

Pittsfield Municipal Airport Commission

Meeting Minutes

Wednesday, September 5, 2007

Airport Terminal 7:30

Commission Members:

Present: Chris Pedersen, Jim Marby, Kevin Magner, Rudy Mantegari

Absent:

Quorum Present: Yes

Proceedings:

- *Meeting called to order at 7:30 by Jim Marby, Chairman*
- Roll call was taken.
- *Public Comment Period*
 - Thelma Barzottini of 77 Lillian St., wonders where the airport expansion plan is, regarding the permitting process. What permits are you now seeking?
- *Minutes*
 - MOTION to accept the minutes, seconded, so moved, favored, passed.
- *Stantec – Capital Project Permitting & Pre-Design Status*
 - Randy from Stantec reports on progress. He supplies the Commission with a handout of improvements and designs that have advanced and he will go over and update what has been done and what still needs to be done. The high order permits have not been submitted yet. They have missed deadlines on submitting those permits. He is not talking about the rare species permit, that has been submitted already, but he is talking about the Clean Water Act section 404 with the Army Core of Engineers, the Mass Wetland Protection and Variance process with DEP and also the Individual 401 process with DEP. They run parallel with one another and had fully anticipated to have them submitted by now but there are outstanding reasons why they have not been, primarily because Randy was unrealistic about the level of design that was necessary to get ready for the permit applications. He thought with the MEPA plans that they had, the engineers could use those for their purposes, but the plans needed to be advanced. He gave examples of changes he had to make for the relocation of S. Mountain Road due to various circumstances as well as drainage issues associated with the pavement for the project. He also discussed the storm water issue because it will be one of the 3 main focal points of the permits that remain, which has to be fine tuned in the design. There also had to be a road design according to mass highway design standards. Some of these designs should not even be done without the permits according to FAA grant rules, but there is no way that things can move ahead without these, so they are trying to move around and ahead a little bit.
 - Lee Bartlett, the engineer who is working on the detail design, will have the plans ready and finalized that Randy can put his application to, by September 28th. He is making his commitment to the Commission that the permit applications with the plan sets and everything else will be ready and conservation will be acting on them by September 28th.
 - The other significant bump or bumps are that with the acquisition of the Watroba and Giacoletto properties, they went and hung flags and surveyed all the flags and that resulted in a wetland impact, which is small but its different than anticipated in the MEPA process. The other problem is outlined in the sheet that he handed out, which is the approach lighting system. The MALSAR part ends after 1,000 feet with a large light stand with a triple light and then a sequence flasher part, which is on the edge which is not open water but the next two are in the large impoundment of the brook. The design is the next issue, so as not to impact the wetland area. There are boardwalk for light maintenance use that are used in wetland areas but then you have to worry about the height, which made the design very complicated.
 - The FAA has to sign off on the design now. The major problem was finding an engineer to do the design, but they have that now and should be able to get on track to submit it to the Conservation

Commission during a public hearing. The Conservation Commission then has to deny the permits because DEP is the only one who can act on it. Once the denial is received, then Randy can send it to DEP who will request a superceding order of conditions, which they will procedurally deny, which will get the variance automatically submitted to DEP.

- There is also a lot of geo-tech work that needs to be completed for design of Phase 1 construction. They need to identify the phasing plan during this process, which is dependent upon the funds. Manager Germanowski would like to point out that he understands that the Airport is not the only client of Stantec and that there have been staffing issues which should have no consequence to this project and he is glad that at least there is a date set for September 28th permit submissions. Manager Germanowski asks if it is still realistic for a 2008 start of work and Randy says it may begin, but not for spring, which was the original time frame. They do need to begin on the geo-tech work, which could occur during the winter.
- There was discussion regarding the design of keeping South Mountain Road and the expenses and issues surrounding that. The road does need to be relocated but cant impact the wetland areas, so there is just barely enough room to do this and does cause a lot of problems, but this is the design that was accepted and so that is the design which will be used.
- Commissioner Pedersen would like to know exactly what deadlines were missed and why. There was a submission of the applications themselves, relative to when FAA deadlines are for issuing grants and expecting approvals and such. There were deadlines, which Stantec thought were doable but they were not. Commissioner Pedersen questions how far past the deadlines are we and Randy says 3 months. Commissioner Pedersen asks how the state funding process works. Randy states that the process is planning grants, and then permitting grants, then design grants. The design grants are typically issued once all the permits are in hand because they want to fund something and have engineers working on something that will definitely be built. It wasn't always like this, but it is now. The design grant is the one that you do the geo-tech work and design to develop a bid package. This is far from what is ready now. The geo-tech work has to be done first and get advanced, so as to go through the bidding process in order to begin construction. Then there is a construction grant, which is the last grant to be issued. Manager Germanowski would like to know a range of when we could possibly get the permits and Randy would like to email Manager Germanowski that information, so as not to guess. The geotech work is an exempt work from permits, so that can go pretty far without permits and can be done parallel to the permitting process.

- *Unfinished Business*

- a. *Hertz Lease*

- This lease has been completed and executed. The rent for August and September has been collected.

- b. *Lyon Lease*

- Manager Germanowski would like to skip this item, as to wait for Mr. Lyon to be present, so we will take this out of order.

- c. *Taxi Lane Leading to ALNASCO (Nash) Hangar*

- DPW will reclaim all the asphalt and rip it up and repair it. Commissioner Pedersen questions the time frame for the work and Manager Germanowski states that it will take place in this construction season, which he believes ends in November. Commissioner Pedersen questions whether Mr. Nash has been informed of this plan and Manager Germanowski states that he has informed Mr. Nash who has made payment on his lease.

- d. *Airport Development Policy*

- Manager Germanowski states that this was discussed at the June Meeting and he has since made revisions due to that meeting. The first page is essentially the same and there were outstanding questions of how to inform the lessee and also what criteria would be used. This is just a proposal of what they could put into place. Chairman Marby questions whether this document and the way it is scored would mean that the Commission would *have* to accept it or can there still be a vote. Manager Germanowski states that scoring may not guarantee acceptance and there should be language in the Policy that states such intentions; this policy would just be used as a guide.

- Commissioner Pedersen would like Manager Germanowski to review the final master plan, so that the PMAC knows exactly what the end result that they are working towards is. He would like Manager Germanowski to supply a review of the master plan when new Commission members have been added.
- Chairman Marby would like a vote on the policy to add the language stating that the PMAC has the ultimate authority to accept/reject a proposal regardless of the scoring on the policy. Commissioner Pedersen questions why there is a hurry to vote on this issue. Chairman Marby would like to see the Commission make a decision on this matter, so that the document can at least be active and can be changed if needed. Commissioner Pedersen would like to put it to use on an actual proposal first to see if the policy will, in fact, help as a guide or if it is not necessary. He does not want to cause a conflict if the scoring on the document is a 10, meaning to accept the proposal and then the Commission decides to deny it based on other reasons.
- Based on many outstanding concerns, Commissioner Mantegari makes a MOTION to table this item for the time being, seconded, favored, and passed.

- *New Business*

- a. *Hospice House Development MAC Determination*

- Manager Germanowski states that this quadrant of the city is receiving development pressure because it is under-developed and from that, there is the process that the developers (through the Building Commissioner) have to go through when they apply for the permits, which is an airspace review. Based on Massachusetts general laws that empower the MAC, they have the ability to review the developments and if they penetrate the airspace, the developer has to come in front of them for a permit hearing. Manager Germanowski's discussion with the MAC on this issue is that there is no guarantee that they will issue the permit for that building (the decision will be made at the September 19th hearing). The City Council has already re-zoned the property so that the development can occur and the administration and the council are behind it. If MAC determines that they won't issue the permit, they are looking at the PMAC to support them in that finding. It can get very political and the Mayor is aware of the situation in a meeting held over a week ago with Senator Downing, Jim Marby, Representatives Pignatelli and Speranzo. There is a City water tower nearby the proposed development that is also a penetration, which could cause issues since it is not lit, so the other property owner could fight that. Manager Germanowski just wants the Commission to be aware that the MAC does want the PMAC support if they choose not to grant the permit. Chairman Marby states that if that is the case, then the PMAC will have to support the MAC, if not just for safety concerns.

- b. *Bousquet Townhouse Development MAC Determination*

- The Pines initially had an airspace analysis done based on a building that ended up not being built. Fortunately, none of the buildings penetrate the airspace but because of the proximity to the airport, it is considered incompatible land use and the MAC suggests that the buildings have obstruction lights installed and an aviation easement granted. In this case the non-penetration is a matter of 2 feet, so if anything were to go up on the roof, such as an antenna or even snow pile up, they would penetrate the airspace. So, the MAC is looking to the PMAC to support, as a minimum, an aviation easement.

- *Other Business*

- Commissioner Mantegari would once again like to make mention of the Hangar doors. The renters have been paying rent for over 2 years without a hangar door and he thinks it is unfair that because an attorney was called in the Nash case, his problem was fixed but the other renters have not gotten the hangar doors repaired. Manager Germanowski states that he will put the project out to bid again.

- *Manager's Report*

- a. *PMAC Budget*

- Manager Germanowski provided a summary page for the end of budget year 07. Comparing what was available and what was spent, the budget was basically exhausted. It is still early in the 08 year to look at the budget, but at this point, the PMAC will notice a negative \$1500 line item under utilities. This is a matter of encumbrances. Manager Germanowski transferred some money out of

the equipment line to cover the cost increases for utilities. There will be some changes in the Time Warner expenses when they switch to wireless and get rid of Road Runner.

- Commissioner Magner questions whether Manager Germanowski anticipates having to hit the flight line runway light p/o again in the winter and Manager Germanowski states that yes he will. Commissioner Magner also questioned what happened with the lightening strikes. Manager Germanowski states that the airport was struck by lightening, which took 2 different vendors to repair the damages.
- Commissioner Pedersen questioned the Barker Rd. light repair. Manager Germanowski states that the light was repaired under the last fiscal year but then the wires got chaffed, which took a whole string out, which cost about \$600 to repair. Commissioner Pedersen asks if there are others that need to be repaired and Manager Germanowski states that there are a few small things.

b. PMAC Revenues

- Manager Germanowski says that the airport took in \$105,275 in 07. For 08, they have taken in approximately \$30,000 so far, which includes the 4th quarter landing fees. October 1st will be the next invoicing date for landing fees.

c. New PMAC Revenue Accounting

- Manager Germanowski enclosed a communication to the Chief Legal Council for the MAC. Within the Mass Aeronautics grant assurance is the language (that has been deleted under Item number 2 on the handout) that has been a problem with the treasurer in the past. The grant assurances are normally signed by the Chairman of the Commission, but the MAC redid the grant assurances so that the Mayor must also now sign them. Upon that decision, it went through a review by Solicitor, who was not comfortable with the language under item number 2 who crossed out some of the wording and had Chairman Marby and the Mayor initial it. Manager Germanowski met with the treasurer and the city's accountant and the accountant feels comfortable with the way the airport is handling their revenue accounting, which is the way many other airports operate.

d. FY 07 PMAC Annual Report

- Manager Germanowski provided the Commission with the report. There is similar language every year but the numbers are different. It gives an overview of the airport, the facility, the PMAC and the revenues, and the proposed improvement project schedule and cost for the next three years.

e. On Airport Vegetarian Removal Project Status

- This will kick off on Monday, September 10th. All of the project abutters have been notified and Manager Germanowski has only received one phone call. The Stantec engineer will be at the airport during this construction.

f. American Association of Airport Executives Accreditation

- Manager Germanowski would like to take part in this program, which costs \$250.00. He has looked over the course work, which he would need to review and then take a test. He feels it would be beneficial to him and the airport to partake in this program and he would like to expend the \$250.00 for the accreditation. Commissioner Pedersen makes a MOTION to allow Manager Germanowski to expend the \$250.00 for the program, seconded, favored and passed.

Late Communication – Manager Germanowski would like to present the letter that he would like the Commission to sign to Mary Bowler-Murphy, thanking her for serving on the Commission and doing such an excellent job. In regards to the Lyon Lease item that was skipped under Unfinished Business, Manager Germanowski provided the final draft and the fuel flowage is the biggest component. The last concern that Mike had, was the language regarding the rate adjustment, which is based on fuel sold, but the commission is trying to change it to fuel flowage. Mike wants language that is an opener for him annually that he can go back to paying for fuel sold versus fuel flowage. Commissioner Pedersen wants a date for Mike Lyon to sign this lease and if not then the PMAC will start tracking the fuel if it is not resolved. MOTION to submit the Lyon Lease as is for final review, seconded, favored and passed.

- *Adjournment*

- MOTION to adjourn at 9:53pm, seconded, so moved and favored.

Respectfully submitted – Missy Aitken