

'13 OCT 9 3:02PM  
CHATHAM TOWN CLERK

**CHATHAM AIRPORT COMMISSION**  
**January 20, 2011**  
**AIRPORT MEETING ROOM**

**Commissioners Present:** Chairman Richard Hunter, Nancy Patterson and Craig Pennypacker

**Airport Representatives:** Tim Howard, FBO

Chairman Hunter called the meeting to order at 5:00 pm.

**Correspondence**

None

**Minutes**

Mrs. Patterson made a motion to approve the minutes of the June 9, 2010, November 17, 2010 and the December 16, 2010 meetings. Mr. Pennypacker seconded the motion and all voted in favor.

**Bills**

The Commissioners approved the airports annual insurance bill, from the Nations Air Insurance Company in the amount of \$3070.00

**FBO REPORT**

Mr. Howard reported that the Runway 6-24 PAPI's are still awaiting their flight check. The last scheduled attempt was cancelled due to low ceilings and poor weather.

The Hanger B restaurant will be closed from the beginning of January to early March.

Mr. Howard said Mr. Morand from the Construction Division of Gale Assoc. was at CQX to evaluate the t-hanger doors in the green t-hanger which need to be replaced. Possible end of year funds may become available from the MA DoT later in the Spring and any projects that are "shovel ready" may be in a better position for funding.

**The FBO report was moved to be accepted by Mrs. Patterson and seconded by Mr. Pennypacker. All voted in favor.**

**ENGINEERS REPORT**

None

**New Business**

None

**Old Business**

Mr. Howard will bring updated cost estimates for the deck's awning to the next meeting for review.

At 5:27 p.m., the meeting was moved to be adjourned by Mrs. Patterson and seconded by Mr. Pennypacker.

Respectfully submitted,  
Amanda V. Monahan

**CHATHAM AIRPORT COMMISSION**  
**March 10, 2011**  
**AIRPORT MEETING ROOM**

RECEIVED AT OFFICE OF  
CHATHAM, MA TOWN CLERK  
2011 AUG -8 AM 8:40

**Commissioners Present:** Chairman Richard Hunter, Nancy Patterson, Craig Pennypacker and David Rauscher

**Commissioners Not Present:** W. Thomas Whiteley

**Airport Representatives:** Tim Howard, FBO

**Public:** David Nelson of Gale Associates, Joe Tischler (resident on Thompson's Trace)

Chairman Hunter called the meeting to order at 5:00 pm.

**Minutes**

The minutes of the previous meeting were moved to be accepted by Mrs. Patterson. Mr. Pennypacker seconded the motion and all voted in favor.

**Public Session**

Mr. Tischler, a nearby resident of the airport, had been upset with the "screams" coming from those participating in skydiving. He asked if there was a different area they could jump from to lessen the frequent disturbances of screams or if they could simply enjoy the jump quietly.

Chairman Hunter said that the location of the landing could not be changed; however, they do rotate the areas where the participants jump out of the plane. Sometimes, the wind is a factor and only certain jump areas can be used.

Mr. Howard said he would talk to the sky diving companies owner and ask for more "quieter" jumps.

Mr. Rauscher thanked Mr. Tischler for coming in and asked that he return at the end of the summer to follow up.

**FBO REPORT**

Mr. Howard reported that he is still waiting for the FAA flight check of the Runway 6-24 PAPI's.

Mr. Howard said he has been notified that the restaurant will be re-opening April 1.

Also, he reported that because of a roof leak in the terminal building electrical vault room, the remote control box was damaged. Kobo came and assessed the damage and suggested to wait on the repair until the roof leak is fixed. Since this doesn't affect the runway lighting system operations, Mr. Howard is able to wait on the repair and get bids for ceiling the roof. However, he was concerned that the "couplings" are turned up and that possibly they should be turned down. Mr. Nelson will take a look at them after the meeting.

Mr. Howard received a quote from Awnings by Peterson to mount an awning for the restaurants deck in the amount of \$6200. The awning would be stationary and made of polyester and acrylic.

Mr. Rauscher made a motion to accept the low bid. Mrs. Patterson seconded the motion and all voted in favor.

The FBO report was moved to be accepted by Mrs. Patterson and seconded by Mr. Pennypacker. All voted in favor.

#### **ENGINEERS REPORT**

Mr. Nelson reported that Lawrence Lynch has not fully completed the punch list to complete the runway project. One job outstanding is to fix two control joints that still need to be cracked sealed. It is the suggestion of Mr. Nelson to simply deduct that job from the final payment as it appears Lawrence Lynch is unwilling to come and complete that particular item.

The FAA PAPI flight check still needs to be done before the project can be closed out.

Mr. Nelson also reported that under a State contract with MaDOT, Jacobs Engineering will be contacting the Airport to come down and crack seal the runway only.

Mr. Nelson discussed the t-hanger door replacement and the potential for received FAA funding for this project. The Commissioners will need to research and discuss the type of replacement door system they would prefer and then have Gale Associates get the grant application submitted by May 1.

Mrs. Patterson moved to accept the Engineers report and Mr. Rauscher seconded the motion. All were in favor.

#### **NEW BUSINESS**

Chairman Hunter reported that there was a complaint about a helicopter coming in to the airport very early in the morning for a pick-up. It was asked of Mr. Howard to call the company that is coming in early to see if they can perhaps delay their arrival to a little later.

Also in new business, Mr. Howard said he is trying to do an upgrade to the lighting system to save money, however the cost to upgrade could be as much as \$2,000. He was inquiring if the Town's Maintenance Dept. could assist. Chairman Hunter said he would look into it.

#### **OLD BUSINESS**

The Airport did receive half of the rent check from the VFW, with the other portion expected with in the next few months.

At 6:00 p.m., the meeting was moved to be adjourned by Mrs. Patterson and seconded by Mr. Rauscher.

Respectively submitted,  
Amanda V. Monahan

13 OCT 9 3:02PM

CHATHAM TOWN CLERK

**CHATHAM AIRPORT COMMISSION**  
**April 14, 2011**  
**AIRPORT MEETING ROOM**

**Commissioners Present:** Chairman Richard Hunter, Nancy Patterson, Craig Pennypacker and David Rauscher

**Commissioners Not Present:** W. Thomas Whiteley

**Airport Representatives:** Tim Howard, FBO

**Public:** Nik Ippolito of Gale Associates

Chairman Hunter called the meeting to order at 5:00 pm.

**Minutes**

The minutes of the March 10, 2011 meeting were moved to be accepted as amended by Mr. Rauscher. Mr. Pennypacker seconded the motion and all voted in favor.

**Bills**

The Commission approved payment for the installation of the new awning upstairs at the restaurant. The cost of the awning and installation was \$7,550.

**Correspondence**

Chairman Hunter reported that he received the annual inspection report from Mr. Bunker of MaDoT. During his visit on March 11, 2011, he found minor cracks on the taxi way and a crack in the apron at the south side t-hanger. He also noted that the trees on the east side of the runway should be topped and cleared. (Mr. Howard noted that Mr. Bunker spoke to him about tree obstruction in the glide path at the south end.)

**FBO REPORT**

Mr. Howard reported that he is still waiting for a scheduled date for the PAPI flight check.

The restaurant opened last week and is thankful for the new awning.

The skydiving operations at the airport were very busy a weekend ago, with approximately 130 jumps performed. Mr. Howard said that so far there were no complaints of noisy jumpers.

Regarding the t-hanger doors replacement, Chairman Hunter said the Commission will put out an RFP to see what type of responses are received.

Mr. Rauscher asked Mr. Howard to look into the possibility of the t-hanger tenants paying a portion of the door replacement.

Also, regarding shelter for the truck, Chairman Hunter has found a "quonset hut" from military surplus. He has called and asked for the measurements and specs for

it to see if the airports truck would fit inside. The hut is in pieces and would have to be picked up.

**The FBO report was moved to be accepted by Mrs. Patterson and seconded by Mr. Pennypacker. All voted in favor.**

#### **ENGINEERS REPORT**

Mr. Ippolito reported that the crack sealing that didn't happen on two taxi ways will be subtract from the final payment; likely at the rate of \$5/linear foot.

However, the crack sealers hired by the State, will be coming to the Airport and the end of April or the beginning of May.

Mr. Ippolito said he is still waiting on the aerial photos. The proofs have been approved, but the photos have not yet been received by Gale. He said that once the photos are received and the PAPI's are flight checked, the project can be closed out. (The flight check is scheduled for Friday, April 22 at 9:30 a.m.

The fuel farm project has been closed out; however, the airport is still waiting on vent hose promised by Mr. Flight.

The FAA has reported to Gale Associates that CQX has \$42,000 in non-primary entitlement monies still available for projects. The monies have already been rolled over for three years and so now the airport has two options so that the monies aren't turned back. Either spend the monies on a project or "loan" another airport the monies.

The Commissioners agreed to loan out the monies to another airport so that CQX does not loose the funding.

Dave- would tenants pay portion of replacement doors? Tim will explore idea -

**Mrs. Patterson moved to accept the Engineers report and Mr. Rauscher seconded the motion. All were in favor.**

#### **NEW BUSINESS**

None

#### **OLD BUSINESS**

None

At 5:39 p.m., the meeting was moved to be adjourned by Mrs. Patterson and Mr. Pennypacker and seconded by Mr. Rauscher.

Respectively submitted,  
Amanda V. Monahan

'13 OCT 9 3:02PM

CHATHAM TOWN CLERK

**CHATHAM AIRPORT COMMISSION**  
**May 12, 2011**  
**AIRPORT MEETING ROOM**

**Commissioners Present:** Chairman Richard Hunter, W. Thomas Whiteley and Craig Pennypacker

**Commissioners Not Present:** Nancy Patterson and David Rauscher

**Public:** Nik Ippolito of Gale Associates

Chairman Hunter called the meeting to order at 5:00 pm.

**Correspondence**

None

**FBO REPORT**

Mr. Howard reported that the Runway 6-24 PAPI's were finally flight checked and approved for use on May 2, 2011.

He is also awaiting the café's deck awning side curtain to be delivered and installed.

The FAA vault room had part of the roof repaired recently. Mr. Howard said that the company doing the repair work has found many errors from contractor who built it. Custom Coating, who is doing the repair work, will put two coats on the roof to ensure no future leakage. He added that the bill for the work may be a little higher than expected because of the additional repair work that had to be done due to the original poor construction.

Mr. Howard indicated that the PAPI lamps burn out quickly and that Perry has contacted the manufacturer. Mr. Ippolito said those bulbs are 1500 hour bulbs and if left on 24 hours a day, will burn out fast; likely within two months. Mr. Howard said he will continue his research with the manufacturer.

Also, the runway pilot control lights are coming on by themselves; Perry will try to adjust them himself, otherwise Mr. Howard said he will call KOBO for further adjustment.

The FBO report was moved to be accepted as written by Mr. Whiteley and seconded by Mr. Pennypacker. All voted in favor.

**ENGINEERS REPORT**

Mr. Ippolito reported that runway project should be closed out by the next meeting. He is still waiting the completion of the aerial photos. Other than that, the rest of the punch list is completed.

Mr. Ippolito said that Mr. Nelson is working on the hanger door project as a performance specification bid – but with no charge to the airport.

The SRE Building is slated for 2012. Mr. Ippolito asked the Commissioners to start to consider what we want in the building. The Town's cost will approximately be \$35,000. A scoping meeting with the Commissioners will be held later in the fall to discuss design and to consider the location of the SRE building – inside the fence or in area of skateboard park.

Mr. Ippolito said again, Massachusetts is trying to pass legislation to tax airplane repair work. Dave Dinneen from MAMA will be testifying against it. He urges the members to contact their local legislatures to vote against this. Chairman Hunter said he has contacted Senator's Peake and Wolfe's offices.

Mr. Smith at Gale will be calling the vendor to order the fuel farms vent hose.

Mr. Whiteley moved to accept the Engineers report and Mr. Pennypacker seconded the motion. All were in favor.

#### **NEW BUSINESS**

None

#### **OLD BUSINESS**

At 5:52p.m., the meeting was moved to be adjourned by Mr. Pennypacker and seconded by Mr. Whiteley.

Respectively submitted,  
Amanda V. Monahan

**CHATHAM AIRPORT COMMISSION**  
**June 9, 2011**  
**AIRPORT MEETING ROOM**

'13 OCT 9 3:02PM  
CHATHAM TOWN CLERK

**Commissioners Present:** Chairman Richard Hunter, W. Thomas Whiteley, Nancy Patterson, David Rauscher and Craig Pennypacker

**Public:** David Nelson of Gale Associates and Tim Howard

Chairman Hunter called the meeting to order at 5:00 pm.

**Correspondence**

None

**FBO REPORT**

Mr. Howard reported that the Runway 6-24 PAPI's were finally flight checked and approved for use on May 2, 2011.

He is also awaiting the café's deck awning side curtain to be delivered and installed.

The FAA vault room had part of the roof repaired recently. Mr. Howard said that the company doing the repair work has found many errors from contractor who built it. Custom Coating, who is doing the repair work, will put two coats on the roof to ensure no future leakage. He added that the bill for the work may be a little higher than expected because of the additional repair work that had to be done due to the original poor construction.

Mr. Howard indicated that the PAPI lamps burn out quickly and that Perry has contacted the manufacturer. Mr. Ippolito said those bulbs are 1500 hour bulbs and if left on 24 hours a day, will burn out fast; likely with in two months. Mr. Howard said he will continue his research with the manufacturer.

Also, the runway pilot control lights are coming on by themselves; Perry will try to adjust them himself, otherwise Mr. Howard said he will call KOBO for further adjustment.

The FBO report was moved to be accepted as written by Mr. Whiteley and seconded by Mr. Pennypacker. All voted in favor.

**ENGINEERS REPORT**

Mr. Ippolito reported that runway project should be closed out by the next meeting. He is still waiting the completion of the aerial photos. Other than that, the rest of the punch list is completed.

Mr. Ippolito said that Mr. Nelson is working on the hanger door project as a performance specification bid – but with no charge to the airport.

The SRE Building is slated for 2012. Mr. Ippolito asked the Commissioners to start to consider what we want in the building. The Town's cost will approximately be \$35,000. A scoping meeting with the Commissioners will be held later in the fall to

discuss design and to consider the location of the SRE building – inside the fence or in area of skateboard park.

Mr. Ippolito said again, Massachusetts is trying to pass legislation to tax airplane repair work. Dave Dinneen from MAMA will be testifying against it. He urges the members to contact their local legislatures to vote against this. Chairman Hunter said he has contacted Senator's Peake and Wolfe's offices.

Mr. Smith at Gale will be calling the vendor to order the fuel farms vent hose.

Mr. Whiteley moved to accept the Engineers report and Mr. Pennypacker seconded the motion. All were in favor.

#### **NEW BUSINESS**

None

#### **OLD BUSINESS**

At 5:52p.m., the meeting was moved to be adjourned by Mr. Pennypacker and seconded by Mr. Whiteley.

Respectively submitted,  
Amanda V. Monahan

**Airport Commission Meeting  
July 14, 2011  
Airport Meeting Room  
240 George Ryder Rd**

**Commissioners Present:** W. Thomas Whiteley, Nancy Patterson, Craig Pennypacker and David Rauscher.

12 MAR 8 3:17PM  
CHATHAM TOWN CLERK

**Also Present:** Tim Howard, FBO

**Commissioners Not Present:** Chairman Richard Hunter

**Public:** Nik Ippolito and Erik Strand of Gale Associates

**Call to Order:** **Call to Order:** Mr. Whiteley called the Airport Commission meeting to order at 5:00 p.m.

**Reorganization of Officers:** Status Quo: Mr. Hunter, Chairman, Mr. Whiteley Vice Chairman. Nancy A. Patterson, Craig H. Pennypacker and David S. Rauscher.

**Mrs. Patterson moved to approve the Reorganization of officers as status quo and seconded by Mr. Rauscher. All voted in favor.**

Mr. Rauscher made a comment that he thinks Mr. Hunter is doing a great great job with the finances but would like more information on them and to be involved more. He wants to know what the finances are; how much is going in; how much is going out. He also made a suggestion to have an excel spreadsheet which would explain in detail the finances. Mr. Whiteley will relay this information to Chairman Hunter.

**Correspondence:**  
None

**FBO Report:**  
Mr. Howard discussed with the commissioners the FBO report and is attached to minutes as Exhibit A.

**Mrs. Patterson moved to accept the FBO Report and seconded by Mr. Rauscher. All voted in favor.**

Mr. Whiteley noted that the grass cutting had gotten behind and it needs to be in better shape. Mr. Howard explained he was working on this to have it under control so it will be done better.

**Engineers Report:**  
The Engineers Report was discussed with the commissioners by Erik Strand and is attached to the minutes as Exhibit B.

He also noted that the commissioners should do a SPCC plan (Spill prevention control and countermeasures plan) as they qualify for it. Mr. Rauscher questioned why this wasn't done in the report before. Mr. Ippolito explained that he wasn't involved in this project before but will find out the answer and get back to the commissioners.

Mr. Ippolito noted that he wanted the commissioners to contact Gale Associates with any questions or suggestions regarding the SRE building. He wants the commissioners to be happy with the SRE project and have it be done according to what they want.

**Mr. Rauscher moved to accept the Engineers Report and seconded by Mrs. Patterson. All voted in favor.**

**Old Business:**

Mr. Howard wanted the committee to know that he is working on getting the waiver from Mr. Smith. Mr. Howard has tried to contact Mr. Smith but has been unsuccessful as he's in Alaska.

**New Business:**

None

**Adjournment:** At 5:55 pm the meeting was moved to be adjourned by Mrs. Patterson and seconded by Mr. Pennypacker.

Respectfully Submitted,  
Candace Cook, Secretary

*Candace Cook*

7/14/11

## ***CQX FBO REPORT***

- 1) Have PAPI lamp premature burn-out test program in effect at this time.
- 2) Runway pilot controlled lighting sensitivity/squelch adjusted by CCFC multiple times. Still getting uncommanded runway light activation. Ed Bennett from Kobo electric believes it to be from distant transmissions on the same frequency as the lights – 122.95 MHz ???
- 3) Skydive Chatham LLC featured in today's Cape Cod Chronicle Newspaper. Article has positive spin – FYI.
- 4) CCFC has worked with Fuel Master on repair issues for fuel farm control unit. (Currently we are still using the fuel pump in manual mode/condition). Fuelmaster had offered us a \$1500 “lightning strike” package which will basically give us any or all parts we need to repair system. However, this is a “parts only” offer. No on-site repair service is provided. We researched all local authorized Fuelmaster service providers with poor results – Tim Howard will present details at meeting.
- 5) The Veeder-Root Fuel Tank Monitoring System failed approx. 3 weeks ago and its root cause found. Water intrusion into the main control box mounted in the terminal flight planning room caused the unit to corrode out & fail. Fuel Management Services was called to estimate repairs which they provided. Estimate was forwarded to Chairman Hunter & approved. Repairs affected last week and control box re-located as needed.
- 6) Two days after Veeder –Root system was repaired it sounded alarms during the torrential rain storm we had at that time. Investigation revealed the fuel farm underground storage tank (UST) was totally full of rainwater setting of the high level alarm. Gale Assoc & Chairman Hunter were notified & CCFC researched the hardware & pump needed to pump out tank. Special adapter hose ordered per Chairman Hunter (Approx. \$50). Gale visually inspected containment system today. Once adapter hose is on hand (2 days lead time) CCFC will rent pump for Commission & pump out UST.
- 7) Received fuel delivery vapor return hose via CCFC fuel supplier. Hose used at last fuel truck delivery and works fine. Invoice for hose forwarded to Brian Smith at Gale Assoc. to reimburse CCFC as agreed upon. Copy attached.

- 8) Solicited bids at Chairman Hunter's request for metal siding replacement of maintenance hangar Schweiss Bi-Fold Door. Siding is badly rusting out in several places and water is getting in causing further damage/rust. Several contractors called but none will bid when they hear "Hangar Door" except for the attached quote from Capizzi Home Improvement who have no issues with it. See attached.

Old items/items on hold or for discussion/update:

- 1) Need for terminal building/hangar complex exterior power wash/clean and paint.
- 2) Progress on replacement of Green T-Hangar Doors.....
- 3) Shelter for airport truck?? Taking a beating from the elements.....

End

July 14, 2011  
**PROPOSAL**  
 FID #80-0014011  
 CSL #: 7454  
 Registration #: 100740

# CAPIZZI

Home Improvement

1645 Newtown Road  
 Cotuit, Massachusetts 02635

508-428-9518

800-262-5060

F: 508-428-1547

*Established 1976: Serving the Cape for Over 30 Years*

<p><b>Name:</b> TIM HOWARD                  CHATHAM AIRPORT COMMISSION  <b>Address:</b> 240 GEORGE RYDER ROAD  <b>City/Town:</b> CHATHAM  <b>State:</b> MA  <b>ZIP:</b> 02633  <b>E-Mail:</b> STICKNRUDDERAERO@COMCAST.NET</p>	<p><b>Job Address:</b> 240 GEORGE RYDER ROAD  <b>City/Town:</b> CHATHAM  <b>Job Phone:</b> 508-945-5747  <b>Other Phone:</b> 508-945-9599</p>
	<p><b>Estimator:</b> AARON RODERICK  <b>Job Number:</b></p>

We hereby submit specifications and estimates to change out corrugated hanger panels as follows:

- Remove all fasteners and 3 x 7 galvanized panels on hanger door.
- Remove any loose or ripped fiberglass insulation.
- Install airport supplied insulation in designated areas.
- Furnish and install (Fabral Grandrib 3 Galvanized Steel 29 Gage) 3' x 7' panels, light gray, with ZAC capped screws 5/16" Hex Head.
- Cut panels as needed to accommodate windows.
- Remove and replace bottom door gasket with new.
- Dispose of all debris.

**Labor & Materials: \$ 6,985.00**

We look forward to working with you; please call if you have any questions.

Sincerely,

Aaron Roderick  
 508-648-9934  
 CAPIZZI HOME IMPROVEMENT

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

THIS PAGE IS PART OF AND IN CONFORMANCE WITH PROPOSAL #: \_\_\_\_\_

# Eastern Aviation Fuels, Inc.



Eastern Aviation Fuels  
 601 McCarthy Blvd.  
 New Bern, NC 28562  
 (252) 633-0066 • Fax (252) 633-3125

**BILLING ADDRESS:**  
 Cape Cod Flying Circus  
 240 George Ryder Road  
 Chatham, MA 02633-0000

**SHIPPED TO:**  
 Cape Cod Flying Circus - Chatham  
 240 George Ryder Rd  
 Chatham, MA 02633

INVOICE DATE	CUSTOMER P.O. #	CUSTOMER	SHIPTO	TERMINAL	INVOICE NO.	LOAD NUMBER
7/14/2011		01112	1		P4990	

DATE	BOL #	DESCRIPTION	GROSS	BASIS	UNIT PRICE	AMOUNT
		4" X 20' VAPOR RECOVERY HOSE M X F CAMS	1	1.00	475.2800000	475.28
<b>SUPPLIER:</b>			<b>SUB-TOTAL FOR: PARTS 0</b>			<b>475.28</b>
<b>SHIPPED VIA:</b>						
		FREIGHT 7/6/11	1	1.00	47.9800000	47.98
<b>SUPPLIER:</b>			<b>SUB-TOTAL FOR: FREIGHT</b>			<b>47.98</b>
<b>SHIPPED VIA:</b>						
		5% Massachusetts Sales Tax		523.26	0.0500000	26.16
<b>SUPPLIER:</b>						<b>26.16</b>
<b>SHIPPED VIA:</b>						

Invoice payment amount of \$549.42 will be due on 07/29/2011.

Cape Cod Flying Circus

PAYMENT TERM	ACCOUNT #	INVOICE #	DUE DATE	AMOUNT DUE
Net 15	01112	P4990	07/29/2011	\$549.42

**INVOICE TOTAL** **\$549.42**

Please Remit All Payments to: P.O. Box 751211, Charlotte, NC 28275-1211

XFINITY Connect

sticknrudderaero@comcast.ne

Font Size -

## MassDOT Aeronautics Division - Five Year Capital Improvement Program Meeting Dates/Times for MA Airports

**From :** Denise Garcia (DOT) <denise.garcia@state.ma.us>

Thu, Jul 14, 2011 06:18 PM

**Subject :** MassDOT Aeronautics Division - Five Year Capital Improvement Program Meeting Dates/Times for MA Airports

1 attachment

**To :** Denise Garcia (DOT) <denise.garcia@state.ma.us>, DOT-DL-AER-ALL <DOT-DL-AER-ALL@dot.state.ma.us>, DOT-DL - AER-Consultants <DOT-DL-AER-Consultants@dot.state.ma.us>, DOT-DL - AER-Airport Commissioners <DOT-DL-AER-AirportCommissioners@dot.state.ma.us>, DOT-DL - AER-Airports <DOT-DL-AER-Airports@dot.state.ma.us>

**Cc :** Christopher Willenborg (DOT) <christopher.willenborg@state.ma.us>, Bryon H. Rakoff <bryon.rakoff@faa.gov>, Lisa J. Lesperance <lisa.lesperance@faa.gov>, Priscilla A. Scott <priscilla.scott@faa.gov>, Michelle Ricci <michelle.ricci@faa.gov>, Cliff E. Vacirca <cliff.vacirca@faa.gov>

Good Afternoon:

This message is to notify you that the Aeronautics Division will be sending out CIP letters to publicly owned airports the second and third week of August to inform you of the proposed projects in your airport's 5-year CIP Plan that have the potential to move forward in New England's Regional CIP program. Please use these project lists as a planning tool, but keep in mind that due to the uncertainty of FAA reauthorization, discretionary dollars may be very limited in FY2012, and all capital projects will be subject to prioritization by the FAA's National Priority Ranking (NPR) criteria.

For those airports that have scheduled monthly commission meetings, August would be a good time to begin discussing your airport's capital programming needs/requirements in order to be adequately prepared to justify any requests and/or any concerns you may have at your scheduled CIP meetings. Please pay particular attention to funding and the readiness of your projects and be prepared to answer any questions related to project costs and potential environmental or archeological concerns.

I have attached an advance electronic copy of the proposed CIP schedule dates/times for those of you who would like to plan ahead. A copy will also be attached to the CIP letters that will go out in August. All meetings for the GA airports receiving non-primary entitlement will be held at the Logan Office Center. If there is a specific issue that requires particular FAA expertise for your airport, we will entertain the request of holding that meeting at the FAA Airports Division.

All Primary airport CIP meetings will be scheduled by the FAA Airports Division. If you should have any questions, please feel free to contact me.

Thank you for your consideration.

Denise J Garcia  
 Manager of Aviation Planning  
 MassDOT Aeronautics Division  
 Logan Office Center  
 One Harborside Dr., Ste 205N  
 East Boston, MA 02128-2909  
 Tel: (617) 412-3688  
 Fax: (617) 412-3679  
 E-mail: denise.garcia@state.ma.us  
 Website: www.mass.gov/massdot/aeronautics

**From:** Garcia, Denise (DOT)

**Sent:** Monday, July 11, 2011 11:04 AM

**To:** DOT-DL-AER-ALL; DOT-DL - AER-Consultants; DOT-DL - AER-Airport Commissioners; DOT-DL - AER-Airports

**Cc:** Willenborg, Christopher (DOT)

**Subject:** MassDOT Aeronautics Division - FY2011 Capital Program Funding

Good Morning:

This message is to notify you that the deadline to submit payment vouchers on open airport grants with FY11 MassDOT expenditures is August 15, 2011. This payment deadline is specific to any grant work completed on/before June 30, 2011. Please be advised that any payments received after this deadline will be subject to the availability of funding in MassDOT's FY2012 capital program and payments for these encumbrances may be delayed.

Please notify MassDOT as soon as possible if there are any outstanding funds being carried against your projects for FY11 that you will be unable to invoice/spend by August 15th. They **will not** be automatically rolled over by the Commonwealth. We'll need each airport to provide us with the amount to be moved for each specific project, the justification for the delay, and your estimated project completion date. In some cases this may result in delays due to the need for a new standard contract.

Thank you for your consideration.

Please feel free to contact me if you should have any questions or concerns.

Denise J Garcia  
Manager of Aviation Planning  
MassDOT Aeronautics Division  
Logan Office Center  
One Harborside Dr., Ste 205N  
East Boston, MA 02128-2909  
Tel: (617) 412-3688  
Fax: (617) 412-3679  
E-mail: [denise.garcia@state.ma.us](mailto:denise.garcia@state.ma.us)  
Website: [www.mass.gov/massdot/aeronautics](http://www.mass.gov/massdot/aeronautics)



**2011 CIP Draft Schedule.doc**

95 KB

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**MONTHLY PROJECT UPDATE**

**TOWN OF CHATHAM AIRPORT COMMISSION**

**Chatham Municipal Airport  
Chatham, Massachusetts**

**July, 2011**

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There are three (3) projects that Gale Associates (Gale), Inc. is administering on behalf of the Town of Chatham Airport Commission. These projects are:

1. **FY 2009 – Construct Runway 6-24 End Safety Areas and Reconstruct, Mark, Light and Sign Runway 6-24 – AIP 3-25-0015-19-2009.**
2. **FY 2011 – Hangar Door Replacement – Airport T-hangars.**
3. **FY-2012 – SRE Building**

The sections below describe the developments in these projects over the last month.

1. **Construct Runway 6-24 End Safety Areas and Reconstruct, Mark, Light and Sign Runway 6-24 – AIP 3-25-0015-19-2009.**

- Gale is in the process of closing out this project. The final reimbursement request was sent out this week. We have received the sponsors administration invoices for reimbursement, and we are finalizing the close-out report.
- Lawrence-Lynch Corp. has not reached their goal for DBE Participation, and therefore must provide justification for this. Gale is awaiting response from LLC.

2. **FY 2011 – Hangar Door Replacement – Airport T-hangars.**

This project is to replace the nine (9) hangar doors on the Airport owned T-hangars.

- Gale is available to assist the airport with replacing hangar doors if needed.



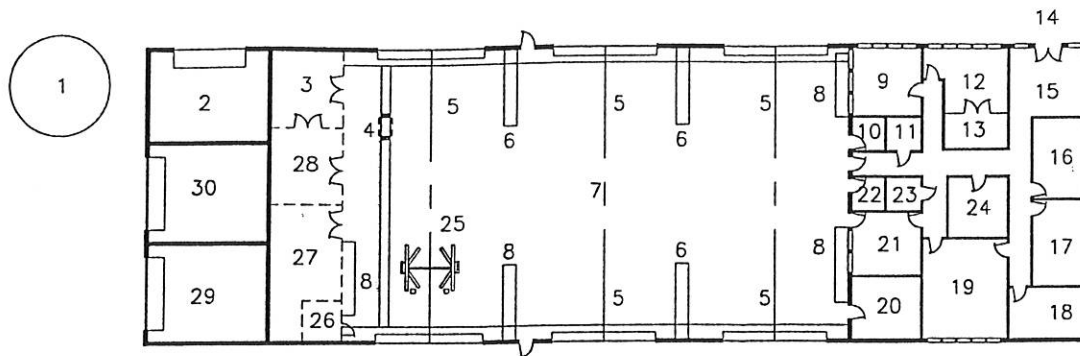
**3. FY 2012 – SRE Building.**

- The Airport's CIP indicates an SRE Building for the 2012 Fiscal Year. Gale has prepared conceptual plans for the Commission's review. Design is projected to begin in the late fall of 2011. Snow Removal Equipment (SRE) Building.
  - We should discuss the amenities and overall layout for this building in depth to determine what will suit the Airport's needs the best and what is eligible for FAA Reimbursement. After the needs are determined, a formal scoping meeting will take place with the Airport, Gale, FAA and MassDOT.
  - The estimated cost of the SRE Building in the Airport's Capital Improvement Program is \$700,000.00. MASSDOT and FAA Have programmed that amount for FY-2011
  - The Airport's share would be \$35,000.00 = (\$700,000.00 \* 0.05)
  - The proposed location will COMPLETELY impact the skate park, there will not be a skate park after this project is constructed.

**GENERAL ITEMS:**

- Fueling Facility
  - Has an invoice been sent to Gale for the vent hose?
  - Gale assisted the Airport in pumping out the containment tank. We will continue to look into the concerns with the spill containment system.

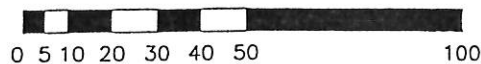
**QUESTIONS:**



**LEGEND**

- |   |   |
|---|---|
| 1. LIQUID DEICER TANK                                     | 16. AIRPORT OPERATIONS MANAGER          |
| 2. HEATED SAND STORAGE                                    | 17. MEN'S REST ROOM/LOCKERS/SHOWERS     |
| 3. PARTS CLEANING/DEGREASER/<br>BLAST CABINET/PAINT BOOTH | 18. WOMEN'S REST ROOM/LOCKERS/SHOWERS   |
| 4. BRIDGE CRANE   | 19. CONFERENCE/BREAK ROOM & KITCHEN     |
| 5. EQUIPMENT PARKING                                      | 20. SPECIAL TOOLS                       |
| 6. SNOW REMOVAL EQUIPMENT STORAGE                         | 21. GARAGE SUPERVISOR'S OFFICE          |
| 7. VEHICLE WASH/STEAM BAY                                 | 22. WOMEN'S REST ROOM                   |
| 8. MECHANIC'S WORK BENCHES                                | 23. MECHANICAL ROOM (PHONE, ELECTRICAL) |
| 9. SNOW DESK  | 24. REFERENCE LIBRARY                   |
| 10. MEN'S REST ROOM                                       | 25. MAINTENANCE AREA                    |
| 11. MECHANICAL ROOM (HVAC)                                | 26. USED AUTOMOTIVE FLUID STORAGE       |
| 12. ELECTRICAL EQUIPMENT REPAIR                           | 27. LARGE/SMALL PARTS STORAGE           |
| 13. ELECTRICAL PARTS STORAGE                              | 28. MACHINE SHOP/WELDING AREA           |
| 14. BUILDING ENTRANCE                                     | 29. DRY DEICER STORAGE AREA             |
| 15. ADMINISTRATION/RECEPTION AREA                         | 30. UREA STORAGE AREA                   |

GRAPHIC SCALE (FEET)



**Figure 3-1. Small- to Medium-Sized Fleet – Typical Building Layout for Drive-through Design**

**AIRPORT COMMISSION  
HOURS WORKED  
FOR  
CANDACE COOK**

**Employee Number 01141023**

**Please charge the following account: 20.482.4820.5200**

Attend meeting of July 14, 2011 for Airport Commission	1.0 hour
Minute preparation for meeting July 14, 2011	1.0 hour
Attend meeting of August 11, 2011	1.5 hours
Minutes for August 11, 2011	1.0 hours

Total Hours: 4.5 hours @ \$20.54/hour = \$92.43



Chairman Richard Hunter

**Airport Commission Meeting  
August 11, 2011  
Airport Meeting Room  
240 George Ryder Rd**

12 MAR 8 3:17PM

CHATHAM TOWN CLERK

**Commissioners Present:** Chairman Richard Hunter, W. Thomas Whiteley, Nancy Patterson and David Rauscher.

**Commissioners Not Present:** Craig Pennypacker

**Also Present:** Tim Howard, FBO

**Public:** Erik Strand of Gale Associates

**Call to Order:** Chairman Hunter called the Airport Commission meeting to order at 5:00 p.m.

**Minutes:** The Commissioners reviewed the minutes. **Mrs. Patterson moved to accept the meeting minutes of July 14, 2011 and was seconded by Mr. Whiteley. All voted in favor.**

**Correspondence:** None

**Bills:** The commissioner reviewed and approved the bills from Gale and Lawrence Lynch.

**Engineers Report:** The Engineers Report was discussed with the commissioners by Mr. Strand and is attached to the minutes as Exhibit A.

Mr. Strand noted that the size of the SRE building will be 60 X 40 and it will include work benches and work shop space as well. Also, the building will be heated and if no bathrooms are initially constructed possibly put in the piping for future expansion. Mr. Strand made a suggestion regarding the SRE building to have an office with storage space on top; this way getting the maximum use out of the space. Mr. Howard noted that having storage space on top would be a great idea as he could store sheet metal and any extra material that currently there is no storage for. Also, it will have one drive-through door for the snow plows.

Mr. Strand will email pictures to the commissioners of a current project he is working on to help with design ideas.

The estimated start date of the SRE building would be fall of 2012.

The commissioners discussed in detailed the skate park if they are obligated to move it, should they have to pay for the removal of it all or part- if any.

Mr. Howard made a comment even though the SRE building is pretty much set in stone this is the design they are going with make sure that it's the design/layout the commissioners want. Also, he was concerned about the visibility of the parking lot.

Mr. Strand will schedule a scope meeting with the FFA and MassDot in September. He will give the exact date at the next meeting.

**Mr. Whiteley moved to accept the Engineers Report and was seconded by Mrs. Patterson. All voted in favor.**

**FBO Report:** Mr. Howard discussed with the commissioners the FBO report and is attached to the minutes as Exhibit B.

**Mr. Whiteley moved to accept the FBO Report and seconded by Mr. Rauscher. All voted in favor.**

Mr. Howard noted that last week there was a smoke stink in the electrical circuit board due to tub caulk in the circuit board. Cost to repair was \$400. Chairman Hunter explained the Commissioners had to pay for it as there was no money in the Town's fund.

Chairman Hunter reviewed and discussed the Expenditure Ledger with the Commissioners and is attached to the minutes as Exhibit C. Current balance is \$82,219 not including the carry over from last year. He will have that exact amount next month from the Town Accountant.

**Old Business:** None

**New Business:** Chairman Hunter discussed with the Commissioners a powerpoint presentation from Cape & Vineyard Electric Cooperative, Inc. (CVEC), a copy is attached to the minutes as Exhibit D.

**Adjournment:** At 6:15 pm the meeting was moved to be adjourned by Mr. Rauscher and seconded by Mrs. Patterson.

Respectfully Submitted,  
Candace Cook, Secretary

*Candace Cook*

MONTHLY PROJECT UPDATE

TOWN OF CHATHAM AIRPORT COMMISSION

Chatham Municipal Airport  
Chatham, Massachusetts

August, 2011

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There are three (3) projects that Gale Associates (Gale), Inc. is administering on behalf of the Town of Chatham Airport Commission. These projects are:

1. **FY 2009 – Construct Runway 6-24 End Safety Areas and Reconstruct, Mark, Light and Sign Runway 6-24 – AIP 3-25-0015-19-2009.**
2. **FY 2011 – Hangar Door Replacement – Airport T-hangars.**
3. **FY-2012 – SRE Building.**

The sections below describe the developments in these projects over the last month.

1. **Construct Runway 6-24 End Safety Areas and Reconstruct, Mark, Light and Sign Runway 6-24 – AIP 3-25-0015-19-2009.**

- All closeout and final reimbursement documents have been submitted to the FAA and MassDOT.

2. **FY 2011 – Hangar Door Replacement – Airport T-hangars.**

This project is to replace the nine (9) hangar doors on the Airport owned T-hangars.

- Gale is available to assist the Airport with replacing hangar doors if needed.

3. **FY 2012 – SRE Building.**

- The Airport's CIP indicates an SRE Building for the 2012 Fiscal Year. Gale has prepared conceptual plans for the Commission's review. Design is projected to begin in the late fall of 2011.



- We should discuss the amenities and overall layout for this building in depth to determine what will suit the Airport's needs the best and what is eligible for FAA Reimbursement.
- 
- We need to schedule the scoping meeting will for this project with the all parties (Airport, Gale, FAA and MassDOT).
- The estimated cost of the SRE Building in the Airport's Capital Improvement Program is \$700,000.00. MASSDOT and FAA have programmed that amount for FY-2011
- The Airport's share would be \$35,000.00 = ( $\$700,000.00 * 0.05$ )

**GENERAL ITEMS:**

- Nothing present.

**QUESTIONS:**

8/11/11

## ***CQX FBO REPORT***

- 1) Have PAPI lamp premature burn-out test program in effect at this time.
- 2) Runway pilot controlled lighting sensitivity/squelch adjusted by CCFC multiple times. Still getting uncommanded runway light activation. Ed Bennett from Kobo electric believes it to be from distant transmissions on the same frequency as the lights – 122.95 MHz ???
- 3) CCFC has worked with Fuel Master on repair issues for fuel farm control unit. (Currently we are still using the fuel pump in manual mode/condition). Fuelmaster had offered us a \$1500 “lightning strike” package which will basically give us any or all parts we need to repair system. However, this is a “parts only” offer. No on-site repair service is provided unless work is done via Bay State Regional Contractors which is a full authorized Fuelmaster service provider.
- 4) Underground storage tank (UST) special pump out adapter hose arrived & CCFC rented pump for pump out. Pump out completed and water recycled thru system. Tim will give details.
- 5) Working on more quotes for metal siding replacement of maintenance hangar Schweiss Bi-Fold Door. Siding is badly rusting out in several places and water is getting in causing further damage/rust.

Old items/items on hold or for discussion/update:

- 1) Need for terminal building/hangar complex exterior power wash/clean and paint.
- 2) Progress on replacement of Green T-Hangar Doors.....
- 3) Shelter for airport truck?? Taking a beating from the elements.....

End



# TOWN OF CHATHAM AIRPORT COMMISSION

*CANDACE*  
*Tim*  
*Hawthorn*



*FBO Report T.M*  
*Engineer - NK*

## MEETING AGENDA

**When:** Thursday, July 14 - 5pm  
**Where:** Airport Meeting Room  
240 George Ryder Rd.

- V. Call to Order
- VI. Reorganization of Officers
- VII. Correspondence
- VIII. FBO Report
- IX. Engineers Report
- VI. Old Business
- VII. New Business
- VIII. Adjourn

*not Present*

*- chairman <sup>Richard</sup> Hunter*

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*- Penney packer  
Present*

# Fuel Management Services Inc.

# Invoice

P.O. Box 739  
Sagamore Beach. MA. 02562  
508-726-2903

**COPY**

Invoice #	1107-01
Invoice Date	7/1/2011

<b>Bill To</b>
Chatham Airport 240 George Ryder Rd Chatham, Ma. 02633

<b>Job Location</b>
Chatham Airport 240 George Ryder Rd Chatham, MA 02633

Service Requested By	
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Service Date	7/1/2011
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P.O. No.	
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Terms	Net 30
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Due Date	7/31/2011
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Item	Qty.	Description	Each	Amount
VR-848590-521 Labor/Installation	1	Furnish and install in new location, Veeder Root TLS 300C fuel tank monitor.  TLS 300C Console With Printer Installation	2,275.00 800.00	2,275.00 800.00
<p>GOODS-SERVICES RECEIVED &amp; APPROVED FOR PAYMENT</p> <p>AUTHORIZED APPROVAL</p> <p><i>[Signature]</i></p> <p>CHARGE ACCOUNT #</p> <p><u>1.482.0580.6834</u></p> <p>INVOICE EXTENSION CHECKED PLEASE PAY</p> <p><u>\$ 3,075.00</u></p> <p>For Accounting Use Only</p> <p>Date: _____ V# 5315</p>				

It's been a pleasure working with you!  Please pay this Invoice, as No statement will be sent. Past due Invoices may be subject to 1.5% late charge.	<b>Subtotal</b>	\$3,075.00
	<b>Sales Tax (6.25%)</b>	\$0.00
	<b>Total</b>	\$3,075.00
	<b>Payments/Credits</b>	\$0.00
	<b>Balance Due</b>	\$3,075.00

Parameters: Fiscal Year: 2011 Start Date: 7/1/2010 end: 6/30/2011

### Ledger History - Detail with PO - Expenditure Ledger

Tran. Type	Warrant	Block/Batch	Posted	Tran. Name	JE Seq No/ Payee	PO	Beginning Line	Debit	Credit	PO Encumbrance	Ending
<b>Account: 01-482-0580-5324-0000-0000</b>											
Beginning			07/01/2010	MUNICIPAL AIRPORT RUN	Summary:		0.00	40,707.75	123,649.17	0.00	82,941.42
Payable	2011 AP 05	2011 AP 05/5	08/26/2010	General fund			0	0.00	123,649.17	0.00	123,649.17
Payable	2011 AP 05	2011 AP 05/5	08/26/2010	1002382	GALE ASSOCIATES		0	229.90	0.00	0.00	123,419.27
Payable	2011 AP 05	2011 AP 05/5	08/26/2010	1005434	GALE ASSOCIATES		0	1,304.35	0.00	0.00	122,114.92
Payable	2011 AP 05	2011 AP 05/5	08/26/2010	1002639	GALE ASSOCIATES		0	57.20	0.00	0.00	122,057.72
Payable	2011 AP 05	2011 AP 05/5	08/26/2010	1003881	GALE ASSOCIATES		0	69.01	0.00	0.00	121,988.71
Payable	2011 AP 05	2011 AP 05/5	08/26/2010	ASMP NO	LAWRENCE LYNCH		0	38,257.55	0.00	0.00	83,731.16
Payable	2011 AP 05	2011 AP 05/5	08/26/2010	1004424	GALE ASSOCIATES		0	278.70	0.00	0.00	83,452.46
Payable	2011 AP 15	2011 AP 15/5	01/13/2011	1006432	GALE ASSOCIATES		0	167.36	0.00	0.00	83,285.10
Payable	2011 AP 15	2011 AP 15/5	01/13/2011	1009330	GALE ASSOCIATES		0	113.19	0.00	0.00	83,171.91
Payable	2011 AP 15	2011 AP 15/5	01/13/2011	1007426	GALE ASSOCIATES		0	131.85	0.00	0.00	83,040.06
Payable	2011 AP 15	2011 AP 15/5	01/13/2011	1008276	GALE ASSOCIATES		0	98.64	0.00	0.00	82,941.42
<b>Account: 01-482-0580-6834-0000-0000</b>											
Beginning			07/01/2010	ANNUAL AIRPORT CONTIN	Summary:		0.00	11,181.39	17,703.44	0.00	6,522.05
Payable	2011 AP 4	2011 AP 4/5	08/12/2010	General fund			0	0.00	17,703.44	0.00	17,703.44
Payable	2011 AP 11	2011 AP 11/6	11/18/2010	099821	FRANKLIN PAINT CO.		0	490.00	0.00	0.00	17,213.44
Payable	2011 AP 15	2011 AP 15/5	01/13/2011	5137	LAKES REGION		0	2,262.40	0.00	0.00	14,951.04
Payable	2011 AP 17	2011 AP 17/5	02/10/2011	8412	J. W. DUBIS AND		0	650.00	0.00	0.00	14,301.04
Payable	2011 AP 22	2011 AP 22/7	04/21/2011	10162909	HINCKLEY HOME	1242	0	28.99	0.00	0.00	14,272.05
Payable	2011 AP 24	2011 AP 24/6	05/19/2011	9-058	AWNINGS BY		1	7,550.00	0.00	0.00	6,722.05
Payable	2011 AP 24	2011 AP 24/6	05/19/2011	10162473	HINCKLEY HOME		0	200.00	0.00	0.00	6,522.05
2 Account(s) totaling:											89,463.47

- 3,675. -  
86,388.47

LAW. LYNCH 3437 -  
GALE 532 -


Parameters: Fiscal Year: 2012 Start Date: 7/1/2011 end: 6/30/2012

## Ledger History - Detail with PO - Expenditure Ledger

Tran. Type	Warrant	Block/Batch	Posted	Tran. Name	JE Seq No/ Payee	PO	Beginning Line	Debit	Credit	PO Encumbrance	Ending
<b>Account: 01-482-0580-6834-0000-0000</b>											
Payable	2012 AP 02	2012 AP 02/2	07/14/2011	ANNUAL AIRPORT CONTIN	Summary:		0.00	3,075.00	0.00	0.00	-3,075.00
				1107-01	FUEL MANAGEMENT		0	3,075.00	0.00	0.00	-3,075.00
				1 Account(s) totaling:			0.00	3,075.00	0.00	0.00	-3,075.00



## Cape & Vineyard Electric Cooperative, Inc. (CVEC)



Round II  
Photovoltaic (PV) RFP  
August 2011

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### Background on CVEC

- The Cape & Vineyard Electric Cooperative, Inc. (CVEC) was formed out of a strategic planning process commissioned and undertaken by the Cape Light Compact (CLC)
- Neither CLC, nor its member towns, could develop electric generation projects and enter into long-term power purchase and other agreements
- Desire to stabilize electric rates for all ratepayers with renewable energy projects
- Develop renewable energy projects
- Public policy
- Currently nineteen members

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### Initial Benefits Identified By Joining CVEC

- Financing large scale renewable energy projects will not burden a Town's debt capacity
- Professional and technical expertise (\$\$) in the energy field
- Central contract for purchasing, operation and maintenance, and general administration
- Electric Cooperative statute generally limits member liability exposure to member pledge or capitalization
- Economies of scale through CVEC multiple project bundling provides better PPA pricing than found otherwise

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**Initial Round & Round One of CVEC PV PPA**

- Initial Round, 2009 - installed 753 KW on 8 municipal buildings
  - CVEC has 15 year fixed price power purchase agreement and REC agreement with private entity
  
- Round One – CVEC contracted with American Capital Energy in April 2011 for a PPA to install 16.53 MW of ground mounted solar on municipal landfills and other public lands
  - Host town participates in net metering, estimated savings of 5 cents/kWh per year over life of the PV system (assumes energy prices remain constant)

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**Round One CVEC PV PPA**

**PROJECT SUMMARY**

Site	KW (DC)	Year 1 kWh	Year 1 Savings
Town of Barnstable – Capped Landfill	3,998	5,117,400	\$ 349,157
Town of Brewster – Capped Landfill	893	1,109,100	\$ 75,685
Town of Chatham – Capped Landfill	1,765	2,179,700	\$ 148,742
Town of Eastham – Capped Landfill	405	498,600	\$ 34,010
Town of Edgartown – Nunnepeg	1,651	1,961,400	\$ 97,528
Town of Edgartown – Pennywise	1,836	2,181,200	\$ 113,909
Town of Edgartown – Katama Farm	1,054	1,252,100	\$ 88,522
Town of Harwich – Capped Landfill	3,936	4,888,500	\$ 333,588
Town of Tisbury – Capped Landfill	1,065	1,266,700	\$ 65,636
<b>TOTAL</b>	<b>18,593</b>	<b>20,444,700</b>	<b>\$1,286,777</b>

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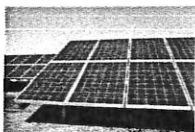
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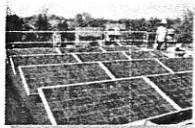
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**Round Two CVEC PV RFP released in September 2011**



**Ground Mounted PV  
and**



**Roof Mounted PV**

- Non-binding: identification of potential sites
- It is planned that there will be a Round Three

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**Next Steps to participate in  
CVEC PV RFP Round II**

- Finalize areas for roof & ground mount opportunities
- LOI signed by authorized representative by August 18<sup>th</sup>
  
- Additional Site Information Needed
  - Brief written description of site
  - Address of site
  - Map of site
  - Any existing reports or permits associated with site

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**Airport Commission Meeting  
September 14, 2011  
Airport Meeting Room  
240 George Ryder Rd**

12 MAR 8 3:17PM  
CHATHAM TOWN CLERK

**Commissioners Present:** Chairman Richard Hunter, Nancy Patterson and David Rauscher

**Commissioners Not Present:** Craig Pennypacker and W. Thomas Whiteley

**Also Present:** Tim Howard, FBO

**Public:** Nik Ippolito and Erik Strand of Gale Associates

**Call to Order:** Chairman Hunter called the Airport Commission meeting to order at 5:00 p.m.

**Minutes:** The Commissioners reviewed the minutes. **Mr. Rauscher moved to accept the meeting minutes of August 11, 2011 as amended and was seconded by Mrs. Patterson. All voted in favor.**

**Correspondence:** None

**Bills:** None

**FBO Report:** Mr. Howard discussed with the commissioners the FBO report and is attached to the minutes as Exhibit A.

**Mr. Rauscher made a motion to have a small Shell Aviation unlit sign put up on the side of the fuel farm hut and seconded by Mrs. Patterson. All voted in favor.**

**Mrs. Patterson moved to accept the FBO Report and seconded by Mr. Rauscher. All voted in favor.**

**Engineers Report:** The Engineers Report was discussed with the commissioners by Mr. Strand and is attached to the minutes as Exhibit B.

The meeting with the FFA and MassDot is scheduled for Monday September 19, 2011 at 10:30 am held at the Airport. Mr. Strand encouraged all commissioners to be present for this meeting.

Mr. Strand also informed the commissioners that the CIP meeting will be held on October 3, 2011 at Boston Logan Airport.

**Mrs. Patterson moved to accept the Engineers Report and was seconded by Mr. Rauscher. All voted in favor.**

**Old Business:** None

**New Business:** The generator worked well especially during storm Irene. The commissioners will need to fix the Beacon.

**Adjournment:** At 5:45 pm the meeting was moved to be adjourned by Mr. Rauscher and seconded by Mrs. Patterson.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Candace Cook". The signature is written in black ink and is positioned above the printed name.

Candace Cook, Secretary

9/14/11

***CQX FBO REPORT***

- 1) Runway pilot controlled lighting sensitivity/squelch adjusted by CCFC multiple times. Still getting uncommanded runway light activation. Ed Bennett from Kobo electric believes it to be from distant transmissions on the same frequency as the lights – 122.95 MHz \*\*\*\*FOUND SOURCE – HYANNIS UNICOM FREQUENCY FOR GRIFFIN AVIATION IS 122.95!!!
- 2) CCFC has worked with Fuel Master and Bay State Regional Contractors to get quote to fix Fuelmaster System. Repair issues for fuel farm control unit.
- 3) Still working on more quotes for metal siding replacement of maintenance hangar Schweiss Bi-Fold Door. Siding is badly rusting out in several places and water is getting in causing further damage/rust. Gale is assisting in sourcing contractors.
- 4) Street-side man gate lock assembly failed/jammed. Locksmith called, and was repaired last week.
- 5) Kobo Electrical called to repair inop rotating beacon auto function and resolve wind cone staying on all the time after power was returned post Irene.
- 6) Airport back-up generator ran well during Irene. Suggest adding a 220v outlet to outside side of vault for emergency use in the future.
- 7) Thanks to Dick Hunter for obtaining emergency 220v generator from Harbor master to open main hangar doors during power during Irene power outage. Please relay our thanks to the Harbor Master as well.
- 8) Copy of signed tie-down waiver for Don Smith obtained.
- 9) CCFC has been notified by our fuel distributor that we will have to become a branded fuel re-seller (Shell) in order to ensure future access to 100LL AVGAS supply. Operationally this means little but they want us to put a small Shell Aviation unlit sign (about 4'x4') on the side of the fuel farm hut. Does the Commission have any issue with this??
- 10)

Old items/items on hold or for discussion/update:

- 1) Need for terminal building/hangar complex exterior power wash/clean and paint.

2) Progress on replacement of Green T-Hangar Doors.....

3) Shelter for airport truck?? Taking a beating from the elements.....

End

MONTHLY PROJECT UPDATE

TOWN OF CHATHAM AIRPORT COMMISSION

Chatham Municipal Airport  
Chatham, Massachusetts

September, 2011

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There are three (3) projects that Gale Associates (Gale), Inc. is administering on behalf of the Town of Chatham Airport Commission. These projects are:

1. **FY 2009 – Construct Runway 6-24 End Safety Areas and Reconstruct, Mark, Light and Sign Runway 6-24 – AIP 3-25-0015-19-2009.**
2. **FY 2011 – Hangar Door Replacement – Airport T-hangars.**
3. **FY-2012 – SRE Building.**

The sections below describe the developments in these projects over the last month.

1. **Construct Runway 6-24 End Safety Areas and Reconstruct, Mark, Light and Sign Runway 6-24 – AIP 3-25-0015-19-2009.**

- Closeout documentation has been submitted and the FAA has released a final reimbursement. We are waiting on MASSDOT letter of confirmation.
  - Original Total Project Cost : \$2,982,078.98
  - Final Total Project Cost : \$2,749,496.33

2. **FY 2011 – Hangar Door Replacement – Airport T-hangars.**

This project is to replace the nine (9) hangar doors on the Airport owned T-hangars.

- Gale is available to assist the Airport with replacing hangar doors if needed.

3. **FY 2012 – SRE Building.**

- The Airport's CIP indicates an SRE Building for the 2012 Fiscal Year. Gale has scheduled a scoping meeting for the new SRE Building. This meeting is scheduled for Monday September 19, 2011 at 10:30AM. All



commissioners and airport personnel are encouraged to attend. At the scoping meeting we will decide exactly what amenities to include, and whether or not they will be eligible for funding using Non-Primary Entitlement.

- The estimated cost of the SRE Building in the Airport's Capital Improvement Program is \$700,000.00. MASSDOT and FAA have programmed that amount for FY-2011
- The Airport's share would be \$35,000.00 = ( $\$700,000.00 * 0.05$ )

#### **GENERAL ITEMS:**

- CIP Meeting with MASSDOT. The Commission Chair and Manager should provide three (3) time slots to send to MASSDOT, and we will confirm the appropriate time with the airport once a time is agreed upon.
- I have been communicating with Tim about the condition of his hangar door. I have received pictures of the door, and will forward these to someone from Gale's Building Technology Division for thoughts on repair costs and who might be a good contractor to contact.

#### **QUESTIONS:**

**Airport Commission Meeting  
October 13, 2011  
Airport Meeting Room  
240 George Ryder Rd**

'12 MAR 8 3:17PM

CHATHAM TOWN CLERK

**Commissioners Present:** Chairman Richard Hunter, Tim Howard and David Rauscher

**Commissioners Not Present:** Craig Pennypacker and W. Thomas Whiteley

**Also Present:** Tim Howard, FBO

**Public:** Erik Strand of Gale Associates

**Call to Order:** Chairman Hunter couldn't call the meeting to order as there wasn't a quorum.

Respectfully Submitted,  
Candace Cook, Secretary

A handwritten signature in cursive script that reads "Candace Cook".

**Airport Commission Meeting  
December 15, 2011  
Airport Meeting Room  
240 George Ryder Rd**

**Commissioners Present:** Chairman Richard Hunter, Nancy Patterson and Craig Pennypacker.

**Commissioners Not Present:** David Rauscher and W. Thomas Whiteley

**Also Present:** Tim Howard, FBO

**Public:** Nik Ippolito of Gale Associates

**Call to Order:** Chairman Hunter called the Airport Commission meeting to order at 5:00 p.m.

**Minutes:** The Commission will review the meeting minutes of September 14, 2011 at the next meeting.

**Correspondence:** None

**Bills:** The commission approved and signed the bills that are to be paid.

**FBO Report:** Mr. Howard discussed with the commissioners the FBO report and is attached to the minutes as Exhibit A.

**Mr. Pennypacker made a motion to have the Fuelmaster unit be repaired in the total amount of \$2,300.00. Mrs. Patterson seconded the motion and all voted in favor.**

Mr. Howard will give Fuelmaster the go ahead to perform the work of repairing the unit.

**Mrs. Patterson moved to accept the FBO Report and seconded by Mr. Pennypacker. All voted in favor.**

**Engineers Report:** The Engineers Report was discussed with the commissioners by Mr. Ippolito and is attached to the minutes as Exhibit B.

Chairman Hunter informed the commissioners that the construction for the SRE building won't begin until fall of 2013 as it will allow for the commissioners to have the funding needed by that time.

**Mrs. Patterson moved to accept the Engineers Report and was seconded by Mr. Pennypacker. All voted in favor.**

**Old Business:** Chairman Hunter informed the commissioners that he went before the Park and Rec committee to discuss the moving of the skateboard park. Park and Rec is in agreement with the moving the skateboard park by the end of next fall 2012 or spring of 2013.

**New Business:** Chairman Hunter drafted correspondence to the Finance Committee to discuss fees. He'll address not only the fees but he will correct any statements that might have been made that weren't true and attach a copy of the manager's agreement for their reference as well. Once the correspondence is finalized he'll send it to the Chairman of the Finance Committee.

Mr. Howard noted that the T. Hanger roof is coming off near the southeast corner. This needs to be dealt with. Chairman Hunter agreed as well as the commissioners to have the contractor who's repairing the Hanger Door to fix the roof as well.

**Adjournment:** At 5:45 pm the meeting was moved to be adjourned by Mrs. Patterson and seconded by Mr. Pennypacker.

Respectfully Submitted,



Candace Cook, Secretary

12/15/11

***CQX FBO REPORT***

- 1) **Maintenance hangar door project:** Contractor C&R Associates currently 1/2 done with maintenance hangar door siding replacement project. C&R hopes to complete this weekend.
- 2) **Fuelmaster Unit Repair Estimate:** At the Commission's request CCFC was finally able to make the correct contacts with Fuelmaster and a local service provider other than Bay State Regional (fuel farm installing contractor). Estimate attached
- 3) **Green T-Hangar Door Replacement:** At Chairman Hunters request I have requested estimates/pricing from Cool-Air, Inc. A provider/manufacture of multiple style replacement hangar doors. Quote for materials attached (9 units worth). Am currently working with C&R Associates to get a labor/installation quote.
- 4) **Café Awning:** Café awning removed for winter by Tim Howard & Lonnie Pickett of CCFC two weeks ago. Tim exchanged emails with Chairman Hunter and owner of Hangar B Eatery, Brian Erskine. It was agreed henceforth that Hangar B will be responsible for the seasonal install & removal as well as any repairs needed to the canopy or frame.
- 5) **FAA Letter:** Need Commission approval/discussion on FAA letter regarding Residential Through the Fence (RTTF) Airport Policy so a response can be given. Copy of letter attached.
- 6) Merry Christmas.

Old items/items on hold or for discussion/update:

- 1) Need for terminal building/hangar complex exterior power wash/clean and paint.
- 2) Progress on replacement of Green T-Hangar Doors.....
- 3) Shelter for airport truck?? Taking a beating from the elements...Solution: SR Bldg

End

MONTHLY PROJECT UPDATE

TOWN OF CHATHAM AIRPORT COMMISSION

Chatham Municipal Airport  
Chatham, Massachusetts

December 2011

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There are two (2) projects that Gale Associates (Gale), Inc. is administering on behalf of the Town of Chatham Airport Commission. These projects are:

1. **FY 2011 – Hangar Door Replacement – Airport T-hangars.**
2. **FY-2012 – SRE Building.**

The sections below describe the developments in these projects over the last month.

1. **FY 2011 – Hangar Door Replacement – Airport T-Hangars.**

This project is to replace the nine (9) hangar doors on the Airport owned T-hangars.

- Gale is available to assist the Airport with replacing hangar doors if needed.

2. **FY 2012 – SRE Building.**

- The SRE Building project has been switched to a “Design Only” grant due to funding limitations. It will take approximately one (1) more year of non-primary entitlement to have compiled enough money to complete the construction.
- Gale is currently working on developing the draft scope and fee for the project.

**GENERAL ITEMS:**

- The Airport’s CIP Meeting has taken place; the outcome is as mentioned above, the SRE Building is now a design only project.

**QUESTIONS:**



## MONTHLY PROJECT UPDATE

### TOWN OF CHATHAM AIRPORT COMMISSION

Chatham Municipal Airport  
Chatham, Massachusetts

October 2011

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There are three (3) projects that Gale Associates (Gale), Inc. is administering on behalf of the Town of Chatham Airport Commission. These projects are:

1. **FY 2009 – Construct Runway 6-24 End Safety Areas and Reconstruct, Mark, Light and Sign Runway 6-24 – AIP 3-25-0015-19-2009.**
2. **FY 2011 – Hangar Door Replacement – Airport T-hangars.**
3. **FY-2012 – SRE Building.**

The sections below describe the developments in these projects over the last month.

1. **Construct Runway 6-24 End Safety Areas and Reconstruct, Mark, Light and Sign Runway 6-24 – AIP 3-25-0015-19-2009.**

- Still awaiting MassDOT Letter of Confirmation for the project closeout.

2. **FY 2011 – Hangar Door Replacement – Airport T-hangars.**

This project is to replace the nine (9) hangar doors on the Airport owned T-hangars.

- Gale is available to assist the Airport with replacing hangar doors if needed.

3. **FY 2012 – SRE Building.**

- The SRE Building project has been switched to a “design only” grant due to funding limitations. It will take approximately one (1) more year of non-primary entitlement to have compiled enough money to complete the construction.



**GENERAL ITEMS:**

- The Airport's CIP Meeting has taken place; the outcome is as mentioned above, the SRE Building is now a design only project.
- There has been some communication with the Airport about the condition of the hangar door on the main hangar. Nikolas (GALE) has been communicating with Tim about possible contractors to make the repairs. From communicating with our Weymouth office's Building Technology department we have not been able to suggest any contractors that are proficient in this area aside from the two that have been provided.

**QUESTIONS:**

10/13/11

## ***CQX FBO REPORT***

- 1) STILL working on finding more quotes for metal siding replacement of maintenance hangar Schweiss Bi-Fold Door. Siding is badly rusting out in several places and water is getting in causing further damage/rust. Contacts provide by Gale Assoc. have all been dead ends / no help to date. HOWEVER, I was able to get one other contractor (C&R Associates) to look at the door early this week and hopefully their quote is forthcoming.
- 2) CCFC has been notified by Shell Aviation that our fuel facility has failed their inspection criteria in order for us to be a branded Shell fuel retailer in two key areas (copy of full report available). The first area is lack of water sump / trap in our storage tank & 2<sup>nd</sup> is the use of iron pipe downstream of the filter units. Apparently this equipment is industry standard to them across their network.

Background: (At last meeting, you may recall my report telling how our fuel distributor notified us that we will have to become a branded fuel re-seller (Shell) in order to ensure future access to 100LL AVGAS supply.)

- 3) Café / upstairs water heater unit located in maintenance hangar began leaking late last month and was replaced after getting competing pricing and go-ahead from Chairman Hunter. During replacement plumbers apparently damaged the electrical circuit powering the water heater necessitating a call to electrician Dennis Jordan for repair.

4)

Old items/items on hold or for discussion/update:

- 1) Need for terminal building/hangar complex exterior power wash/clean and paint.
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End