

13 OCT 9 3:01PM

CHATHAM TOWN CLERK

**CHATHAM AIRPORT COMMISSION**  
**January 14, 2010**  
**AIRPORT MEETING ROOM**

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

**Airport Representatives:** Tim Howard, FBO

**Public:** Dave Nelson of Gale Associates and Jimmy Mendonca of Skydive Cape Cod

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

**MINUTES**

Minutes of the November 12, 2009 meeting were moved to be approved by Mrs. Patterson and seconded by Mr. Pennypacker. All voted in favor.

Chairman Hunter reported that both Town Council Gilmore and Town Manager Hinchey had no reservations about a skydiving business opening up at the Airport. He continued to say that as long as all the proper safety guidelines and insurance requirements were met, the operation could operate.

Mr. Rauscher made a motion to allow a skydiving business to open at the Airport under the purview of the FBO. Mrs. Patterson seconded the motion and all voted in favor; 4-0-0.

Chairman Hunter said the decision of what skydiving business will operate at the Airport will now be up to the FBO Tim Howard.

**FBO REPORT**

Mr. Howard thanked the Commission for getting the rain gutters replaced above the café deck and the classroom. With the Herculean efforts from Chairman Hunter, the awning was taken down so that the gutters could be replaced.

Mr. Howard reported that Lawrence Lynch had been on-site to try to repair areas of the runway that had washed out during recent heavy rains. He said repairs will continue until spring when the grass will grow and anchor in the soil.

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

**ENGINEERS REPORT**

Mr. Nelson said that in the near future, Mr. Flight would like to discuss with the Commission any outstanding issues regarding the projects at CQX.

In regards to the runway project, Mr. Nelson said the new electrical vault is currently being "fitted out" in the electrical sub-contractors yard and will be installed shortly. Also, the generator will be set up next to the electrical vault. The generator will be powered by natural gas. If the FBO wants the runway lights connected to the

generator power, he'll have to hire an electrician to make that happen as it is not apart of the improvement plan.

Mr. Nelson asked the Commission to decide on the angle of the PAPI lights. A 3.5 degree PAPI angle on Runway 6 allows for a straight-in approach, which would allow jets to make that landing. However, a 4 degree angle would accommodate the majority of the aircraft landing at CQX. The difficulty in making the decision stems from the surrounding tree tops. If the PAPI's were placed at a 3.5 degree angle, it would appear a great deal of tree trimming would have to take place.

Chairman Hunter said he would look into whether or not the Airport has a "blanket cutting easement" of the area and will get back to the Commission.

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

#### **NEW BUSINESS**

Chairman Hunter reported that the sprinkler valve in the control room which had set off fire alarms on two different occasions was being repaired.

#### **OLD BUSINESS**

As reported by Mr. Howard, Chairman Hunter and he took the framework of the awning down which ultimately led to a (huge gash AND) cost savings of \$600 off the gutter replacement estimate. Great job Howard and Hunter!

At 6:07 p.m., the meeting was moved to be adjourned by Mrs. Patterson and seconded by Mr. Rauscher.

Respectively submitted,

Amanda V. Monahan

**CHATHAM AIRPORT COMMISSION**  
**February 11, 2010**  
**AIRPORT MEETING ROOM**

RECEIVED AT OFFICE OF  
CHATHAM, MA TOWN CLERK

2010 MAR 12 PM 3:57

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

**Airport Representatives:** Tim Howard, FBO

**Public:** Dave Nelson of Gale Associates and Town Liason Paul Lagg

Chairman Hunter called the meeting to order at 5:06 pm.

**Correspondence:** The change orders submitted to the MA DOT, Aeronautics Division have been approved.

**FBO REPORT**

Mr. Howard reported that he had sought replacement door estimates for the Green T-Hanger. Quotes received were given to Chairman Hunter for further review.

Mr. Howard asked Mr. Nelson to contact Lawrence Lynch to have their sub-contractors come back to the job-site and remove any equipment and disposables left behind.

The tentative open date for the new café is March 1.

**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 Mr. Flight had come down to CQX to observe a fuel delivery, however the truck was delayed and Mr. Flight was unable to wait, so Mr. Flight will come down again when the next fuel delivery is scheduled. Therefore leaving the fuel farm area problems unresolved.

The concrete vault for the generator has been delivered and now waiting on the change orders signature completions from the FAA and "MAC" to then order the generator. The cost of the generator may be paid by excess FY10 Airport Safety & Maintenance Programs (MassDOT, Aeronautics Division) monies that are available. Applications for that will be submitted by GALE. The split between the Town and State will be 80/20 and the project must be complete by June 30, 2010.

Tree clearing for the runway approach will go forward. Once that is completed, Mr. Nelson will have survey's done of the OCS approach.

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

**NEW BUSINESS**

Chairman Hunter reported that the town-wide sewer project will be beginning with in the next couple of weeks. Road closures will affect the airport, however the contractor will display signs for a detour.

Chairman Hunter indicated that the project for the t-hanger door replacement will have to through the bidding process.

At 5:45 p.m., the meeting was moved to be adjourned by Mrs. Patterson and seconded by Mr. Pennypacker.

Respectively submitted,

Amanda V. Monahan

13 OCT 9 3:01PM

CHATHAM TOWN CLERK

**CHATHAM AIRPORT COMMISSION**  
**March 11, 2010**  
**AIRPORT MEETING ROOM**

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

**Airport Representatives:** Tim Howard, FBO

**Public:** Dave Nelson of Gale Associates and Town Liason Paul Lagg

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

**Minutes**

The minutes of the February 11, 2010 meeting were moved to be approved as amended by Mrs. Patterson and seconded by Mr. Pennypacker. All voted in favor.

**Correspondence**

**Bills**

**FBO REPORT**

Mr. Howard reported that due to the upcoming sewer project on George Ryder Road, the opening of the restaurant will be put off until the first week in April.

The new runway lights were damaged during the last storm. Mr. Howard said he had not been given replacement parts or the product information so that he could order them to have on-hand. Mr. Nelson said he has all of that information and will get it to him.

The lines used on the fuel facility concrete pad "indicating where aircraft should stop" all came up when the snow plows came over the area. Mr. Howard thought they had been painted on. Mr. Nelson said Gale will place new lines down until a final solution for the fuel pad issue has been accomplished.

Mr. Howard requested a "pig" style spill kit for the fuel farm area. Mr. Hunter said he would look into it and get one created for him.

Mr. Howard reported that the rain gutters on the George Ryder Road side of the maintenance hanger were severely damaged and need to be replaced. The Commissioners agreed to allow Mr. Howard to seek an estimate from the same company who replaced the cafés gutters and if the estimate did not exceed \$1,500, he could go ahead with the work.

It was reported that one of the new fuel farm mounted lights is out as well as the large floodlight on the corner of the maintenance hanger. Mr. Howard said he has contacted Jordan Electric to get an estimate. Mr. Rauscher suggested changing all three lights at the fuel farm to save on a future replacement expense.

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

#### **ENGINEERS REPORT**

Mr. Nelson reported that he is waiting on a proposal from NStar regarding the secondary electrical feeds to the vault. Due to the new municipal building construction across the street, NStar may elect to incorporate the feeds to the new building. Mr. Nelson will hear back from NStar by Friday, March 12 with their proposal and will report back to the Commission.

The pre-grant application for funding assistance for the generator has been approved by MassDot/AD. The grant will pay for 80% of the cost of the generator, with the remaining 20% coming from the Town.

Although the natural gas line set up for the generator is the responsibility of the contractor (Lawrence Lynch) to take care of, Mr. Nelson will contact them to be sure they have begun the application process. (One of the grant qualifications is to have the project complete by June 30, 2010).

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

At 5:45 p.m., the meeting was moved to be adjourned by Mrs. Patterson and seconded by Mr. Rauscher.

Respectfully submitted,

Amanda V. Monahan

'13 OCT 9 3:01PM

CHATHAM TOWN CLERK

**CHATHAM AIRPORT COMMISSION**  
**April 14, 2010**  
**AIRPORT MEETING ROOM**

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

**Airport Representatives:** Tim Howard, FBO

**Public:** Nik Ippolito of Gale Associates

Chairman Hunter called the meeting to order at 5:06 pm.

**Minutes:** Mrs. Patterson made a motion to approve the minutes of the previous meeting. Mr. Rauscher seconded the motion and all voted in favor.

**Correspondence:** None

**FBO REPORT**

Mr. Howard announced that the new café, Hanger B, is now open six days a week, until the summer when they'll be open seven days a week.

Mr. Howard again asked to have spare runway replacement parts, including extra lenses, so that he can make repairs when necessary. He also questioned whether the light assemblies were covered under installer warranty? Mr. Ippolito from Gale Associates said he would follow-up on all of this for Mr. Howard.

The lines to guide the airplanes into position on the fuel pad have still not been repainted. Mr. Ippolito will also follow-up on that.

The "Skydive Cape Cod" trailer is now in place on the airport property, with hopes to open by May 1. Commissioners asked to have the trailer appearance improved from its current unsightly look.

Mr. Howard thanked the Commission for fixing the Maintenance Building's gutters, there is much less flooding in the hanger now and also for the new spill kit for the fuel farm.

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

**ENGINEERS REPORT**

Mr. Ippolito explained that before Lawrence Lynch will return to complete the runway project, the installation of a new utility pole and the tree trimming must take place. He said that Gale is in contact with Verizon to install the new pole so that NSTAR can provide the secondary electrical feeds. He hopes the pole can be installed by next month. Mr. Hunter said that he was meeting with the tree company on April 20. Mr. Ippolito said once that is done, the surveyors from Gale will come out to set up for the PAPI installation.

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

**NEW BUSINESS**

Chairman Hunter reported that the sewer line installation will be in the airports area by the end of June and that there will be a stub connection for the airport.

Along the lines of sewer, Chairman Hunter asked Mr. Howard to contact Paul Daniels Septic Pump Co. to have the airports tanks done.

Again, the windsock had to be repaired by Tom Huckman after a wind storm. It was discussed and agreed that the sock would come down when it is known high winds will be in the area.

At 5:38 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 3:01PM

CHATHAM TOWN CLERK

**CHATHAM AIRPORT COMMISSION**  
**May 12, 2010**  
**AIRPORT MEETING ROOM**

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

**Airport Representatives:** Tim Howard, FBO  
**Public:** Nik Ippolito of Gale Associates

Chairman Hunter called the meeting to order at 5:06 pm.

**Minutes:** Mrs. Patterson made a motion to approve the minutes of the previous meeting. Mr. Rauscher seconded the motion and all voted in favor.

**Correspondence:** Chairman Hunter reported that the Commission received correspondence from the West Chatham Village Assoc. that they would like to attend an airport meeting to share with the Commission their vision of West Chatham in the future. He said he would contact Mrs. Sequin to plan a visit.

**Bills:** A bill was approved for payment from Paul Daniels for a septic pumping of the airports tank.

**FBO REPORT**

Mr. Howard explained to the Commission that he had asked for a couple of quotes to find the cost of installing a replacement canopy for the café's deck. He said the cost may be upwards of \$10,000 and asked the Commission if they would consider funding all or a portion of it. After much discussion on the various types of cover for the outside seating area, the Commissioners agreed that although it would be advantageous to the restaurant, the Commission would rather use budget monies for the replacement of the hanger doors.

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

**ENGINEERS REPORT**

Mr. Ippolito explained that electrical work had been done to install the PAPI's, REILS and generator. The PAPI's will be placed into operation after they are flight checked. Also, the standby generator had been installed, but is waiting on the gas company to install the line for service to the generator.

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

**NEW BUSINESS**

Chairman Hunter reported that he is scheduled to give the yearly report to the Board of Selectmen and that he will update them on various projects at the airport.

At 5:53 p.m., the meeting was moved to be adjourned by Mrs. Patterson and seconded by Mr. Rauscher.

Respectfully submitted,  
Amanda V. Monahan

**CHATHAM AIRPORT COMMISSION**  
**June 9, 2010**  
**AIRPORT MEETING ROOM**

13 OCT 9 3:01PM  
CHATHAM TOWN CLERK

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

**Airport Representatives:** Tim Howard, FBO

**Public:** Nik Ippolito of Gale Associates

Chairman Hunter called the meeting to order at 5:06 pm.

**Minutes:** Mrs. Patterson made a motion to approve the minutes of the previous meeting. Mr. Rauscher seconded the motion and all voted in favor.

**Correspondence:** Chairman Hunter reported that the Commission received correspondence from the West Chatham Village Assoc. that they would like to attend an airport meeting to share with the Commission their vision of West Chatham in the future. He said he would contact Mrs. Sequin to plan a visit.

**Bills:** A bill was approved for payment from Paul Daniels for a septic pumping of the airports tank.

**FBO REPORT**

Mr. Howard explained to the Commission that he had asked for a couple of quotes to find the cost of installing a replacement canopy for the café's deck. He said the cost may be upwards of \$10,000 and asked the Commission if they would consider funding all or a portion of it. After much discussion on the various types of cover for the outside seating area, the Commissioners agreed that although it would be advantageous to the restaurant, the Commission would rather use budget monies for the replacement of the hanger doors.

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

**ENGINEERS REPORT**

Mr. Ippolito explained that electrical work had been done to install the PAPI's, REILS and generator. The PAPI's will be placed into operation after they are flight checked. Also, the standby generator had been installed, but is waiting on the gas company to install the line for service to the generator.

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

**NEW BUSINESS**

Chairman Hunter reported that he is scheduled to give the yearly report to the Board of Selectmen and that he will update them on various projects at the airport.

At 5:53 p.m., the meeting was moved to be adjourned by Mrs. Patterson and seconded by Mr. Rauscher.

Respectfully submitted,  
Amanda V. Monahan

13 OCT 9 3:01 PM  
CHATHAM TOWN CLERK

**CHATHAM AIRPORT COMMISSION**  
**July 7, 2010**  
**AIRPORT MEETING ROOM**

**Commissioners Present:** Chairman Richard Hunter, Vice Chair W. Thomas Whiteley and Nancy Patterson

**Airport Representatives:** Tim Howard, FBO

Chairman Hunter called the meeting to order at 5:03 pm.

**FBO REPORT**

Mr. Howard reported that all of the airports electrical equipment power has been switched over to the new vault that was recently installed. Except for the pilot controlled lighting system which was installed with the wrong frequency, everything else was fine. Gale and Kobo were notified of the problem.

The 99's were in to paint "CHATHAM" on the ramp (freehand!), so that the airport is identifiable for aircraft.

The approval was given to Mr. Howard to call Jordan Electric so that the lights by the street can be replaced.

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

**ENGINEERS REPORT**

There were no engineers at the meeting, however they did send down a report. It indicated that Mr. Flight had been down to view a refilling procedure, but the NH office is unaware of his findings/decision.

There were several items that still needed to be completed on the Runway 6-24 construction of which include but are not limited to tree clearing by Runway 6, flight check the new PAPI's and final FAA and Cape Cod Commission inspection.

At 5:16 p.m., the meeting was moved to be adjourned by Mrs. Patterson and seconded by Mr. Whiteley.

Respectfully submitted,  
Amanda V. Monahan

**CHATHAM AIRPORT COMMISSION**  
**August 12, 2010**  
**AIRPORT MEETING ROOM**

**Commissioners Present:** Chairman Richard Hunter, Vice Chair W. Thomas Whiteley and Nancy Patterson

**Airport Representatives:** Tim Howard, FBO

Public Present: Nik Ippolito of Gale Associates

Chairman Hunter called the meeting to order at 5:02 pm.

**Correspondence**

Mr. Hunter had a maintenance contract from South Shore Generator for the new generator that would cost \$425. Mr. Whiteley questioned why it wasn't already under a warranty being new. Mr. Ippolito said he believes it is under warranty for the first year and will confirm that as well as get a copy of the warranty from Kobo.

**FBO REPORT**

Mr. Howard reported that he had attended the final inspection meeting for the runway project and will watch as the punch list items are completed.

He indicated that the runway REILS system is in service, but still waiting on the PAPI to become active.

A natural gas leak was found at the new generator. National Grid was able to fix the leak the same day.

A finally Mr. Howard reported that the gravel pit at the NW tie-downs had been removed by the contractor.

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

**ENGINEERS REPORT**

Mr. Ippolito gave the Commissioners a copy of the runway projects punch list and went over the major items to be corrected by Lawrence Lynch prior to the close-out of the project.

Chairman Hunter felt the punch list was too cumbersome and many items on the list should have been taken care of prior to the final meeting.

Mr. Ippolito said the PAPI's will be flight checked in the fall after the tree clearing work has been completed. He added that the necessary paperwork to be filed for the PAPI check is currently being worked on.

Mr. Ippolito will be coordinating with the Cape Cod Commission for their final inspection. He will notify the FBO and Chairman Hunter when the CCC is coming.

**The Engineers Report was moved to be accepted by Mrs. Patterson and seconded by Mr. Whiteley. All voted in favor.**

**Other Business**

Mr. Whiteley made a motion for Richard Hunter to remain as Chairman. Mrs. Patterson seconded the motion and all voted in favor.

Mrs. Patterson made a motion for W. Thomas Whiteley to remain as Vice-Chairman. Mr. Hunter seconded the motion and all voted in favor.

At 5:20 p.m., the meeting was moved to be adjourned by Mrs. Patterson and seconded by Mr. Whiteley.

Respectfully submitted,  
Amanda V. Monahan



# TOWN OF CHATHAM AIRPORT COMMISSION

RECEIVED AT OFFICE  
CHATHAM, MA TOWN

2010 AUG 26 PM 3:07



## MEETING AGENDA

**When:** Wednesday - September 9, 2010 – 5pm  
**Where:** Airport Meeting Room  
240 George Ryder Rd.

- I. Call to Order
- II. Acceptance of Minutes
- III. Approve Bills
- IV. Correspondence
- V. FBO Report
- VI. Engineers Report
- VII. Old Business
- VIII. New Business
- IX. Adjourn



# TOWN OF CHATHAM AIRPORT COMMISSION

RECEIVED AT OFFICE OF  
CHATHAM, MA TOWN CLERK

2010 SEP 20 AM 11:45



## MEETING AGENDA

**When:** Wednesday – October 14, 2010 – 5pm  
**Where:** Airport Meeting Room  
240 George Ryder Rd.

- I. Call to Order
- II. Acceptance of Minutes
- III. Approve Bills
- IV. Correspondence
- V. FBO Report
- VI. Engineers Report
- VII. Old Business
- VIII. New Business
- IX. Adjourn