

The Seven hundred and sixtieth meeting of the Worcester Regional Airport Commission was held on Monday, September 10, 2007 at 6:30 PM in the Conference Room of the Worcester Regional Airport Terminal Building.

Members present were: Chairman James Delehaunty, Vice Chairman Joe Zwirblia, Commissioners Tim DeSantis, Tom Reynolds and Patsi SantaMaria.

Also present were: Mr. Eric Waldron, Airport Director, Mr. Philip Niddrie, Airport Liaison.

Chairman Delehaunty opened the meeting at 6:37 p.m.

1. Approval of minutes of the Monday July 9, 2007 meeting

Commissioner SantaMaria moved, seconded by Commissioner Zwirblia, to approve the minutes of the July 9, 2007 meeting. **All in favor - So Voted.**

2. Report of the Commission Chairman –

The Chairman commented on the following items:

- Philip Brodeur, the Airport Chief Accountant has resigned from the airport; he has accepted a position with an accounting firm to manage one of their officers. Joe Zwirblia worked closely with Phil on energy initiatives in gave a strong testimonial to the job that Phil did for the airport.

Joe Zwirblia moved, seconded by Patsy SantaMaria, that the Commission recognize the good work done by Philip Brodeur and that he be invited to a future Airport Commission Meeting for recognition by the Commission. **All in favor, So Voted.**

- Recently appointed Airport Commissioner Denis Lipka, has resigned from the Commission because he no longer lives in Worcester, which is a requirement to serve as a Member of a City Commission.

3. Commissioner's Reports

- **Marketing** - Commissioner DeSantis advised that the USDOT marketing grant that the airport has had for the past three years, was due to expire today. Staff had requested that the grant be extended for a two-year timeframe. DOT granted a one-year extension, and noted that the issue could not be revisited at the end of that year.
- **Aviation** - Commissioner SantaMaria informed the Members that Cessna Aviation has contacted him about the possibility of a Cessna dealership being established at the airport. With this operation, it is possible that there would be aircraft maintenance and a flight school as well. No firm timeline has been established, but discussions will continue with Cessna, Massport and airport representatives.
- **Master Plan** - The Chairman advise that we do not yet have the Master Plan, the Airport Layout Plan (ALP) has been submitted to FAA, and the Executive Summary and Technical Report are nearing completion and should be submitted to FAA later this week. There was discussion about the delay on this project. The Chairman advised that he had received correspondence from the Project Manager, indicating that he hoped to have an FAA approved copy of the plan available to the

Commission by the October Meeting. The Chair indicated that he feels the timetable on this project has been unacceptable and he hopes to have an FAA approved planned before the October meeting.

Commissioner DeSantis moved, seconded by Commissioner Reynolds, that the Chairman send an appropriate request for information on the timetable for completion of the Master Plan to the Project Manager. **All in favor, So Voted.**

4. Reports of the Airport Director

- **Development Sites RFP:** Comment deferred until 6. New Business.

- **Hangar 2 Update-** The contractor is to be on site September 19th to complete the work. It is expected to take two days to complete the work.

- **Airport Capital Program-** The Director gave a summary of each of the projects that comprise the current draft proposed five-year capital improvement program for the airport that will be released as part of the Master Plan.

- **Runway Crack repairs and Paint removal-** Mr. Waldron advised that the runway cracks and paint removal work was completed on the runway. There was an estimated \$150,000 of crack repairs, and the paint removal, we hoped could be done as part of a demonstration pilot project, but that did not work out, so the work had to be paid for. Additionally, three catch basins on the runway needed to be repaired. Altogether, \$210,000 was spent last month on these repairs.

- **Aircraft incident -** Recently an aircraft that was landing on our main runway had a nose wheel collapse. When the aircraft was being removed, one of the main landing gear collapsed as well. There were no injuries, though there was some damage to the aircraft.

- **Upcoming Events/Activities –** The Chair asked staff to look out for a few months and share some coming activities. The Director advise the Members of the following:
 - The airport Snow Plan is currently under review internally, the document is produced annually in reviewed with the airport tenants. It outlines priorities for clearing snow and ice, notifications and things of that nature.
 - Grant pre-applications MAC that will be forthcoming include the Runway 11 rehabilitation project that will include new centerline and touchdown zone lights, \$6.1 million estimated cost; the Security project, phase 4, that includes terminal doors and gates at the airport, \$222,222 estimated cost and Tree Clearing, the actual implementation of the Vegetation Management Plan (VMP), \$222,222 estimated costs.
 - Projects requiring signatures will include the closeout of the Master Plan, payment requests for the VMP/Airspace Analysis planning and design, and a pre-application for the Runway Safety Areas, Phase 1, which will be the

installation of an Engineered Material Arresting System (EMAS) at the runway to nine and, \$5.8 million estimated cost. Phase 2 of this project will install EMAS at the Runway 11 approach area. Phase 1 will be done in conjunction with the Runway 11 rehabilitation project and is anticipated for next construction season.

These projects need to be designed, construction bids need to be let, grant applications need to be finalized in grants need to be awarded before construction will begin on the projects. It is likely that some aspects of these steps will be coming before the Commission by next February or March, and grant applications will need to be made by April 30. The City will pay for the design costs of the projects and will be reimbursed by FAA and MAC once the construction grants have been awarded to the City.

- Massport has promulgated some draft security regulations for implementation at Logan, Hanscom and Worcester airports. A public hearing was held on these regulations recently, so they will be revised somewhat from what was originally published. The Commission will need to adopt these regulations in order for them to be applicable to Worcester. It is estimated that they will come before the Commission for a vote in November. The Director has asked that the Commission be briefed by Massport prior to that time.

- **Facility use – Updates-** Mr. Waldron advised the Members that In-Control advance driver training will use the facility on Friday, Saturday and Sunday September 14, 15 and 16 for their "skid school", in conjunction with Hanover Insurance.

Commissioner Zwirblia asked about the status of the airport road work. Mr. Waldron advised that Airport Drive is nearly completed, but there is still punch list work that we and the City have requested the State, whose project this is, to have the contractor perform. He also advised that the City Parks Department assisted the airport in cleaning up the excess area from Pleasant Street to the terminal, in that it looked very good for about a week, when Charter Cable dug a trench from Prouty Lane up the hill, to replace the IAS infrastructure. Charter will be responsible for restoring the area that they disturbed. With regard to Goddard Drive, the Director indicated that he understands the work is to be completed in the spring of 2008, but, again, it that is a State project, not a city or airport project.

5. Old Business –

There was no Old Business to consider.

6. New Business –

Agreement for Option to Lease-Windward Aviation of Worcester, LLC - Mr. Waldron reminded the Members that an RFP was solicited for aviation development at ORH, development that could have ranged from proposals to build to hangars to a proposal for full FBO services. There was one response to the RFP, from Windward Aviation, formed by a Delaware-based individual, Bruce Ritterson. Mr. Ritterson has asked for an option to lease, for six months, to give him time to complete a market study to determine if there is adequate interest in t-hangar or small box hangar construction at ORH, on one or two potential sites at the airport. He will pay \$2000 for the Option. If,

during that time he satisfies himself that there is adequate interest to enable a successful development project, he would then make a request to lease one or both of the parcels. The terms of that lease would be negotiated at that point.

After some discussion, Commissioner SantaMaria moved, seconded by Commissioner DeSantis, to approve, subject to the City Law Department Review and approval, the requested Agreement for Option to Lease by Windward Aviation of Worcester, LLC, and to authorize the Chairman or Vice Chairman to execute all related documents. **All in favor-So Voted.**

Prior to adjourning the meeting date was set for October 15, 2007.

7. Adjournment

Commissioner SantaMaria moved, seconded by Commissioner DeSantis, to adjourn the meeting. **All in favor - So Voted.**

The meeting was adjourned at 8:10 p.m.

Eric N. Waldron, A.A.E., ACE
Airport Director and
Clerk of the Commission