



# AIRPORT COMMISSION

CHATHAM, MASSACHUSETTS

02633

The next regular meeting of the Chatham Airport Commission will be held on Thursday, January 11, 1996, Chatham Airport at 7:30 P.M.

## AGENDA

Minutes

F B O Report

Management Agreement

T R A Engineers

Enterprise Fund

Stored Fuel

C I P



# AIRPORT COMMISSION

CHATHAM, MASSACHUSETTS

02633

The regular meeting of the Chatham Airport Commission was held on Thursday, January 11, 1996, 7:30 P.M. at the Chatham Airport.

Present: W. Thomas Whiteley, Ch.  
Richard Merrill  
Richard Hunter

Guests: Jim McDevitt  
Red Beach

The meeting was called to order at 7:30 P.M. Bills were signed - correction - to read - Ron Sgroi came to check on the oil waste upgrade. (Minutes)

Jim reported that the airport officially opened today after the Northeast Blizzard. He's trying to get a needed bucket loader. A letter in regard to the restaurant agreement will be given to the airport commission. A confirmation is needed from the town that would take care of the hangar doors, and Parts Room which were condemned.

An Article will be placed on the May Town Meeting Warrant to establish a Revolving Fund for the airport. Dick Merrill will draft a letter to Tom Groux to discuss the Revolving Fund vs the Enterprise Fund.

There will be a meeting Feb. 1st at 10:00 A.M. in Burlington with the F.A.A. to present a pre-application for the PAPI System. Tom will ask Peter Morton to attend.

An approval of the grassy landing strip was discussed.

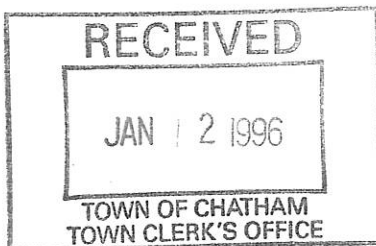
The meeting adjourned at 8:50 P.M.

Respectfully submitted,

*Patricia M. Thrasher*

Patricia M. Thrasher  
Secretary

CHATHAM AIRPORT COMMISSION





# AIRPORT COMMISSION

CHATHAM, MASSACHUSETTS

02633

The next regular meeting of the Chatham Airport Commission will be held on Thursday, February 9, 1996, Chatham Airport at 7:30 P.M.

## AGENDA

Minutes

F B O Report

Management Agreement

T R A

Enterprise Fund

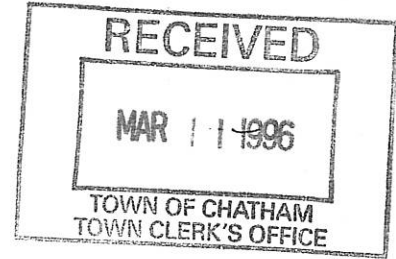
Stored Fuel

C I P



AIRPORT COMMISSION  
CHATHAM, MASSACHUSETTS

02633



February 9, 1996

The regular meeting of the Chatham Airport Commission was held on Thursday February 8, 1996 at the Chatham Municipal Airport.

PRESENT: W. Thomas Whiteley, Chairman  
Richard Hunter  
Richard Merrill  
Peter Morton

GUESTS: Robert Long  
James McDevitt  
Lonnie Pickett  
John Salime

The meeting was called to order at 7:30 P.M. The minutes of the January 11, 1996 meeting were approved unanimously.

The fixed base report was given by Mr. McDevitt (see attached copy).

Mr. Pickett requested new taxi way reflectors. Approximately 60 will be needed. He showed the Commission a sample reflector.

Peter Morton will inspect the front hanger doors for serviceability.

As of this time there has not been a resolution of the revolving fund for Airport income and expenses.

Tom Whiteley will write to Mr. Veara about the fuel in the second tank. It is proposed that the Chatham Sealer of weights and measures, a representative of the Airport Commission, a representative of Cape Cod Flying Circus and a representative of Seacoast Nominee Trust ascertain the amount of fuel remaining. (See the FBO report)

The latest revision to the proposed Management Service Agreement was received by Tom Whiteley at 5 P.M. today. Hopefully it will be signed on March 1, 1996 and run though February 28, 2006.

549 Main Street Chatham, MA 02633

Mr. McDevitt would like a letter from Mr. Groux about replacing the front hanger doors and the parts room.

Tom Whiteley presented the Commissions annual report. (see attached)

Peter Morton will meet with the Engineers (Dave Fish TRA/BV) and the FAA about the installation of the PAPPI system. Discussion ensued and a proposal from TRA/BV was reviewed.

Mr. John Salime presented his insurance policy for the restaurant showing the Town as co-insured.

Mr. McDevitt also presented an insurance policy covering the maintenance operation of Mr. Peter Connors, dba Yankee Aviation Services, Inc. showing the Airport Commission as an additional insured.

The bills, already paid, from Intercity Alarms for the repair to the Fire Alarm system were questioned. The system was installed by the Buildings and Grounds Department (Steve Bouvier), not at the request of the Commission. Since this seems to be a Town wide initiative, the Commission feels that it should be maintained by the Town. A letter will be sent to Mr. Groux.

The ComElectric bill was approved in the amount of \$72.98.

It was the Commissions opinion that the Septic system bill in the amount of \$1236.61 should be requested as a reserve fund transfer. An amount of approximately \$12,000 was returned to the Town since the Commission was under the impression that all bills had been paid.

Under the new policy from the Finance Director we will have to ascertain whether the rest of the bills submitted have Vendor numbers on file with Town hall. When this is completed the bills will be paid.

The meeting was adjourned at 8:55 P.M.

Respectfully submitted,



Donald A. Byrne  
Acting Secretary

CAPE COD FLYING CIRCUS, INC.  
CHATHAM MUNICIPAL AIRPORT  
CHATHAM, MASS.  
02633

FBO REPORT

FEBRUARY 8, 1996

CRASH N 5934U

The flight investigation by the N.T.S.B., F.A.A. and the M.A.C. was completed by the end of last month. All fueling and maintenance records were presented to the accident investigation team at their request. There were no discrepancies found in these areas, and the wreckage was released to the family. The investigation is ongoing and a probable cause will not be found until this spring. Mr. Ezra Sheffries will be missed by all.

SNOW STORM

The airport was fully operational the day after the storm. We recalled the plow service to clear the runway and taxiway of blowing and drifting snow. We lost our unicom antenna due to high winds and have ordered a replacement, which should be here within the week. The new rotating beacon required re-lamping due to the cold temperatures. Both of the bulbs had burnt out. We ordered and now have in stock six new bulbs which will last 1500 hours each at a cost of \$50.00 per bulb. Many of the taxiway reflectors were damaged or lost due to plowing operations and need to be replaced.

TERMINAL BUILDING RENOVATION

The new gas heating system for the front hangar and terminal building is now fully operational, at no cost to the town. The building complex is scheduled to be completely re-insulated later this month.

The restaurant is in the process of being renovated and will be renamed the CQX CAFE with a proposed opening this spring. The new operator, Mr. Jack Salini, is working with Deputy Fire Chief Sgroi to insure that all state and local fire codes are met.

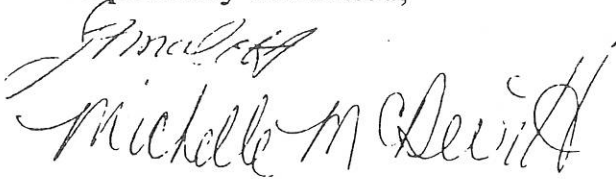
### MAINTENANCE HANGAR DOORS

As you know by now the doors on the maintenance hangar are in extremely poor condition and need to be replaced. These doors are unrepairable, and are in danger of blowing in during a severe storm. The town must realize their risk of liability should the doors fail. We are in the process of soliciting bids from contractors to replace the doors and will have these bids for your review at the next meeting.

### FUEL FARM

We are requesting permission from the commissioners to test and pump the fuel currently being held hostage by Seacoast Nominee Trust and the Town of Chatham. The problem is this, Texaco has advised us that if the fuel is left in the ground untouched for over a year it is then considered abandoned and dormant. If the state finds out about this, it can order the Town of Chatham to remove not only the fuel but also the tank it is stored in. An easy solution to this would be to let us measure the fuel quantity in the presence of a town official and a commissioner and have it documented and notarized. Once the fuel is released CCFC will be able to pump and sell. When the litigation concerning the fuel in question has been resolved, CCFC will pay the rightful owner of the fuel a negotiated price.

Respectfully Submitted,



JIM & MICHELLE McDEVITT  
FOR C.C.F.C. INC.

The regular meeting of the Chatham Airport Commission will be held beginning at 7:30 P.M. on March 14, 1996 at the Chatham Municipal Airport.

## AGENDA

Approval of minutes

Bills

Management Service Agreement

CIP

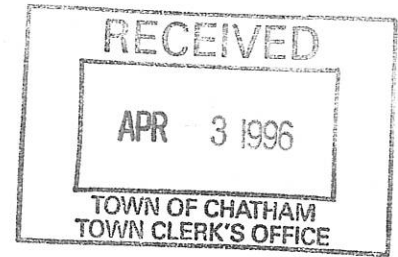
Reserve Fund Transfer (Septic shortfall)



## AIRPORT COMMISSION

CHATHAM, MASSACHUSETTS

02633



March 15, 1996

The regular meeting of the Chatham Airport Commission was held on Thursday March 14, 1996 at the Chatham Municipal Airport.

**PRESENT:** W. Thomas Whiteley, Chairman  
Richard Merrill  
Norman St. Pierre

**GUESTS:** John Ambroult  
David Fish TRA  
Jim McDevitt  
Jack Salemmi

The meeting was called to order at 7:35 P.M. The minutes of the February 8, 1996 meeting were approved unanimously.

**CIP** Mr. David Fish (TRA) discussed the proposed PAPPI system. There will be a meeting with the FAA, TRA and Peter Morton of the Airport Commission. The master plan should be updated to show a proposed grass runway to the East of the hard surface. This will allow the PAPPI to be installed on the west side of the hard surface between the runway and taxi way. It will be a two box light system. If there is any money remaining it could be used for taxi way reflectors or perhaps center line reflectors. TRA will send a letter to the FAA (Cronin) updating the ALP (Airport Layout Plan). TRA presented their proposed contract and the preapplication for FAA and MAC funding for the PAPPI.

The Stop and Shop easement is still a problem since it is not in perpetuity. The FAA would be behind a Town zoning bylaw that would not allow any increase to the present height. Mr. Fish gave a tentative schedule for the PAPPI installation. The Commission does not want any construction during July or August. New EPA rules require a Storm Water Discharge Permit. The application must be filed by March 29, 1996. The trees will have to be trimmed before the PAPPI is constructed. Peter Morton will oversee the project.

**BILLS:** Ralph Nickerson--Plowing--\$225.00 APPROVED.

**FBO REPORT:** Mr. Jim McDevitt. See attached copy.

**T-HANGERS:** Mr. Groux has some problems with the proposed agreement with the Flying Circus. Tom Whiteley will talk to Mr. Groux.

**SEPTIC SYSTEM SHORTFALL:** A reserve fund transfer will be requested from the Finance Committee.

**RESTAURANT:** The new building inspector, Kevin McDonald, is requiring a building permit. Since it seats more than 19, a handicapped bathroom will be needed. Tom will look into it.

A letter of Thanks and Well done will be sent to long time Secretary on her retirement from the Commission.

Respectfully submitted,



Donald A. Byrne  
Acting Secretary

CAPE COD FLYING CIRCUS, INC.  
CHATHAM MUNICIPAL AIRPORT  
CHATHAM, MASS.  
02633

FBO REPORT

MARCH 14, 1996

FLIGHT OPERATIONS

NO ACCIDENTS OR INCIDENTS TO REPORT.

WE ARE IN THE PROCESS OF PURCHASING A 1200 GAL FUEL TRUCK THROUGH TEXACO. WE WILL WORK THROUGH THE FIRE DEPT. TO GET THE PROPER INSPECTIONS AND PERMITS.

AIRFIELD MAINTENANCE

TAXIWAY MARKERS ARE IN VERY BAD SHAPE AND NEED TO BE REPLACED.

THE UNICOM ANTENNA AND REMOTE RUNWAY LIGHT ANTENNA HAVE BEEN REPLACED.

TERMINAL BUILDING RENOVATION

THE RESTAURANT IS SLATED TO OPEN IN LATE APRIL OR EARLY MAY.

FUEL FARM

I HAVE BEEN ADVISED BY TEXACO THAT THE TESTING OF THE FUEL WILL BE COMPLETED BY THE END OF THE MONTH. THE COST OF THIS TESTING WILL BE \$450.00. I WILL ADVISE THE COMMISSION OF THE RESULTS OF THESE TESTS WHEN THEY COME IN.

NEW "T" HANGAR PROJECT

CAPE COD FLYING CIRCUS INC. HAS SUBMITTED TO THE AIRPORT COMMISSION A PROPOSAL TO LEASE FROM THE TOWN OF CHATHAM A PARCEL OF LAND TO ERECT NEW HANGARS. AS YOU KNOW, THERE IS A GREAT DEMAND FOR HANGAR SPACE HERE AT CHATHAM, AND WE

**ARE READY TO BREAK GROUND ON THE PROJECT AS SOON AS THE  
LEASE IS SECURED.**

**AIRPORT SERVICE MANAGEMENT AGREEMENT**

**WE HAVE SIGNED THE NEW MANAGEMENT AGREEMENT AND ARE  
WAITING FOR IT TO BE PRESENTED TO US.**

**WE SINCERELY APPRECIATE THE HARD WORK DONE BY THIS  
DEDICATED COMMISSION OVER THE LAST TWELVE MONTHS.**

**RESPECTFULLY SUBMITTED,**

**JIM & MICHELLE McDEVITT  
for C.C.F.C. INC.**

The regular meeting of the Chatham Airport Commission will be held beginning at 7:30 P.M. on WEDNESDAY April 10, 1996.

## AGENDA

Approval of minutes

Bills

FBO report

CIP

Restaurant

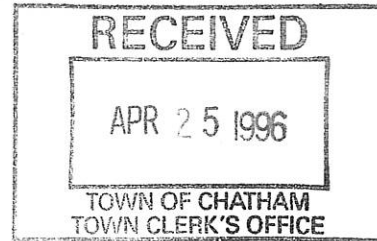
Town mower



# AIRPORT COMMISSION

CHATHAM, MASSACHUSETTS

02633



April 11, 1996

The regular meeting of the Chatham Airport Commission was held on Wednesday April 10, 1996 at the Chatham Municipal Airport.

**PRESENT:** W.Thomas Whiteley, Chairman  
Richard Hunter  
Peter Morton

**GUESTS:** Lonnie K. Pickett  
James McDevitt  
David Fish (TRA)  
Peter Gray Mullen (TRA)  
Brian Rappoli

The meeting was called to order at 7:30 P.M. The minutes of the March 14, 1996 meeting were approved unanimously.

A letter will be written to INTERCITY ALARMS concerning their invoice for \$72.00. No one recalls requesting service.

**FBO REPORT:** See attached.

**AIP:** Dave Fish presented a comment sheet and requested that they be kept informed on things needed to be done that might qualify for AIP funds or MAC maintenance funds. He also presented the engineering design report for the PAPPI. (see AIP file) Most questions are answered in the report.

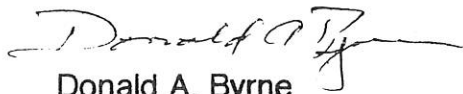
Peter Morton will contact Dick Bunker (MAC) to get a better idea of which tress will have to be trimmed before we can proceed with the PAPPI. He will also be in touch with Dick Kelsey in regards to the easement for tree trimming.

**LAWSUIT:** Nothing seems to be happening. The information requested by Mr. Veara has not been supplied by Seacoast.

Tom Whiteley will meet with Mr. Groux concerning the gas in the second tank. If the fuel is released to Cape Cod Flying Circus (CCFC), they will add fuel to increase the octane rating. The money received for pumping the fuel will be placed in escrow by CCFC until all matters with Seacoast are settled.

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

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Donald A. Byrne", with a long horizontal flourish extending to the right.

Donald A. Byrne  
Acting Secretary

**CAPE COD FLYING CIRCUS, INC.**  
**CHATHAM MUNICIPAL AIRPORT**  
**CHATHAM, MASS.**  
**02633**

**FBO REPORT**

**APRIL 10, 1996**

**FLIGHT OPERATIONS**

**NO ACCIDENTS OR INCIDENTS TO REPORT.**

**TAXIWAY REFLECTORS;**

**THESE MARKERS NEED TO BE REPLACED , AS I REPORTED TO YOU AT THE LAST MEETING WE ARE MISSING SEVERAL OF THEM AND WE NEED TO DECIDE WHICH WAY TO PROCEED. MY RECOMMENDATION IS THAT WE GO WITH THE CENTERLINE RECESSED TYPE.**

**FUEL FARM;**

**TEXACO HAS ADVISED US THAT THE TEST CONDUCTED ON THE FUEL REVEILED THAT THE OCTANE RATING IS SUBSTANDARD AND THAT TEXACO WILL NOT CERTIFY THIS FUEL. C.C.F.C. WILL NOT PUMP THIS FUEL UNDER ANY CIRCUMSTANCES WITHOUT THE BLESSING OF TEXACO. I REQUEST THAT THE TOWN DISPOSE OF THIS FUEL SO AS TO MAKE THE FUEL TANK AVAILABLE TO US FOR THE SUMMER SEASON.**

**RESTAURANT;**

**A BUILDING PERMIT HAS BEEN OBTAINED AND WORK IS NOW PROCEEDING ON THE RENOVATION OF THE NEW RESTURAUNT. IT WAS AGREED THAT UNISEX HANDICAPPED BATHROOM IS ACCEPTABLE, AND IT IS UNDER CONSTRUCTION NOW. WITH THE COMPLETION OF THIS PROJECT, THE ENTIRE AIRPORT FACILITIES WILL BE IN COMPLIANCE WITH STATE AND LOCAL CODES PERTAINING TO HANDICAPPED ACCESSIBILITY.**

**WATER HEATER;**

**WE HAVE BEEN ADVISED THAT THE DOWNSTAIRS WATER HEATER IS OUT OF SERVICE AND NEEDS TO BE REPLACED. IT IS 15+ YEARS OLD AND BEYOND REPAIR. WE WILL WORK WITH THE COMMISSION ON THIS.**

**BUILDINGS UPDATE;**

**AS OF YESTERDAY, ALL THE BUILDINGS OF THE MAIN TERMINAL COMPLEX HAVE BEEN INSULATED TO R-32 SPECS.**

**T-HANGARS (EXISTING)**

**DUE TO THE POOR CONDITION OF THE T-HANGAR DOORS WE RECEIVED NUMEROUS COMPLAINTS FROM TENANTS THIS WINTER. WE INITIATED A PROGRAM TO RE ADJUST ALL THE DOORS AND THEY NOW OPERATE ADEQUATELY. THE PROBLEM IS THAT DURING COLD WEATHER, FROST HEAVES BIND THE DOORS MAKING IT DIFFICULT TO OPEN THEM. THIS SPRING WE WILL WORK WITH THE COMMISSION TO SOLVE THIS PROBLEM .**

**NEW T-HANGAR PROJECT**

**WE STILL HAVE NOT HEARD FROM THE TOWN CONCERNING THE LEASE FOR THE PROJECT. THE LOCAL PILOTS INVOLVED IN THIS WITH US ARE PUSHING FOR A START DATE. AS ALWAYS, WE ARE STANDING BY AND ARE IMMEDIATELY AVAILABLE TO ENTER INTO NEGOTIATIONS WITH THE COMMISSION AND THE TOWN.**

**RESPECTFULLY SUBMITTED**



**JIM MCDEVITT  
FOR C.C.F.C. INC.**

The regular meeting of the Chatham Airport Commission will be held on beginning at 7:30 P.M. on Thursday May 9, 1996.

## AGENDA

Approval of minutes

Bills

FBO report

AIP

Restaurant progress

Town Mower

Second fuel tank

Lawsuit



## AIRPORT COMMISSION

CHATHAM, MASSACHUSETTS

02633



May 28, 1996

The regular meeting of the Chatham Airport Commission was held on Thursday May 9, 1996 at the Chatham Municipal Airport.

**PRESENT:** W. Thomas Whiteley, Chairman  
Richard Merrill  
Peter Morton  
Norman St. Pierre

**GUESTS:** Jim McDevitt  
Lonnie Pickett  
Peter Gray Mullen (TRA)  
Monty Schultes  
Ramona Wordell

The meeting was called to order at 7:30 P.M. The minutes of the April 10, 1996 meeting were approved unanimously.

**BILLS:** Hannon Electric  
ComElectric  
Cape Cod Flying Circus

**FBO REPORT:** See attached. A letter is expected from the MAC clearing up the confusion over posting the price of fuel at the pumps.

**AIP:** Peter Gray Mullen (TRA) briefed on the PAPI project. Some trees must be cut or trimmed. The project can go on as long as an effort is being made to do the cutting. The State (MAC) might be willing to install center taxi way reflectors. The bid will be for the whole installation totally and then there will be alternatives that can be included or excluded. There will be no request for the taxi way reflectors. The June meeting will be held on the first Thursday, June 2, 1996 to accommodate the bidding procedure. Mr. Groux should be present. Ramona will post the new schedule.

**PAPI:** May 22--Bids out, pickup at Airport  
June 5---Bid opening  
June 6---Decide on bid at regular meeting (new date).  
Sept 15-Start construction

**RESTAURANT:** Should be open in two weeks

**TOWN MOWER:** A letter approving the loan of the mower will be signed with the Cape Cod Flying Circus

**SECOND FUEL TANK:** Mr. Gilmore and Mr. Groux said to allow CCFC to sell the fuel. They are to establish a price and a separate account for the funds.

**LAWSUIT:** Nothing new

**LAND LEASE:** Due to pressures on Mr. Groux it will be delayed

A check was received for the Wind sock project but had to be returned for lack of a signature.

Ramona will try to get a secretary.

CCFC will buy paint and the 99's will repaint the 'CHATHAM' sign on the ramp.

There is a leak in the gutter at the restaurant. Tom will check.

A letter will be sent to Wally Bicknell indicating approval of the Boy Scout project of clearing brush from the Airport fence.

The meeting was adjourned at 8:30 P.M.

Respectfully submitted,

Donald A. Byrne  
Acting Secretary

The regular meeting of the Chatham Airport Commission will be held on Thursday June 6, 1996, starting at 7:30 P.M. at the Chatham Municipal Airport.

## **AGENDA**

**Approve May Minutes**

**Bills**

**FBO Reort**

**TRA-Tom Groux discuss PAPI bids**

**Land Lease**

**CAPE COD FLYING CIRCUS, INC.****CHATHAM MUNICIPAL AIRPORT****CHATHAM, MASS.****02633****FBO REPORT****MAY 9, 1996****FLIGHT OPERATIONS****NO ACCIDENTS OR INCIDENTS TO REPORT.****CAFE CQX WILL BE HAVING THEIR GRAND OPENING IN TWO WEEKS.****FUEL TRUCK - THERE IS A NEW FUEL TRUCK ON THE FIELD WHICH WAS PURCHASED BY CCFC AND HAS BEEN APPROVED BY TEXACO. THE TRUCK SHOULD BE ON THE LINE IN ABOUT A WEEK. CCFC WILL OBTAIN ALL THE NECESSARY PERMITS FROM THE TOWN FOR OPERATION OF THE FUEL TRUCK.****DUE TO HIGHER FUEL PRICES CCFC IS FORCED TO INCREASE THE PRICE OF 100LL FROM \$2.10/GALLON TO \$2.17/GALLON. THE COST OF THE LATEST FUEL PURCHASE WHICH WAS MADE LAST WEEK HAS INCREASED FOR CCFC DRAMATICALLY. HOPEFULLY THE FUEL PRICES FROM THE FUEL DISTRIBUTORS WILL DECREASE BEFORE OUR NEXT PURCHASE, AT WHICH TIME WE WILL BE ABLE TO RETURN THE PRICE OF FUEL TO \$2.10/GALLON.****THERE WAS A COMPLAINT MADE TO THE WEIGHTS AND MEASURES DEPT. OF CHATHAM THAT THE EXISTING FUEL PUMPS SHOULD READ THE PRICE OF FUEL PER GALLON, TOTAL GALLONS PURCHASED AND THE TOTAL PRICE OF THAT PURCHASE. SEVERAL CALLS BY CCFC WERE MADE TO TEXACO AND TO MASS. AERONAUTICS COMMISSION (M.A.C.) REGARDING THIS MATTER AND THEY HAVE INDICATED TO US THAT ALL OTHER MASSACHUSETTS AIRPORTS USE THE SAME TYPE OF REFUELING FACILITIES AS CQX AND THAT THESE PUMPS RECORD AMOUNT OF FUEL PUMPED IN GALLONS ONLY!**

**PAGE 2**

**A LETTER CONFIRMING THIS INFORMATION IS BEING SENT BY M.A.C TO CCFC AND WILL BE FORWARDED TO THE COMMISSION.**

**MR. KEITH BARNETT FROM THE F.A.A CONDUCTED AN ANNUAL AIRPORT INSPECTION LAST FRIDAY. NO MAJOR PROBLEMS WERE FOUND AND MR. LONNIE PICKETT WILL BRIEF YOU IN FURTHER DETAIL ON THE INSPECTION.**

**RESPECTFULLY YOURS,**

**JAMES F. MCDEVITT for CCFC.**



# AIRPORT COMMISSION

CHATHAM, MASSACHUSETTS

02633

July 20, 1996

The regular meeting of the Chatham Airport Commission was held on Thursday, July 11, 1996 at the Chatham Municipal Airport.

Present: W. Thomas Whiteley, Chairman  
Richard Hunter  
Peter Morton  
Monty Shulter

Absent: Norman St. Pierre

Guests: Dave Fish (TRA)  
John Szedca *Szegda*

The meeting was called to order at 7:30pm. The minutes from the June 6, 1996 meeting were unanimously accepted as presented.

REORGANIZATION: Tom Whiteley will remain as Chairman for one more year per Peter Morton's suggestion. Richard Hunter will be Vice-Chairman and Peter Morton will be Secretary.

A vote was taken to accept A. Lamont (Monty) Shulter as a new member on the Airport Commission. All in favor 4 Opposed 0.

BILLS: Crystal Pina, Peter Morton, Com Electric, Tank inspection

FBO REPORT: The report will be distributed at the August 8th meeting.

A letter received regarding fuel was discussed and filed with the fuel information for future reference.

Dave Fish reviewed the FAA & MAC grant process for the Commission. Tom Whiteley and Richard Hunter moved to award the contract to Commercial Marine. All in favor 4 Opposed 0. Five copies of the contract were distributed to John Szedca. A pre-construction meeting was set for 7/17/96 between Tom, Dave, and John.

Peter Morton discussed a pig roast on September 14, 1996 for approximately 80-100 guests. Beverages served would be soda and beer. Bruce Gilmore will be consulted on this issue. The CCFC has no objection to this idea.

*non alcoholic*  
The meeting was adjourned at 9:15pm.



## AIRPORT COMMISSION

CHATHAM, MASSACHUSETTS

02633

MAY - 8

September 30, 1996

The regular meeting of the Chatham Airport Commission was held on Thursday September 12, 1996 at the Chatham Municipal Airport.

PRESENT: Tom Whiteley, Chairman; Peter Morton; Monty Shultes  
Richard Hunter; Robert Starkweather

ABSENT: NONE

GUESTS: Red Beach, John Szegda, L.K. Pickett, Peter Cray-TRA,  
David Fish-TRA, Don Byrne

The meeting was called to order at 7:29pm.

FBO Report was ready by ?.

Tom Whiteley told Commission and their guests about 2 complaints that had been registered but were addressed previous to the meeting.

Peter Morton suggested a letter to be written to Com Electric asking for first response in storms, etc.

David Fish reviewed in detail the starting date and what exactly should be cut on Mr. Kelsey's property.

Tom Groux must sign agreement and return to David Fish. A copy should be retained for the Commission's use.

John Szegda asked if the Commission could pay a deposit for the materials he will be receiving.

The meeting was adjourned at 9:03pm.



AIRPORT COMMISSION  
CHATHAM, MASSACHUSETTS  
02633



October 29, 1996

The regular meeting of the Chatham Airport Commission was held on Thursday, October 10, 1996 at the Chatham Municipal Airport.

PRESENT: Tom Whiteley, Richard Hunter, Monty Shultes

ABSENT: Peter Morton, Robert Starkweather

Guests: Richard Klein, John Szedga, Don Byrne, John Am<sup>er</sup>ault,  
Dave Fish (TRA)

The meeting was called to order at 7:30pm.

The minutes from 9/12/96 meeting were accepted as presented.

FBO Report was discussed.

Seacoast suit is now in the court's hands- summary judgment is being filed and we are waiting to hear.

Richard Hunter submitted for tank license.

David Fish summarized what has been completed so far in the PAPI project. Project will be finished approximately October 28, 1996. Dave Fish also discussed his meeting with Mr. Kelsey; situation is o.k. now

Tom Whitely signed payment agreement #2.

Check for \$21,000 sent. MAC has not received that check.

A discussion will take place next month regarding T hangers.

The meeting was adjourned at 8:43pm.

## Chatham Airport Commission

Minutes of regular meeting, November 21, 1996, at Chatham Airport. [Double underscore indicates follow-up needed.]

Attending: Messrs. Hunter, Shultes, Stockweather      Absent: Messrs. Morton, Whiteley  
Members of the public: See sign-up sheet (attached)

Meeting called to order at 7:34 by Mr. Shultes, presiding.

Minutes of October meeting were not available for review. (Crystal was a no-show)

FBO report received. (attached) Items discussed under Old Business and New Business.

### Bills & Receipts

Intercity Alarms bill discussed. Lonnie reports that restaurant proprietor may be responsible for Invoice 0042496; he will check with McDevitts.

Michelle should be contacted re: 50% of proceeds from sale of gasoline.

### Old Business

PAPI is complete and operational. New bulbs will be needed after 1300 hours' use. Purchasing spares suggested by John Szegda.

Taxi way center line reflectors have been replaced with correct type. Check with David Fish re: approval.

A contractor is coming tomorrow (11/22) to evaluate hangar door options. Ball park cost of \$5-10,000. Yankee Aviation encouraged to contact Commission if delay will cause hardship.

### New Business

Dick Hunter reported that ownership of underground tank farm is now Chatham's, as of last week. All permits, etc., must still be procured by CCFC.

### Input from the Public

- Do we have a written policy about recovering costs to repair damage to the airport caused by pilots and others? Hunter will research existing Town practice/policy.
- The noise abatement sign should be re-hung near the FBO entrance so pilots will see and pay heed to it. Lonnie will follow-up.
- The ultra light policy posted in the front office is still in effect. (License and insurance requirements)
- T hangars:

After lengthy discussion with public/pilot attendees, the following motion was made by Hunter, seconded by Stockweather, and passed unanimously:

"The Commission grants a 60 day option to Cape Cod Flying Circus (CCFC) to execute a lease for land for a "T" hangar, as proposed by CCFC. Lease payments to the Town will be \$500 monthly, plus a percentage of rent increases over \$250/month/hangar."

The 60 day period was included to give other parties, especially local aircraft owners, a planning horizon for any other proposals they might wish to make to build hangars. The discussion included the owners present saying they hope CCFC carries on and builds the hangars.

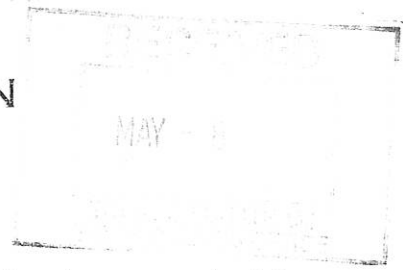
- The Commission was invited to attend a Chatham Airport Pilots' Association meeting to discuss current issues and receive input from members. The members felt we should pick up on this offer.



## AIRPORT COMMISSION

CHATHAM, MASSACHUSETTS

02633



The regular meeting of the Chatham Airport Commission was held on Thursday, December 12, 1996 at the Chatham Municipal Airport.

PRESENT: Tom Whiteley, Richard Hunter, Monty Shultes

ABSENT: Peter Morton, Robert Stark<sup>OC</sup>weather

GUESTS: David Fish, John Szedga, Peter (TRA), Jim McDevitt, Don Byrne

The meeting was called to order at 7:30pm.

The members authorized Tom Whiteley to sign settlement agreement with Sea Coast outside members polled.

The minutes of the October meeting by Crystal Pina and the minutes of the November meeting was unanimously accepted as presented.

Bills Paid: Com Electric, Crystal Pina, Hannon Electric

FBO Report was discussed with Jim McDevitt.

The boat storage the Airport property was approved by the Commission because there is a trade off for the 1996 season.

Tom Whiteley will see Gibby Borthwick regarding sealing cracks and will get back to Jim McDevitt.

David Fish discussed in detail the final inspection for the PAPI project which went very well. Included in the discussion was 2 cable markers and a written guarantee the reflectors will work. A supplemental agreement for additional engineering services as presented in the amount of \$1,255.00 for 2 days of additional work.

John Szedga explained which piece of equipment was not installed correctly the first time and that the subcontractor did bill for re-installing this equipment. He feels he has no control over subcontractors. Tom Whiteley expected John & Dave Fish to work out the details because he felt the Commission was not responsible for this billing. Further discussion will be necessary for the next meeting.

David Fish will attempt to help Jim McDevitt with brush removal already completed around the shed and future brush removal.

Tom Whiteley sign applications to start process on taxi way project. The pre-applications are \$134,000. An approximate date would be June 1997 and should take 2 to 3 weeks to complete.

A grant is possible for gutter repairs and runway lights. Work will begin soon on this project.

The meeting was adjourned at 9:00pm.