

**AIRPORT COMMISSION MEETING
MINUTES FOR
MARCH 10, 2005**

RECEIVED AT OFFICE OF
CHATHAM TOWN CLERK

2006 APR 26 AM 10:48

PRESENT:

Board Members

Chairman Richard Hunter
Vice Chairman W. Thomas Whiteley
Nancy Patterson

Airport Representatives

Tim Howard, FBO

Public

John Amerault

Chairman Hunter called the meeting to order at 7:30p.m.

MINUTES:

After correcting Andrea Adams name, the minutes of the February 17, 2005 meeting were moved to be accepted as amended by Mrs. Patterson and seconded by Chairman Hunter.

CORRESPONDENCE:

The insurance claim for the accident that occurred after the Blizzard between the plow truck and Charles Edgar has been settled. Mr. Edgar received a check from the Town's insurance company for \$2,077. It has been suggested by our insurance agent that we insure the tractor also in case of an accident. Chairman Hunter said he has started the process of registering and insuring the tractor.

There was no other correspondence.

BILLS:

The Commission received bills from Keyspan, Verizon and Nstar. The Keyspan bill was still an estimated bill and Mr. Whiteley suggested not to pay the bill until we receive an actual reading. An appointment had been made by Secretary Monahan to have Keyspan come out and do an actual reading. Mrs. Patterson agreed to hold the bill until we received an actual reading.

There was also a bill for Jim's Pump and Tank Service. The Commissioners were concerned that the bill duplicated work that was just recently done. Secretary Monahan was asked to look back at the prior bills to see what had been repaired and billed before.

Stick n' Rudder also submitted a bill for repairs made that were "uninsured damages".

Mr. Whiteley suggested that when damages occur to the buildings that are leased by tenants, the tenants should go to their own insurance companies to receive compensation for the damages. Chairman Hunter and Mrs. Patterson both agreed. Verizon, Nstar and Stick n' Rudder bills were all approved to be paid by the attending Commission members.

FBO REPORT:

Mr. Howard explained that pump #2 is again having problems, especially in below freezing temperatures. Jim's Pump and Tank was out to fix it and cleaned the pump of debris inside. Mr. Howard has elected to favor pump #1 until weather is warmer to try to eliminate problems with pump #2. Mr. Howard indicated that when the pump was turned on it would hum. Chairman Hunter asked the Commission members if they knew why the pump hummed? None of them had an answer, so Chairman Hunter said the pump hums because it doesn't know the words!

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

ENGINEERS REPORT:

Mr. Dufresne did not attend this meeting, but Chairman Hunter had talked to him earlier in the day and Mr. Dufresne said that he had been working on the Hardship Exemption with Andrea Adams of the Cape Cod Commission Staff.

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

NEW BUSINESS:

None

OLD BUSINESS:

Chairman Hunter told the Commission that he wrote to Mr. Augustensen. Mr. Augustensen had requested the Town raise the pipe for the sprinkler system in his T-hanger. The sprinkler system was installed prior to Mr. Augustensen "swapping" T-hangers with another owner. Chairman Hunter spoke to Mr. Hinchey about the request and Mr. Hinchey denied it. He did say that if Mr. Augustensen wanted to have the pipe moved at his own expense and gained the approval of the Town's "Sprinkler Engineer", that he could.

Chairman Hunter corrected himself about a previous discussed topic of locks. The cost of new locks was only \$67 each not \$167 as he had previously stated.

COMMENTS FROM THE PUBLIC:

None

OTHER BUSINESS:

None

At the early hour of 8:06 p.m., the meeting was joyously moved to be adjourned by Mrs. Patterson and seconded by Chairman Hunter.

As always,
Respectively submitted,


Amanda V. Monahan

RECEIVED AT OFFICE OF
CHATHAM, MA TOWN CLERK
2006 APR 26 AM 10:48

**AIRPORT COMMISSION MEETING MINUTES
APRIL 13, 2005**

PRESENT:

Board Members
Chairman Richard Hunter
Nancy Patterson
David Rauscher

Airport Representatives
Tim Howard, FBO

Public
Armand Dufresne, Gale Associates Representative

Chairman Hunter called the meeting to order at 7:46 p.m.

MINUTES:

After correcting the wording in the section of Mrs. Patterson "holding the bill", correcting the recognition of Mr. Trimble at the March meeting when in fact he was not in attendance and making adjustments recognizing Mr. Whiteley instead of Mr. Trimble, the minutes were moved to be accepted as amended by Mr. Rauscher and seconded by Mrs. Patterson.

CORRESPONDENCE:

None

BILLS:

The Commission received the regular monthly bills from Verizon and NStar and also from Keyspan. The Verizon and NStar bills were signed approving payment, but the Keyspan was again held until the Town receives an actual reading bill. After a bit of further discussion regarding the Keyspan bill, Mrs. Patterson moved to issue payment for the bills and Chairman Hunter seconded the motion.

FBO REPORT:

Mr. Howard reported to the Commission that the green T-hanger roof had been repaired and he is now waiting on estimates for new doors. Also, a representative from MAC, Mr. Bunker, made his yearly inspection of the Airport and gave his list of repairs and adjustments the Airport needed to make. All in all, his report was good and fixes are minor. One of the fixes was to replace the hose on the fuel pump. The FBO report was moved to be accepted by Mr. Rauscher and seconded by Mrs. Patterson.

ENGINEERS REPORT:

Mr. Dufresne has scheduled a training session on the SWPP (Stormwater Pollution Prevention Plan) for May 12, 2005 at 3pm in the Airport Meeting Room. Those with businesses on Airport property as well as Airport staff need to attend. It is a requirement of the permitting process.

Mr. Dufresne will also meet next week with Mr. Michaud, the hydrologist from the Cape Cod Commission, Ms. Adams and Ms. McElroy to discuss Ms. McElroy's memo of April 13 regarding "vernal pool buffer mitigation". Ms. McElroy's memo, as attached to the FBO Report for April, lists further requirements she has proposed in lieu of her support of the hardship exemption. Mr. Dufresne will try to come to some sort of compromise with the staff.

The Engineers Report was moved to be accepted by Mr. Patterson, seconded by Chairman Hunter and lastly approved by Mr. Rauscher.

NEW BUSINESS:

None

OLD BUSINESS:

The brush trimming had not yet been done. Mr. Howard said he would find someone who could do the work at a reasonable fee. Chairman Hunter said that would be fine.

COMMENTS FROM THE PUBLIC:

None

OTHER BUSINESS:

None

At 8:25 p.m., the meeting was moved to be adjourned by Mr. Rauscher and seconded by Mrs. Patterson.

Respectively submitted,


Amanda V. Monahan

AIRPORT COMMISSION MEETING MINUTES
May 12, 2005

RECEIVED AT OFFICE OF
CHATHAM, MA TOWN CLERK
2006 APR 26 AM 11:00

PRESENT:

Board Members

Chairman Richard Hunter
Vice Chairman W. Thomas Whiteley
Nancy Patterson
David Rauscher

Airport Representatives

Jill Douglas,

Public

Armand Dufresne, Gale Associates Representative
David and Patti Gyolai, Cloud 9 Café
John Amerault

Chairman Hunter called the meeting to order at 7:35 p.m.

MINUTES:

The minutes of the April Airport Meeting were moved to be accepted as amended by Chairman Hunter and seconded by both Mr. Rauscher and Mrs. Patterson.

CORRESPONDENCE:

The Commission received a letter from Eldredge Surveying in regards to the bike trail construction. Mr. Eldredge was notifying the Commission that the final phase of the bike trail construction on George Ryder Road would commence in just a couple of weeks. The road may be closed at times or down to one lane. There would be no parking available on the road for Airport flying or Café customers. Mr. Eldredge went further to state the construction might last as late as the end of June.

Chairman Hunter then opened the meeting up to the public for comment and discussion. The Café business owners, Patti and David Gyolai, were very upset with the timing of the construction. The summer season on the Cape is just beginning and is the Café's busiest time. Jill Douglas, the FBO, is also annoyed with the timing of the construction and feels it will hurt her business. Chairman Hunter discussed with Ms. Douglas about putting signs at either end of George Ryder Road letting people know the Airport is open despite the construction. She agreed that would be a good idea and will make up the signs. The Commission agreed that the short notice and the timing of the construction was poor planning by Mr. Eldredge.

BILLS:

Secretary Monahan was able to give the Commission good news about the Keyspan Gas bill. There was finally a new reading done and the Airport now has a credit of over \$400. Chairman Hunter asked to check on the Paul

Daniels bill to see if it had been paid. There were no bills to present to the Commission for approval.

FBO REPORT:

The FBO report from Ms. Douglas consisted of the discussion about the road closure/construction and how it would affect business. The FBO report, as verbally stated, was moved to be accepted by Chairman Hunter and seconded by Mrs. Patterson.

ENGINEERS REPORT:

Mr. Dufresne has re-scheduled the training session on the SWPP (Stormwater Pollution Prevention Plan) for June 9, 2005 at 3pm in the Airport Meeting Room. Those with businesses on Airport property as well as Airport staff need to attend. It is a requirement of the permitting process.

Mr. Dufresne explained to the Commission that he is now thoroughly frustrated with Cape Cod Commission. After having the DRI permit for a very long time now, the CCCommission's "Community Character" staff doesn't like the building structure that is proposed and wants more vegetation put in to "hide" the buildings from the road. Mr. Dufresne showed drawings that he made moving the terminal buildings away from the road creating a buffer zone for more vegetation. Mr. Rauscher suggested that we stick to the plans we have and tell the sub-committee that we won't change our plans. Mrs. Patterson agreed. Mr. Whiteley strongly voiced his opinion that we, the Airport, have an excellent set of plans and will not be changing the plans to satisfy each staff member's minor desires. The full Commission agreed and told Mr. Dufresne to stick to the plans we have. Mr. Dufresne was pleased and will state the Commission wish at the next sub-committee meeting that is slated for June 23, 2005.

The Engineers Report was moved to be accepted by Mr. Patterson, seconded by Chairman Hunter and lastly approved by Mr. Rauscher.

NEW BUSINESS:

A new estimate to fix the t-hangers doors if \$1500/door, given by Fred Breusse. Ms. Douglas stated there were at least 4 door that were dysfunctional. The Commission decided to table the bid for a month and Mr. Rauscher will try to obtain another bid for a different contractor.

There was a question of the rental fees that should be paid by the VFW to the Airport for lease of the ball field land. Secretary Monahan will inquire with the Town Accountant to see if there are any receipts for that money in past years.

OLD BUSINESS:

The brush trimming had not yet been done. A bid from Tim Kent has not come yet.

COMMENTS FROM THE PUBLIC:

None

OTHER BUSINESS:

None

At 8:45 p.m., the meeting was moved to be adjourned by Mr. Rauscher and seconded by Mrs. Patterson.

Respectively submitted,

Amanda V. Monahan

**AIRPORT COMMISSION MEETING
MINUTES FOR
JUNE 9, 2005**

RECEIVED AT OFFICE OF
NATHAN, MA TOWN CLERK
2005 SEP 12 AM 11:21

PRESENT:

Board Members
Chairman Richard Hunter
Nancy Patterson
John Trimble

Airport Representatives
Tim Howard, FBO

Public
Armand Dufresne, Gale Associates
John Amerault

Chairman Hunter called the meeting to order at 7:30p.m.

MINUTES:

After correcting the gender of our Commissioner Nancy Patterson in the May meeting minutes, the minutes of the May 12, 2005 meeting were moved to be accepted as amended by Mrs. Patterson and seconded by Chairman Hunter.

CORRESPONDENCE:

There was no correspondence.

BILLS:

The Commission received bills from Verizon, Stick n-Rudder, Perry and Sullivan and Gale Associates. Also received was a bill from Keyspan reflecting a credit on our account. Keyspan had finally done an actual reading. All bills were approved to be paid by the attending Commission members.

FBO REPORT:

Mr. Howard reported that J.W. Dubis Co. had yet to give an estimate for the brush cutting. Chairman Hunter said that Mr. Rauscher had spoken to the Dubis Co. earlier in the day, and they would be coming soon.

Mr. Howard reported how he had attended the SWPP meeting that afternoon and how he thought it was very interesting and well taught by Mr. Dufresne.

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

ENGINEERS REPORT:

Mr. Dufresne reported to the Commission that there is a meeting with the Cape Cod

Commission scheduled for June 23, 2005. He had received detail regarding the questions and concerns the Commission had with the DRI permit application. Mr. Dufresne was not pleased with what he received, commenting that much of their concerns had already been addressed. Some concerns and comments were new, but were almost out of line considering the CCC has had the application for almost two years and now, when the process is almost complete, they are bringing up new questions. One item that the Cape Cod Commission should be happy about is the fact that there will be zero increase in the nitrogen level when the Airport constructs it's treatment facility. The Airport will be in full compliance with their regulations.

Mr. Dufresne noted that the Chatham Conservation Commission hearing will continue on Wednesday, July 20 at 7:00 pm at the Annex Meeting Room. After, hopefully completing the application process for the DRI Permit with the Cape Cod Commission on June 23, the next project will be the Apron. Mr. Dufresne said that Mike Bramhall from his office would be working on the Apron project and that the Commission would be receiving the monthly reports more from Mr. Bramhall during this project.

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

NEW BUSINESS:

Mrs. Patterson brought up the need for signs on the Wilfred Road gate letting bike trail users know that the gate is an emergency entrance to the air field and there is no parking allowed in front of the gate. Chairman Hunter agreed that was very important to clearly mark the emergency entrance and said he would speak to Highway Superintendent Jeff Colby and request signs to be made and placed at the gate.

Chairman Hunter also noted that as we are coming close to the end of the fiscal year, we still had adequate funds available to purchase additional locks for the gates. Also, he suggested purchasing "safety yellow, reflective, plastic sleeves" that would cover posts on the airport property. We would need to purchase 12 sleeves. Mr. Trimble moved to allow the purchases and Mrs. Patterson seconded the motion.

OLD BUSINESS:

Chairman Hunter reported that he had spoken to Doug Hemple, who had previously done work for the Airport, and Mr. Hemple had looked at the T-Hanger door that was damaged and said the tracks were no good and had to be replaced as well. The cost to replace the tracks and the door would be approximately \$2600.

COMMENTS FROM THE PUBLIC:

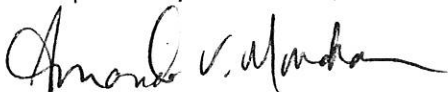
None

OTHER BUSINESS:

None

At the early hour of 8: 11 p.m. with the sun still shining, the meeting was moved to be adjourned by Mrs. Patterson and seconded by Chairman Hunter.

As always,
Respectively submitted,



**AIRPORT COMMISSION MEETING MINUTES
JULY 13, 2005**

RECEIVED AT OFFICE OF
CHATHAM, MA. TOWN CLERK

2006 APR 26 AM 10:49

PRESENT:

Board Members

Chairman Richard Hunter
Vice Chairman W. Thomas Whiteley
Nancy Patterson
David Rauscher

Airport Representatives

Tim Howard, FBO

Public

Armand Dufresne, Gale Associates Representative

Chairman Hunter promptly called the meeting to order at 7:40 p.m.

Before the meeting continued further, being a new fiscal year, 2006, the Airport Commission had a chance to re-organize the Commission seats. However, all in attendance voted in favor to keep Richard Hunter as the Airport Commission Chairman and W. Thomas Whiteley as the Airport Commission Vice-Chairman.

MINUTES:

The minutes were moved to be accepted by Mrs. Patterson and seconded by Chairman Hunter.

CORRESPONDENCE:

We received notice of the public hearing with the Chatham Conservation Commission set for July 20, 2005 at 7pm. Chairman Hunter said he would be attending that meeting along with Mr. Dufresne of Gale Associates.

The Commission also received a notice from the U.S. Environmental Protection Agency acknowledging receipt of our "Notice of Intent" for a Stormwater Multi-Sector General Permit. This notice refers to the requirement of the Stormwater Pollution Prevention Plan of which Mr. Dufresne has already created for the Airport. A copy of the permit must be kept with the SWPPP.

Mr. Rauscher stated that he would like to write a letter to Dan Tobin, DPW Manager, to discuss his displeasure with the new parking that has been created in front of the Airport, because of the bike path construction. The parking is not set up as originally discussed and promised to the Airport Commission. There are spaces directly in front of the main building that we have now lost and the design of the parking is poor. Cars exiting their parking spaces must drive straight back into the road and possibly on-coming traffic. Mr. Rauscher as well as other members of the Airport Commission were very dissatisfied with the construction of the Airport's parking area.

BILLS:

The Commission received the regular monthly bills from Verizon and NStar. Also a bill from Jim's Pump and Tank and also JW Dubis. The JW Dubis bill is for clearing overgrown brush on Airport grounds. The bills were approved for payment by all attending members.

Vice Chairman Whiteley suggested purchasing a "brush hog" for the Airport tractor to maintain what has been cut. However, it is a good idea that when the brush is overgrown, to use an outside contractor's equipment for the large cut back. Mr. Howard told the Commission that Mr. Pickett was looking into the cost of a "brush hog".

FBO REPORT:

As the Commissioners noticed from the bill from Jims Pump and Tank, the fuel pumps had to be fixed yet again. Fine grit gets through the screen and clogs the pumps. Mr. Whiteley said we should have Jim's clean the filter as it is needed until the new fuel system is put in. Unfortunately, an old system needs almost constant upkeep.

The "vehicle gate exit" button keeps sticking causing the gate to not be consistent when opening and closing. After the paving project is done, Mr. Howard suggested programming a new pass code for the gate, for security reasons. He also suggested a service call to fix the mechanics of the gate.

Mr. Howard researched and received a couple quotes to fix the green T-hanger door. All the quotes were purchasing the materials, then hiring independently a contractor to come and install the materials. Mr. Rauscher indicated that he would like to call his contact at Schweiss Doors to get a quote and to see if Schweiss would do the installation as well. All agreed that tracking must be on the bottom of the door as well to hold the door in place during a wind storm. Mr. Howard was asked to wait until the next meeting, while Mr. Rauscher did some research.

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

ENGINEERS REPORT:

The FAA had requested a meeting with the Cape Cod Commission regarding the Chatham Airport DRI Permitting process. Both Mr. Dufresne and Chairman Hunter were going to attend the meeting with the Deputy Director of the Commission. The meeting is set for July 19. The meeting will give us an opportunity to vent some of the frustrations about the CCC staff and the process Chatham and Mr. Dufresne endured.

The Chatham Conservation Commission, on July 20, will formally vote on the Airport project. Chairman Hunter does not foresee any problems.

Mr. Dufresne feels we will be bidding out the Apron Project probably next April. The apron reconstruction project is next in line for the Airport. More on project will be discussed at future meetings.

Mr. Dufresne has been speaking with Dr. Robert Duncanson about the Town's plans for sewer along George Ryder Road. If the Town plans to put sewer along the road soon, the Airport may not need to build its own treatment facility. Because of time constraints for funding, we will need to know soon what the Town's plan is. Mr. Dufresne plans to be in touch again soon with Dr. Duncanson.

The Engineers Report was moved to be accepted by Chairman Hunter and seconded by Mrs. Patterson.

NEW BUSINESS:

Commissioner Patterson was sworn in for her next term on the Airport Commission!

OLD BUSINESS:

Chairman Hunter received a very detailed memo from Mr. Hinchey regarding the storage of non-aviation items in the T-hangers. The memo stemmed from when the sprinkler systems were installed and when the inspection of those sprinkler systems occurred, violations of stored non-aviation items were found. The sprinkler system is not designed to aid with a potentially "heavy load". It is also an FAA regulation that only aviation related items can be stored in the hangers. FAA funding can be cut off if this regulation is violated. Chairman Hunter wants to issue certified letters to the T-hanger owners notifying them of the requirement and giving them a strict time period to come into compliance. It was agreed that the letter should be reviewed by Attorney Gilmore as well.

Chairman Hunter said that when the bike path construction was complete, the Airport signs would be put back up.

COMMENTS FROM THE PUBLIC:

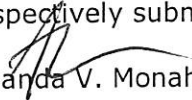
None

OTHER BUSINESS:

None

At 9:15 p.m., the meeting was moved to be adjourned by Mr. Rauscher and seconded by Mrs. Patterson.

Respectively submitted,


Amanda V. Monahan

**AIRPORT COMMISSION MEETING
MINUTES FOR
AUGUST 11, 2005**

RECEIVED AT OFFICE OF
CHATHAM, MA TOWN CLERK

2005 SEP -9 AM 11:15

PRESENT:

Board Members

Chairman Richard Hunter
Vice Chairman W. Thomas Whiteley
Nancy Patterson
John Trimble

Airport Representatives

Tim Howard, FBO

Public

Armand Dufresne, Gale Associates
John Amerault

Chairman Hunter called the meeting to order at 7:34p.m.

MINUTES:

After correcting the July meeting minutes to read "no parking signs" rather than "airport signs", they were moved to be accepted as amended by Mr. Trimble and seconded by Mrs. Patterson.

CORRESPONDENCE:

There was no correspondence.

BILLS:

The Commission received bills from Verizon, Nstar, W. Vernon Whiteley for repair of the water heater and from Fence Services of Cape Cod. The bills were approved to be paid by the attending Commission members.

FBO REPORT:

Mr. Howard reported to the Commission that the "vehicle gate exit button" had been repaired by Jordan Electric. The delay in closing had been of concern.

An aircraft landing had troubles on July 20, 2005. There was damage to the airplane's nose area. The plane was able to taxi on the runway on it's own and there were no injuries. MAC was notified of the incident.

Mrs. Gyolai, of the Cloud 9 Café, had complained to Mr. Howard about the bike trail users taking up a lot of the parking spaces at the Airport, making it difficult for Café customers to find parking. Mr. Howard requested perhaps signs be made directing bike trail users to park at the Annex or in the dirt parking lot next to the Aiport.

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

ENGINEERS REPORT:

Mr. Dufresne handed out to the Commission members as well as Mr. Howard a copy of the FAA Compliance Regulations. He said the documentation would help Mr. Howard with his T-Hanger tenants.

Mr. Dufresne also reminded the Commission that the DRI Permit, issued by the Cape Cod Commission is a lifelong compliance record. The Permit was filed with the Registry of Deeds in Barnstable in conjunction with the Airport's deed. However, asked by a Commissioner "if the Town was to "pull out" of the Cape Cod Commission, would the Permit become void?". "Yes" stated Mr. Dufresne.

In regards to the sewer along George Ryders Road, Mr. Dufresne spoke to Dr. Robert Duncanson, the Town's Director of Health and Environment and Dr. Duncanson said he'd have an answer in 7-10 days whether or not the Airport can plan on connecting to the Town's sewer or not. However, Dr. Duncanson said he believes that even if the sewer goes in the plans to go down George Ryder Road, it may be as long as 5-10 years away. Mr. Dufresne said he stressed the time essence to Dr. Duncanson, as the Airport's plans are time sensitive because of FAA grants. Mr. Dufresne said if Dr. Duncanson says the sewer lines are only 1-3 years away, the Town can go back to the Cape Cod Commission for an extention.

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

NEW BUSINESS:

Chairman Hunter said he would have quotes for the new bike racks next month.

OLD BUSINESS:

Chairman Hunter has looked further into the brush hog purchase. There is a brush hog on the state bid list. The Commission agreed to table the purchase decision until next month when Chairman Hunter would check the bid list prices and specs.

Chairman Hunters also said the Mr. Augustensen had called him to ask for the phone number of the company who installed the sprinklers in the T-Hangers and that that was all of the conversation.

The Airport Commission received \$1,000 from the VFW for prior years lease fees. A notation will be made to bill the VFW yearly an amount of \$250.

COMMENTS FROM THE PUBLIC:

None

OTHER BUSINESS:

None

At 8:23 p.m. the meeting was moved to be adjourned by Mrs. Patterson and seconded by Mr. Trimble.

Respectively submitted,

Amanda V. Monahan

**AIRPORT COMMISSION MEETING
MINUTES FOR
October 12, 2005**

RECEIVED AT OFFICE OF
CHATHAM, MA TOWN CLERK
2006 APR 26 AM 10:49

PRESENT:

Board Members

Vice Chairman W. Thomas Whiteley
Nancy Patterson
David Rauscher

Public

Armand Dufresne, Gale Associates
John Amerault

Vice Chairman Whiteley called the meeting to order at 7:30p.m.

MINUTES:

The minutes were moved to be accepted by Mr. Rauscher and seconded by Mrs. Patterson.

CORRESPONDENCE:

There was no correspondence.

BILLS:

The Commission received bills from Verizon and Nstar. The bills were approved to be paid by all attending Commission members.

FBO REPORT:

Mr. Howard was not in attendance, however he left a written FBO report for the Commissioners. The Report indicated that Jordan Electric had been called "to repair damaged windsock lighting". As of the time of the report, it had yet to be fixed. Also the "fault warning alarm" was going off periodically. The Fire Dept. was notified that the alarm was in need of repair. The alarm company had been called. Another alarm, the fuel farm/tank alarm, was also faulty and the technician had been called for that as well.

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

ENGINEERS REPORT:

As the Commissioners know, the Main Apron Reconstruction Project is on going. A phase with in the project is to "construct a denitrifying wastewater disposal system". Mr. Dufresne has been speaking with Dr. Duncanson, the Town's Director of Health and Environment. Dr. Duncanson asked him to find the cost if an additional 2500 gallons/day were planned into the system. At this time, Mr. Dufresne is planning a 2600 gallon/day system, just for the Airports needs. Dr. Duncanson added that it probably wouldn't be built when the initial construction is done, but build the system where an additional consumption unit could be added later.

Mr. Dufresne said he had just sent out RFP's for a sub-consultant and will be receiving the RFP's back in early November, with a hope to have a septic system designed by mid-December.

Mr. Dufresne reminded the Commission that there are still a couple of things to be done before the project can proceed. Among some of the requirements; vernal pool

signs must be in place. A suggestion about the signs was to use posters that have already been constructed and fix them into plexiglass. Mr. Dufresne said he'd look into it and that it was a workable idea. Also, an "invasive species management plan" must be created. Mr. Dufresne has asked for a plan from the environmental firm, Baystate Environmental, the firm that has worked on the Airport Project with him already.

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

NEW BUSINESS:

None

OLD BUSINESS:

Vice Chairman Whiteley told the Commission that Chairman Hunter had ordered the MX-6 Brush Hog from John Deere. The price had come in only slightly more than originally thought; \$1990.50

Town Council Gilmore has the T-Hanger letter to review. Vice Chairman Whiteley said it will be available at the next Commission meeting for Commissioners approval.

It was also reported that Jeff Colby, Highway Superintendent, said the removal of and leveling off of the brush at the Wilfred Road gate will be done, however, he could not say when.

Also, the signs and the bike rake have to go up ASAP. Mr. Dufresne said he would look into the cost; if it would be better for the Town to just order the signs and the rack on their own, or have the purchases in the scope of the project and funded within the project.

It was reported that the hydro-seeding done as apart of the bike trail, was not done on the Airport side of the new wall. Vice Chairman Whiteley said he would ask Dan Tobin, of the Park Department about it. Also, it was suggested by Mr. Rauscher, that while Mr. Whiteley was talking to Dan Tobin, he could look into securing the Towns plows for this upcoming season.

COMMENTS FROM THE PUBLIC:

None

OTHER BUSINESS:

None

At 8:30p.m. the meeting was moved to be adjourned by Mrs. Patterson and seconded by Mr. Whiteley.

Respectively submitted,


Amanda V. Monahan

**AIRPORT COMMISSION MEETING
MINUTES FOR
November 10, 2005**

RECEIVED AT OFFICE OF
CHATHAM MA TOWN CLERK
2006 APR 26 AM 10:49

PRESENT:

Board Members

Chairman Richard Hunter
Nancy Patterson
David Rauscher

Public

Armand Dufresne, Gale Associates
Tim Howard and Jill Douglass, FBO
John Amerault

Chairman Hunter called the meeting to order at 7:32p.m.

MINUTES:

The minutes were moved to be accepted by Mr. Rauscher and seconded by Mrs. Patterson.

CORRESPONDENCE:

We received monies of \$99.61 from MAC and \$23,388.00 from the FAA.

BILLS:

The Commission received bills from Northeastern Petroleum, WB Mason, Chatham Airport Operations, John Deere, Verizon and Nstar. The bills were approved to be paid by all attending Commission members.

FBO REPORT:

Mr. Howard reported that the windsock lighting fixture had been repaired by Jordan Electric. Also, Intercity Alarm also came in to replace the dead back-up batteries in the alarm box. Another repair was done by Northeastern Petroleum. They fixed the alarm on the fuel farm/tank. A representative from MAC had come to do the annual airport inspection on November 10. There were no comments from the MAC inspector to report on.

The FBO report was moved to be accepted by Chairman Hunter and seconded by Mrs. Patterson.

ENGINEERS REPORT:

Mr. Dufresne reported that Clark Engineering out of Chatham was the only bid received to do the engineering on the apron project, sub construction.

Also he reported that an email was received from Scott Michaud, a staff member and hydrologist at the Cape Cod Commission. Mr. Michaud was questioning many aspects of the proposed fuel system. Mr. Dufresne did not understand, why, at this point is Mr. Michaud coming up with questions. Mr. Dufresne will be in touch with Mr. Michaud's boss.

Mr. Dufresne told the Commissioners that he will be meeting with the FAA and MAC planners on November 17, 2005. One of the discussions will be to find out if the Runway Reconstruct Project can be changed to a "design only" grant. Changing this will allow time to be in compliance with the DRI permit and to ensure that the Airport meets FAA grant deadlines.

While reviewing the CIP for 2006-2010 with the Commissioners, Mr. Dufresne explained that each year there is an improvement project going on at the Airport, the Airport is entitled to \$150,000 of FAA monies. That money will be already set aside for the Airport and can be used for Airport purchases, improvements and maintenance that is not normally an authorized use of FAA funds.

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

NEW BUSINESS:

Chairman Hunter brought up the purchase of the bike racks. Mr. Dufresne asked the Commissioners to wait on the purchase until he speaks with the FAA to see if the cost of the bike racks can be written into the project.

Chairman Hunter also said he would work on finding a sufficient place to put up the required vernal pool signs.

OLD BUSINESS:

Chairman Hunter reported that the letter notifying the T-hanger owners of using their T-hangers for only aeronautic related equipment has gone back to Town Council Gilmore for a final update. The letter will be available at the next commission meeting for review.

Also, the Airport Management Agreement is being reviewed by the Finance Director, Jennifer Petit. She is making sure that the Agreement does not have to go through Town Meeting Approval.

COMMENTS FROM THE PUBLIC:

Mr. Howard inquired with the Commissioners about making a longer lease period. He and the T-Hanger owners who he represents, would like a longer lease, possibly 20 or even 30 years. After much discussion, Chairman Hunter said he would speak to Town Manager Hinchey about the lease and his feelings of a longer lease period.

OTHER BUSINESS:

The Commissioners agreed to hire a private contractor to clean up the Wilfred Road Gate of all the wild brush and to put a hardener down. Then, with the new brush hog, the area will be easier to maintain.

At 8:45 p.m. the meeting was moved to be adjourned by Mrs. Patterson and seconded by Mr. Rauscher.

Respectively submitted,


Amanda V. Monahan

**AIRPORT COMMISSION MEETING
MINUTES FOR
December 8, 2005**

RECEIVED AT OFFICE OF
CHATHAM MA TOWN CLERK
2006 APR 26 AM 10:49

PRESENT:

Board Members

Chairman Richard Hunter
Nancy Patterson
David Rauscher
John Trimble

Public

Harry Flight, Armand Dufresne and Mike Bramhall of Gale Associates
Tim Howard and Jill Douglass, FBO
John Amerault

Chairman Hunter called the meeting to order at 7:30 p.m.

MINUTES:

The minutes were moved to be accepted by Mr. Rauscher and seconded by Mrs. Patterson.

CORRESPONDENCE:

Chairman Hunter sent Mr. Augustensen a letter on behalf of the Airport Commission, approving the "swap" of hangers.

BILLS:

The Commission received bills from Nstar, Verizon and Fox Run Equipment. The bills were approved to be paid by all attending Commission members.

FBO REPORT:

Some of the items that were reported on were that the gas meters on the terminal building had been replaced with new meters. Mr. Howard reported that usually the meters are replaced every seven years and he thought it had been at least fifteen years the old meters had been in service. Also, Cape Cod Flying Circus had to make repairs to the green T-Hangar units. Again, Mr. Howard is asking the Commission to think consider funding for the roof replacement as well as door upgrades.

The vehicle gate access codes will be changed in the next week, for security reasons. Mr. Howard felt too many people had the current code. However, the emergency pass code remained the same.

Mr. Howard gave an attachment of pictures with several images for "low cost garaging" units to house the airport pick-up truck/plow equipment. This is a type of portable garage. At that time, he had not found a portable unit that will be guaranteed to with stand snow. The Commission asked Mr. Howard to look further into a unit that may also with stand snow.

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

GALE ASSOCIATES REPORTS:

Senior Planners Report - Armand Dufresne:

Mr. Dufresne, spoke of more frustrations he had with the Cape Cod Commission (CCC). The hydrologist, Scott Michaud, at the CCC, is trying to tie the apron project into the fuel project. The fuel project is a latter project and he has not basis or expertise in the area and should not be tying the two projects together. Mr. Dufresne has tried to reach the Deputy Director, John Lipman, at the CCC to vent his frustrations. As of the meeting date, he had not reached the Deputy Director, but will notify and report to the Airport Commission when he has spoken to him.

A local engineering firm, Clark Engineering, has been selected to work with Gale Associates on assisting in the "design of the Denitrifying Septic System".

The SRE Building has been added to the "Proposed CIP". It is in the CIP for Federal Fiscal Year 2009. Also, the Reconstruct Runway 6-24 Project, has been changed to FFY 2007 rather than FFY 2006, because of FAA funding shortages. Also, the project is set as "design only". This was changed to assure federal funding. The FAA grants have deadlines and with all the DRI requirements, it was best to change the reconstruct project to "design only" at this point.

Engineers Report - Mike Bramhall:

Mr. Bramhall showed the Commission the "preliminary geometric design of the proposed tie-down apron". He indicated that there were 42 tie-downs; eye bolt design with an in ground anchor. There will be an 8' fence on the roadside, protecting the apron area. Electrical outlets would also be installed at the tie-downs; one outlet serving three tie-downs. However, Mr. Rauscher explained those electrical outlets must be flush with the ground, not above ground outlets. He felt above ground outlets would be too open to damage. Mr. Bramhall said Gale Associates would design an "in-ground" electrical outlet as requested.

The Consultant/Planners Report and the Engineers Report were moved to be accepted by Mr. Rauscher and seconded by Mrs. Patterson.

NEW BUSINESS:

Chairman Hunter informed the Commissioners of the budget meeting he had with the Finance Director Jennifer Petit. Unfortunately for FY07, the Airport's budget would be cut \$15,000, leaving the Airport with \$15,000 for FY07.

Chairman Hunter felt it perhaps about time to look towards bidding out the T-hanger roof project, with hopes of receiving bids that were not too expensive.

Mr. Howard wanted to know the status of the Management Agreement Lease. Chairman Hunter said the Town would at least extend the agreement for one year, if it was still being researched regarding a Town Meeting vote. Also, if there were changes in the wording of the Lease, time would need to be given to make sure both sides were in agreement. Mr. Howard indicated that there was an "option to renew" if an agreement could be reached between the Town and Management.

A sub-committee was formed of Mr. Trimble and Mrs. Patterson to work with the current Airport Management, Mr. Howard and Ms. Douglass, to see if any updates or changes needed to be made in the Lease. The sub-committee was given the charge to meet before the January meeting. It was asked of Mr. Howard and Ms. Douglass to give to the sub-committee any "wanted changes", before sitting down for the review.

OLD BUSINESS:

Mr. Rauscher indicated that he spoke with "Bob Dubis" about looking at the are of the Wilfred Road Gate and about what could be done to create a permanant surface. Mr. Dubis said it would probably run approximately \$2500-\$3500, but that he would go down and look at the area and get back to Mr. Rauscher.

COMMENTS FROM THE PUBLIC:

Mr. Howard also inquired about the RFP for the T-hangers. He said he was ready for the RFP to be issued and had backing. Mr. Rauscher said he'd have the RFP ready for the Commissioners review at the next meeting. Mr. Howard was pleased and said that he had enough response for two buildings.

OTHER BUSINESS:

None

At 8:45 p.m. the meeting was moved to be adjourned by Mrs. Patterson and seconded by Chairman Hunter.

Respectively submitted
Amanda V. Monahan /s/ 