

'12 FEB 15 3:38PM

**CHATHAM AIRPORT COMMISSION  
JANUARY 10, 2008  
AIRPORT MEETING ROOM**

**Commissioners Present:**

Chairman Richard Hunter, Nancy Patterson and David  
Rauscher

**Airport Representatives:**

Tim Howard, FBO

**Public:**

David Nelson of Gale Associates

Chairman Hunter called the meeting to order at 5:10 pm.

**BILLS:**

The Commissioners approved bills from Intercity Alarms, Ascent Aviation Group, FedEx, Stick n' Rudder, Cape Cod Flying Circus and Jordan Electric.

**FBO REPORT:**

Mr. Howard reported that the "Homes for Airplanes" T-hanger project was almost complete. They were just waiting on NStar to connect power to the building.

A runway number sign had not been working (1 out of 5 lights). Fruen Electric came out to diagnose the problem and have order a part to complete the repair. The light should be back in service soon.

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

**ENGINEERS REPORT:**

Mr. Nelson reported that the fuel farm project was approximately 90% complete. The fuel system is ready to be tested and calibrated. However, because there has not been any fuel put into the tank to test it (5 gallons), the contractor has requested a temporary stoppage (as of 12/21/07). Mr. Nelson explained he wished to inspect the tank before any fuel is put in the tank to make sure it is clean and without debris of any kind inside. He continued to say he has researched the best way to get the "test" fuel into the tank. He and Mr. Howard agreed to meet next week (1/14/08 to 1/18/08) to inspect the fuel tank and put the fuel in it. The Commissioners anticipated this testing and calibration to have already been done by meeting time and were quite disappointed that it had not yet occurred.

Mr. Nelson continued to say the Chatham Fire Inspector has requested that the emergency stop button be repositioned to where it is highly (according to the drawings) visible and also all three emergency stop buttons be clearly labeled as such.

The reporting continued with good news that MAC will indeed receive \$40 million in funding for FY09 through FY11! Mr. Nelson said Chatham will be in good position to receive a portion of the monies because the terminal building has already been permitted through the Cape Cod Commission and preliminary drawings are already done. Mr. Hunter indicated that he had talked to the Finance Director and she indicated that Town would fund their 5% local match.

Mr. Hunter moved to accept the Engineers report and Mrs. Patterson seconded the motion. All voted in favor to approve the report.

**NEW BUSINESS:**

Chairman Hunter said he would write the Airport's Report to be included in the Annual Report. It was suggested to include the good news of the new t-hangers being build by "Homes for Planes", but to also report concern with the condition of the old t-hangers and the constant maintenance to the roofs.

**OLD BUSINESS:**

**None**

At 5:42 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  
MAY 6, 2008  
AIRPORT MEETING ROOM**

'12 FEB 15 3:38PM

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

**Airport Representatives:** Tim Howard, FBO

**Public:** Dave Nelson of Gale Associates and John Ambroult of Ambroult Aviation, Paul Lagg, Town liaison to the Commission

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

**MINUTES:** Mr. Whiteley made a motion to approve the minutes of the March 13, 2008 meeting. Mrs. Patterson seconded the motion and all voted in favor. Mr. Rauscher made a motion to approve the minutes of the April 10, 2008 meeting. Mrs. Patterson seconded the motion and all voted in favor.

**CORRESPONDENCE:** Mr. Nelson explained that a letter has been sent from the Town to the FAA regarding the funding options of FY08 grants. The FAA has not received its full FY08 funding and therefore won't be distributing what has already been approved. Therefore the FAA has given airports several options for receiving grant funds. The Town has chosen to take 75% of the grant monies now and if there is a second grant program, the remaining 25% would come in a separate grant.

**BILLS:** The Gale Associates and BayState Regional Contractors Invoices were approved for payment. (At a later part of the meeting, the Commissioners unanimously voted to hold the BayState Regional Contractors check until errors with the fuel farm were corrected.)

**FBO REPORT:** Again this month, Mr. Howard reported that the parking lot light pole remained inoperative. Despite Mr. Howard's requests of the Town's contractor to fix the pole, there has been no results. Chairman Hunter said he would contact the contractor immediately to get the pole finally fixed.

Mr. Howard reported that the fuel farm project is still on-going, with some minor results to the discrepancy list. He said BayState Regional Contractors has been out to do some repairs, but when the Wayne service tech came to the airport, BayState was not at the airport to oversee the issues. The Wayne tech found more problems, including problems with the isolation valve. Also, BayState had yet to send a sweeper out to clean the area that they worked in and the fuel hose reel has yet to work properly. However, Mr. Howard did say that he received a call from Mr. Flight of Gale Associates who has is now overseeing parts of the project, to assure him that the problems with the fuel farm project will be corrected quickly.

He was happy to report that the tree trimming around the airports perimeter fence by the prisoners was complete.

The plane tie-down area next to the skate board park has become an unsafe area to park a plane because of the trees in the area. Mr. Howard feels they can easily come down in a storm. Mr. Howard has spoken to Mr. Norman St. Pierre who has his plane in the area and Mr. St. Pierre would like to sign a waiver making the Airport and Mr. Howard not responsible a tree come down. However, Mr. Don Smith will be asked to move his plane to a different location on the Airport grounds.

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

**ENGINEERS REPORT:** Mr. Nelson said the contractor will be on site around May 13 to put top and final coat of pavement down. The resident engineer will be on site when this work is done. Mr. Nelson reiterated the progress of the fuel farm as Mr. Howard had explained and added that he and Mr. Flight are in constant touch with the contractor to get the job done right. Mrs. Patterson again reminded Mr. Nelson that the summer season is fast approaching, the increased volume of air traffic into CQX and the immediate need to complete the fuel farm project.

Mr. Nelson updated the commission that the sales tax exemption extension will likely be voted down by the Governor and the House. It is felt that if the sales tax exemption is not continued, much of the sales and repair business for airplanes will be sought out of the state.

Mrs. Patterson made a motion to approve the Engineers report. Mr. Rauscher seconded the motion and all voted in favor.

**OLD BUSINESS:** Chairman Hunter and Mr. Rauscher are looking into the bid process required to do the work on the t-hangers and what the dollar threshold is for requiring an RFP.

**NEW BUSINESS:** Chairman Hunter said he was interviewed by the Chronicle about the town meeting warrant article to fund the town's portion of the runway project. He made sure that it was understood that the Town's portion of the funding is only 5.0%.

At 6:05 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**  
**October 9, 2008**  
**Airport Meeting Room**

'12 FEB 15 3:38PM

PRESENT:

Board Members

Chairman Richard Hunter  
W. Thomas Whiteley  
Nancy Patterson  
David Rauscher  
Craig Pennypacker

Airport Representatives

Tim Howard, FBO

Public

Barry Hammer and Nik Ippolito, Gale Associates Representative

Chairman Hunter called the meeting to order at 7:00p.m.

MINUTES: The September 11, 2008 minutes were moved to be approved by Mrs. Patterson and seconded by Mr. Pennypacker. All were in favor.

CORRESPONDENCE: Mr. Whiteley discussed the concern of a taxpayer, Mr. Cooling, about the condition of the runway and air field. Mr. Cooling had called Mr. Hinchey to inquire about the airport and one main concern being the dullness of the center line on the runway. Mr. Whiteley said he had flown into many airports and the condition of the center line was similar at most airports. Mr. Hunter added that he had a meeting with FAA officials at the airport and they did not have a problem with the line. Mr. Hinchey did respond to Mr. Coolings call.

BILLS: Bills from Cape Cod Flying Circus and Ron Meservey were approved for payment.

FBO REPORT: Mr. Howard reported that power fuel hose had finally been repaired and is operating. Also, the tractor has been repaired and is back in service. He said a new assistant airport manager has been hired and is being trained by Mr. Pickett.

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

ENGINEERS REPORT: Mr. Hammer introduced Mr. Ippolito who will be working with him on the runway project. Mr. Hammer continued by reporting that Mr. Flight is working with Mr. Dawes from Lawrence Lynch on the apron grading project and the fuel delivery issue. Mr. Flight has hired Lawrence Lynch to create a driveway for the fuel delivery truck (at Gale Associated expense).

Mr. Hammer continued to say that he is looking at two different ways to decrease the cost of the runway project. The first is the use of a concrete t-wall rather than a

gabion wall. He said he is currently working on the approval steps with the Cape Cod Commission on that change. The other is "reclamation of the existing runway materials to be used as a new base course material". Gale did test samples and found 7" worth of pavement. After the samples are completed and tested, they will know more if reclamation is an option. Half way through the design process of the runway they will have a better sense of the projects cost (savings).

The Engineers Report was moved to be accepted by Mrs. Patterson and seconded by Mr. Whiteley.

NEW BUSINESS: None

OLD BUSINESS: Bids for t-hangers were received and BayState Contractors LLC from Pembroke was awarded the bid. Since the bids were more than the allotted \$55,000, the Town promised the additional funding of \$10,000 towards the project.

Mr. Pennypacker made a motion to allocate \$3,000 from the Airport budget for the pending roofing project pending good "return" on references.  
Mrs. Patterson seconded the motion and all voted in favor.

COMMENTS FROM THE PUBLIC: None

The December meeting will be the 18th at 5pm.

At 7:44 p.m., the meeting was moved to be adjourned by Mr. Pennypacker and seconded by Mrs. Patterson.

Respectively submitted,  
Amanda V. Monahan

**CHATHAM AIRPORT COMMISSION**  
**November 17, 2008**  
**Airport Meeting Room**

CHATHAM TOWN CLERK

'12 FEB 15 3:38PM

PRESENT:

Board Members  
Chairman Richard Hunter  
Nancy Patterson  
David Rauscher  
Paul Lagg, Town Liaison

Airport Representatives  
Tim Howard, FBO

Public  
Barry Hammer, Gale Associates Representative

Chairman Hunter called the meeting to order at 4:30p.m.

MINUTES:

The October 9, 2008 minutes were moved to be approved by Mrs. Patterson and seconded by Mr. Rauscher. All were in favor.

CORRESPONDENCE:

None

BILLS:

None

FBO REPORT:

Mr. Howard reported several issues still ongoing with the fuel farm that are being addressed by Mr. Smith at Gale Associates. The incorrect installation of the water/sediment separator drain being a main issue.

Perry Kophammer, the new airport assistant was introduced to the Commissioners. Mr. Kophammer will be working 5 days a week at the airport and Mr. Pickett will fill in the other two days. Mr. Pickett will remain on as the assistant airport manager.

Mr. Howard continued to say that Bay State Contracting will begin the work on the green t-hanger roof shortly, as they have already begun to deliver the supplies needed.

Mr. Rauscher made a motion to appoint Mr. Tim Howard as CQX's new Airport Manager. Mrs. Patterson seconded the motion and all voted *gladly* in favor.

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

ENGINEERS REPORT: