment by the end of October. City Solicitor and the Commissioners are aware of the issue.

Action: Airport Manager Kettle

G.P.U. (Ground Power Unit)

Wiring installation at the Admin Building may have to go out to bid.

Action- Manager Kettle

Old Business:

Mass Development Site Readiness. Mary Jo Bohart, Director of City Community Economic Development informed the Commission that the Consulting Team has faithfully been meeting Bimonthly in order to get the ground work moving forward and getting closer to presenting a layout plan for the Airports non-aviation property. They are hoping for an informal presentation in the next month or two. They are excited to get constructive feedback from the Commission.

Action- Mary Jo Bohart / Ed Starzec

Tie Down. (FPA-Coop). The Airport Manager Kettle is working with our Assistant City Solicitor Attorney Pawlok on a new Tie Down Agreement. Manager Kettle is waiting for the Assistant Solicitor to get back to him.

Action- Attorney Pawlak / Airport Manager Kettle

The Pete Store. Action is on hold as this item is directly related to the Airport Master Plan and the Airport Layout Plan (ALP).

Action- Assistant Airport Manager Deb Silvar

Convergent Energy. Action on hold as this item is directly related to the Master Plan and the Airport Layout Plan (ALP).

Action- Gale

Financial Review:

Approval of Commitments and Abatement's.

There are none

Executive Session:

There is no executive session.

Next Regular Meeting:

November 16th , 2022 @ 6pm

Regular Meeting Adjourned:

Chair Raymond made a motion to adjourn the meeting at 7:39pm

Recording Secretary, Richard Liberatore

