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**TOWN OF CHATHAM  
CHATHAM AIRPORT COMMISSION**

**NOTICE OF PUBLIC MEETING  
JANUARY 16, 2002**

The Chatham Airport Commission will hold a Public Meeting on Wednesday, January 16, 2002 at 7:00 p.m. in the "Forgeron Room" at the Chatham Public Library, 564 Main Street, Chatham, Massachusetts. The meeting is to discuss an upcoming Runway Safety Area and Airport Layout Plan Update study.

All members of the public are welcome to attend.

The Airport Commission's planning and engineering consultants, Gale Associates, Inc., will introduce the project to the public. The presentation will explain the study's purpose and the reasons why the planning study is necessary; and describe the major issues to be addressed in the study.

After the presentation, comments and suggestions from the public will be welcomed.

Sincerely,

**Richard Hunter, Chairman  
Chatham Airport Commission**

**Town of Chatham  
Municipal Airport Commission**

Meeting Date: March 14, 2002

Present: Chairman, Dick Hunter  
Vice-Chairman, Tom Whiteley  
Board Members: David Rauscher & Nancy Patterson

Guests: Gale Associates: Armand Dufresne  
Airport Manager: Lonnie Pickett  
CCFC: Tim Howard

**MINUTES:**

M - The minutes of February 2002 we discussed and accepted with a motion from Dave and seconded by Nancy. The secretary noted 1 change.

**CORRESPONDENCE:**

Aerial Sign Company of Nashua NH submitted a request to operate one aerial advertising plane out of CMA on weekends beginning 5/25 -9/8. The operation would consist of mostly 1 launch and one recovery per these days.

This was discussed among the commission and tabled for more information.

**BILLS:**

The monthly bills were presented for authorization of payment.

**ENGINEERS REPORT:**

Armand distributed the workbook for the TAC has been completed and distributed to the commission and the TAC. It is intended to provide them with information to discuss at the upcoming TAC meeting on March 20<sup>th</sup>.

Gale met with Baystate Environmental Consultants on Feb. 27, 2002 to discuss the scope of work for the for the project.

Purchase Tractor and Mowing Equipment. Based on the quotes solicited by Lonnie the tractor, flail mower, brush mower, and "zero turn" mower would cost about \$50,000 under state contracts. If a bucket loader attachment is added, the project would cost about \$60,000. The local share of a \$60,000 project is \$12,000.

This is now on Hold until after July 1, 2002.

MAC Security Plan: Bob Mallard from the MAC has said that no MAC Grants will be issued if and Airport does not have and approved security plan. It has recently been necessary for Mr. Mallard to enforce this rule with at least one airport. On behalf for the CAC, we asked Mr. Mallard if the MAC had a sample security plan that could be reviewed by the commission. Russ McGuire of the Norwood Airport was nice enough to provide up the CAC a copy of his plan.

There was discussion on whether the water and the A&P end of the airport was a Vernal Pool.

**M** - The Engineers report was accepted with a motion from Nancy seconded by Tom.

The complete copy of the Monthly Update is available from Janice Otis..

#### **FBO REPORT**

Repairs to the restaurant ceiling water damage is complete and they did a great job.

Lonnie has completed patch/temporary repairs to both doors on the green T Hanger.

Fuel tank alarm system was reset and now indicates normal.

CCFC would like to put in an early request for the own street cleaner to make passes around the T\_Hangers, terminal building , mx and storage hangers as well as the paved ramp. Gravel build is getting heavy.

Nancy made a motion to accept the FBO report Tom seconded it and without comment the motion passed.

#### **NEW BUSINESS -**

#### **OLD BUSINESS -**

John Ambrault's request for reimbursement for the damage done to his airplane when the door blew in was presented to the Town Manger and he will approve payment of this through the uninsured damages account. However, they will need more documentation from John. Janice will prepare a letter to John requesting more documentation.

As of Monday the pay phones are getting pulled. The commission feels the pilots phone should be picked up by FBO.

A estimate was received on the repair of the doors of the green T-Hanger. A steel frame using the same skin and same tracks can be done for \$1600 per door. There was further discussion on

this and it was tabled.

**PUBLIC COMMENTS - NONE**

A motion to close was made by Nancy and seconded by Dave. Dick closed the meeting at 9:00

The next meeting will be April 11, 2002

Respectfully submitted,

Janice Otis

**Town of Chatham  
Municipal Airport Commission**

Meeting Date: April 11, 2002

Present: Chairman, Dick Hunter  
Board Members: David Rauscher & Nancy Patterson

Guests: Gale Associate: Harry Flight  
CCFC: Tim Howard and Jill Douglas

The meeting of April 11, 2002 was opened by Chairman Dick Hunter at 7:35 pm.

**MINUTES:**

M - The minutes of March 2002 we discussed and accepted with a motion from Dave and seconded by Nancy.

**CORRESPONDENCE:**

Included this month in correspondence was information regarding the cracks in the runway that need to be fixed as soon as possible. Additionally Dave will contact Dick Kelsey regarding us clearing some trees that could cause visual obstruction. The commission would like this done by summer.

Also we received a letter from MAC presenting the CQX 5-year AIP and Capital Improvement Program for Fiscal years 2003-2007. Airports should begin securing their local share for the project identified in the plan. The projects include:

Installing Fencing , Card Access and Gates for 2003  
Reconstruct & Expand (Paved) Terminal Apron for 2004  
Reconstruct RW 6-24/RSA's/MIRLS & New Taxiway for 2005

**BILLS:**

The monthly bills were presented and authorized for payment.

**ENGINEERS REPORT:**

Project Status, The first four revised chapters of the draft master plan report were completed and mailed to all members of TAC. TAC members were requested to review these revised chapters and report any comments to Gale. Chapter 5 is currently under revision and is expected to be

completed by April 12, 2002. It will be mailed to all TAC members.

The FAA, MAC Gale and Dick Hunter will meet on April 24, 2002 to discuss and agree upon the first five chapters of the master plan.

Armand Desfresne of Gale Associates spoke with Bill Cronan of FAA about the report and its potential revision. Mr. Cronan said he felt the report was good. They discussed the approach to the revisions and Mr. Cronan appeared satisfied with the approach. Mr. Cronan also felt the sliding the runway 50' towards the runway 6 end appeared a better choice. The TAC chose the asymmetrically shaped RSA as its preferred option.

Due to the April 24, 2002 meeting with the FAA and MAC the final public meeting was postponed to May 22, 2002.

Gale Associates and Baystate Environmental Consultants met on February 27 to discuss the scope of work for the project. A draft scope of work will be forwarded by email in the next several days for review by the Commission members, FAA and MAC. Once reviewed and agreed upon Commission will need to retain an independent cost estimator to review the budget. Once the budget is negotiated, Gale Associates will prepare a final contract agreement for execution by the Airport and Gale Associates with approval from the MAC.

Gale Associates will now be the head environmental end of the project and Baystate will stand second.

**M** - A vote of the commission was called to authorize the Chairman to enter into a contract with Gale Associates for an amount not to exceed \$155,000.00 for the purpose of securing FAA and MAC grants to fund the Draft Environmental Assessment and Environmental Notification Form project. Dave made a motion to authorize this vote, Nancy seconded and without discussion the motion carried.

MAC has explained that the tractor is not programmed for fiscal year 2002. They asked that the Airport wait until MAC gets 2002 projects started before a pre-application is filed for the tractor.

MAC has not yet programmed the mower for 2003.

**M** - The Engineers report was accepted with a motion from Nancy seconded by Tom.

In depth discussion carried on regarding a new airport terminal building. Harry presented several rough drafts of a building layout plan. Dave will get estimated square foot costs for the building.

The security plan was again discussed and a draft report was presented. It will continue to be worked on.

The complete copy of the Monthly Update is available from Janice Otis..

### **FBO REPORT**

Several reports were made to the commission this month from the FBO.

The Rotating Beacon auto setting failed, Jordan Electric repaired after much Difficulty. On 4/10/02 the Wind Cone Night Lighting auto setting and the maintenance hangar street light failed, Jordan Electric was contacted.

Both Verizon pay phones and booth removal completed on 4/11/02.

On 4/8/02 a windstorm damaged all but one hangar unit door on the south side on the green T Hanger. Bottom frames fractured and misc sheet metal damage.

CCFC would like to put in an early request for the town street cleaner to make passes around several areas of the airport, the gravel is really building up.

The Restaurant will be opening the last weekend of April.

The FBO report was accepted with a motion from Nancy and seconded by Dave.

### **NEW BUSINESS -**

Dave will again contact Art Augustensen regarding the electric bill he has yet to pay. Also Mr Augustensen is subleasing his hanger to Russ Kimball. Dave will inform Art requested of the balance of the electric bill remind him of the Commission's right to be notified of any sublease arrangement also make him aware that the commission is not in agreement of him subleasing tot a person who has a no trespassing order against him.

Several people changed the locks on their hangers. We will have to notify the tenants of the commissions right to have access for emergency reasons and therefore we need a key.

### **OLD BUSINESS -**

Aerial Sign letter came up for discussion again. Nancy suggested that if they meet minimum standards and office space comes available there would be no reason to say no. Till will talk to them.

**PUBLIC COMMENTS - NONE**

A motion to close was made by Nancy and seconded by Dave. Dick closed the meeting at 10:00 pm

The next meeting will be May 9, 2002

Respectfully submitted,

Janice Otis

**Town of Chatham  
Municipal Airport Commission**

Meeting Date: May 9, 2002

Present: Chairman, Dick Hunter  
Board Members: David Rauscher, Nancy Patterson, Tom Whiteley and John Trimble

Guests: Gale Associate: Harry Flight  
CCFC: Tim Howard

The meeting of May 9, 2002 was opened by Chairman Dick Hunter at 7:30 pm.

**MINUTES:**

*M* - The minutes of April 2002 we discussed and accepted with a motion from Dave and seconded by Nancy.

**CORRESPONDENCE:**

**BILLS:**

The monthly bills were presented and authorized for payment.

**ENGINEERS REPORT:**

Project Costs: The FAA and MAC grants have been issued with a total project cost of \$152,622.00 with the local share being \$4,579.00.

Project Status: Revisions to Chapter 2,4 and 5 were mailed to all TAC members. All the graphics have been revised for clarity. The revisions were made or respond to a less aggressive forecast (chpt 2) The revised forecast then forced the revisions to the facility requirements. NO changes were made to the runway safety area alternatives, but all other alternatives were affected in various degrees. Members were asked to review these revision and provide comments to Armand Dufresne.

The meeting with the FAA and MAC that was originally scheduled for April 24 was held on May 8, at 10 am at the FAA office in Burlington. Present were Dick Hunter, CMA - Bill Cronan, FAA - Scott MacLeod and Denise Garcia, MAC - and Armand Dufresne, Gale Associates. The purpose of the meeting was to discuss and agree upon the first five chapters of the master plan. The preliminary conclusion of the FAA and MAC was that the runway safety area alternative with

the asymmetrical RSA at the Runway 24 end and a standard RSA at the Runway 6 end was the preferred option. All agreed that it would be unacceptable to the environmental regulators to add 3,150 sq ft to the Runway 6 end RSA. Bill Cronan said he will discuss this alternative with other FAA planners and he will inform the airport and Armand of their decision in plenty of time to prepare for the public meeting on May 22. Bill Cronan said he will discuss this with other FAA personnel on May 10. All agreed that the main apron reconstruction and expansion was needed and that the new administration building with parking was in an acceptable location.

Bill Cronan indicated that should the asymmetrical RSA option be rejected, it is likely the FAA would choose the alternative that moves the runway 50' to the west. This alternative was not preferred because it causes the greatest amount of disruption to the wetland buffer zone at the Runway 6 end. However the FAA and MAC found it to be more acceptable than some of the other alternatives.

Gale will send the notices to abutters for the May 22 public meeting on May 10, on the presumption that some agreement with the FAA and MAC will be reached by then.

Gale has begun working on CIP cost estimate for all improvements in the plan in order to present a draft CIP to FAA and MAC. Gale is also preparing the draft ALP for submission to FAA and MAC.

MAC has explained that the tractor is not programmed for fiscal year 2002. They asked that the Airport wait until MAC gets 2002 projects started before a pre-application is filed for the tractor.

MAC has not yet programmed the mower for 2003.

Armand spoke with Cape Cod Commission regarding the environmental impact. CCC does not want to get involved.

*M* - The Engineers report was accepted with a motion from Tom seconded by Nancy. Without further comment the motion carried.

The complete copy of the Monthly Update is available from Janice Otis..

### **FBO REPORT**

Several reports were made to the commission this month from the FBO.

Tim notified the committee that he has had a problem with the restaurant owners. He is having a problem collecting rent. Over the past weekend he changed the locks on the restaurant and they broke into the building. The police were called and David was notified. The lease on the restaurant is due to be renewed in January 2003. The FBO will not renew the lease. They seem

to having a lot of financial difficulties. The commission told Tim not to change locks or notify the police again. Deal with overdue monies through the correct channels.

*M-* The FBO report was accepted with a motion from Dave and seconded by John. Without further comment the motion carried.

#### **NEW BUSINESS -**

No new business

#### **OLD BUSINESS -**

*M* - Dave presented the final security plan to the commission. The changes were reviewed and discussed. Tom made a motion to accept the final draft of the security Plan as reviewed. Nancy seconded the motion and without further comment the motion was accepted and the Chatham Municipal Airport will file their Security Plan with the proper authorities.

Safety issues continued to be discussed. Lonnie made a list of all Aircraft based year round at CQX. Also Lonnie has made up a Incident Report form as required by the ASP.

The commission would also like a copy of the FBI terrorist list.

#### **PUBLIC COMMENTS - NONE**

*M-* A motion to close was made by Tom and seconded by Nancy. Dick closed the meeting at 9:00 pm

The next meeting will be June 22, 2002

Respectfully submitted,

Janice Otis, Secretary,  
Chatham Airport Commission

**Town of Chatham  
Municipal Airport Commission**

Meeting Date: June 12, 2002

Present: Chairman, Dick Hunter  
Board Members: David Rauscher, Nancy Patterson and Tom Whiteley

Guests: CCFC: Tim Howard  
Airport Manager: Lonnie Pickett

The meeting of June 12, 2002 was opened by Chairman Dick Hunter at 7:30 pm.

**MINUTES:**

*M* - The minutes of May 2002 were not distributed this month. Secretary Janice Otis asked to have the minutes reviewed next month. Nancy made a motion to table the minutes until July 2002. Dave seconded the motion and the minutes will be distributed and discussed at the July meeting.

**CORRESPONDENCE: None**

**BILLS:**

The monthly bills were presented and authorized for payment.

**ENGINEERS REPORT:**

The final public meeting was held at the Eldredge Public Library on May 22, 2002. Member of the Airport Commission, the TAC and several resident attended the meeting. Gale Associates, presented the plan and discussed the preferred runway safety area, apron and administration SRE building options. Questions from the public were brief and directed mostly at future airport growth. The use of the airport by large planes and occasional noise concerns. All comments from the public were addressed and the meeting was adjourned the Commission Chairman.

Project Status: Revisions to Chapter 2,4 and 5 were mailed to all TAC members. All the graphics have been revised for clarity. The revisions were made or respond to a less aggressive forecast (chpt 2) The revised forecast then forced the revisions to the facility requirements. NO changes were made to the runway safety area alternatives, but all other alternatives were affected in various degrees. Members were asked to review these revision and provide comments to Armand Dufresne.

The meeting with the FAA and MAC that was originally scheduled for April 24 was held on May

8, at 10 am at the FAA office in Burlington. Present were Dick Hunter, CMA - Bill Cronan, FAA - Scott MacLeod and Denise Garcia, MAC - and Armand Dufresne, Gale Associates. The purpose of the meeting was to discuss and agree upon the first five chapters of the master plan. The preliminary conclusion of the FAA and MAC was that the runway safety area alternative with the asymmetrical RSA at the Runway 24 end and a standard RSA at the Runway 6 end was the preferred option. All agreed that it would be unacceptable to the environmental regulators to add 3,150 sq ft top the Runway 6 end RSA. Bill Cronan said he will discuss this alternative with other FAA planners and he will inform the airport and Armand of their decision in plenty of time to prepare for the public meeting on May 22. Bill Cronan said the he will discuss this with other FAA personnel on May 10. All agreed that the main apron reconstruction and expansion was needed and that the new administration building with parking was in an acceptable location.

Bill Cronan indicated that should the asymmetrical RSA option be rejected, it is likely the FAA would choose the alternative that moves the runway 50' to the west. This alternative was not preferred because it causes the greatest amount of disruption to the wetland buffer zone at the Runway 6 end. However the FAA and MAC found it to be more acceptable then some of the other alternatives.

Gale will send the notices to abutters for the May 22<sup>nd</sup> public meeting on May 10<sup>th</sup> , on the presumption that some agreement with the FAA and MAC will be reached by then.

Gale has begun working on CIP cost estimate for all improvements in the plan in order to present a draft CIP to FAA and MAC. Gale is also preparing the draft ALP for submission to FAA and MAC.

MAC has explained that the tractor is not programmed for fiscal year 2002. They asked that the Airport wait until MAC gets 2002 projects started before a pre-application is filed for the tractor.

MAC has not yet programmed the mower for 2003.

Armand spoke with Cape Cod Commission regarding the environmental impact. CCC does not want to get involved.

*M* - The Engineers report was accepted with a motion from Tom seconded by Nancy. Without further comment the motion carried.

The complete copy of the Monthly Update is available from Janice Otis..

## **FBO REPORT**

Several reports were made to the commission this month from the FBO.

Tim notified the committee that he has had a problem with the restaurant owners collecting rent. Over the past weekend he changed the locks on the restaurant and they broke into the building. The police were called and the commission was notified. Because of the continual problems with the current restaurant owner the FBO will not be renewing the lease on the restaurant. It is due to be renewed in January 2003. They seem to having a lot of financial difficulties. The commission told Tim not to change locks or notify the police again. Deal with overdue monies through the correct channels.

The FBO report was accepted with a motion from Dave and seconded by John. Without further comment the motion carried.

## **NEW BUSINESS -**

No new business

## **OLD BUSINESS -**

*M* - Dave presented the final security plan to the commission. The changes were reviewed and discussed. Tom made a motion to accept the final draft of the security Plan as reviewed. Nancy seconded the motion and without further comment the motion was accepted and the Chatham Municipal Airport will file their Security Plan with the proper authorities.

Safety issues continued to be discussed. Lonnie made a list of all Aircraft Based Year Round at CQX. Also Lonnie has made up a Incident Report form as required by the ASP.

The commission would also like a copy of the FBI terrorist list to have on file. It can be obtained from the Chief of Police.

Ariel Signs will be at the airport this weekend. They will have 2 planes based here. Each plane will take 1 tow per day. They will need office space. This will all be negotiated with the FBO.

After some discussion the commission was in condenses to allow them here from now until labor day.

The Chatham Park and Recreation director Dan Tobin has their mower/tractor scheduled to be replaced next year. If we can get it for free it would be better then spending 12K on a new one. This is only a possibility. Dick will follow up with Dan Tobin.

Tim Kent will be coming to cut the trees. Dave Whitcomb and Tim Kent estimated the same price but Dave cannot do it until next fall. Mr. Kelsey has not called us back yet to inform him when they would be coming but he was all for cutting it back.

Gibby will send the sweeper up to clean the gravel.

**PUBLIC COMMENTS - NONE**

A motion to close was made by Dave and seconded by Tom. Without further discussion Dick closed the meeting at 8:15 pm

The next meeting will be July 11, 2002

Respectfully submitted,

Janice Otis, Secretary  
Chatham Airport Commission

**Town of Chatham  
Municipal Airport Commission**

Meeting Date: July 2, 2002

Present: Chairman, Dick Hunter  
Board Members: David Rauscher, Nancy Patterson, Tom Whiteley  
and John Trimble

Guests: CCFC: Tim Howard

The meeting of July 2, 2002 was opened by Chairman Dick Hunter at 7:30 pm.

**MINUTES:**

*M* - The minutes of May 2002 and June 2002 were discussed. John made a motion accept both the minutes of May and June, David seconded the motion and without further discussion the motion carried.

**CORRESPONDENCE:**

Janice Otis presented the committee with several new forms for the Airport to use. Upon final draft the list will be distributed to all Board Members.

**BILLS:**

The monthly bills will be signed by Dick Hunter on July 3, 2002 .

**ENGINEERS REPORT:**

The fencing and lighting project costs will be tied into the Apron Project. I will not be in 2003 but in 2004

The Environmental Study showed the that Chatham deeded the wetland at the 24 end to be just a wetland and not a Vernal Pool. Now this will go to the State.

The Tractor is on Hold.

John Trimble asked if there was and expected date of completion for the Master Plan? The rest of the commission informed him that it we would see the draft in preliminary final by the end of the

year.

*M* - The Engineers report was accepted with a motion from Tom seconded by John. Without further comment the motion carried.

The complete copy of the Monthly Update is available from Janice Otis..

### **FBO REPORT**

Several reports were made to the commission this month from the FBO.

Tim notified the committee that the tractor has big problems and will take 4 weeks to locate the parts.

The rear hanger is getting dangerous. It is depending only on wheels for support. Discussion ensued and Dick will talk to town maintenance tomorrow to see what they can do.

Gibby sent the sweeper down to clear the gravel and its great now.

*M*- The FBO report was accepted with a motion from Dave and seconded by Nancy. Without further comment the motion carried.

### **NEW BUSINESS -**

*M* - Tom moved to the organization of the Chatham Airport Commission as is. Nancy seconded the motion and without further comment the motion carried.

Dick received a call from Betty Hanher of 16 Silver Springs Road. She was upset because she was having a cocktail party and she was disturbed by the Air Traffic. Nancy informed the commission that she also gets calls. Dick suggested anyone getting calls should refer them to the airport.

The lease with the VFW for a small part of the field and playground came up for discussion. Janice will look into the lease and the rent. Nancy will follow up with it.

The Sprinkler System is going in the Green T Hanger. There was discussion about cutting the pavement for the water line. The Town is paying for the sprinkler system.

### **OLD BUSINESS -**

The Security Plan was revised for punctuation

Dave told the commission the brush was cut by Tim Kent without problem and it looks great.

Tom informed the commission that he will be gone for the month of Sept, Oct and November.

**PUBLIC COMMENTS - NONE**

A motion to close was made by Dave and seconded by Tom. Without further discussion Dick closed the meeting at 8:30 pm

The next meeting will be August 7, 2002

Respectfully submitted,

Janice Otis, Secretary  
Chatham Airport Commission

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**Town of Chatham  
Municipal Airport Commission**

Meeting Date: August 6, 2002  
Present: Chairman, Dick Hunter  
Board Members: David Rauscher, Nancy Patterson and Tom Whiteley  
Guests: CCFC: Tim Howard

The meeting of August 6, 2002 was opened by Chairman Dick Hunter at 7:30 pm.

Due to the late posting there will be no official motions made at this meeting.

**MINUTES:**

The minutes of July 2002 were not voted on due to an error in posting the meeting on time. It will be tabled until the September 2002 meeting.

**CORRESPONDENCE: None**

**BILLS:**

The monthly bills were presented and authorized for payment.

**ENGINEERS REPORT:**

Project Status: Gale is continuing its preparation of the draft Airport Layout Plan and Master Plan Report for submission to the Airport Commission and TAC for final review. The ALP is complete along with the following report chapters: Executive Summary is partially complete. Introduction; Existing Airport Facilities/Conditions; Aircraft Inventory; Forecasts of Demand and Airport Classification; Capacity and Facility Requirements; Alternative Development Concepts; Preferred Development Plan, Environmental Review and Permitting (being drafted); Capital Improvement Plan (partially complete). The fully completed draft report with ALP is expected to be complete and mailed to the Airport Commission, TAC, FAA and MAC no later than August 16, 2002. All parties will have 30 days to review the plans and submit comments. Once comments are received, the plans and report will be revised and submitted for approval by the Airport Commission, FAA and MAC.

The wetland issue has been partially resolved. We have e-mail letter from the Massachusetts Natural Heritage and Endangered Species Program dated July 23, 2002. The letter essentially approved the bike path construction including the segment on the airport property without further

permitting work. This is a good sign for the airport since the construction of the Runway 6 safety area can maintain a 25' setback from wetland. The NHESP letter is generally addressing species that are found down by White Pond and other nearby ponds. A review of the wetland area near Runway 6 by Baystate Environmental Consultant, indicated that the rare species cited in the letter do not exist on airport property. Therefore, it is assumed that the airport will also be allowed to construct its safety area without further NHESP permitting. However this cannot be guaranteed.

There has been no word from MAC with regards to the tractor. MAC has not yet programmed the mower for 2003.

The Engineers report vote to accept was tabled

The complete copy of the Monthly Update is available from Janice Otis..

### **FBO REPORT**

MAC delivered camera and badge software to Airport Manager Lonnie Pickett with instructions for use. However, all current attempts to make the program run properly have failed to date.

Recommend repair/replacement of back hanger doors as their poor condition is quickly approaching the inoperable and unsafe stage.

CCFC continues to make repairs to north side green t-hanger doors.

Steve Bouvier has us on the schedule to fix the board up windows and the doors. We need to wait until it rains to see where the roof is leaking. Roof is still under warranty. Tim will give extra instruction to open and close the doors properly.

Misc. runway light parts ordered & replaced as needed.

Motion to accept the FBO report was tabled until the next meeting.

### **NEW BUSINESS -**

The Sprinkler bids for the T Hangers were rejected by the town and will go out again for bid.

### **OLD BUSINESS -**

### **PUBLIC COMMENTS - NONE**

A motion to close was made by Dave and seconded by Tom. Without further discussion Dick closed the meeting at 8:15 pm

The next meeting will be July 11, 2002

Respectfully submitted,

Janice Otis, Secretary  
Chatham Airport Commission

RECEIVED AT OFFICE OF  
CHATHAM, MA TOWN CLERK

**Town of Chatham  
Municipal Airport Commission**

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Meeting Date: September 12, 2002

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

Guests: CCFC: Tim Howard  
Gale Associates: Armand Dufresne

Chairman Dick Hunter opened the meeting of September 12, 2002 at 7:30 pm.

**MINUTES:**

The minutes of July 2002 were reviewed and accepted with a motion from Dave and seconded by Nancy.

**CORRESPONDENCE:** Review consultant selection. This must be done every 3 years on qualification only. Gale was selected to continue with the Master Plan.

**BILLS:**

The monthly bills were presented and authorized for payment.

**ENGINEERS REPORT:**

Project Status: Gale mailed copies of the draft mast plan dated August 1, 2002 to the Airport Commission, TAC, FAA, Chatham Town Clerk and the Eldredge Public Library for review. Comments from the public, if any, must be submitted to Gale in writing not later than September 16. Gale will provide copies of all written comments to the commission for review. The draft plan will then be finalized and submitted to the Airport Commission, FAA and MAC for signature. All parties were given 30 days to review the plans and submit comments.

Armand Dufresne of Gale received a request from Mr. Steve Buckley to obtain an electronic copy of the draft master plan. Mr. Dufresne e-mailed a copy of the draft plan in Adobe to Mr. Buckley on September 6, 2002.

Mr. Dufresne received a telephone call from Mr. Cliff Vacirca and Bill Cronan of the FAA in early September. They were reviewing the draft plan and asked whether the airport intended to upgrade its approaches from NDB or GPA circling to GPA, straight in during the next 20 years. Mr. Dufresne responded that they were considering it but a full analysis of the feasibility of

upgrading the approaches has not been done. Nor was it in the scope of work for the master plan. The FAA responded that the ALP should show the new Primary Surface of 500' if the airport wanted to upgrade the approaches. Mr. Dufresne responded that he would investigate the possible impact of such a change on the airport's existing and planned facilities, and that he would discuss his findings with the Airport Commission before a decision is made on the approach upgrade.

Mr. Dufresne's study of the impacts of a change in primary surface width from 250' to 500' indicates that the change would result in: loss of paved apron space, the need for extensive fence relocation, the need for extensive tree clearing, the need to relocate the segmented circle and wind cone, the need to relocate numerous grass tie downs, the need to relocate the fuel pumps, the need to relocate major portions of the proposed bike path.

Mr. Dufresne presented an overview of his finding to the commission.

Gale prepared and submitted a revised MAC grand pre application this project. The result of findings in the airport master plan project. It is not believed that a filing with MEPA is necessary. The only exception may be where endangered species habitat may be disturbed, but it is the opinion of the environmental sub consultant, Baystate Environmental Consultants, Inc. that the master plan does not propose projects that would disturb any endangered or threatened species habitat

Gale discussed the possible scope of such permitting effort with BEC. They felt it was premature to discuss a cope since the CCC offered to meet with the airport and it consultants once the master plan. Mr. Scott MacLeod of MAC said that MAC should be represented at the meeting since it was MAC who suggested the meeting.

There has been no word from MAC with regards to the tractor. MAC has not yet programmed the mower for 2003.

The Engineers report was accepted with a motion from Nancy and seconded by Dave. Without further comment the motion carried.

The complete copy of the Monthly Update is available from Janice Otis..

#### **FBO REPORT**

The first test batch of ID badge pictures and information has been submitted to MAC.

Recommend repair of back hanger doors.

A request was made by the FBO to repair/replace the window for the back hangar that is broken

out. Steve Bouvier will be over to remove and cover the windows.

Misc runway light/parts were replaced by CCFC. Electrician Dennis Jordan had to be summoned as PAPI and a few runway lights had involved problems. He also fixed the new fuel pumps.

There was a small grass/brush fire between the skateboard park and the green T Hanger. The Chatham FD came and put it out.

Breakaway Café has closed its doors as of the 9/3/02. CCFC will be looking for someone to take the restaurant space.

On 8/16/02 aircraft N20787 landed long on Runway 24 and went over the embankment and settled into the trees. Emergency services were called as well as FAA and MAC. Aircraft was recovered and secured. No damage to airport property other than 1 red runway end light being struck and damaged. An incident was filed with the Airport Commission.

A motion to accept the FBO report was made by Dave and seconded by Nancy. Without further discussion the motion carried.

#### **NEW BUSINESS -**

The will be 4 field flush hydrants put on the airport property.

Peckham Electric is suing us for 8k we offered 3k they said no.

#### **OLD BUSINESS -**

#### **PUBLIC COMMENTS - NONE**

A motion to close was made by Dave and seconded by Nancy and without further discussion Dick closed the meeting at 8:15 pm

The next meeting will be July 11, 2002

Respectfully submitted,

Janice Otis, Secretary  
Chatham Airport Commission

**Town of Chatham  
Municipal Airport Commission**

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CHATHAM, MA TOWN CLERK

2003 JAN -6 PM 12: 21

Meeting Date: November 14, 2002

Present: Chairman: Dick Hunter  
Board Members: David Raucher, Nancy Patterson and John Trimble

Guests: CCFC: Jill Douglas  
Cloud "9" Café: Patty Gyolai  
John Amirault

Chairman Hunter called the meeting of November 14, 2002 order at 7:32 p.m.

**Minutes:** The minutes of October 10, 2002 were not available for approval.

**Bills:** Monthly bills were submitted and approved.

**Correspondence:** Letters between Jeffrey Hahner (9/23/02) and Chairman Hunter (9/24/02) were reviewed and filed.

**Engineers' Report:** Gale Associates' monthly report was presented in writing (attached) in the absence of a representative, with no items requiring action included. Motion to approve was made by Patterson, seconded by Trimble and approved.

**FBO Report:** Report presented by Jill Douglas and is attached. Items #1 & 4 were noted for future action. Item #2, Cape Aerial Tours' waiver request to go to one aircraft for the winter season was approved on motion by Raucher, second by Patterson. Item #3, the approval of a lease for Cloud "9" Café was discussed in detail with principal Patty Gyolai. The opening of the café is scheduled for December 14, 2002 and year-round operation is anticipated. Subject to review by the town's counsel, the lease was approved upon motion by Raucher, second by Trimble.

**New Business:** None

**Old Business:** A bid has been received to replace the side hanger door from the same firm that did the work for the main hanger door. The bid was for \$11,200 with an additional expected related installation work of \$1,500. A motion to approve the contract was made by Raucher, seconded by Trimble and approved.

Tree trimming work at the north end of the property has been completed.

A temporary access agreement with Richard Kelsey has been reached and will be in effect until April 1, 2003. Letter from Chairman Hunter to Mr. Kelsey specifying the terms of that accommodation was reviewed and filed.

Chairman Hunter reported that the Commission's first payment from the Harbor Master's office of \$2,000 representing the Airport's share of storage rents was about to be received.

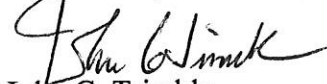
**Comments from the Public:** None

**Other Business:** None

The meeting was adjourned at 8:20 p.m. upon an approved motion by Patterson, second by Raucher.

The next meeting will be on Thursday evening, December 12, 2002 at 7:30 p.m.

Respectfully submitted,



John C. Trimble  
Secretary Pro Tem