

**GUIDELINES FOR CONSTRUCTION, ALTERATION AND IMPROVEMENTS
AT THE
PITTSFIELD MUNICIPAL AIRPORT**

Revised 9/96

Article I: STATEMENT OF INTENT

The Pittsfield Municipal Airport Commission hereby establishes the guidelines to be followed for those persons wishing to apply for the Commission's approval to erect a structure or make an improvement or alteration to the Airport. The intent of these guidelines is to encourage the responsible development of the Airport, while ensuring compliance with all appropriate regulations as may be promulgated by The City of Pittsfield, The Commonwealth of Massachusetts, and The Congress of the United States or its designated agencies or departments.

Article II: APPLICATION and APPROVAL PROCESS

Prior to any submission to the Commission, the applicant will at a preliminary stage, meet with the Airport Manager to review and discuss the proposal in concept. The intent of this meeting is to discuss any information or reference materials which the applicant should review prior to initiating a proposal.

It should be noted that it is the applicant's responsibility to obtain directly from the source, any and all information and/or reference materials which may be required to ensure the project's regulatory compliance. Any reference materials which may be provided by the Commission, the Manager or its agents are advisory in nature only.

The applicant will then submit to the Airport Manager, at least 10 days prior to the next scheduled Commission meeting **a detailed proposal which includes as a minimum, all of the items listed below**. All plans should be drawn to scale, and be signed by a Professional Engineer registered in The Commonwealth of Massachusetts. A minimum of (3) copies of full sized (24"x 36") construction plans, and (10) copies of the written proposal including reduced sized plans will also be provided.

1. A written description of the project identifying the principals involved in the proposal, the scope of the project, projected completion dates, intended uses for the facility and property, a listing of planned construction contractors if known, a cost estimate, and a list of any appropriate state local and federal permits required to complete construction, as well as a Notice of Determination from the Pittsfield Conservation Commission.

2. A site plan of the area drawn to scale, detailing the relationship and distances of the proposed improvement to **all** (existing and proposed): nearby aircraft operating surfaces, structures, facilities, utilities, roadways, boundaries, property lines, and any delineated wetlands. This plan should include grade and contour information for the area as is existing and proposed. The area which is to be leased from the Commission should be depicted and specify the square footage of the area. Any future improvements planned for the area by the applicant, should be depicted and labeled.

3. A side view of the facility drawn to scale depicting all elevations above sea level associated with the surrounding terrain, overall height of the structure at its highest point, the overall height at the point closest to both runways, as well as the distances to the center lines of **both** runways at the nearest intersecting perpendicular point. A depiction of compliance with FAR part 77 imaginary surfaces will also be included.
4. The construction plans submitted will include as a minimum a site plan, floor plan, architectural elevation drawings, pavement strength and drainage design details, and shop drawings and design certifications on any appurtenance which may be proposed.
5. All information presented in the proposal will be correct and accurate. The Commission reserves the right to require that all information and details provided within the plan be verified by the applicant's engineer.
6. Upon review the Commission reserves the right to request any additional information deemed necessary to evaluate the proposal and/or its impact on Airport operations. The Commission further reserves the right to approve applications with such stipulations, rules and/or requirements as may be deemed necessary. The applicant will be required to document to the financial ability to complete the project.
7. Upon acceptance by the Commission a copy of these plans will be submitted to the New England Region Airports Division of the Federal Aviation Administration, and the Massachusetts Aeronautics Commission Airport Engineering Office for review and required concurrence,

Article III: CONSTRUCTION and ACCEPTANCE PROCESS

1. The Applicant having received the final Commission's approval for the project must then obtain any permits or authorization from any other Governmental Agency having jurisdiction over construction, development and operation of the facility.
2. All construction planned within or adjacent to the airport operations area will be designed and constructed in accordance with applicable Federal Aviation Administration Regulations and Advisory Circulars, including but not limited to AC 150-5300-13 "Airport Pavement Marking" and AC 150-5340-1G "Airport Design - Geometric Layout," AC 150-5320-6C "Airport Pavement Design and Evaluation."
3. After receiving all of the appropriate authorizations listed above, and prior to the commencement of any site preparation or construction, the applicant will enter into such lease and/or land use agreements required and approved by the Commission and the City Solicitor. Prior to any work being performed the applicant and his contractor will hold a preconstruction conference with the Airport Manager to coordinate operational procedures and policies, and needs. Any changes to those plans previously approved by the Commission will be submitted and approved in writing prior

to implementation in construction.

4. Prior to any work being performed, the applicant will provide the Commission with evidence of adequate personal liability and property damage insurances during the construction phase, and documentation that all contractors are adequately insured and licensed. Said insurance will be in an amount determined by the Commission at the time of project approval. This insurance will remain in effect until such time as the Commission accepts the project as complete.
5. The Commission and Airport Manager reserve the right to temporarily suspend construction at any time if, in the sole determination of the Commission or the Airport Manager, the construction is not proceeding according to the authorized construction plan, unnecessarily hinders the operation of the airport, or presents any unsafe condition. This suspension will be immediate and continue until the situation or hazard has been corrected to the Commission's satisfaction.
6. All areas and systems of the Airport affected by the project will be adequately protected from hazard, damage or hindrance. The areas which are affected by the construction will be returned to an original or improved condition. Throughout the construction process adequate protections will be in place to prevent the discharge of silt and erosion caused by air movement and water. All areas cleared of natural cover but not improved, will be replanted with permanent vegetation.
7. After project completion and associated final permits have been obtained, the Commission will inspect the facility for compliance and final acceptance. Those items which are incomplete or substandard will be conveyed to the tenant in writing for correction and/or improvement. Final acceptance and authorization to utilize the facility or improvement will be granted only after all of the substandard conditions have been corrected. The facility will not be occupied nor utilized in any fashion until this authorization has been granted by the Commission.
8. The Commission reserves the right to act as sole judge of project completion, and will utilize any legal remedy necessary to correct substandard conditions from existing or continuing. The granting of any authorization or licensure by any other Governmental Agency does not guarantee the approval or acceptance of the Commission.
9. The applicant will provide engineers prepared and signed "As Built or Record" drawings to the Commission within 30 days of project completion accurately depicting all improvements associated with the project, for inclusion on the Airport Layout Plan.

Any questions should be referred to: Pittsfield Municipal Airport
Attn.: Airport Manager
Tamarack Road
Pittsfield, MA 01201
(413) 448-9790