

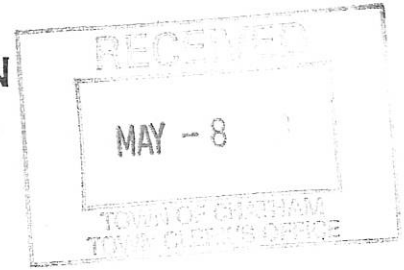


AIRPORT COMMISSION

CHATHAM, MASSACHUSETTS

02633

Town of Chatham Airport Commission



The regular monthly meeting of the Chatham Airport Commission was held on Thursday, March 12, 1998 at the Chatham Municipal Airport.

Members present: Monty Shultes, Richard Hunter, Doug Coe

Members absent: David Rauscher, Robert Starkweather

Guests: Jim McDevitt, Don Byrne

Meeting was called to order at 7:35pm

The minutes of the January 1998 meeting were read and accepted. There were no minutes for February 1998, no meeting was held due to lack of quorum.

Bills paid: Commonwealth Electric

Monty brought up that the lease has an optional 2% increase built in, it was voted unanimously not to invoke the increase.

Jim McDevitt reported the following in the FBO report. There was one incident involving a gear up landing on 24 with no injury. A hole was discovered in the perimeter fence off the end of Sky Way, it was reported to and investigated by the Chatham Police Department. The repair of the rotating beacon was completed. The cracks in the tarmac are in dire need of repair.

Monty discussed the T Hanger Project, he reported that the town is looking to go ahead with building it and that it would be brought up at Town Meeting. The payments from FAA and MAC for the Taxiway Project were sent to the Town. He also discussed the electric/electronics vault, more should be known next month.

A scale model of what the garden project on the south side of the airport will look like. Comments were made concerning the structure (potting shed) and the scale of future use.

Dick reported that he is handling the change in the fuel license and that the liability insurance through Aero Insurance Inc. will be carried by Insurance Company of North America and it was \$2500.00, that's \$308.00 less than last year for the same coverage.

Monty made motion to have fence repaired, passed unanimously.

Dick stated he will talk to the Highway Surveyor Gibby Borthwick about the crack repair in the tarmac.

Next month's meeting will be on Thursday April 9, 1998 at 7:30pm and will include a presentation of the future Chatham Air Museum.

Meeting adjourned at 8:50pm.

Submitted R. Hunter, Acting Secretary



AIRPORT COMMISSION
CHATHAM, MASSACHUSETTS
02633



THE REGULAR MONTHLY MEETING WAS HELD ON THURSDAY, JANUARY 15, 1998 AT THE AIRPORT.

PRESENT: MONTY SHULTES, RICHARD HUNTER, DOUG COE, DAVID RAUSCHER

ABSENT: BOBBY STARKWEATHER

GUESTS: DON BYRNE, TOM WHITELEY, LONNIE PICKETT

THE MEETING WAS CALLED TO ORDER AT 7:34PM.

THE MINUTES FROM THE NOVEMBER MEETING BY CRYSTAL PINA WERE UNANIMOUSLY ACCEPTED AS PRESENTED. THE MINUTES FROM THE DECEMBER MEETING BY MONTY SHULTES WERE UNANIMOUSLY ACCEPTED AS PRESENTED.

LONNIE DISCUSSED THE FBO REPORT. THE MCDEVITT'S WILL TAKE OVER THE MAINTENANCE OPERATION. THE FUEL TANK LETTER FROM RONALD SGROI WAS DISCUSSED IN DETAIL. LONNIE WENT ON TO DISCUSS THE CONSTRUCTION PROJECT ON ROOF DRAINS, GRADING AND THE BUILDING REPAIR.

THE COMMISSION REVIEWED THE LETTER FROM ENGINEER, DAVID FISH, THAT DISCUSSED CHANGES THAT WILL BE MADE FOR PROJECT BY HANDYMAN TO COMPLETE THE PROJECT.

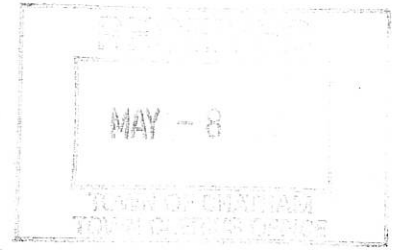
MONTY S. MET WITH TOM GROUX, DONALD POYANT, BRUCE GILMORE ON 12/18/98 TO DISCUSS THE DIFFERANT OPTIONS FOR THE T HANGERS. MONTY S. DISCUSSED IN DETAIL THE OPTIONS THE TOWN WOULD LIKE TO SEE.

THE SIFFLARDS WERE INVITED TO THE MONTHLY MEETING TO DISCUSS THEIR NOISE COMPLAINT BUT DID NOT ATTEND THE MEETING.

THE MONEY WAS RECEIVED FROM THE FAA TO PAY LAWRENCE LYNCH AND THE ENGINEERING BILLS.

THE MEETING WAS ADJOURNED AT 8:31PM.

Tom Whiteley



CHATHAM AIRPORT COMMISSION
Meeting minutes of April 9, 1998

The Chatham Airport Commission met on Thursday, April 9, 1998 at the Chatham Municipal Airport meeting room, George Ryder Road, West Chatham.

Present were Richard E. Hunter, Vice-Chairman, and Commission members Douglas Coe and David Rauscher. Ester Anderson was the Secretary for the evening. Absent were A. LaMont Shultes, Chairman and Commission member Robert E. Starkweather, Jr.

Also present were L. K. Pickett, Airport Manager; Jim McDevitt, Airport Operator; Richard Buck, Vice Chairman of the Chatham Finance Committee; David Fish from Campbell & Paris, Engineers; and interested citizens John Ambroult and Tom Whiteley.

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

Item 1. Minutes

It was moved, seconded and VOTED to approve the minutes of the March 12, 1998 Commission meeting.

Item 2. Bills

Two Commonwealth Electric Company bills were approved for payment and the Secretary will submit them to the Town Accountant for processing.

Item 3. FBO Report

This report was discussed by Mr. McDevitt and approved. (Copy on file)

Item 4. Engineers Report

a. Taxiway Project

Mr. Fish discussed cost of \$130,000. Soft soil, grass and ponding of water were items of concern. Also mentioned was the regrading of the entire area of the road, dry well installation and PDC pipes under the road.

b. Electrical Vault

Mr. Fish also spoke about initial design cost, fees and electrical contract figures, ceiling height, replacement of the deck and repair of present leaking areas. Final figures will be brought before the Commission before the summer season begins. It was moved, seconded and VOTED to sign the contract with Campbell & Paris, Engineers.

Item 5. T Hanger Project

Mr Rauscher gave a comprehensive report on this project - (1) sub-letting, (2) financing possibilities, (3) Master Plan regarding Phases 1 through 3, (4) application program, (5) FAA requirements, (6) insurance needs, (7) preparation of lease forms by Attorney Gilmore (hopefully before the Town Meeting date), and (8) advice received from Kevin McDonald, Chatham's Director of Community Development/Building Commissioner, Tom Groux, Town Manager, Town Attorney Gilmore and Don Poyant, Treasurer/Collector.

Item 6. New Business

a. Mr Buck spoke to those present about reserve funds available for any emergencies regarding the ramp, which funds the Finance Committee controls. He expressed the Committee's willingness to have the Commission call on them if the need arises. He was thanked for his comments and for attending the meeting.

b. Mr McDevitt spoke about responses received on bids for construction of hangars, lease terms and cost.

The next meeting will be held on Thursday, May 14, 1998 at 7:30 P.M. at the Chatham Municipal Airport meeting room, George Ryder Road, West Chatham. The Secretary will post the meeting notice with the Town Clerk.

The meeting adjourned at approximately 8:45 P.M.

Ester K. Anderson, Secretary

Copies to:	Members	Town Manager
	Town Clerk	Airport Manager
	Airport Operator	

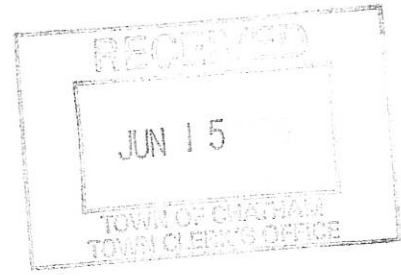


TOWN OF CHATHAM AIRPORT COMMISSION
Monthly Meeting -May 14, 1998

AGENDA

- Item 1. Minutes
- Item 2. Bills
- Item 3. FBO Report
- Item 3. Engineer's Report
- Item 4. T Hangar Project
- Item 5. New Business
- Item 6. Comments from the public

Town Clerk



CHATHAM AIRPORT COMMISSION
Meeting Minutes of May 14, 1998

The Chatham Airport Commission met on Thursday, May 14, 1998 at the Chatham Municipal Airport meeting room, George Ryder Road, West Chatham.

Present were A. LaMont Shultes, Chairman and Commission members David Rauscher, Robert E. Starkweather, Jr. and Douglas Coe. Absent was Richard E. Hunter, Vice-Chairman. Also present were Mr. Lonnie Pickett, Airport Manager and Ms. Susan Meister.

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

Item 1. Minutes

It was moved, seconded and VOTED to approve the minutes of the April 9, 1998 Commission meeting.

Item 2. Bills

2 bills for services and 1 bill for supplies were approved. The Secretary will present them to the Town Accountant for payment.

Item 3. FBO Report

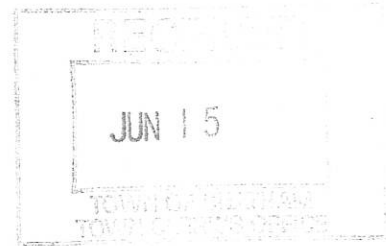
The report presented to the Commission members was discussed and approved. (Copy on file.)

Item 4. Engineer's Report

The Chairman reported the bids have gone out from the Town Manager's office, and will be opened at Town Hall on June 10th. Work on the new vault and replacement of the deck will be done in October, 1998. He noted there is a discrepancy of \$803 between the contract bill and the report from the Engineer. (see note regarding "Budget-Actual Worksheet" after Item 7.) There will be a reimbursement from the FAA. There will be new insurance coverage, with the same broker handling the details.

Item 5. T Hangar Project

Mr. Rauscher reported 13 requests have been received. As there are 10 hangars available, there will be 3 on the waiting list. Attorney Gilmore has not provided the lease forms as yet. When they are received, sent to the lessees and received back from them, they will be submitted to Kevin McDonald for his attention. Wording regarding possible sales in the future, approval to sell, etc. were discussed.



Page 2 - Chatham Airport Commission meeting minutes of May 14th -

Item 6. New Business

The Chairman advised the Commission has received 3 video tapes from MDC entitled "Airports are Irreplaceable Assets" and "How to Get a Grant." One tape will be place in the files and one tape was given to Mr. Pickett.

Item 7. Comments from the public

Ms. Susan Meister, who is serving on an ad hoc committee for a park in the area of the Airport, was called upon for her comments. She reported there was some opposition from the neighbors - they feared the area would become too developed and the natural look would disappear. A check is being made to see if the Town would help with beautification and Mr. McDonald and Ms. Laurent will be contacted. The Bikeways Committee will also be called upon for suggestions, as the proposed trail will be in the vicinity. A shelter, and specifically the type appropriate, was discussed, with possible vandalism a concern. Liability insurance was deemed a necessity. There was a question about a nearby pond and a tank which was purported to be in it. Plant species presently in the area should be protected. This matter will undoubtedly be brought up again in the near future.

Added Items. Chatham Airport Commission/Budget-Actual Worksheet

(a) The Chairman presented his report and updated the Commission members in attendance regarding important items. (copy on file)

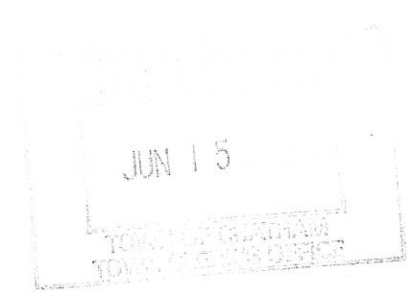
(b) \$2,083 for rent was received from the Cape Cod Flying Circus, Inc. and the Secretary will turn the check over to the Town Treasurer.

The next meeting will be held on Thursday, June 11, 1998 at 7:30 P.M. at the Chatham Municipal Airport meeting room, George Ryder Road, West Chatham. The Secretary will post the meeting notice with the Town Clerk.

The meeting adjourned at 8:35 P.M.

Ester K. Anderson, Secretary

Copies to	Members	Town Manager
	Town Clerk	Airport Manager
	Airport Operator	



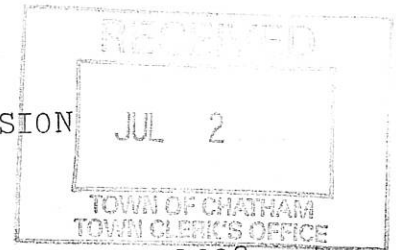
TOWN OF CHATHAM AIRPORT COMMISSION
Monthly Meeting - June 11, 1998

AGENDA

- Item 1. Minutes
- Item 2. Bills
- Item 3. FBO Report
- Item 3. Engineer's Report
- Item 4. T Hangar Project
- Item 5. New Business
- Item 6. Comments from the public

Town Clerk

CHATHAM AIRPORT COMMISSION
Meeting Minutes of
June 11, 1998



The Chatham Airport Commission met on Thursday, June 11, 1998 at the Chatham Municipal Airport meeting room, George Ryder Road, West Chatham.

Present were A. LaMont Shultes, Chairman; Richard E. Hunter, Vice-Chairman and Commission member David Rauscher. Also present were Michelle McDevitt and Mr. David Fish, Engineer.

Absent were Commission members Robert E. Starkweather and Douglas Coe.

Item 1. Minutes

The minutes of the May 14th meeting were approved, with the correction in Item 6 - referral to "receipt of 3 video tapes" should read "received from MAC."

Item 2. Bills

Five bills for services were approved by the three Commission members present. (copies on file)

Item 3. FBO Report

Mrs. McDevitt presented the FBO Report which was accepted. She mentioned that she had checked with Gilbert Borthwick, Chatham's Highway Surveyor, regarding possible crack repairs on the ramp. (copy of report on file)

Item 4. Engineer's Report

Mr Fish spoke about 3 projects:

1. The Electrical Vault - two bids were received. There was a discussion regarding inclusion of the wooden deck with the vault. The bid for \$33,600 from Paragon Contraction of South Attleboro, MA was accepted by the Town Manager, and documents signed by the three Commission members present. Mr Fish will proceed with necessary specifications.
2. Taxiway project - There was a discussion regarding improvement in the grass growing and the Southwest expansion aprons. Mrs. McDevitt is checking and will report her findings to the Commission at a subsequent meeting.
3. Master Plan update - This plan and the Airport Layout Plan were discussed, as well as condition of the hangar doors.

Item 5. T Hangar Project

Commission member David Rauscher presented a draft of the T Hangar lease submitted to the Town Manager by Town Counsel. Discussion followed, and it was felt that "prior written permission" should not be obtained from the Airport Manager, but should read "from Lessor." The next sentence should be eliminated. These changes apply to Paragraph 2. Regarding Paragraph 5, in the first sentence, the word "hangar" should be substituted for the word "parking." In Paragraph 6, the same change applies to the words "parking" and "hangar." In Paragraphs 8 and 9, the words "General" should be deleted and the words "Minimum" substituted. David will check into these matters and report at the next meeting.

Item 5 - continued

A list of those individuals who have reserved the first 10 hangars was presented, as well as those on the waiting list.

Other matters talked over were meters for lighting, snow removal rules and sizes of the hangars to be checked with Mr Kevin McDonald, Director of Community Development for the Town of Chatham.

Item 6. New Business

1. The Chairman presented his "Budget-Actual Worksheet" for perusal and discussion. (copy on file)

2. The Secretary inquired about Airport Commission stationery and envelopes. She was authorized to order a supply of letterheads and envelopes.

Item 7. Comments from the public

None

Item 8. Other business

Correspondence - a memo from the Director of Finance was presented regarding "Public Records Disclosure of Your Home Address." As this is a voluntary action on the part of Town employees, this memo was placed on file.

The next meeting will be held on Thursday, July 9th at 7:30 P.M. at the Municipal Airport meeting room, George Ryder Road, West Chatham. The Secretary will post the meeting notice with the Town Clerk.

The meeting adjourned at 9:20 P.M.

Ester K. Anderson, Secretary

Copies to: Members Town Manager
 Town Clerk Airport Manager
 Airport Operator

TOWN OF CHATHAM AIRPORT COMMISSION
Monthly Meeting - July 9, 1998

AGENDA

- 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. Comments from the Public
- Item 10. Any other business that may legally
come before the meeting

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



Meeting Minutes of July 9, 1998

The Chatham Airport Commission met on Thursday, July 9, 1998 at the Chatham Municipal Airport meeting room, George Ryder Road, West Chatham.

Present were Vice-Chairman Richard Hunter, and Commission members David Rausch and Douglas Coe. Also attending was Jim McDevitt from the Cape Cod Flying Circus.

Absent were Commission Chairman A. LaMont Shultes and Commission member Robert E. Starkweather.

Item 1. Call to order
The Vice-Chairman called the meeting to order at 7:40 P.M.

Item 2. Minutes
It was moved, seconded and VOTED to approve the minutes of the June 11th meeting.

Item 3. Bills
Three bills for services were approved by the members present.

Item 4. Correspondence
The Vice-Chairman presented a copy of a June 26th letter from the Town Manager from MHD General Contractors, Inc. of West Yarmouth which was in answer to that company's protest of the bid for an Electrical Vault for the Chatham Municipal Airport and which was awarded to Paragon Contracting. A short discussion followed. (Copy of letter on file)

Item 5. FBO Report
a. Mr. McDevitt reported no accidents or incidents since the last meeting.
b. Business at the airport is doing well.
c. Mr. McDevitt reported that a vehicle belonging to a Mr. Jason Stone had been broken into in the area of the T. Hangars and adjacent to the Skateboard Park. Nothing was stolen. The Commission members advised that it should be reported to the Chatham Police Department.
d. Repair of cracks on the ramp is being followed up and the condition of the hangar doors was being reviewed.

Page 2 - Chatham Airport Commission meeting minutes of July 9th -

Item 6. Engineer's Report

The Engineer's report of July 9th prepared by Mr. David Fish of Campbell & Paris Engineers was presented, discussed and placed on file.

Item 7. T Hangar Report

David presented a copy of a July 1st letter to the Town Manager from Town Counsel which included a revised copy of the T Hangar Lease. (copy on file) Items 2 and 9 were discussed and the lease approved. Bids for the T Hangars construction, according to Kevin McDonald, Director of Community Development, should go out to bid within two to three weeks with thirty days being allowed for their return. There was a discussion regarding sizes of the hangars and a fire protection system.

Item 8. New Business

There was a discussion regarding the underground tanks, cathodic system for jet fuel, rewiring the alarm system and County inspection. Mr. McDevitt is following up on these matters.

Item 9. Comments from the Public

None.

Item 10. Any other business that may legally come before the meeting

a. As the new fiscal period for the Town commenced July 1st, reorganization of the Commission was in order. It was moved, seconded and VOTED by those present that Richard E. Hunter serve as Chairman and David Rauscher serve as Vice-Chairman for a three year period. The Secretary will so advise the Selectmen's office and the Town Account's office and place the correspondence on file.

b. Two rent checks were received - from the airport and from the VFW. The Secretary will turn them in to the Town Treasurer.

The next meeting will be held on Thursday, August 20th (NOTE CHANGE OF THURSDAYS) at 7:30 P.M. in the Municipal Airport meeting room, George Ryder Road, West Chatham. The Secretary will post the meeting notice with the Town Clerk.

The meeting adjourned at 8:40 P.M.

Ester K. Anderson, Secretary

Copies to: Members Town Manager Town Clerk
 Airport Manager Airport Operator

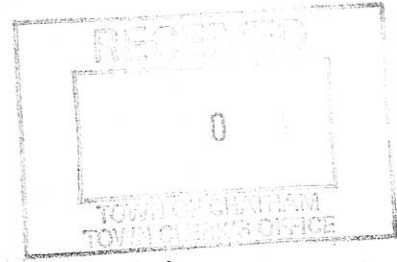
TOWN OF CHATHAM AIRPORT COMMISSION
Monthly Meeting - August 20, 1998

- 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. Comments from the Public
- Item 10. Any other business that may legally come before the meeting

TOWN OF CHATHAM AIRPORT COMMISSION
Monthly Meeting - September 10, 1998

- 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

Ann Clark



Meeting Minutes of September 10, 1998

The Chatham Airport Commission met on Thursday, September 10, 1998 at the Chatham Municipal Airport meeting room, George Ryder Road, West Chatham.

Present were Richard Hunter, Chairman; David Rauscher, Vice-Chairman; Commission members A. LaMont Shultes and Robert E. Starkweather, Jr. and Lonnie Pickett, Airport Manager.

Item 1. Call to Order

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

Item 2. Minutes

As the August meeting was cancelled, it was moved, seconded and VOTED to approve the minutes of the July 9th Commission meeting.

Item 3. Bills

Three bills for services were approved by the members present.

Item 4. Correspondence

None

Item 5. FBO Report

a. Mr Pickett spoke about the August siting of a flare when an aircraft was taking off, as noted in his September report (on file.)

b. Mr. Pickett reported on the Labor Day weekend airplane accident. The owner's insurance on the plane is being checked and investigation by the FHA is continuing.

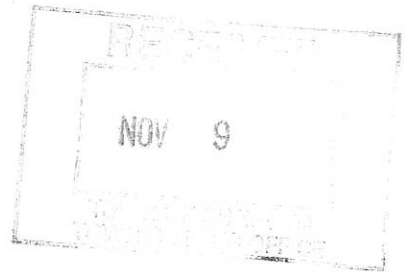
c. Regarding the item on the fire alarm being set off by heavy rain damage, the Airport Manager stated the alarm company has been called to check the problem and he will follow up on the matter.

d. Progress on the proposed new T Hangars seems to be an often asked question at the Airport.

e. Work on the vault project will commence when the restaurant closed in early Fall.

f. Mr. Pickett is checking with Gibby Borthwick, Highway Surveyor, regarding the repair of cracks in the tarmac.

Town Clerk



CHATHAM AIRPORT COMMISSION
Meeting Minutes of October 8, 1998

The Chatham Airport Commission met on Thursday, October 8, 1998 at the Chatham Airport meeting room, 240 George Ryder Road, West Chatham.

Present were Richard Hunter, Chairman; David Rauscher, Vice-Chairman and Commission member Douglas Coe. Also present were Michelle McDevitt, John Amheralt, Timothy Howard, Bob Long and Tim Dion.

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 accept the minutes of the September 10th meeting.

Item 3. Bills

Two bills for Commonwealth Electric and one for services of the Secretary were presented and approved by the members present.

Item 4. Correspondence

The Chairman spoke about a complaint received from Mr. Gerald Allen Milden regarding sound intrusion. The Chairman will reply.

Item 5. FBO Report

Michelle reported (a) there were no accidents or incidents to report; (b) there is considerable concern for the cracks on the tarmac to be attended to; (c) quotes for fence repairs have not been received; (d) Tim Howard of "Stick 'n Rudder Aero Inc." has signed a five year lease with Cape Cod Flying Circus and has required insurance coverage and Tim was introduced; and (e) repairs for damage due to a lightning strike in September have been completed. (FBO report on file) The Airport's Manager's License was discussed. Michelle introduced Tim Dion, proprietor of the BreakAway Cafe who registered his concern for a possible early closing due to scheduled construction. After discussion, it was decided Dick will check with David Fish about the Engineer's starting date, and Michelle will work out any rent adjustments.

Item 6. Engineer's Report

No report. However, the expired contract with the Engineering firm was discussed and a vote will be taken up at the next meeting.

Item 7. T Hangar Report

David submitted his progress reports regarding the Hangar Project and Hangar Door. (copies on file) Regarding the Hangar Project, he spoke about the reputations of the companies listed and what services each offered. He has also written to the companies listed on the Hangar Door report and will advise the Commission of results at a subsequent meeting. He will be contacting Coastal Engineering.

Item 8. New Business

(1) Dick reported the bills for repairs needed after the recent lightning strike will be paid from the Town's "uninsured damage account."

(2) There was a discussion regarding lobster pots, nets and a trailer being removed from the airport, as they have no bearing on Airport activities. Letters will be sent to those responsible so that removal will be completed before construction starts.

Item 9. Old Business

A rough estimate on hangar doors is reported to be \$25,000. Tom Groux has been approached to see if this item can be on the November Special Town Meeting Warrant. Types of materials and scarcity of proper installers were mentioned. Dick will check the files, as prices will be needed in a month's time.

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, November 12, 1998 at 7:30 P.M. in the Municipal Airport meeting room, 240 George Ryder Road, West Chatham. The Secretary will post the meeting notice with the Town Clerk.

The meeting adjourned at 8:40 P.M.

Ester K. Anderson, Secretary

Copies to: Members Town Manager Town Clerk
 Airport Manager Airport Operator



AGENDA

Chatham Airport Commission meeting of November 12, 1998

- 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 November 12, 1998

The Chatham Airport Commission met on Thursday, November 12, 1998 at the Chatham Airport meeting room, 240 George Ryder Road, West Chatham.

Present were Richard Hunter, Chairman; David Rauscher, Vice-Chairman and Commission members A. LaMont Shultes and Douglas Coe. Also in attendance were Lonnie Pickett, Airport Manager and Campbell & Paris representatives Paul L. Shank and David Studer.

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 accept the minutes of the October 8th meeting.

Item 3. Bills

There were three bills for services approved - 2 for Commonwealth Electric and 1 for the Secretary's services.

Item 4. Correspondence

a. The Chairman advised that he had received a letter from the Town Manager regarding vault electrical work. Contracts for the Architectural Engineering Plan for interior work had been mailed to Town Counsel.

b. There was a discussion regarding the Master Plan for FAA and/or MAC. To date, the Engineer has not heard from them.

c. The Chairman advised that Check No. 4680 in the amount of \$17,892.25, dated November 9th, had been received from the Massachusetts Aeronautical Commission.

Item 5. FBO Report

This report is on file. Regarding the 4th item, Gibby Borthwick has been contacted regarding the needed crack repairs to the tarmac.

Item 6. Engineer's Report

Mr Shank reported that the update on the electrical project has been executed and Fed Ex'd to the Town's attorney. A partial schedule was submitted and work should commence early the week of November 15th.

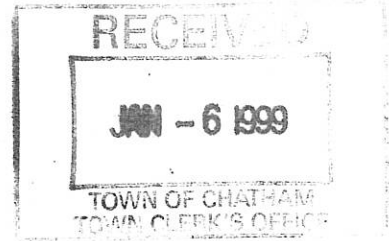
AGENDA

Chatham Airport Commission meeting of December 10, 1998

- Item 1. Call to order
- Item 2. Minutes
- Item 3. Bills
- Item 4. Correspondence
- Item 5. FBO Report
- Item 6. Engineer' 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

Tom Clark

AIRPORT COMMISSION
Meeting Minutes of December 10, 1998



The Airport Commission met on Thursday, December 10, 1998 in the Municipal Airport meeting room.

Present were Richard E. Hunter, Chairman and Commission members Douglas Coe, A. LaMont Shultes and Robert E. Starkweather, Jr. Absent was David Rauscher, Vice-Chairman. Also present were Jim McDevitt and Tim Howard.

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 previous meeting, with a notation that one of the Campbell & Paris representative's name should be spelled "Stader" (David Stader.)

Item 3. Bills

Three bills were approved for services - 2 for Commonwealth Electric and 1 for the Secretary's services.

Item 4. Correspondence

None

Item 5. FBO Report

A copy of the report is on file. An added item for discussion was regarding a hole in the fence. The Chairman will check with Lonnie Pickett and report at the January meeting.

Item 6. Engineer's Report

The Chairman reported that the vault project is progressing slowly. There was an update on the Airport Master Plan - the project having approved by MAC.

Item 7. T Hangar Report

David, although absent, submitted a report (copy on file.) Items covered were (a) preparation of an RFP, (b) A December 1, 1998 meeting with Tom Groux, Kevin McDonald and Don Poyant, (c) building of pad, asphalt requirements, and space leases for 10 hangars to be owned by individual lessees, (d) comments on prevailing wages and (e) 2 quotes from hangar manufacturers. These matters will be followed up at the January meeting.

Item 8. New Business

1. Doug reported on his investigation on a cathodic protection system on one of the tanks. The Fire Marshall must receive the contract by December 23rd and repairs must be completed by June of 1999. One price has been obtained. As three prices are required, Doug will obtain two additional prices. The Commission will meet on December 17th to open the bids and make the award. The Secretary will post the special meeting notice with the Town Clerk.

2. David also submitted a report on Hangar Door progress (copy on file.) Tim Howard commented on height and width. Estimated cost was discussed by the Commission members. There are Town funds, but an additional amount likely will be needed.

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, January 14, 1999 at 7:30 in the Municipal Airport meeting room.

It was moved, seconded and VOTED to adjourn at 8:00 P.M.

Ester K. Anderson, Secretary

Copies to: Members Town Manager Town Clerk
 Airport Manager Airport Operator