



CITY OF NORTH ADAMS, MASSACHUSETTS

NORTH ADAMS AIRPORT COMMISSION

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**MEETING MINUTES**

**TUESDAY, OCTOBER 18, 2022 AT 6:30 PM**  
**CITY COUNCIL CHAMBERS AND VIA ZOOM**

**COMMISSIONERS PRESENT:** Dean Bullett, Dan Caplinger, and Marc Morandi

**COMMISSIONERS ABSENT:** William Diamond

**OTHERS PRESENT:** Kathy Eade (Interim Airport Manager), and Mark Candiloro

**OTHERS PRESENT VIRTUALLY:** Peter Enzien (Stantec), Trevor Gilman, Jack Guerino (iBerkshires), Sue Mead, Mike Milazzo, and John Werner

**CALL TO ORDER**

6:30 p.m.

**CHAIR STATEMENT FOR VIRTUAL PUBLIC HEARING**

Commissioner Dan Caplinger read the following statement: Pursuant to Chapter 20 of the Acts of 2021, this meeting will be conducted in part via remote means. Members of the public who wish to access the meeting may do so in the following manner: via recorded teleconference at:

<https://us02web.zoom.us/j/83777538379?pwd=aHBPZU9lcjNxeXp1TENha3Z6Qk9Mdz09>, Passcode: 128454, see specific call instructions located at the end of the meeting notice. Every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, for reasons of economic hardship and despite best efforts, we will post on the City of North Adams website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

**OPEN FORUM**

Commissioner Dan Caplinger invited the public to make comments during open forum, but no member of the public requested to speak.

**APPROVAL OF MINUTES**

Commissioner Dan Caplinger noted that he did not see in the draft minutes where he had recused himself from the discussion about tie-down fees.

Upon motion duly made and seconded, it was unanimously voted to approve the minutes of the regular meeting of September 20, 2022 as amended with an additional sentence clarifying that Commissioner Caplinger had recused himself from the discussion about tie-down fees.

## **PROJECT UPDATES: STANTEC**

Peter Enzien noted that Stantec is hosting a wildlife hazard management plan training session to be held tomorrow from noon to 2 p.m.

The northeast hangar pre-construction meeting was held on October 14, 2022. There is an 8 to 12 week lead time on most of the materials, so demolition will be started the first week of November, and likely after the holidays in early January the main part of the renovations will take place.

The Mass DOT plans for cameras and security access has been received and is being reviewed. Mass DOT currently has no funding for the project, and it could be one to two years before funding is available.

Amenitek had the best quote for the airside access magnetic lock system for the Administration Building, and Pete is waiting on updated numbers from them.

The CIP meeting on October 6, 2022 went well, with no significant issues. The General Audio Recording Device (GARD) system is part of a statewide Mass DOT program so it can be removed from the CIP.

## **PERIODIC RFQ FOR AIRPORT CONSULTANT**

Kathy Eade noted that at the CIP meeting it was mentioned that it has been more than six years since the last Request for Qualifications (RFQ) for the airport consultant was done, and it needs to be done every five years. This process needs to be completed before scoping meetings can be held for any fiscal year 2023 projects. The Commission discussed what may be included in an updated RFQ. Kathy will be updating an RFQ to be reviewed by next month's meeting.

## **INITIAL DISCUSSION OF AIRPORT ACCESS BADGE AVAILABILITY AND FEES**

Kathy Eade discussed that approximately 240 access badges are currently issued. She will be generating a report from the system to show when each badge was last used, and Commissioner Dan Caplinger will help to review the list of badge holders. The Commission discussed having an expiration of three to five years for each badge, and the implementation of renewal fees. Members of the Airport Advisory Panel, which had also discussed access badges, noted the opinions that had come out of those meetings, and Commissioner Caplinger noted that since the perimeter fence had been completed this has become a security problem rather than a matter of convenience when you could just walk around the fence.

## **AIRPORT MANAGER UPDATES**

Kathy Eade stated that she had no updates. Commissioner Dan Caplinger thanked Kathy for her work on the grand opening of the Airport Administration Building, as well as all those who had done so much work on the grand opening, and all those who worked over the years to make the building possible.

## **NEXT MONTH'S AIRPORT COMMISSION MEETINGS AT ADMINISTRATION BUILDING**

Commissioner Dan Caplinger announced that next month's Airport Commission Meeting would be held on Tuesday, November 15, 2022 at 6:30 p.m. in the newly opened Airport Administration Building.

Upon motion duly made and seconded, it was unanimously voted to adjourn the meeting at 7:14 p.m.

Respectfully submitted,



Marc Morandi  
Secretary, Airport Commission