

**Fitchburg Municipal Airport Commission
Meeting Minutes
February 23, 2022**

Place City of Fitchburg
legislative building
Zoom Webinar FATV studios
Government Live Stream
TIME: 6:02PM

Attendees: Airport Commissioners: Chairman Rich Raymond Commissioners Rich Liberatore, and David Ginisi via Zoom. Others in attendance Airport Manager Peter Kettle Airport assistant Deb Silvar, Gale Associates attendees Matt Caron, AICP and Jacklyn Marks

Meeting Protocol Meeting called to order Chair Raymond

- Chair Raymond introduced the commission members in attendance.

1. Action items from previous months Action Items not available for comment

2. Correspondence to the Commission

1.) None to report

3. Project Review-Gale:

Gale Associates, Inc. (Gale) is administering the following projects on behalf of the Fitchburg Airport Commission. They are:

1. 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%)		

Project Status:

- All work has been completed, and the grant closeout paperwork has been submitted to the FAA and MassDOT. Moving forward this project can be removed from this agenda.

Actions Required by the Airport this Month:

- None.

2. 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>000.00</u>	<u>(5.0%)</u>
Total Cost:	\$332,400.00	(100%)

Project Status:

- Draft Chapters 1-4 are available on the Airport’s website.
- FAA approved the Airport’s design aircraft and forecast via email on 1/13/2022.
- Gale forwarded Draft Chapter 5 to FAA and MassDOT for review and comment following the 1/26 Commission meeting.
 - Subsequent discussions regarding utility pole obstructions to Runway 32 took place, and FAA Flight Procedures advised that lighting the utility poles would prevent the Airport from losing nighttime operations. Gale is currently awaiting guidance from FAA New England Region regarding additional requirements or recommendations related to the utility poles.
- Gale provided draft alternatives for preliminary discussion on 2/16/2022. The proposed projects will be discussed during tonight’s meeting so that the Commission can ask questions and provide feedback. Following tonight’s meeting, Gale will incorporate any necessary changes to the plans and finalize Chapter 6 for distribution to the Commission.
 - Gale will request a formal vote from the Commission to select preferred/recommend alternatives during the March Commission meeting.
- Work on the Airport Layout Plan is in progress. A draft ALP will be provided to the Commission for review following the selection of preferred alternatives.
- Chapter 8 – Airport Recycling, Reuse, and Waste Reduction is currently being drafted and will be included for review at a future meeting.

- The only outstanding Master Plan chapter is the Schedule of improvements, which will be developed after the Commission selects its preferred alternatives.

Actions Required by the Airport this Month:

- Discussion regarding project alternatives.

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

Project Description: The Environmental Assessment project will evaluate proposed actions identified in the Master Plan in accordance with FAA Order 1050-1F, Environmental Impacts: Policies and Procedures to explore project alternatives, review environmental conditions, and identify potential impacts to environmental resources. This project will also include a Wildlife Hazard Assessment in accordance with FAA AC 150/5200-38, Protocol for the Conduct and Review of Wildlife Hazard Site Visits, Wildlife Hazard Assessments, and Wildlife Hazard Management Plans. Ongoing wildlife issues are present at the Airport, including consistent sightings of large-bodied mammals, such as deer, and large birds, such as geese. The Wildlife Hazard Assessment will conduct a series of on-site surveys to document wildlife and wildlife attractants that provide food, water, or shelter on and around the airport. The WHA will make recommendations for minimizing airport use by wildlife including exclusion, harassment, and removal to reduce the risks of wildlife strikes.

Estimated Project Cost:

FAA Share: \$	TBD	(90%)
State Share:	\$	TBD (5.0%)
<u>Local Share:\$</u>	<u>TBD</u>	<u>(5.0%)</u>
Total Cost: \$	TBD	(100%)

Project Status:

- A Proposed Project Worksheet and Verification of Intent Form were sent to FAA in preparation for a FY-2022 Project.
- A scoping meeting between the Airport, FAA, and MassDOT needs to be scheduled for this project over the next couple of weeks in order to meet the FY-2022 Grant Application deadline of April 11th.

Actions Required by the Airport this Month:

- Attend project scoping meeting.

Other Items:

- The following FY-2022 MassDOT Pre-Applications were submitted for FIT:

- 1. Installation of a backup generator capable of powering the entire Airport.**

We are still waiting for an IFE to be prepared by MassDOT.

Upon finalizing the Contract, Gale will begin preparing bid documents for this procurement action.

The lead time on generators reported by Gale's Electrical Engineer is approximately 52 weeks from order to delivery. This may require separate grants through ASMP.

- 2. Modifications to the fuel tank system to allow for bottom loading using the Airport's refueler truck**

Gale can assist in preparing the grant application once Titan Fuel provides the cost for modifications needed to the Airport's refueler truck.

3. Hangar door replacements (2 Hangars) – No update from Gale

4. Hangar roof replacements (4 Hangars) – No update from Gale

4. Fitchburg Pilots Association

Most activities are on hold do to Covid-19 Pandemic only pilots and with aircraft are entering the hanger.

5. New Business

- A. Vote to change Airport Commission Meeting date to the 3rd Wednesday of each month going forwards for 2022 and still using legislative building.** Motion to hold Commission meetings to the third Wednesday Motion Comm. Ginisi 2nd Comm. Liberatoro
Vote 3-0 22-02-01

6. Old Business

- A. Mass development Site readiness**

Mary Jo Bohart outlined devolvment strategies available to the commission that can be investigated in the grant. Mary Jo is asking the commission to provide feedback from the commission to help direct the scope of work for this grant that will best serve the commission moving forward.

Commissioners are interested in getting fair market value assessment for non-aeronautical use.

Attorney Pusateri stated the city is interested in a restaurant site at the airport.

Peter Kettle Stated interest in identifying sight infrastructure available as well as anticipated at the airport.

Action Mary Jo will develop a Scope of work to include the subjects above

B. Door for Lobby Peter Kettle:

Waiting on quotation, should be available soon

C. R4102A and R4102B Peter Kettle has met with Lieutenant Colonel Colestock at Fort Devens The first meeting was quite productive and will be meeting for a second time on 11 March. 2022

Improvement is already taken place in regards to the restricted zones R4102A & Ba Peter Kettle anticipates full cooperation with commander Colestock and is quite pleased with the progress to this point. Action Peter Kettle will keep the commission informed

D. Tie Downs Peter Kettle is currently trying to negotiate a new lease to accommodate the FAA requirements to base the lease amount on square footage, (Not tie down fees.) Mr. Kettle will continue trying to negotiate with the Fitchburg COOP

E. RFP 7-9 Hangers Chair Raymond stated the current RFP is now closed due to the overwhelming number of exceptions in the current bid proposal. Some of the areas of disagreement are the term of 60 years as well as issues of property rights of the developer. Peter Kettle is a strong proponent of developing the land for the 7-9 hangers Peter states the income from the fuel and land lease of the proposed developers is essential to the airports self-sufficiency moving forward. Solicitor Pusateri is open to developing a lease that will address the issues that have developed from the last RFP attempt. Chair Raymond anticipates a new RFP will be going to bid for the 7-9 hangers with a lease that is more palatable to potential developers that will also protect the interest of the city. Solicitor Pusateri is concerned the advertising for the RFP may not have reached enough potential bidders and suggests multiple advertising markets be tapped to increase competition.

F. Hanger 10 New Door Peter Kettle Is working with Macy door to confirm the hangers are suitable for the new style door. Waiting for information from McKenzie engineering.

G. Door for Hanger 2 and 3 Waiting on Mass Dot

H. Self-serve Fuel Transfer to and from truck Steve Macdonald is working on quotation to forward to MASS DOT.

I. Minimum Standards

Mr. Kettle Mr. Kettle is waiting for the comments from the commission in order to complete the updated Minimum standards
Action Chair Raymond will follow up

J. The Pete Store Mr. is waiting on the outcome of the AMP that is currently being developed. Solicitor Pusateri has voiced concerns as the planning department is not keen on having trucks parked with fuel on an unpaved surface near the river.

K. Convergent energy is ready to present their proposal but is waiting for the airport master plan to be completed that will identify the potential available space. Action Mr. Kettle is in contact and will keep us informed, Likely April or May

7. Financial review

A. Financial Review Approval of commitments and abatements

None to report

8. Executive Session. None

- Solicitor Pusateri is requesting an executive session be requested at the next regular meeting to discuss the Fitchburg COOP hanger lease.

9. Date and time of next regular meeting March 16, 2022 6pm City of Fitchburg legislative building, Zoom Webinar

10. Regular Meeting Adjourned at 7:31:

Recording Secretary Chair Clayton Raymond