

**CHATHAM AIRPORT COMMISSION**  
**MINUTES OF MEETING OF**  
**FEBRUARY 8, 2001**

Commission Members Present: Chairman Richard Hunter, Vice Chairman David Rauscher, Commissioners Tom Whitely and Nancy Patterson

Visitors Present: Tim Howard, John Ambroult, and Jill Douglas from FBO and Kevin Patterson

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

Commissioner Nancy Patterson was asked to take minutes in the absence of a secretary.

Agenda items included the following.

- (2) Minutes of the January meeting: accepted as written.
- (3) Bills: None
- 4) Correspondence:
  - (a) A letter was presented from Russ Kimball, replying to a Commission letter he had received regarding violation of airport regulations. Since information had been provided Mr. Kimball through Mr. Galant at the January Commission meeting and nothing had been heard from Mr. Kimball since that time, it was decided that the Commission had made sufficient reply to his letter.
  - (b) A letter from FORCON was received, releasing the bond.
  - (c) Chairman Hunter discussed a letter from Aero Insurance, increasing the liability insurance premium by about \$600, making the combined total premium \$3,100 a year. Since it was considered the best quote we would get, Chairman Hunter said he would take care of it soon.
- 5) FBO Report:
  - a) Cape Aerial Tour's new Cessna C-172 has arrived and has been operating for flight instruction, sightseeing, and rental. The new aircraft brings Cape Aerial Tour's fleet to two aircraft with the capability to provide these three services.
  - b) Thanked the Commission for the new Ford F-250 snowplow truck, which was recently used for the first time and operated "beautifully."
  - c) Water leaks through the roof into the wiring conduit and into the restaurant pull station caused the fire alarm to sound. The Fire Department personnel checked the building and disarmed that pull station. The alarm company repair crew fixed the damage.
  - d) The roofing and gable leaks continue to worsen in the restaurant area, the front maintenance hangar on the new door, in both parts and oil room storage areas, on all sides of the large rear hangar, and in the central office area.
  - e) An airport open house/fly-in is being planned for this summer, in conjunction with the Chatham Airport Pilots' Association. Comments and suggestions are welcome.
- 6) Engineer's Report: In the absence of Harold Flight, Gale Associates, no report was presented.
- 7) Minimum Standards: MAC suggested some minor, largely cosmetic, changes, which will be given to Commissioner Shultes to incorporate.
- 8) T Hangar Report: The last payment has been received, making the project completed. A leak in a section of the roof will be looked at.
- 9) New Business: None
- 10) Old Business:



**AIRPORT COMMISSION**  
**TOWN OF CHATHAM**  
549 MAIN STREET  
CHATHAM, MASSACHUSETTS 02633



**Airport Commission Minutes. March 8, 2001**

Present: Richard Hunter, David Rauscher, Nancy Patterson.

Engineer: Harry Flight.

Visitors: John Ambrault, Kevin Patterson

Meeting called to order at 7:32 PM.

1. Chairman Hunter reported on Esther Anderson's health. We will need a new secretary.
2. Minutes of February meeting read and approved.
3. Bills: Bill for fire alarm pull station and light bulbs. All other bills are paid. Electric bill for new hangars requested by Rauscher so tenants may be assessed.
4. Correspondence: None.
5. FBO Report: See attachment. Roof still leaks.
6. Engineer's report:
  - a. Fencing contractor still owes paperwork.
  - b. Master Plan submitted in December. Comments from MAC expected this month. If MAC and FAA comments are on time, work should begin April to May.
  - c. Environmental Permitting, a 2002 project: MAC wants Bay State Environmental in charge. Gale will still liaise with us. 2002 projects approved by State by July 2001 and by Feds by November 2001. Gale will push Bay State.
  - d. General Issues: 1. Mass. Airport Management Assn. (MAMA) meeting discussed. MAMA will push for repeal of aircraft sales and fuel taxes. 2. MAC still plans to seal runway cracks.
  - e. MAC requested an update to our CIP deadline March 30.
  - f. ASMP 80/20 needs must be submitted by June 30. Such items as terminal improvements, a tractor and attachments to be considered
7. AIP Master Plan: Costs submitted. Total will be \$153,000. Local share will be \$4,590. Scope report not yet back from FAA and MAC
8. Minimum Standards: Approved and accepted with minor typographical errors fixed. Changes to be typed for commissioners signatures.

9. Sea Plane Easement: Trip Wheeler cut down several trees on our easement to get a better view of the pond. Chairman Hunter will send a complaining letter and copy the Conservation Commission.

10. New Business: None.

11. Old Business: Doug Hemple to install new windows this month. Roofing project awarded to SOM Construction for \$74,470. Work to begin by April 15<sup>th</sup>.

12. Comments from the public: None.

13. Other business: None.

14. Meeting adjourned 9:15 PM.

Submitted by David Rauscher

## Hunters

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**From:** "Fond Memories" <fmemories@capecod.net>  
**To:** "Richard Hunter" <hunters@capecod.net>  
**Cc:** "Monty Shultes" <montys@mediaone.net>; "David Rauscher" <dr@drmnet.com>; "Nancy Patterson" <chatham2@mediaone.net>  
**Sent:** Monday, April 16, 2001 9:18 PM  
**Subject:** Minutes Airport Commission Meeting - April 12, 2001  
CHATHAM AIRPORT COMMISSION

APRIL 12, 2001

Present: Richard Hunter, Dave Rauscher, Monty Shultes and Tom Whiteley

Visitors: Jamie Bryce and Tim Howard

Meeting was called to order at 7:30 PM

1. Minutes were approved with no changes.
2. Bills - no bills this month
3. Correspondence:
  - a. Letter from Deputy Chief, Ron Sgroi requesting a copy of the new rules and regulations for the new hangers. Dave sent a copy of the minimum standards to the Fire Department for the sprinkler contractor.
  - b. Letter from the attorney for Peckham Electric regarding the disputed bill for work done on the new hangers; \$9500 for the airport and approximately \$2000 - \$3000 for the contractor. Peckham is requesting going to arbitration. The letter was sent to Attorney Gilmore for review.
  - c. Gale Associates has submitted a draft copy of the Enviromental Assessment Study to
    - 1 - U.S. Fish & Wildlife Service
    - 2 - Office of Coastal Management
    - 3 - Mass State Historic Preservation Societyfor review.
4. FBO report -
  - a. All roof leaks continue
  - b. VHF/CTAF radio antenna has fallen and punctured maintenance hanger roof
  - c. Roofing Contractor delivered materials which blew off roof in wind storm that same night, scattering accros ramp, some material was damaged
  - d. Lobby and restaurant windows not installed yet

5/10/01

## AGENDA

Chatham Airport Commission  
Meeting of April 12, 2001 @ 7:30PM

- Item 1. Call meeting to order
- Item 2. Minutes
- Item 3. Bills
- Item 4. Correspondence
- Item 5. FBO Report
- Item 6. Engineer's Report
- Item 7. Minimum Standards
- Item 8. T Hanger Report
- Item 9. New Business
- Item 10. Old Business
- Item 11. Comments from the public
- Item 12. Any other business that may legally come before the meeting
- Item 13. Vote to adjourn

Town of Chatham  
Municipal Airport Commission

RECEIVED AT OFFICE OF  
CHATHAM, MA TOWN CLERK  
2001 JUN 22 AM 10:03

Meeting Date: May 10, 2001

Present: Chairman, Dick Hunter  
Vice Chairman, Dave Rauscher  
A. Lamont Shultes  
Nancy Patterson  
Tom Whiteley

Guests: Tim Howard  
John Amerault

The meeting was called to order by Chairman Dick Hunter at 7:32pm

Minutes:

The minutes of April 12, 2001 were accepted with a motion by Dick and seconded by David.

Bills:

The bill for the antenna was discussed. The finance officer for the town says the bill for the damage should come out of the Airport budget. The rest of the bills were discussed and approved for payment.

Correspondence:

There was a check in the amount of \$2.00 received from Alpha Telephone Co. for the pay phone outside of the Airport. It will be deposited by the secretary with the next months rent from CCFC.

Peckham is interested in taking us to arbitration for the balance of the payment on the T-Hanger. Bruce Gilmore, attorney for the town, says if there was no contract there is no responsibility. We are withholding \$9500 for penalties by Peckham Electric.

FBO Report:

Café opens on May 11, 2001. Roofing/siding continues. Fire alarm company re-installing Ansul Fire Detectors in restaurant. Crack-seal guy was here and looked over airport w/ Lonnie. New antenna & tripod arrived: Tripod installed, and antenna to be installed after completion of roof.

Engineer's Report:

Minimum Standards:

T-hanger Report:

Report of water in the new T-Hanger from a screw hole was discussed. It needs to be cleaned and fixed the estimated cost will be a couple hundred dollars.

MINUTES ACCEPTED

MOTION DAVID RAUCKER

2nd TOM WHITELY

The water based sprinkler system is still coming.

New Business:

Old Business:

Roof gage material is correct it was checked by Coastal Engineer. David called Steve Bouvier, he is concerned that the roofers nailed the new roof through the roof membrane. Engineer will take care of it or the warranty will be void.

Dick reported that there was some extensive termite damage on the corner of the terminal under and around the large windows. The termites are no longer there but the wall will have to be rebuilt.

The airport signs were discussed and it was explained that Bill Hinchey, Town Manager, wants the Chatham Municipal Airport visible. There was further talk on the rest of the signs and it was agreed that it would be brought up for discussion again before they were hung. All agreed and it was tabled.

There were questions on the reinstallation of the outside light. David reported that the contractor would be responsible for putting it up. The placement of the fixture was discussed and it will be placed back over the stairs to keep them well lit.

Nancy is going to continue to <sup>DRAFT SO 6/21/01</sup> ~~work on~~ the Mission Statement.

Public Comments:

Tim asked about a fire extinguisher. Dick reported he was looking for a bracket to hang it.

The Chatham Highway Department will be sweeping outside the T-Hanger due to all the sand from cars parking. There was discussion on installing a barricade to keep the cars away from there. The cars kick up gravel onto the tarmac. Just a small barricade would work.

Other Business:

Monty is moving to Florida and this is his last meeting. The secretary will notify Town Clerk and the Town Managers Office. All wished him luck.

The next meeting is scheduled for Thursday, June 21, 2001 at 7:30 at the CMA.

Dick moved to adjourn

David seconded

The meeting was closed at 8:15

Respectfully submitted

Janice Otis

Town of Chatham  
Municipal Airport Commission

RECEIVED AT OFFICE OF  
CHATHAM, MA TOWN CLERK

2001 JUN 13 AM 9:50

Meeting Date: May 10, 2001

Present: Chairman, Dick Hunter  
Vice Chairman, Dave Rauscher  
A. Lamont Shultes  
Nancy Patterson  
Tom Whiteley

Guests: Tim Howard  
John Amerault

The meeting was called to order by Chairman Dick Hunter at 7:32pm

Minutes:

The minutes of April 12, 2001 were accepted with a motion by Dick and seconded by David.

Bills:

The bill for the antenna was discussed. The finance officer for the town says the bill for the damage should come out of the Airport budget. The rest of the bills were discussed and approved for payment.

Correspondence:

There was a check in the amount of \$2.00 received from Alpha Telephone Co. for the pay phone outside of the Airport. It will be deposited by the secretary with the next months rent from CCFC.

Peckham is interested in taking us to arbitration for the balance of the payment on the T-Hanger. Bruce Gilmore, attorney for the town, says if there was no contract there is no responsibility. We are withholding \$9500 for penalties by Peckham Electric.

FBO Report:

Café opens on May 11, 2001. Roofing/siding continues. Fire alarm company re-installing Ansul Fire Detectors in restaurant. Crack-seal guy was here and looked over airport w/ Lonnie. New antenna & tripod arrived: Tripod installed, and antenna to be installed after completion of roof.

Engineer's Report:

Minimum Standards:

T-hanger Report:

Report of water in the new T-Hanger from a screw hole was discussed. It needs to be cleaned and fixed the estimated cost will be a couple hundred dollars.

The water based sprinkler system is still coming.

New Business:

Old Business:

Roof gage material is correct it was checked by Coastal Engineer. David called Steve Bouvier, he is concerned that the roofers nailed the new roof through the roof membrane. Engineer will take care of it or the warranty will be void.

Dick reported that there was some extensive termite damage on the corner of the terminal under and around the large windows. The termites are no longer there but the wall will have to be rebuilt.

The airport signs were discussed and it was explained that Bill Hinchey , Town Manager, wants the Chatham Municipal Airport visible. There was further talk on the rest of the signs and it was agreed that it would brought up for discussion again before they were hung. All agreed and it was tabled.

There were questions on the reinstallation of the outside light. David reported that the contractor would be responsible for putting it up. The placement of the fixture was discussed and it will be placed back over the stairs to keep them well lit.

Nancy is going to continue to work on the Mission Statement.

Public Comments:

Tim asked about a fire extinguisher. Dick reported he was looking for a bracket to hang it.

The Chatham Highway Department will be sweeping outside the T-Hanger due to all the sand from cars parking. There was discussion on installing a barricade to keep the cars away from there. The cars kick up gravel onto the tarmac. Just a small barricade would work.

Other Business:

Monty is moving to Florida and this is his last meeting. The secretary will notify Town Clerk and the Town Managers Office. All wished him luck.

The next meeting is scheduled for Thursday, June 21, 2001 at 7:30 at the CMA.

Dick moved to adjourn

David seconded

The meeting was closed at 8:15

Respectfully submitted

Janice Otis

Town of Chatham  
Municipal Airport Commission

RECEIVED AT OFFICE OF  
CHATHAM, MA TOWN CLERK  
2001 AUG 14 AM 8:35

Meeting Date: June 21, 2001

Present: Chairman, Dick Hunter  
Vice Chairman, Dave Rauscher  
Nancy Patterson  
Tom Whiteley

Guests: Harold Flight  
Jill Douglas

The meeting was called to order by Chairman Dick Hunter at 7:35pm

Minutes:

The minutes of May 10, 2001 were accepted with a motion by Dave and seconded by Tom.

Bills:

A bill was received for advertising in the Yellow Pages. This advertisement was not authorized by the commission therefor Dick will look into it and update the commission at the next meeting. We have a small credit with Gale Associates for the fence project. We will keep the credit and use it for another project. Several bills were discussed and approved for payment.

Correspondence:

FBO Report:

Cape Aerial Tours management has changed and Jill Douglas is now sole proprietor. Steve Bouvier as inspected/tested roof for leaks and has requested contractor to return for additional repairs. Contractor returned and roof leaks are fixed. Cape Aerial Tours is currently in the planning stages for an airport open house/fly-in for this summer with Chatham Airport Pilots Association. The FBO report was accepted with a motion from Dave and seconded by Tom.

Engineer's Report:

Contract with Gale Associates was signed by town council with a change to page 24 paragraph 8. Harry suggested to walk the parameter of the fence as the warranty expires on July 29, 2001. The electric fence should also be checked. There was a considerable discussion on the Master Plan for the Airport. The project schedule was presented and discussed. Mission Statement was presented. Technical Advisory Committee will need to be established as a committee for recommendations on the Master Plan. It can be a few as 3 people and as many as deemed enough. There should be about 4-5 meetings held and they should establish a schedule of 1. Comments 2. Input 3. Draft 4. Gather information and 5. Results. This would be a fairly short term committee. Several community members were discussed as possible

members. The committee should be ready for about an October 1, 2001 meeting. Armond is writing the Master Plan.

Engineer took pictures for the cracks on the apron. This will be fixed.

There should be about 3 meetings with Gale Associates over the course of writing the Master Plan.

The Mission Statement was accepted with a motion from Dave and seconded by Dick.

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

Minimum Standards:

T-hanger Report:

New Business:

Kimbell Ventures has continued to give instruction from the CMA. A letter will go out to Kimbell Ventures to cease using CMA as a post for his business. This letter was accepted with a motion from Dave and seconded by Tom.

Old Business:

Public Comments:

The Chatham Highway Department will be sweeping outside the T-Hanger due to all the sand from cars parking. The barricade (cement posts) were installed to keep the cars away from there. The cars kick up gravel onto the tarmac.

Other Business:

The next meeting is scheduled for Thursday, July 12, 2001 at 7:30 at the CMA.

Dick moved to adjourn

Nancy seconded

The meeting was closed at 8:55

Respectfully submitted

Janice Otis

## AGENDA

Chatham Airport Commission  
Meeting of June 21, 2001

- Item 1. Meeting called to order
- Item 2. Minutes
- Item 3. Bills
- Item 4. Correspondence
- Item 5. FBO Report
- Item 6. Engineer's Report
- Item 7. Mission Statement
- Item 8. T Hanger Report
- Item 9. New Business
- Item 10. Old Business
- Item 11. Comments from the public
- Item 12. Any other business that may legally come before the meeting
- Item 13. Vote to adjourn

Town of Chatham  
Municipal Airport Commission

RECEIVED AT OFFICE OF  
CHATHAM, MA TOWN CLERK

2001 AUG 14 AM 8:03

Meeting Date: July 12, 2001

Present: Chairman, Dick Hunter  
Vice Chairman, Dave Rauscher  
Tom Whiteley

Guests: Tim Howard

The meeting was called to order by Chairman Dick Hunter at 7:45pm

Minutes:

The minutes of June 21, 2001 were accepted with a motion by Tom and seconded by Dave.

Nominations were taken for the coming year. Dave Rauscher nominated Dick Hunter to remain as Chairperson. Tom seconded it and the motion carried with Dick Hunter remaining as Chairmen. Dave Rauscher nominated Tom Whiteley as the Vice Chairperson, Dick Hunter seconded it and the motion carried.

Dick announced that he was going to meet with MAC for final funding for Master Project. Mr. O'Leary and Shirley Gomes stated that they would send a letter to MAC in support of the Master Plan for the Airport.

Bills:

Janice Otis will handle the billing from the telephone advertisement in the Yellow Pages. This advertisement was not authorized by the commission and therefor are disputing the charges. Several bills were discussed and approved for payment.

Correspondence:

Dave sent a letter to Russ Kimball warning again that he/ his company did not have authorization to give instruction out of the CMA. The letter was sent by Certified Mail. He was warned that if he continue to give instruction that the police would be notified and he could be charged with trespassing.

FBO Report: *CCFC*

Cape ~~Aerial~~ Tours management has changed and is now as follows: Tim Howard President, Jill Douglas, Treasurer & Clerk

Dick Hunter has obtained fire bottles for the airport truck.

CCFC is currently in the planning stages for an airport open house/fly-in for this summer with Chatham Airport Pilots Association. They presented a preliminary agenda/ activities.

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

Engineer's Report:

Minimum Standards:

T-hanger Report:

New Business:

Old Business:

Public Comments:

Other Business:

Dick told the commission that we needed another member. Everyone said they would ask. Several residents were discussed.

The next meeting is scheduled for Thursday, August 9, 2001 at 7:30 at the CMA.

Dave moved to adjourn

Tom seconded

Dick Hunter closed the meeting was closed at 8:10

Respectfully submitted

Janice Otis

## AGENDA

### Chatham Airport Commission Meeting of August 9, 2001

- Item 1. Meeting called to order
- Item 2. Minutes
- Item 3. Bills
- Item 4. Engineers Report
- Item 5. Correspondence
- Item 6. FBO Report
- Item 7. T Hanger Report
- Item 8. New Business
- Item 9. Old Business
- Item 10. Comments from the public
- Item 11. Any other business that may legally come before the meeting
- Item 12. Vote to adjourn

Town of Chatham  
Municipal Airport Commission

Meeting Date: August 9, 2001

Present: Chairman, Dick Hunter  
Vice Chairman, Tom Whitely  
Board Members: Dave Rauscher and Nancy Patterson

Guests: Tim Howard, John Ambrault  
Armand DuFresne, Gale Associates

The meeting was called to order by Chairman Dick Hunter at 7:345pm

Minutes:

The minutes of July 12, 2001 were accepted with a motion by Dick and seconded by Nancy.

Bills:

Bills were presented for payments by secretary Janice Otis. Se advised the committee the advertisement in the yellow pages we disputed has been corrected and we will be credited with the previous charges. Several bills were discussed and approved for payment. The petroleum filter bill was held for review of the contract with the CCFC to see who is responsible for the filters.

Engineer's Report:

Armand DuFresne introduced himself to the commission with a verbal resume. He will be assisting the Commission with the Master Plan for CQX. The commission gave Armand and copy of the CQX Mission Statement. He suggested the next step to be putting together a Technical Advisory Committee(TAC) consisting of 3 or more people and suggested they would be involved as an ADVISORY Committee only. Additionally he advises an public meeting be held to inform the community of what is going on. Several other subjects were discussed with regards to MAC, the SPECS, the Bike Path, and the FAA Standards.

Dave will be working on putting together the TAC.

The Engineer's Report was accepted with a motion from Dave and seconded by Tom.

Correspondence:

The Commission received a letter from an attorney representing Russ Kimball. The letter was discussed with Bruce Gilmore and he stated we were going down the right path. He suggested the commission to put together some thoughts as how they would like to handle the matter and he was going to write a responding letter to the attorney . If Mr. Kimball continues to give instruction the police will be notified.

FBO Report:

Fire bottles are mounted in airport truck and ready for usage.

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

Minimum Standards:

T-hanger Report:

Drain needs to be fixed. Dave will make the calls.

The T-Hanger report was accepted with a motion from Dave and Seconded by Tom

New Business:

On July 18,2001 Dick went to MAC. CQX had 2 items on the agenda. Dick did not have the opportunity to speak. However, \$15,000. was approved for the Master Plan.

Brian Smith presented MAC with an Ariel Shot of CMA. We now have one @ Mac with all the other airports. He will be sending us one for the CMA.

Old Business:

Public Comments:

Other Business:

There will be an interview with Peter Morton for the vacant seat on the airport commission It will be held on Tuesday August 21, 2001. Ron Bergstrom and Harvey Huetter will be doing the interview.

The next meeting is scheduled for Thursday, September 6, 2001 at 7:30 at the CMA.

Dave moved to adjourn

Nancy seconded

Dick Hunter closed the meeting at 9:00

Respectfully submitted

Janice Otis

**Town of Chatham  
Municipal Airport Commission**

Meeting Date: September 11, 2001

Present: Chairman, Dick Hunter  
Vice Chairman, Tom Whitely  
Board Members: Dave Rauscher, Nancy Patterson

Incoming member John Trimble

Guests: Tim Howard, John Ambraut  
Jill Douglas  
Harold Flight, Gale Associates

The meeting was called to order by Chairman Dick Hunter at 7:40pm

**Minutes:**

**M-** The minutes of August 9, 2001 meeting were accepted with a change under New Business; -It reports \$15000 as States share of Master Plan this was corrected to show \$10920 as States Portion.- This was accepted with a motion by Dave and seconded by Nancy.

**Bills:**

Bills were presented for payment by secretary Janice Otis. The petro filter bill in question was verified in the Management agreement and is to be paid by CCFC .

**Engineer's Report:**

Harold Flight presented the Commission/Airport with a framed Ariel Photograph of the Airport.

Harry advised that the TAC should be in place by October. The committee has 2 TAC members, Harvey Huetter, BOS, Alfred Haven and a pilot from CAPA. By October we will have a full committee. Armand DuFrensne will chair and lead the TAC. Dave will continue to work on putting together the TAC.

MAC put a tractor in the budget for FY2003/2004. It can have up to 2 attachments.

The airport could use a new Mower, Harry advised to put in for it now and hope to get it. There was discussing about Tim going to John Deere in Hyannis, they have the state contract, and pick out a model and submit it to MAC.

**M-** MAMA will hold a Conference in Westfield/West Hampton in October 2001. It would be beneficial if the committee sent the airport manager and a commission member. It is Thursday, Friday and Saturday. This conference will be very informative. A motion was made by Dave to send a representative to the conference and the airport manager the motion was seconded, all agreed and the motion carried.

**M-**The Engineer's Report was accepted with a motion from Dave and seconded by Tom.

**Correspondence:**

The Commission received a letter from an John Ambraut requesting permission to build facility on the airport grounds to support his business. There is a guideline to this process that must be followed with putting together an RFP to lease the land, etc. etc. There was in depth discussion regarding this option and request. The commission will consult Bruce Gilmore. John will not be able to work out of the airport until is done about his office space requirements. Dave asked John to remove his trailer he agreed he would.

FBO Report:

The CAPA will not be holding the Fall Open House.

Scrap iron and material left over from the new T-Hangers was moved along side the George Ryder Fence line.

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

Minimum Standards:

New Business:

**M**-The 3 acres of brush has to be cut it will not be certified by the NCB. Frank Joy estimates 8 hrs . Tom made a motion to get it done but not to exceed \$500. Dave seconded it and the motion passed.

Old Business:

"Happy 50<sup>th</sup> Birthday to Dick Hunter"

M - Dave made a motion for Dick to have another 50 years of joy on this committee , Tom seconded it and the motion carried.

Public Comments:

None

Other Business:

None

The next meeting is scheduled for Thursday, October 11, 2001 at 7:30 at the CMA.

Tom moved to adjourn

Nancy seconded

Dick Hunter closed the meeting at 9:00

Respectfully submitted

Janice Otis

**Town of Chatham  
Municipal Airport Commission**

RECEIVED AT OFFICE OF  
CHATHAM, MA TOWN CLERK  
2001 NOV 30 AM 11:50

Meeting Date: October 11, 2001

Present: Chairman, Dick Hunter  
Vice Chairman, Tom Whiteley  
Board Members: Dave Rauscher, Nancy Patterson

Guests: Tim Howard, John Ambrault, Jill Douglas,  
Harry Flight, Gale Associates

The meeting was called to order by Chairman Dick Hunter at 7:32 pm.

**Minutes:**

M-The minutes of the September were reviewed.

**Bills:**

Bills were presented by Janice Otis and approved for payment.

**Correspondence:**

Mr. Starkweather has voiced some concern over the wheelchair accessibility to the CMA. At this point the gate that makes the airport accessible must be locked for security reasons considering the events of September 11, 2001. Lonnie and Dick went to meeting about Airport Security. They received a list of security measures from MAC. Dick responded with a letter to Bob Mallard of the MAC regarding the security at CMA. He sited the measures currently in place as of October 4, and what they expect to put into place ASAP. (A copy of the letter is available with the Board Secretary Janice Otis). Several other security measures were discussed among the committee. Security Plan has got to be in place prior to annual license re - certification. Additionally Lonnie will need to renew his managers license.

MAC has a budget of 3 million to help with the cost of updating security of General Airports. The distribution of these funds is not known at this point.

A cancellation notice came in from the company that carries the airport liability policy. The part of the policy that covers "Acts of War" was canceled by the company. Because this is a rider on the policy, they can cancel it with 7 days' notices. We will be reimbursed for the portion of canceled policy.

The Russ Kimball was discussed briefly. It remains the same.

**Engineers Report:**

Topics of discussion were Airport Master Plan Update with ALP - Gale Project Draft Environmental Assessment and Environmental Notification Form Project Costs and Status. The Capital Improvement Program Update.

The TAC members have a tentative schedule. ( A copy of the entire Project Update is available from Janice Otis.) TAC is ready to move on their responsibility. They will begin with reviewing the Mission Statement.

Several other security measures were discussed among the committee. Security Plan has got to be in place my new annual license certification. Additionally Lonnie will need to renew his manager's license.

Armand stated that he believed that CMA was in "good shape."

Provincetown Airport will be closed from March to May 2002 for runway reconstruction.

M-Tom motioned to accept the Engineer Report, Dave seconded with no further discussion the motion carried.

**FBO Report:**

Security measures are in the process of taking place.

Cape Aerial Tours Inc. is requesting permission to reduce its aircraft fleet due to financial constraint's cause by the recent terrorist's act. The estimated revenue lost at CQX is between \$10 12 thousand dollars.

M-Tom made a motion the commission allow CCFC to reduce the aircraft fleet from 2 planes to 1 effective immediately until Memorial Day. With the current events the committee agreed. Dave seconded the motion and with no further discussion the motion carried.

Dave toured the airport and Fran Joy mowed the NDB Field. Dave reported they did a great job and Frank recommends mowing every 1-2 years. CCFC will remove the brush from inside fenced shack area and bill Town. There is a pine tree outside Wilfred Road gate about 7 feet tall. Something may need to done about that. (FBO reports available from Janice Otis.)

M-Dave made a motion to accept the FBO report, Nancy seconded the motion, with no further discussion the motion carried.

**Old Business:**

M-Dave made a motion to strike to remove "Ariel Surveys" from the regulation. Dick called for public comment. With none, Nancy seconded and the motion carried.

John Ambrault will be able to continue use the airport. John assured the committee that the trailer will be removed by the end of the week.

No further business

M-Dave motioned to adjourn, Tom seconded and Dick closed the meeting at 9:10pm.

Respectfully re-submitted,

Janice Otis  
Secretary  
11/14/01

**Town of Chatham  
Municipal Airport Commission**

Meeting Date: ~~October 11, 2001~~ <sup>Nov 8, 2001</sup>

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

Guests: Tim Howard, Armand Dufresne, Gale Associates

The meeting was called to order by Chairman Dick Hunter at 7:30 p.m..

**Minutes:**

M-The minutes of the October meeting were reviewed and accepted with changes. Minutes will be resubmitted with corrections. Motion was made by Nancy and seconded by Dave.

**Bills:**

Bills were presented by Janice Otis and approved for payment. Dave Rauscher requested a detail of the electric bill for the T Hanger. This will be submitted to the ~~Pilots Association~~ <sup>TEDAOTS</sup> and CMA Committee will be reimbursed.

**Correspondence:**

The Towns of Chatham Employees are having their annual Christmas Party. The CMA Commission is invited to attend at \$30.00 per person.

**FBO Report:**

Vehicle gate codes have not all been changed. Emergency vehicle code is still the same.

CCFC, Inc. is attempting to find someone to accept/take away the junk fuel truck down by green T-Hangers.

New T-Hanger motion lights repaired as requested by Commission.

Jordan Electric will be by to install a corner terminal lamp sometime in the next 2 weeks.

M-Report was discussed and accepted with a motion from Nancy and seconded by Dave.

**Engineers Report:**

The TAC members have been chosen and a schedule and TAC Meeting #1 agenda have been drafted in preparation for the meeting on November 28, 2001.

BEC, the environmental consultant, conducted their wetland's location and delineation work at the airport on October 2, 2001 to identify and classify wetlands that may affect the areas being planned. A potential vernal pool was located near the Runway 6 end.

Umass Archeological Services conducted their survey work the week of October 8. The project manager reported no significant findings in the areas studied.

Draft of the Environmental Assessment and Environmental Notification Form was discussed.

General Issues also discussed in the report were:

Capital Improvement Program Updates

TAC Meeting No 1 - TAC members are: Selectman Harvey Huetter, Citizen Alfred C. Haven and ~~David Rauscher~~. The first meeting will be an instructional meeting to become acquainted with the airport and their function as members.

The second meeting is really important to they can come up with ideas. Dick will take the TAC members on a tour of the airport.

Dick says we need a tractor in a bad way. Lonnie and Dick looked at tractors at John Deere. The State will pay 80% and the

12/13/01

town will pick up the 20% if we move on it quickly and can get it into the budget soon. Dick will bring it up at the November 29th MAC meeting.

(Copy of the full update is available from Janice Otis)

M-Dave motioned to accept the Engineers Report, Nancy seconded and with no discussion the motion carried.

Old Business:

John Ambrault has not removed his trailer yet. Cape and Islands Tire said it was too rusted to put tires on it. Dave made a motion to write John a letter and give him 30 days to remove the trailer or the commission will have it removed and charge John the costs of removal. Nancy seconded the motion, without further discussion the motion carried.

There was discussion regarding unknown people along the fence. Give the events of September 11 we should not allow any unknown people on the runway or along the fence. If there are any questions on this the local police should be called to investigate.

New Business

Ariel Photo of the CMA is hanging in Bill Hinchey's office. It looks great and he likes it very much.

Fishing storage building at the end of runway is a huge junk pile now. This building is managed by the Harbor master. This mess must be dealt with.

No further business

M-John motioned to adjourn, Dave seconded it and Dick closed the meeting at 9:00pm.

Respectfully,

Janice Otis  
Secretary  
12/09/01

12/13/01

Town of Chatham  
Municipal Airport Commission

RECEIVED AT  
CHATHAM, MA  
2002 OCT 10 F.

Meeting Date: December 13, 2001  
Present: Chairman, Dick Hunter  
Board Members: David Rauscher, John Trimble  
Guests: Gale Associates: Harry Flight and Armand Dufresne  
Tim Howard, John Ambrault, Kevin Quinn, Julie Brancha

RECEIVED AT OFFICE OF  
CHATHAM, MA TOWN CLERK  
2002 OCT 10 PM 3: 20

**MINUTES:**

M - The minutes of November we discussed and accepted with a motion from David and seconded by John.

**CORRESPONDENCE:**

Dick advised the committee that the telephone company who services the pay phone near the skate board park has filed for bankruptcy.

**ENGINEERS REPORT:**

M - The First TAC meeting was held on 11/28/01. The purpose of the meeting was to introduce the project and various aviation concepts so the members of TAC who were unfamiliar with these concepts could be better prepared to review project information.

The first public meeting is scheduled for January 16, 2002. A draft copy of the presentation, notices and handout are to be reviewed by the CAC.

Survey efforts are ongoing and expected to be completed by 12/21/01. Once completed, Gale Ass will update the base plan and begun production of the ALP set.

Gale Associates has begun the forecasting effort. From this effort, the need for more apron and hangar space will be developed and the CMA (Airport Reference Code) ARC will be confirmed.

Once results are available from this planning project, the environmental consultant will develop a scope of work for the permitting project and funds will be requested.

The complete Monthly Update is available from Janice Otis.

Janice Otis will post the January 16<sup>th</sup> Public Meeting. She also will submit the notice to the newspaper for publication in the January 3 and January 10 editions of the Chronicle.

There was discussion on the bike path and it was agreed that working together a compromise can be worked out.

The need for a tractor was discussed. Harry suggested that Tim and Lonnie go to Pembroke to look at tractors. Tim and Dick have looked at John Deere and have an idea of what the airport needs.

Dick told the committee if we could move on the purchase of the tractor the town will be willing to put the 20% cost in the town budget. This must be done soon in order to get it on the budget for 2003.

Security measures must be put in place soon. Especially the employee identification badges.

Dave made a motion to accept the Engineers Report John seconded it and without comment the motion passed .

### **FBO REPORT**

M - Airport truck plow broke down, new parts supplied under warranty. Repair made by Stick'n Rudder Aero & CCFC personnel.

Fish Storage area will get a gate. The Harbor Master's Office has compiled a set of Regulations governing the use of the storage area. The area will be thoroughly cleaned the winter/spring with a combined effort of the Harbor Master's staff, the Highway and Parks Department. The area will be closed with a gate and maintained by an employee of the Harbor Master.

Dave made a motion to accept the FBO report John seconded it and without comment the motion passed.

The report was re-opened and the motion was changed to read: Fisherman's Storage Area Regulations were accepted with the CAC reserving the right to rescind the agreement.

The motion to accept with changes was made by John and seconded by Dave. Without comment the motion passed.

### **NEW BUSINESS - NONE**

### **OLD BUSINESS -**

Kimbell letter was again discussed briefly.

John Ambrault notified the committee that the trailer was gone. The scrap metal needs to also be removed.

The Green Hanger needs more repairs. The committee gave Tim permission to look at replacing the door.

### **PUBLIC COMMENTS - NONE**

A motion to close was made by John and seconded by Dave. Dick closed the meeting at 9:05.