

**Fitchburg Municipal Airport Commission
Meeting Minutes
June 15, 2022**

LOCATION: City of Fitchburg Legislative Building

TIME: 6:11 PM

Attendees: Airport Commissioners: Chair Clayton Raymond, Commissioners Elizabeth Walsh, David Ginisi, Secretary Richard Liberatore

Others in attendance: Airport Manager Peter Kettle, Gale Associate Jackie Marks and, Matt Caron, Director of City Economic Development Mary Jo Bohart and Ed Starzec from vhb, 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 meeting.

Previous Months minutes-including special meeting minutes:

Chair Raymond made a motion to accept the meeting minutes of April 2022. There was no May meeting of this commission.

Motion to approve minutes was made by Comm. Ginisi and 2nd by Comm. Liberatore

All in favor, 3-0. 22-06-01

Action Items from 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 resent Monthly Updates.

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

Gale incorporated changes to Chapter 5 of the AMP to include an evaluation of the helicopter pad, and an update to the APL to include compliant dimensions for the helicopter pad, as well ad minor revisions to comply with standards for taxi-lane wingtip clearances.

On June 9, 2022, FAA responded to the Airport's request for determination related to utility poles on Crawford Street in Leominster in the approach to Runway 32. Gale participated in a conference call with FAA's Obstruction team member to discuss the course of action the Airport should take to address the poles. This

preliminary discussion indicated that lighting the poles will mitigate the 20:1 approach surface penetrations, allowing the airport to retain its current instrument procedures, including nighttime operations.

Gale will update relevant Master Plan chapters, as well as the ALP, to incorporate lighting the utility poles. Gale will be looking for a formal vote from the Commission to allow Gale to submit the APL through OE/AAA in order for FAA to begin review process, pending this meeting discussion results.

Gale will provide a full copy of the Draft AMPU and ALP for upload to city's website for review of the public. After final FAA comments have been received and incorporated, the ALP will be circulated for approval signatures, the Master Plan will be finalized and the project can be closed out.

Other Items from Gale:

Gale's Electrical Engineer is in the process of sizing the back-up generator. Gale's contract for this project is still awaiting MassDot's IFE process. The IFE document's were sent to MassDot on January 20, 2022.

No update from Gale in regards to Hanger door replacements for Hanger 2 and 3.

Gale Associate Jackie Marks requested a vote from the Commission to have Gale submit the ALP for review.

Chair Raymond made the motion to have Gale submit to OE/AAA. Motion 2nd by Comm. Liberatore. All in favor, 4-0. 22-06-02

Airport Manager Kettle added that the work on Hanger 2 has now been completed and that Hanger 3 work will begin shortly. Kettle stated the door on Hanger 2 looks Fantastic.

Fitchburg Pilots Association:-

Airport Manager Kettle explained that he has contacted the FAA and other Aviation agencies to get verification that any event held on Grant approved Airports needs to get permission from the Airport Commission to hold any event on Airport property. Kettle continued to say that it is common courtesy to get approval before hosting any event. The FPA did make a formal request to the Airport for their Young Eagles Event to be held August 13th from 8am to 1pm. Chair Raymond added that the airport has a great relationship with the FPA and the Airport appreciates the good communication between the FPA and the Commission. Chair Raymond made a motion to accept the request from the FPA to hold their Young Eagles Event in August. The motion was 2nd by Comm. Walsh. All in favor, 4-0 vote. 22-06-03

New Business:

Commission Co-Chair:-

Chair Raymond was looking for someone from the Commission to fill the vacancy as Co-Chair. Commissioner Beth Walsh made note that she would like to serve in that position.

Motion was made by Chair Raymond to approve Comm. Walsh as Co-Chair. Comm. Liberatore 2nd the motion. All in favor, 4-0. 22-06-04

Annual Rent Increase:-

Airport Manager Kettle spoke in regards to the increase of rent for airport tenants who are Tenants at Will. These are tenants who have no lease. It was debated to increase the percentage without putting a huge financial burden on the tenants. The airport supplies services for the tenants as stated by Manager Kettle. A motion from Comm. Liberatore to increase rent by 3 percent. The motion was 2nd by Comm. Walsh, All in favor, 4-0. 22-06-05

ACTION:- Airport Manager Kettle.

Valentine Eye Care:-

Airport Manager Kettle received a notice from the owner of Valentine Eye Care who leases a small parcel of property on Erdman Way, where upon there is a sign erected. The business has now changed hands and has a new owner who will be continuing the business. There is a legal Agreement for the sign location and the Agreement needs to be transferred to the new owner. The document will be handed over to our City Attorney for proper processing.

ACTION;- Airport Manager Kettle/Attorney Pusateri.

I.F.E. Larry Galo:-

Manager Kettle received a correspondence from Mr. Larry Galo who is from Peabody Ma. Mr. Galo has many years of experience in completing Independent Fee documents and is offering his services to the Airport if such cases arise. Gale Associates were advised of this at the meeting and will consider using Mr. Galo going forwards. Manager Kettle will keep Mr. Galo's information on file.

ACTION:- Airport Manager Kettle

MJTC:-

Manager Kettle received notice from the Montachusett Joint Transportation Committee for an update of who will be representing the Airport. Comm. Liberatore has been filling this position for the past two years. The City has a representative on that committee already. The Director of the DPW is also involved. The airport has no available person to fill the position at this time. It was decided that the DPW Director will manage this position for the time being. Chair Raymond will send a letter to the Director of the MJTC advising them of our position regarding representation on their committee.

ACTION:- Chair Raymond.

SCS:-

Airport Manager Kettle has been in communication with the Smart Charging Systems group who are looking to lease property on the

airport to set up their electric car charging systems. This is clean energy where by electric car owners could come into the property to charge their vehicles. A representative from SCS would like to come to the commission and make a presentation. Manager Kettle will make arrangements with SCS to make this presentation time possible.

ACTION:- Airport Manager Kettle

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 has qualified for. Mr. Edmund Starzec from Mass Development was present via zoom. Mr. Starzec made a virtual presentation at the meeting covering the Scope of Work that would be used to help the airport Commission in their decision making for best use of the available land now that the old 02/20 runway has been decommissioned. The intent by Mass Development is to provide guidance and recommendations on the best use of the land now available. Documentation was provided to the commissioners so they had a clear understanding of how the grant money could be best spent going forwards. Both Mary Jo and Ed would be working closely with the commission to get any land development at the Airport moving in the right direction.

ACTION:- Mary Jo Bohart/Ed Starzec.

Door to Terminal Lobby. Airport Manager Peter Kettle reported that the construction would be starting the first week of July.

ACTION:- Airport Manager Kettle

R4102A and R4102B. Airport Manager Kettle reported that there was a meeting with the Devens group with a good outcome. All parties are extremely satisfied as to how well the pilots are using the airspace over the Devens facility. No issues.

ACTION:- Airport Manager Kettle

Tie Down. (FPA-Coop). The City Solicitor submitted a letter to the FPA-COOP and we are waiting to get a response from the group.

ACTION:- Airport Manager Kettle/Attorney Pusateri

RFP – 7 and 9 Hangers. Airport Manager Kettle reported that there was a meeting about 5 weeks ago with Eric Sheffles and his Attorney Mr. Peter Dawson. An agreement was put together and we are now waiting for Mr. Sheffles and Attn. Dawson to make minor Adjustments as appropriate.

ACTION:- Airport Manager Kettle/Attorney Pusateri

Hangar 10 New Door. Manager Kettle reported that the door is almost complete and working fine. Small adjustments are under way

and then a final inspection by the City Building Inspector will be made.

Action:- Airport Manager Kettle

Door for Hanger 2 and 3. Airport Manager Kettle reported that the door to Hanger 2 is complete and the work for Hanger 3 will start the third week of June.

Action:- Airport Manager Kettle

Self-Serve Fuel Transfer to and from truck. Manager Kettle explained that he is waiting for the Self- Serve fuel tank to get low enough so he can make a transfer of fuel from the truck in order to test the system.

Action:- Airport Manager Kettle

Minimum Standards. Manager Kettle is waiting for the last input from one last Commissioner and then he will put the newly update document together for the final review by the Commission.

Action:- Airport Commission and Manager Kettle

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:- Airport Manager Kettle

Financial Review:

Approval of Commitments and Abatement's.

There are no abatement's.

Executive Session:

There is no executive session.

Next Regular Meeting:

July 20th , 2022

Regular Meeting Adjourned:

The Chair Raymond made a motion to adjourn the meeting and it was 2nd by Commissioner Walsh at 7:25 p.m. All in favor, 4-0.

Recording Secretary, Richard Liberatore

