

CHATHAM AIRPORT COMMISSION
APRIL 13, 2006
AIRPORT MEETING ROOM

RECEIVED AT OFFICE OF
CHATHAM, MA TOWN CLERK

2006 JUN -9 AM 9:17

Members Present: Chairman Hunter, Nancy Patterson and David Rauscher

Members Not Present: Vice Chairman Tom Whiteley and John Trimble

Public: Tim Howard and Jill Douglas

Chairman Hunter called the meeting to order at 7:05 p.m.

There was no correspondence.

FBO Report

Mr. Howard said he attended the pre-construction meeting held at the Airport earlier in the day by Gale Associates. All who were interested in bidding on the apron construction project were invited to attend.

Mr. Howard also said the required quarterly SWPPP inspection had been done by the Airport Manager Lonnie Pickett.

Mrs. Patterson moved to accept the FBO Report. Mr. Rauscher seconded the motion and all voted in favor.

Engineer's Report

Chairman Hunter presented the Engineer's Report. He said that by next week we hope to have an answer from Dr. Duncanson after he meets with the Cape Cod Commission regarding the septic system possible tie into the Town Annex Construction. He continued to say that the FAA will not escrow monies for future projects, like a pending septic system.

Chairman Hunter then indicated to the other Commissioners that a vote was needed to allow the Town to request and accept grant funding for the apron project from the FAA in the amount of \$1,233,100 and MAC in the amount of \$32,450. He then continued by making a motion to accept the grant funding for the apron projects from both the FAA and MAC. Mr. Rauscher seconded the motion and with no further discussion, the vote was unanimous.

The pre-construction conference was held at the Airport today and four contractors attended out of 11 who requested bid packets.

Mr. Rauscher made a motion to accept the Engineer's Report. Mrs. Patterson seconded the motion and all were in favor.

New Business

None


Old Business

Chairman Hunter inquired about the signs for the vernal pool. Mrs. Patterson said that the Commission was waiting on the contact person's name at the school so that we can get in touch and have the signs made. Chairman Hunter said he would call Mr. Dufresne and find out more information.

Bids were required to be taken for the wind sock stand. Bids have come in as high \$14,000! At least 3 bidders are required for projects of \$5,000.

It was announced by Chairman Hunter that the Commission wishes to go into executive session to discuss negotiable matters. Mrs. Patterson moved to adjourn the public meeting. Mr. Rauscher seconded the motion. The public meeting was adjourned at 7:30 pm.

Respectfully Submitted,


Amanda Love-Monahan

CHATHAM AIRPORT COMMISSION
MAY 11, 2006
AIRPORT MEETING ROOM

RECEIVED AT OFFICE OF
CHATHAM MA TOWN
2007 FEB -6 AM 3:56

Commissions Present: Chairman Richard Hunter, Vice Chairman Tom Whiteley, Nancy Patterson and David Rauscher

Public: FBO Tim Howard, Gale Associates Engineer Michael Bramhall and John Amerault

Chairman Hunter called the meeting to order at 7:05 pm.

Bills
None

Correspondence

The Commission received approval from the Board of Health for the installation of a denitrifying septic system during the modernization project.

FBO Report

Mr. Howard reported that the windsock frame came in and will remain at the Airport until Enterprise Machine is ready for it.

Robert Our has been putting in fill out back for free! They'll have a street sweeper come in and clean up dirt dropped on the taxi areas and runway by the trucks.

Mr. Howard also reported that the FAA flew in recently and said the Papi lights were out of adjustment. Mr. Pickett has followed up on the issue and has called FAA to come back in to see the correction.

Mrs. Patterson made a motion to approve the FBO report and Mr. Whiteley seconded the motion. All were in favor to accept the report.

Engineers Report

Mr. Bramhall reported that of the four bids received for the apron reconstruct project, Lawrence Lynch Company was the low bidder. Lawrence Lynch Company met all of the qualifications and even came below the estimates that Gale Assoc. had projected.

He also reported that Mr. Dufresne from his office was working with the Cape Cod Commission to reword the DRI decision reflecting the recent decision that the Airport will not need to install a denitrifying septic system because of the future sewer line construction along George Ryder Road.

Some of the preliminary work regarding the design of Runway 6-24 will be in the fall and winter of 2006. Soil surveys will start in the Fall and the actual design portion will be done in the Winter.

Mr. Rauscher made a motion to approve the Engineers Report. Mrs. Patterson seconded the motion and all voted unanimously to approve.

New Business

Chairman Hunter said the bike racks need to be ordered soon so that that portion of the DRI requirements is taken care of. The bike racks will be put beside the main building and will hold 10 bicycles. The cost of the racks will be approximately \$400 plus shipping and handling.

Mr. Rauscher made a motion to approve the purchase of the bike rack. Mr. Whiteley seconded the motion and all voted unanimously approving the purchase.

Old Business

Chairman Hunter said that as we know from Mr. Howard, the wind sock unit is in. He said he'd stop by Enterprise Machine to get a time frame of how soon we can expect the work done.

Chairman Hunter continued on advising the Commission that he met with managing members of Cape Cod Commission, Director Margo Fenn and Deputy Director John Lipman to discuss where the Cape Cod Commission "went wrong" dealing with the us. He said he spoke of the constant comparison to Barnstable's Municipal Airport that is a commercial airport, unlike Chatham. Chairman Hunter said what it came down to is that the Cape Cod Commission did not know how to deal with the Chatham Airport Project.

Mr. Rauscher indicated that he would "clean up" the RFP for the land bid and would send on to Town Counsel for review.

In regards to the Management Agreement, there were some suggested adjustments. It was suggested that the Airport Manager be responsible for checking the PAPI lights periodically. It was agreed to add that into the agreement. Also the Management will maintain all airport equipment; however the Commission will pay for the maintenance. Also, the Commission would like a semi-annual report on the condition of the equipment.

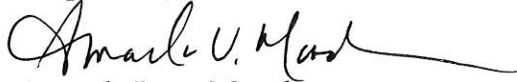
Chairman Hunter said he would take the Management Agreement out of draft form and send up to Town Council for review. All of the Airport Commissioners congratulated Mrs. Patterson on a great job putting the document together!

Mr. Howard commented that he realized the bike racks are a requirement, but it perhaps gives people who are using the bike trail and impression that the Airport parking spaces

are also for bike trail parking and thus takes away from potential business at the café and the airplane ride business. He asked if it's possible to put signs up stating for "airport patrons only"? Chairman Hunter said he'd check with DPW Director Dan Tobin about the signs as the parking lot is not technically the Airports.

A motion to adjourn was received by Mr. Rauscher and seconded by Mr. Whiteley. The meeting was adjourned at 8:15 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Amanda U. Monahan", with a long horizontal flourish extending to the right.

Amanda Love-Monahan
Airport Recording Secretary

CHATHAM AIRPORT COMMISSION

JUNE 8, 2006

AIRPORT MEETING ROOM

RECEIVED AT OFFICE OF
CHATHAM TOWN ENGINEER

2007 FEB -6 AM 3:56

Members Present: Chairman Richard Hunter, Nancy Patterson, John Trimble and David Rauscher

Gale Associates: Armand Dufresne and Michael Bramhall

Public: Tim Howard and Jill Douglas the FBO and John Lipman of the Cape Cod Commission

Chairman Hunter called the meeting 7:18 meeting to order

Mr. Rauscher made a motion to accept the April minutes and Mr. Trimble seconded the motion. All voted unanimously to approve the April, 2006 minutes.

Bills

Ralph J. Perry Fire Extinguisher Co., Cape Cod Flying Circus and NStar

Correspondence

A certified letter was received from Mr. Augustensen, a t-hanger owner, who has requested the Town split the cost of raising the sprinkler system several inches above the hanger door.

Mr. Rauscher recalled that plumbing was fixed before for Mr. Augustensen when he was in his originally purchased t-hanger. Mr. Augustensen elected independently to move to a larger hanger, thus the feeling from the Commissioners is that any modifications should be at his expense.

Mr. Rauscher continued by making a motion to deny Mr. Augustensen's request for a split cost. Mrs. Patterson seconded the motion and all voted unanimously against Mr. Augustensen's request.

FBO Report

Mr. Howard reported that the flag pole was damaged and inquired if the Town has a Bucket Truck to get the flag down. Chairman Hunter said he'd look into it.

Mr. Howard requested the use of the airport municipal truck for use in the 4th of July parade, to pull a float. None of the Commissioners had a problem with this request and so permission was so granted.

Mrs. Patterson made a motion to accept the FBO Report. Mr. Trimble seconded the motion and all voted unanimously for approval.

Engineers/Planners Report

Mr. Bramhall informed the Commission that both the FAA and MAC grants for the main apron project are in the works. The FAA has submitted their offer to the Town for 95% reimbursement and MAC has also sent on an award letter for MAC's 2.5% reimbursement. The Notice of Award for the apron project will be signed by Town Manager Hinchey and forwarded on to the contractor Lawrence Lynch Corp. Construction on the main apron is set to start September 4, 2006, immediately after Labor Day.

Mr. Bramhall also said he was working with Glen Cannon of the Cape Cod Commission to create brochures for the "alternate transportation" requirement of the DRI Permit. The brochure, which will satisfy the "Transportation Demand Management" requirement, will show bike trail routes and local cape bus transit routes. These brochures will be given to airport business such as Stick n' Rudder and Cloud 9 Café for distribution.

Mr. Dufresne went on to discuss that he has been working with Leo Kenney of the Vernal Pool Association and with Mr. Kenney's assistance has obtained posters from students throughout the Commonwealth, including Chatham, that can be framed and installed at various sites around the Airport. The posters/signs informing the public what vernal pools are, are a requirement of the Cape Cod Commission.

The Cape Cod Commission has also approved the draft of the "Invasive Species Management Plan", created by BEC for Gale Associates.

Mr. Dufresne went on to discuss the Runway 6-24 Reconstruct Project. At this time, it is in the "design only" phase. The project will remain in design mode for FAA FY 2007 and construction, pending grant acceptance, will be in FAA FY 2008. The runway project is a huge project with many aspects. The runway drainage review will be done each year and a report submitted to the Cape Cod Commission. Before the runway construction can begin, the underground fuel storage tanks must be removed. This can be done with state reimbursement of 50% and is a requirement of the DRI Permit.

Mr. Trimble made a motion to accept the Engineer's Report. Mrs. Patterson seconded the motion and all voted in favor of acceptance.

Cape Cod Commission Visit

Mr. John Lipman, Deputy Director of the Cape Cod Commission, was in attendance to discuss the process that the Chatham Airport Commission was brought through with the staff of the CCC while applying for the DRI Permit. He said he understood that many of the staff were not up to speed on many of the variables brought forth by the Chatham Airports application. He agreed that the CCC staff could have given a bit of latitude on

many occasions and let the "little things go". He felt that unfortunately it was a learning process for both sides.

Mr. Dufresne spoke of how on many occasions, he had to educate the staff member he was working with on many rules and regulations of the state and federal government and that he was required to follow those guidelines.

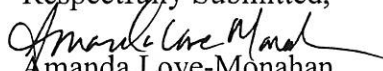
Mr. Lipman understood the frustration of both Mr. Dufresne and the Airport Commission. He said now there are a type of exit interview being done to learn from projects as well as meetings held even before applicants submit their formal requests to help improve the process. He continued to say he is now more hands on and oversees many application processes and invites applicants to contact him directly with concerns.

After Mr. Lipman left, the Commissioners felt progress had been made and appreciated his visit.

Mrs. Patterson moved to adjourn the meeting. Mr. Trimble seconded the motion and all voted unanimously to adjourn the meeting at 9:00 p.m.

This will be the last meeting Mr. John Trimble is a member of the Chatham Airport Commission. We thank him for his efforts and wish him health in the future!

Respectfully Submitted,


Amanda Love-Monahan
Airport Recording Secretary

**CHATHAM AIRPORT COMMISSION
MEETING - AUGUST 11, 2006
AIRPORT MEETING ROOM**

RECEIVED AT OFFICE OF
CHATHAM TOWN ENGINEER
2007 FEB -6 AM 3:56

Commission Members Present:

Chairman Richard Hunter
Vice Chairman W. Thomas Whiteley
Nancy Patterson
Craig Pennypacker

Airport Representatives

Tim Howard, FBO

Public

Michael Bramhall of Gale Associates
John Ambroult

Chairman Hunter called the meeting to order at 7:06 p.m.

MINUTES:

Minutes of the July 13, 2006 meeting were moved to be approved with amendments by Mrs. Patterson and seconded by Mr. Pennypacker. The vote for approval was unanimous.

CORRESPONDENCE:

The Commission received the Preliminary Certificate of Compliance – Phase One, from the Cape Cod Commission. The Certificate allows the apron and fuel system projects to move forward into construction.

BILLS:

Invoices from NStar, Verizon and Ralph J. Perry were signed by the Commissioners and will be submitted for payment.

FBO REPORT:

Mr. Howard reported that the State Fire Inspector had visited the airport recently to look at the fuel tank monitoring system. The Chatham Fire Inspector accompanied in the visit. There were no problems reported by the Inspector. The FBO report was moved for approval by Chairman Hunter and seconded by Mrs. Patterson. The vote approving the report was unanimous.

ENGINEERS REPORT:

Mr. Bramhall of Gale Associates showed the Commissioners the shop drawings from Lawrence Lynch giving the project time line. The work is set to start on September 5, 2006 and is will be completed by November 15, 2006.

As indicated earlier, the certificate of compliance had been received. The certificate gives the Airport the right to start the project. At the end of this phase of the project, the reconstruct of main apron, a final certificate of compliance will be issued. That final certificate must be issued before other projects may start.

The fuel management system has been designed and will run on a credit card type system that will be

administered by Mr. Pickett, the Airport Manager. The Chatham Fire Inspector suggested a remote emergency shut-off that will be linked to the Fire Station as well.

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

NEW BUSINESS:

None

OLD BUSINESS:

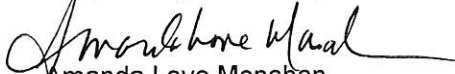
The helicopter pilot who was trying to offer sight seeing out of Chatham Airport with out consent has left the area.

The wind sock reconstructed stand will be arriving within the next week as well!

The revised copy of the management agreement was given to Tim Howard, the FBO. A motion to extend the agreement another 60 days was made by Mrs. Patterson and seconded by Mr. Pennypacker. All voted unanimously to extend the management agreement another 60 days.

With no further business, Mr. Whiteley moved to adjourn the meeting. Mrs. Patterson seconded the motion and the meeting was adjourned at 7:45 pm.

Respectfully submitted,



Amanda Love Monahan
CQX Secretary

CHATHAM AIRPORT COMMISSION
November 22, 2006
Airport Meeting Room

RECEIVED AT OFFICE OF
CHATHAM TOWN CLERK
2007 FEB -6 AM 3:56

Commission Members Present: Chairman Richard Hunter, Nancy Patterson, Craig Pennypacker and David Rauscher

Commission Members Not Present: Vice Chairman W. Thomas Whiteley

Public Present: FBO Tim Howard and John Ambroult

Chairman Hunter called the meeting to order at 5:05 p.m.

20 Year T-Hanger Land Lease RFP Bid Award

Mr. Rauscher reported that the only bid received was from "Homes for Airplanes, LLC" in the amount of \$55,000. The bid met all of the requirements. J.W. Dubis and Sons would be the general contractor and the bid sum would be paid to the Town after all necessary permits were attained.

Mr. Rauscher made a motion for the Commission to award the bid to "Homes for Airplanes, LLC". Mr. Pennypacker seconded the motion and the vote was unanimous; all in favor.

The award process will move forward with the Lease Agreement to be written by Mr. Rauscher for later review by the Commission Chairman Hunter and Finance Director Petit.

Management Agreement

The Commission has been continuously working with the current FBO, Mr. Howard, to update the Management Agreement so that both parties are satisfied with the final agreement.

The final topic has been the increase in the dollar amount of the lease. After much discussion, a resolution was reached. Mr. Rauscher made a motion for the Commission to approve an increase of 3.5% per year, with a beginning base amount of \$25,000. Mrs. Patterson seconded the motion and the vote was unanimous; all in favor.

Mr. Rauscher made a motion to adjourn the meeting at 5:50 p.m. Mrs. Patterson seconded the motion and all were in favor.

Respectfully Submitted,
Amanda Love Monahan
Airport Secretary