

RECEIVED
JAN - 6 1999
TOWN OF CHATHAM
TOWN CLERK'S OFFICE

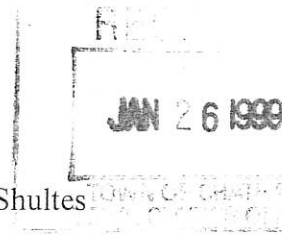
AGENDA

Chatham Airport Commission meeting of January 14, 1999

- Item 1. Call to Order
- Item 2. Minutes
- Item 3. Bills
- Item 4. Correspondence
- Item 5. FBO Report
- Item 6. Engineer's Report
- Item 7. T Hangar 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.

Town Clerk

Chatham Airport Commission
Regular Meeting - January 14, 1999



Present: Chairman Hunter, Vice Chairman Rauscher, Commissioners Coe, Shultes
Absent: Commissioner Starkweather
Visitors: Lonnie Picket, Airport Manager; John Ambroult, Tim Howard

Meeting CALLED TO ORDER at 7:30 by Chairman Hunter.

Minutes of December meeting moved, seconded and VOTED approved.

Two ComElectric bills, two bills related to the hangar door were approved. An Intercity Alarm bill was approved but referred to the Town for payment from contingency funds.

A maintenance concession agreement between Cape Cod Flying Circus (CCFC) and Sick'n Rudder Aeromaintenance was presented for acknowledgement. It will be reviewed with Town Counsel.

- FBO Report:
- 1) Wire cut to runway lights by contractor for electric closet. Repaired.
 - 2) Fuel farm rims are damaged, requiring repair (snow plowing accounts for 1) Estimates forthcoming.
 - 3) fence is mended.

Engineer's report via telephone from David Fish, Campbell and Paris:

- 1) Closet contract expires January 31, 1999 - 50 working days from approval. Will be shepherded closely by Fish. Completion expected by mid-February. Performance penalty was discussed.
- 2) Airport Master Plan update: Engineers are writing up the plan.

"T" hangars: Report dated January 14 submitted by David Rauscher. Campbell and Paris will be paid for work done if project goes "belly up". Lease letters to first 10 prospective occupants stating lease payment of \$40,000 (increase of \$10,000 from previous notice) with up-front deposit of \$10,000 sent. One rejection received; 11th letter sent.

New Business: Ray Murphy, airport abutter, will be advised of downed trees over airport fence, with request to remove them and repair the fence.

The Commission will conduct an airport inspection on January 30 to gather data for insurance renewal. Notice will be given to all hangar occupants.

Old business: Cathodic protection of fuel farm - requirements for bids discussed. A problem has been caused by different contractors proposing different remedies that could not be compared. Proposals in writing will be sought from each prospective contractor.

Maintenance hangar door: - work in progress. On schedule.

Comments from public: None.

MEETING ADJOURNED at 8:30PM.

Respectfully submitted: A.L. Shultes

AGENDA

Chatham Airport Commission meeting of February 11, 1999

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- Item 6. Engineer's Report
- Item 7. T Hangar 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.



Town Clerk

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



Meeting Minutes of February 11, 1999

The Chatham Airport Commission met on Thursday, February 11, 1999 in the Airport meeting room, 240 George Ryder Road, West Chatham.

Present were Richard Hunter, Chairman; David Rauscher, Vice-Chairman and Commission members Robert E. Starkweather and Douglas Coe. Also present were Messrs. Bob Mustard and David Fish; Jim McDevitt, Airport Operator and Town Officials Kevin McDonald, Bruce Gilmore and Don Poyant.

Absent were Commission member A. Monte Shultes and Ester Anderson, Secretary.

Item 1. Call to order

The Chairman called the meeting to order at 7:31 P.M.

Item 2. Minutes

The minutes of the previous meeting were accepted.

Item 3. Bills

Three Commonwealth Electric bills and a bill from Capizzi Home Improvement were approved.

Item 4. Correspondence

A letter from Aero Insurance, Inc. was presented and acted upon.

Item 5. FBO report

The report was discussed and accepted.

Item 6. Engineer's Report

It was reported that installation of the the electrical vault is making progress. The carpentry work should be done next week, the electrical contractor is due next week, the deck post is to be installed, post anchors to be widened, and the canopy to be reattached. With respect to the last item, liability is a concern. Search for the water leak is continuing.

MAR - 9 1999

Item 7. T Hangar report

David reported that of the 8 RFP's sent out, 5 were returned. Best responses were received from Erectotube @ \$99,000 and from Full Fab @ \$92,000.

It was determined that this project is not exempt from Section 30-B, meaning that advertising is necessary because the building materials cost more than \$25,000. The Chatham Airport Commission was advised to rebid separately - materials, erection and site work, fire suppression system and electrical work.

The hangars were determined to come under Fire Code S1 (due to length less than 1,200'.)

Also discussed was a fire wall as opposed to structurally independent buildings. The Building Department will decide the appropriate option. David Fish will follow up with the Building Department. A single building needs the fire suppression system while two separate buildings do not.

Item 8. New Business

None

Item 9. Old Business

Regarding the cathodic protection system, 2 RFP's were received. However they are not in line with the repairs required. Doug will contact the manufacturer for possible repair.

Item 10. Comments from the public

None

Item 11. Any other business that may legally come before the meeting

None

It was moved, seconded and VOTED to adjourn at 10:00 P.M.

Respectfully submitted - Douglas Coe, Commission member

DC/eka

MAR - 9 1999

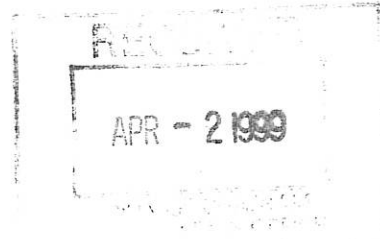
MAR - 9 1999

AGENDA

Chatham Airport Commission Meeting of March 11, 1999

- Item 1. Call to order
- Item 2. Minutes
- Item 3. Bills
- Item 4. Correspondence
- Item 5. FBO Report
- Item 6. Engineer's Report
- Item 7. T Hangar 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

Town Clerk



CHATHAM AIRPORT COMMISSION
Meeting Minutes of March 11, 1999

The Chatham Airport Commission met on Thursday, March 11, 1999 in the Airport meeting room, 240 George Ryder Road, West Chatham.

Present were Richard Hunter, Chairman; David Rauscher, Vice-Chairman and Commission member Robert E. Starkweather, Jr. Also present were Michelle McDevitt, F.B.O. Operator and David Stader of Campbell & Paris Engineers.

Absent were A. Monte Shultes and David Coe.

Item 1. Call to order

The Chairman called the meeting to order at 7:40 P.M.

Item 2. Minutes

It was moved, seconded and VOTED to approve the February 11, 1999 meeting minutes.

Item 3. Bills

There were 2 utility bills and the Secretary's bill for her services approved.

Item 4. Correspondence

None

Item 5. FBO report

There was no official report submitted. However, Mrs. McDevitt brought the Commission members up to date on routine management matters.

Item 6. Engineer's report

Mr. Stader reviewed the Electric Vault project, including estimated costs, bonding, the check list, welding for the canopy and deck and railing concerns. An update on further progress will be reported to the Commission in a couple of weeks.

Item 7. T Hangar report

David and Mr. Stader reported good progress. As David is leaving for a trip, Robert Starkweather will attend to any details that arise during his absence. David advised that the foundation plans are being checked by the Engineers, as well as Massachusetts Building Code requirements. There will be 12 hangars, instead of the 10 originally planned. He has discussed financing with Cape Cod Five Cents Bank's financial officer, Andrew Young. Leases and sub-lease policies were reviewed, as well as maintenance costs. Town Treasurer and Acting Town Manager, Donald Poyant will be contacted regarding this project before the Commission votes on necessary funding and other pertinent requirements.

Item 8. New Business

a. The Chairman advised that a representative from the Stage Harbor Yacht Club has made a request to rent the Airport Hangar for a dance this coming August. This would be a "Commodore's Ball" which would include their needing a permit for a cash bar. After discussion, it was felt that this event would present too much liability for the Commission. Therefore, it was moved, seconded and VOTED that this request would be an inappropriate use of the facilities. The Chairman will so inform the Yacht Club representative.

b. Because of a repeated problem with prompt payment of the monthly utility bills, it was moved, seconded and VOTED that in the future, approval of all bills can be approved by the Chairman or the Vice-Chairman, rather than a majority of the Commission members. The Secretary will so inform the Town Accountant.

c. It was reported that some trees had blown down on the fence at the West corner of the Airport property during a recent storm. The Chairman will speak to Lonnie Pickett about removal of the downed trees.

Item 9. Old Business

None

Item 10. Comments from the public

None

Item 11. Any other business that may legally come before the meeting
None

The next meeting will be held on Thursday, April 8, 1999 at 7:30 P.M. in the Airport meeting room. The Secretary will post the notice with the Town Clerk.

It was moved, seconded and VOTED to adjourn the meeting at 8:35 P.M.

Ester K. Anderson, Secretary

Copies to: Town Manager
Town Clerk

APR - 2 1999

AGENDA

Chatham Airport Commission Meeting of April 8, 1999

- Item 1. Call to order
- Item 2. Minutes
- Item 3. Bills
- Item 4. Correspondence
- Item 5. FBO report
- Item 6. Engineer's report
- Item 7. T Hangar 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

Town Clerk

1999

CHATHAM AIRPORT COMMISSION
Meeting Minutes of April 8, 1999

The Chatham Airport Commission met on Thursday, April 8, 1999 in the Airport meeting room, 240 George Ryder Road, West Chatham.

Present were Richard Hunter, Chairman, David Rauscher, Vice-Chairman and Commission member Robert E. Starkweather. Also present were Mr. David Fish of Campbell & Paris Engineers and Mr. Lonnie Pickett, Airport Manager.

Absent were Commissioners A. Monte Shulte and Douglas Coe.

Item 1. Call to order
The Chairman called the meeting to order at 7:30 P.M.

Item 2. Minutes
It was moved, seconded and VOTED to accept the minutes of March 11, with a notation that re absent member - Mr. Coe's name is "Douglas" and not "David."

Item 3. Bills
Three bills for services were approved.

Item 4. Correspondence
The Chairman advised that the Commission had received a copy of a March 19th letter written by Dr. Duncanson, Chatham Laboratory Director, to Mr. David Bennett of the firm of Bennett & O'Reilly, Inc. of Brewster, MA relative to an agreement for consulting services covering closure of the floor drains at the Airport. (letter on file) Dick advised that the necessary work has been done and reviewed by Mr. Bennett, Mr. Duncanson, Lonnie and himself. Funding was also discussed.

Item 5. FBO report
No official report was presented. However, Lonnie reviewed work done on downed trees in the area.

Item 6. Engineer's report

Mr. Fish reported on the electrical vault project. He also advised that due to construction work relative to stairs, deck, etc., the restaurant will be able to open later this month. Other items reported were (a.) electrical inspections are scheduled for April 9th; (b) review of over-budget costs; (c) air socks; and (d) funds available for release. Mr. Fish also discussed capital improvement funds that could be suggested at an upcoming meeting in Boston which Dick and Lonnie will attend. Suggestions were (a) T hangars; (b) expanded apron; (c) improvement of safety area; (d) hydrant system; (e) security fencing; (f) taxiway lighting; (g) emergency generator and (h) snowplow and truck.

Item 7. T Hangar report

David presented a comprehensive "Progress on Hangar Project" report. (copy on file). He also reported on his meeting with Donald Poyant, Acting Town Manager. Other items discussed were colors, consideration of 2 end hangars and an estimated schedule for proceeding with the project.

Item 8. New business

None

Item 9. Old business

None

Item 10. Comments from the public

None

Item 11. Any other business that may legally come before the meeting

(a) Cathodic protection system to be checked.

(b) Previous vote regarding approval of bills to be rescinded, as Town

Accountant's office requires signatures of at least three members of the Commission for approval, as in the past..

Page 3 - Airport Commission meeting minutes of April 9, 1999 -

The next meeting of the Commission will be held on Thursday, May 13th at 7:30 P.M. in the Airport meeting room.

It was moved, seconded and VOTED to adjourn at 9:05 P.M.

Ester K. Anderson, Secretary

Copies to: Town Manager Town Clerk
 Airport Operator Airport Manager

AGENDA

Chatham Airport Commission Meeting of May 13, 1999

- Item 1. Call to order
- Item 2. Minutes
- Item 3. Bills
- Item 4. Correspondence
- Item 5. FBO report
- Item 6. Engineer's report
- Item 7. T Hangar 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

Town Clerk



CHATHAM AIRPORT COMMISSION
Meeting Minutes of May 13, 1999

The Chatham Airport Commission met on Thursday, May 13, 1999 in the Airport meeting room, 240 George Ryder Road, West Chatham.

Present were Richard Hunter, Chairman; David Rauscher, Vice-Chairman and Commission member Mr. A. LaMont Shultes. Also present were Lonnie Pickett, Airport Manager, Mr. Tim Howard, Mr. Tim Rotz and Grant T. and C. Fox.

Item 1. Call to order

Chairman Hunter called the meeting to order at 7:35 P.M.

Item 2. Minutes

It was moved, seconded and VOTED to accept the minutes of the April 8, 1999 meeting.

Item 3. Bills

3 bills for services and 1 for supplies were approved by a majority of the Commissioners.

Item 4. Correspondence

None

Item 5. FBO report

No official report was received. However, Lonnie reported (a) electrical vault work completed; (b) counter to be done; (c) estimate of approximately \$2,500 for gutter work; (d) cathodic protection test done; (e) rotating beacon not working, but supplier has arrived and article taken to be worked on; (f) a landing incident mentioned and (g) floor drains to be sealed.

Item 6. Engineer's report

Word has been received regarding the Hangar project covering site work and erection of the buildings. The project should start May 26th. Coordination of deluxe hangars was discussed, as well and the general bid for erection work to be received by June 16th. Sub-bid for electrical work should be received by June 9th. Commitments from the Town Manager, the Building Inspector and Town Counsel are considered important, as well as from the Town Treasurer. New service from Commonwealth Electric, including meters, was brought up. Also, mentioned was the fact that the engineer's contract does not include a representative from their firm checking progress full time. In this respect, it was felt that a good contractor should work well, and a Clerk of the Works could be considered. Paving, insulation, ceilings and roofs were discussed and David will check these items.

Item 7. T Hangar report
Covered in Item 6.

Item 8. New business

(a) Mr. Fox spoke to the Commission members about a helicopter charter service. He was referred to Mr. McDevitt. Further information will be provided and the matter will be discussed at the June meeting.

(b) Tim Howard advised the storage area has been condemned by the Town. Cost of materials will be estimated and the project decided upon at the next meeting. Office space was also reviewed.

Item 9. Old business

Mr. Shultes provided his report on Cathodic Protection of Fuel Tanks. After reviewing the report, and some discussion, it was VOTED to expend \$3,800, plus \$900 for testing to Corpro.

Item 10. Comments from the public
None

Item 11. Any other business that may legally come before the meeting
None

The next meeting of the Commission will be held on Thursday, June 10, 1999 at 7:00 P.M. in the Airport meeting room.

It was moved, seconded ^{and} VOTED to adjourn at 9:00 P.M.

Ester K. Anderson, Secretary

Copies to: Town Manager Town Clerk
 Airport Operator Airport Manager

JUN 10 1999

AGENDA

Chatham Airport Commission meeting of June 10, 1999

- Item 1. Call to order
- Item 2. Minutes
- Item 3. Bills
- Item 4. Correspondence
- Item 5. FBO report
- Item 6. Engineer's report
- Item 7. T Hangar 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

Town Clerk



CHATHAM AIRPORT COMMISSION
Meeting minutes of June 10, 1999

The Chatham Airport Commission met on Thursday, June 10, 1999 in the Airport meeting room, 240 George Ryder Road, Chatham.

Present were Richard Hunter, Chairman; David Rauscher, Vice-Chairman; and Commission member Robert Starkweather. Also present were Jim McDevitt, Airport Operator and David Fish, Engineer.

Item 1. Call to order
The Chairman called the meeting to order at 7:30 P.M.

Item 2. Minutes
It was moved, seconded and VOTED to approve the minutes of the May 13th meeting.

Item 3. Bills
Five bills for services were approved by the majority of the Commission members.

Item 4. Correspondence
None

Item 5. FBO report
No official report. Mr. McDevitt commented on fine weather conditions.

Item 6. Engineer's report
a. Mr. Fish reported on site work for the T Hangars and electrical work for same. It was noted that estimates were higher than anticipated on concrete work. Erection bids will be opened on June 16th and Mr. Fish will be present. Awards should be made that evening. The Secretary will post a notice of the special meeting and notify all Commission members.
b. There was a discussion of the scope of the upcoming Airport Master Plan.
c. There was a brief discussion regarding the hangar door.
d. The beacon has been repaired. The Chairman will make a request to MAC for parts funding.

Item 7. T Hangar report
The Vice-Chairman reported a meaningful month. All hangars are sold, with 2 on the waiting list.

Item 8. New business
Proposals for Engineer's Services for the entire airport are being taken for a term of 3 years, commencing August 1, 1999, proposals to be opened June 18th, with an agreement to use the services for the 3 year period.

Item 9. Old business
a. The cathodic system has been repaired and inspected by Corrpro.
b. The gutters over the restaurant may have to be replaced. The street side should be done in two weeks.
c. Tim Howard is doing interior work in his parts room. Holding tanks for the floor have been checked and will be sealed some time in July.
d. Mr. Fish inquired about FAA funds regarding the electrical vault He will check regarding a bill and percentage of reimbursement.

Item 10. Comments from the public
None

Item 11. Any other business that may legally come before the meeting
A reminder that Commission reorganization is to be scheduled for the July 8th meeting.

The next meeting of the Commission will be held on Thursday, July 8, 1999 at 7:30 P.M. in the Airport meeting room.

It was moved, seconded and VOTED to adjourn at 8:55 P.M

Ester K. Anderson, Secretary

Copies to: Commission members Town Manager
 Town Clerk Airport Operator
 Airport Manager

JUN 30 1999

AGENDA
Chatham Airport Commission meeting of July 8, 1999

- Item 1. Call to order
- Item 2. Minutes
- Item 3. Bills
- Item 4. Correspondence
- Item 5. FBO report
- Item 6. Engineer's report
- Item 7. T Hangar 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

Town Clerk

AUG - 6 1999

CHATHAM AIRPORT COMMISSION

Meeting minutes of July 8, 1999

The Chatham Airport Commission met on Thursday, July 8, in the Airport meeting room, 240 George Ryder Road, Chatham.

Present were Richard Hunter, Chairman; Vice-Chairman David Rauscher and Commission members A. LaMont Shultes, Robert E. Starkweather, Jr. and Douglas Coe. Also present were Jim McDevitt, Michelle McDevitt, David Fish, Mr. Jay Stone and Mr. John Ambroult.

Item 1. Call to order

The Chairman called the meeting to order at 7:35 P.M.

Item 2. Minutes

It was moved, seconded and VOTED to approve the minutes of the June 10th Commission meeting.

Item 3. Bills

One bill for services (Commonwealth Electric) was approved.

Item 4. Correspondence

There was a memo from the Town Manager, Mr. William Hinchey, regarding the option provision of the T Hangar lease and a June 30th letter with attachments from Corpro Companies, Incorporated regarding Cathodic Protection Testing.

Item 5. FBO report

The Chairman reported comments from MAC regarding tree removal. Also mentioned was a bill reintroduced to the Massachusetts Legislature regarding (?) which will benefit the Commission years from now.

Item 6. Engineer's report

None

Item 7. T Hangar report

David reported a meeting with the Town Manager. A discussion followed regarding a no reserve revision and a 5% contingency item and a \$5,000 item on the Annual Town Meeting Warrant. The project will go forward. Bonding information, and contracts sent to the Town Manager for his signature, with a copy to the Construction Engineer. Construction should commence around the third week in July. David Fish's recommendation was to sign the contract and then issue a stop-work order on the asphalt. Contracts can go with anyone, 2 national and/or 2 local. It is thought that the project could end up with a possible profit in regards to the Master Plan, Hangar doors and Asphalt.

Item 8. New business

a. The Chairman has contacted Mr. Vacerca of the FAA and wants to talk about Gale, as he understands there seem to be glowing reports regarding this company. Bob Starkweather spoke about HNTB and advised their representatives have walked the field recently. After discussing two smaller companies - DuFresne and Gale, it was moved, seconded and VOTED to go with two smaller companies regarding engineering contracts. A special meeting will be held on Thursday, July 22nd, at 7:30 P.M. in the Airport meeting room to award an engineer's contract. The Secretary will post the meeting notice with the Town Clerk.

b. It was moved, seconded and VOTED to elect Richard Hunter Chairman and David Rauscher Vice-Chairman for the period July 1, 1999 to June 30, 2000. The Secretary will notify the Selectmen's office of this action by the Commission.

c. The Chairman reported the Mr. Arthur Child is not able to consider being a Clerk of the Works for the hangar project. Several suggestions were made and the matter will be reviewed at a subsequent meeting.

d. Mr. Stone was called upon. He thanked the Commission and Airport Operator and Manager for the new taxiway. His concern was the situation with the old hangar doors and asked if it is at all possible to upgrade them. It was suggested that Mr. Stone speak with others who are also concerned with this problem and come back to the August meeting with thoughts regarding specifications and funding for the repairs. The ad hoc committee consists of Mr. Stone, Mr. Al Spencer and Mr. John Ambroult.

Item 9. Old business

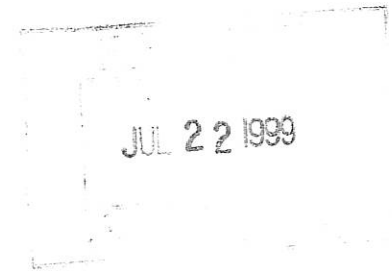
None



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



1999-2000 COMMISSIONERS
July 8, 1999



Richard E. Hunter, Chairman Term expires 2000
17 Sky Way - Box 114, 945 3245
Chatham, MA 02633-0114

David Rauscher, Vice Chairman Term expires 2000
329 Crowell Road 945 4263
Chatham, MA 02633

Douglas Coe Term expires 2001
306 Old Queen Anne Road 945 2784
Chatham, MA 02633

A. LaMont Shultes Term expires 2001
41 Perch Pond Road 945 5458
Chatham, MA 02633

Robert E. Starkweather, Jr. Term expires 2002
2008 Main Street 432 3944
Chatham, MA 02633

Copies to: Members Town Manager Town Clerk

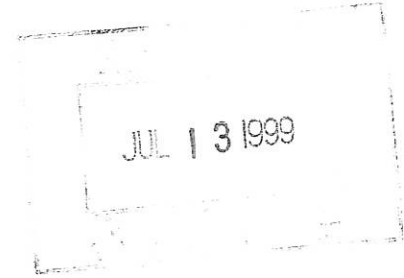
Ester K. Anderson, Secretary
Box 74, Chatham, MA 02633-0074
432 1834 - May through mid October
432 0983 - mid October through April



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



July 12, 1999



MEMO

To: Sheila Hurteau
Selectmen's Office

From: Ester Anderson, Secretary *EA*

This is to advise that at the Chatham Airport Commission's monthly meeting held on Thursday, July 8, 1999, it was moved, seconded and unanimously VOTED to elect Richard Hunter Chairman of the Airport Commission and David Rauscher Vice-Chairman of the Airport Commission for a one year term, commencing July 1, 1999.

Copies to: ✓ Joanne Holdgate, Town Clerk
Carol Lund, Town Accountant

APR - 6 1999

CHATHAM AIRPORT COMMISSION
Special Meeting Minutes of July 22, 1999

The Chatham Airport Commission held a special meeting on Thursday, July 22, 1999 at 7:30 P.M. in the Airport meeting room.

Present were Richard Hunter, Chairman and Commission members A. LaMont Shultes and Robert E. Starkweather, Jr.

The Chairman called the meeting to order at 7:30 P.M.

The Chairman reviewed his reports on Gale and Dufresne-Henry and brought the members up to date on conversations he had with various municipal airport managers who have had work done by these companies. The airports considered were approximately the same size as the Chatham Airport.

Messrs. Shultes and Starkweather said they were impressed with the Mr. Hunter's homework.

Subsequently, it was moved, seconded and VOTED to recommend that Gale be awarded the engineering contract for the ensuing three (3) years.

It was noted that the FAA Master Plan will be put off until October, and that construction on the T Hangars will begin on Monday, July 26th.

It was moved, seconded and VOTED to adjourn at 8 P.M.

Ester K. Anderson, Secretary

Copies to:

Commission members
Town Clerk

Town Manager
Town Operator

Airport Manager

Aug - 6 1999

AGENDA

Chatham Airport Commission Meeting of August 12, 1999

- Item 1. Call to order
- Item 2. Minutes
- Item 3. Bills
- Item 4. Correspondence
- Item 5. FBO report
- Item 6. Engineer's report
- Item 7. T Hangar 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
Vote necessary authorizations

Team Clerk

9 1999

CHATHAM AIRPORT COMMISSION
Meeting Minutes of August 12, 1999

The Chatham Airport Commission met on Thursday, August 12, 1999 in the Airport meeting room, 240 George Ryder Road, Chatham.

Present were Richard Hunter, Chairman; David Rauscher, Vice-Chairman and Commission members A. LaMont Shultes and Robert E. Starkweather, Jr. Also present were Lonnie Pickett, Airport Manager and Brian L. Smith and Harold E. Flight, from the Engineering offices of Gale Associates, Inc.

Item 1. Call to order

The Chairman called the meeting to order at 7:35 P.M.

Item 2. Minutes

It was moved, seconded and VOTED to approve the meeting minutes of July 8, 1999 and July 22, 1999.

Item 3. Bills

Bills from Northeastern Petroleum Services, Commonwealth Electric Company and the Secretary's bill for the July meeting were approved for payment.

Item 4. Correspondence

None

Item 5. FBO report

No official report. However, Lonnie Pickett, Airport Manager, spoke about (a) a FAA inspection the first week in August, (b) a vault leak caused by missing flashing (which will be taken care of) and (c) a Police Department report regarding Don Byrne's hangar door being crunched, and whose plane will remain out pending repairs.

Item 6. Engineer's report

Our Chairman introduced Messrs. Smith and Flight of Gale Associates, Inc. the Airport Commission's new Engineering firm. They discussed with the Commission members (a) their ability to administer grants, (b) knowledge and help regarding operation questions and (c) their familiarity re FAA funding, MAC issues and the Airport Master Plan. A review of these items discussed will be followed up at the September Airport Commission's meeting.

AGENDA

Chatham Airport Commission Meeting of September 9, 1999

- Item 1. Call to order
- Item 2. Minutes
- Item 3. Bills
- Item 4. Correspondence
- Item 5. FBO report
- Item 6. Engineer's report
- Item 7. T Hangar 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

9/9/99

Tom Walsh

14 1999

CHATHAM AIRPORT COMMISSION
Meeting Minutes of September 9, 1999

The Chatham Airport Commission met on Thursday, September 9, 1999 in the Airport meeting room, 240 George Ryder Road, Chatham.

Present were Richard Hunter, Chairman; David Rauscher, Vice-Chairman and Commission member A. LaMont Shultes. Also present were Jim McDevitt, Airport Operator and Mr. Harold E. Flight from the Engineering offices of Gale Associates, Inc.

Absent were Commission members Robert E. Starkweather, Jr. and David Coe.

Item 1. Call to order

The Chairman called the meeting to order at 7:35 P.M.

Item 2. Minutes

It was moved, seconded and VOTED to approve the minutes of the August 12th meeting.

Item 3. Bills

It was moved, seconded and VOTED to approve 6 bills for services – 4 for Commonwealth Electric, 1 for August secretarial services and 1 for the Cape Cod Times.

Item 4. Correspondence

None

Item 5. FBO report

Mr. McDevitt reported on light damage to a Seneca II as a result of a hard landing last month; plans to move tenants back into the north side of existing units this week; that both fuel tanks are up and running and interest to start the process of securing a designated ramp truck/snowplow. Copy on file.

Item 6. Engineer's report

Mr. Flight reported on Purchase of snow removal equipment; reconstruction of terminal apron and installation of perimeter fencing; Updates of Airport Master Plan and Airport Layout and Scoping EA/EIR (Runway safety areas), purchase of Snow Removal Equipment; Funding status re MAC Grant Pre-application filing; Project costs re current cost estimates and local share; Project status re meeting with Airport, MAC and FAA on September 10th at FAA in Burlington; report on Reconstruction of Terminal apron and Installation of perimeter fencing; Airport Master Plan update and Airport Layout Plan update and Scoping EA/EIR (runway safety areas); and information on DBE Plan. Copy on file.

Item 7. T Hangar report

David brought the Commission members up to date on the building progress to date. He mentioned that the North/South locations on the plans were reversed, but he has worked out the positioning situation with purchasers of the hangars. Completion of the project hopefully will be in October. David was commended for his fine work to date.

Item 8. New Business

a. A State simulated emergency drill will be held on the 11th – 7 A.M. to 7 P.M. The Chairman will work with Lonnie Pickett.

Item 9. Old Business

None

Item 10. Comments from the public

None

Item 11. Any other business that may legally come before the meeting

Dick Hunter updated the Commission members regarding grass on the apron and the runway and will report again at the next meeting.

The next meeting will be held on Thursday, October 14, 1999 at 7:30 P.M. in the Airport meeting room, 240 George Ryder Road, Chatham. The Secretary will post the notice with the Town Clerk.

It was moved, seconded and VOTED to adjourn at 8:55 P.M.

Ester K. Anderson, Secretary

Copies to:

Commission members
Town Clerk
Airport Manager

Town Manager
Airport Operator
Engineer

AGENDA
Chatham Airport Commission Meeting of October 14, 1999

- Item 1. Call to order
- Item 2. Minutes
- Item 3. Bills
- Item 4. Correspondence
- Item 5. FBO report
- Item 6. Engineer's report
- Item 7. T Hangar 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

Town Clerk

NOV 2 1999

CHATHAM AIRPORT COMMISSION
Meeting Minutes of Oct. 14, 1999

The Chatham Airport Commission met on Thursday, October 14, 1999 in the Airport meeting room, 240 George Ryder Road, Chatham.

Present were Richard Hunter, Chairman; David Rauscher, Vice-Chair and Commission member Robert E. Starkweather, Jr. Also present were Mr. James McDevitt, Airport Operator and Mr. Harold E. Flight from the Engineering offices of Gale Associates, Inc.

Absent were David Coe and A. LaMont Shultes.

Item 1. Call to order

The Chairman called the meeting to order at 7:32 P.M.

Item 2. Minutes

It was moved, seconded and VOTED to approve the minutes of the September 9th meeting.

Item 3. Bills

It was moved, seconded and VOTED to approve 6 bills for services – 4 for Commonwealth Electric, 1 for the Cape Cod Flying Circus and the September bill for secretarial services.

Item 4. Correspondence

An October 5th Report to the Board of Selectmen from the Airport Chairman was reviewed and placed on file.

Item 5. FBO report

- (a) Mr. McDevitt reported about an unauthorized vehicle operating on Runway 24 on October 10th which was reported to the Chatham Fire & Rescue Department, resulting in the installation of a security card type entrance to the main gate of the airport.
- (b) Roof damage to the existing T-Hangar will be repaired shortly.
- (c) Chatham Wings, Inc. will be assuming the responsibilities of the flight department by the end of October, with all terms and agreements of the Chatham Airport Management Service Agreement met, including proper insurance binders showing the Town of Chatham as co-insured.
- (d) First half of the new T-Hangar project nearing completion and ready for occupancy by November first.
Copy of report on file.

Item 6. Engineer's report

Mr. Flight presented a "Monthly Project Update" covering purchase of snow removal equipment - including meeting minutes and a quote regarding same - installation of perimeter fencing and gates and the Airport Master Plan Update with ALP. Report on file.

Item 7. T Hangar report

David presented information on the hangar project payments and brought the Commission members up to date about progress being made, expenses and contingency funds, meeting with the Town Treasurer and arrangements for inspections on work as it is being done. (copy on file)

Item 8. New business

The Chairman spoke about MAC and their accomplishments.

Item 9. Old business

- (a) The Chairman spoke about his meeting with the Town Manager regarding safety area expansion and a meeting to be set up with the Assistant Planner and the Engineer regarding the bike path.
- (b) Dick has written Doug Coe suggesting that he resign from the Airport Commission due to his inability to attend meetings.

Item 10. Comments from the public

None

Item 11. Any other business that may legally come before the meeting

- a. It was suggested that down the line repair to the roof should be done. Jim advised it will be done.
- b. Compensation is due Don Byrne for damage done to his hangar door. The Town "uninsured damages" account will be checked for funds.
- c. The gutter problem with the vault area will be checked with Steve Bouvier.
- d. Peckham – Paragon matter discussed.

The next meeting will be held on Wednesday, November 10, 1999 at 7:30 P.M. in the Airport meeting room, 240 George Ryder Road, Chatham. NOTE CHANGE OF DATE – due to holiday on the 11th. The Secretary will post the notice with the Town Clerk.

Ester K. Anderson, Secretary

Copies to:	Commission members	Town Manager
	Town Clerk	Airport Operator
	Airport Manager	Engineer

NOV 2 1999

AGENDA
Chatham Airport Commission Meeting of November 10, 1999

- Item 1. Call to order
- Item 2. Minutes
- Item 3. Bills
- Item 4. Correspondence
- Item 5. FBO report
- Item 6. Engineer's report
- Item 7. T Hangar 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

Town Clerk

DEC - 6 1999

CHATHAM AIRPORT COMMISSION
Meeting Minutes of Nov. 10, 1999

The Chatham Airport Commission met on Wednesday, November 10, 1999 in the Airport meeting room, 240 George Ryder Road, Chatham.

Present were Richard Hunter, Chairman; David Rauscher, Vice-Chairman and Commission member A. LaMont Shultes. Also present were Michelle McDevitt and John Amirault.

Absent were David Coe and Robert E. Starkweather, Jr.

Item 1. Call to order

The Chairman called the meeting to order at 7:35 P.M.

Item 2. Minutes

It was moved, seconded and VOTED to approve the October 14th meeting minutes.

Item 3. Bills

Four bills for Commonwealth Electric services and the bill for the October services of the Secretary were approved.

Item 4. Correspondence

- a. An October 18th letter was presented to the Commission from Mr. Mark Simonitsch regarding an October 15th incident in the woods inside the Airport used by Chatham fishermen for storing equipment and drying nets. The matter will be discussed with the Town Manager and a report made to the Commission at a subsequent meeting.
- b. A letter of resignation was received from Douglas Coe which was accepted with regret.
- c. A check was received for the final payment of the electrical vault
- d. An October letter from MAC was received covering the Master Plan and an update of the Airport Layout Plan. Apron work will be on hold for a year.

Item 5. FBO report

The FBO report from the Airport Operator stated

- a. No accidents or incidents to report.
- b. A new lock has been placed on the access gate to the ramp area which should be an adequate short term solution until the new security fence is erected.
- c. Chatham Wings is in full operation, with an insurance binder having been received showing the Town of Chatham as co-insured.
- d. Plans are to secure quotes for repair of the condemned parts room.
- e. Repairs are needed to the ceiling in the restaurant area and water damage to the conference room. A discussion followed and the Chairman will speak to the Town Manager and the Superintendent of Grounds about available funds.

Item 6. Engineer's report

The Engineer's "Monthly Project Update" covered (a) purchase of snow equipment, (b) installation of perimeter fencing and gates, (c) Airport Master Plan update with ALP and Environmental Investigation and Scoping for a Draft EA, ENF, and Permitting, (d) Funding costs, (e) Project costs and Status and (f) general issues. All items were discussed by the Commission members and Michelle. (copy of report on file)

Item 7. T Hangar report

David presented two reports – one covering Building Costs, Erection & Installation, Site Development, and Engineering and the other gave figures covering costs. (copies on file) He discussed occupation of the hangars, leases and rents.

Item 8. New business

The Chairman discussed (a) Scott Hagan took his boat trailer away, (b) placement of two trailers by Mr. Simonitsch, (c) a hang glider trailer that was moved, (d) John Sgeda's request to lease land for putting up his own hangar. Item (d) will be checked with the Town Manager about possible arrangements.

Item 9. Old business

Dick reported on

- a. the storm damage to the old T Hangar. The bill was submitted to be paid under the "Uninsured Damage Account."
- b. He will ask Bob Starkweather to see if he can get parts for repair of the old hangar roof.
- c. He will also see if a meeting can be arranged with him, Mr. McDevitt, Mr. Hinchey and Harry Flight to discuss the Bike Path which it is assumed will be located south of the Airport.

Item 10. Comments from the public

Mr. Amirault commented on unattached heat sources in the new T hangars, and no flammable materials or boats to be stored there, in accordance with standard rules and regulations. After discussion, David suggested that clauses be put into place so that the current Airport Operator, Airport Manager, or their designated agents, be allowed to make periodic reviews and/or inspections.

Item 11. Any other business that may legally come before the meeting

None

The next meeting will be held on Thursday, December 9, 1999 at 7:30 P.M. in the Airport meeting room, 240 George Ryder Road, Chatham.

It was moved, seconded and VOTED to adjourn at 9:15 P.M.

Ester K. Anderson, Secretary

Copies to:	Commission members	Town Manager
	Town Clerk	Airport Operator
	Airport Manager	Engineer

DEC 6 1999

AGENDA

Chatham Airport Commission Meeting of December 9, 1999

- Item 1. Call to order
- Item 2. Minutes
- Item 3. Bills
- Item 4. Correspondence
- Item 5. FBO report
- Item 6. Engineer's report
- Item 7. T Hangar 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. Adjourn

Town Clerk

FEB - 7 1999

CHATHAM AIRPORT COMMISSION
Meeting Minutes of December 9, 1999

The Chatham Airport Commission met on Thursday, December 9, 1999 in the Airport meeting room, 240 George Ryder Road, Chatham.

Present were Richard Hunter, Chairman; David Rauscher, Vice-Chairman and Commission member A. LaMont Shultes. Absent was Commission member Robert E. Starkweather, Jr.

Also present were Michelle McDevitt, Airport Operator, Harold D. Flight from Gale Associates, Inc., David Murray, John Ambroult and Tim Howard.

Item 1. Call to Order
The Chairman called the meeting to order at 7:35 P.M.

Item 2. Minutes
It was moved, seconded and VOTED to approve the minutes of the November 10, 1999 Commission meeting.

Item 3. Bills
Five bills for Commonwealth Electric, 2 bills for engineering services, a final bill from Paragon Construction and the Secretary's bill for November were approved.

Item 4. Correspondence
None

Item 5. FBO report
Michelle reported no serious or other incidents. She did speak at length about serious leaks in the buildings which she and Lonnie struggled with. She advised that she had checked the Management Agreement and felt the Airport Operator should not have to maintain the buildings. After discussion, the matter will be taken up with the Town Manager.

Item 6. Engineer's report
Mr. Flight distributed Gale Associates' Monthly Project Update covering (1) Purchase of Snow Removal Equipment, (2) Installation of Perimeter Fencing and Gates, (3) Airport Master Plan Update with ALP Environmental Investigation and Scoping for a Draft EA, ENF, and Permitting and (4) ASMP Airfield Pavement Marking. Copy on file. There was a general discussion regarding these items. Dick advised that he and the Engineer have met with the Assistant Town Planner regarding some of these matters, and specifically regarding the Bike Path.

Item 7. T Hangar report
David reported (1) hangars almost completed, (2) Peckham is behind schedule and discussed terms of the general contract, which he will check with the Town Manager and Town Counsel, (3) he and Kevin McDonald, Director of Community Development, will walk the area in the near future and (4) and signing of leases and pilot releases, to begin January 1, 2000.

Item 8. New business
None

Item 9. Old business
Mr. Shultes spoke about a cathodic problem with the North gas tank which had been checked last May or June. In this regard, John mentioned use of old test wires. Cost was a question. The South tank is reported to be O.K.

Item 10. Comments from the Public
Tim spoke about maintenance of the building hangars, completion of the Master Plan and leases.

Item 11. Any other business that may legally come before the meeting
Dick mentioned the possibility of Bob Starkweather resigning from the Commission. More on this later.

The next meeting will be held on Thursday, January 13, 2000 at 7:30 P.M. in the Airport meeting room, 240 George Ryder Road, Chatham.

Item 12. Adjourn
It was moved, seconded and VOTED to adjourn at 8:40 P.M.

Ester K. Anderson, Secretary

P.S. – Thanks, David for doing the January meeting minutes in my absence.

Copies to:	Commission members	Town Manager
	Town Clerk	Airport Operator
	Airport Manager	Engineer

AGENDA
Chatham Airport Commission Meeting of February 10, 2000

- Item 1. Call to order
- Item 2. Minutes
- Item 3. Bills
- Item 4. Correspondence
- Item 5. FBO report
- Item 6. Engineer's report
- Item 7. T Hangar 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. Adjourn