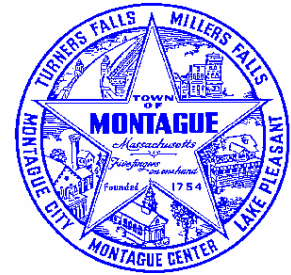


Town of Montague Municipal Airport Commission

Meeting Minutes

December 10, 2012



The meeting was called to order at 7:00 PM in the Airport Admin Bldg.

Commissioners present: David Brule, Keith LaRiviere, Gary Collins, Peter Golrick, Mike Sokolosky, Brian Carroll, and Rod Herzig

Others present: Erik Strand (GALE ASSOCIATES), Brian Smith, Gary Longley, Josh Simpson (7:15), Richard Kulis (7:20), Kip Miskinis (7:30)

Mike made a **MOTION** to approve the minutes of 10/9/2012, seconded by Keith, motion passed unanimously.

Mike made a **MOTION** to approve the 2013 meeting schedule, seconded by Keith, motion passed unanimously.

GALE REPORT

AIP-11 – Closeout paperwork underway; AIP-12 – Still open for Tribal money,; AIP-14 – All that is left is the tree clearing and stump grinding, we have received a better price that previously, Section 106 process has been started. We can expect a surveyor this week who will coordinate with Mickey. We need a copy of the punch list before closing the project. About 8 more trees need to be cleared for the PAPI approach; could be as early as next week. Phase II construction moved to FY14, preliminary paperwork is in place; AIP-15 – Tribal investigation for Phase II construction - Independent Fee Estimate has been requested; AIP-16 – FAA grant has been received, working on IFE. Mike has contacted Lisa at FAA for more on release of land project.

Full report attached.

MANAGER REPORT

We have lost our income from the house on MF Road (tenant moving); house needs some updating (mostly paint). Gary made a **MOTION** to request a 1 week extension for submitting the budget, seconded by Mike, motion passed unanimously. Mike made a **MOTION** to request that the Commission be invited to a joint meeting with the Finance Committee and Board of Selectmen, seconded by Keith, motion passed unanimously. Discussion of FY14 budget – we need more in Electricity, Building & Grounds, and Office Supplies; another discussion at our next meeting to approve proposed changes is in order.

Full Managers Report attached.

LEASE RATES

Rod and Gary recused themselves from this discussion, as it relates to fees associated with the leases. The discussion resumed with the discussion of rates for “extra” planes. Mike made a **MOTION** that we set a flat rate for extra planes stored in a hangar, seconded by Keith. Mickey proposed that the rate be set at \$25 per plane per month. Mike made a **MOTION** to request that the Commission adopt a flat rate of \$25 per plane per month, seconded by Keith. Mike made a **MOTION** that the fee does not apply to the first plane regardless of owner, seconded by Keith. This was treated as a single motion, with amendments, each amendment was passed unanimously, and the amended motion also passed unanimously. Brian had to leave the meeting at 8:50. Discussion of changing the Lease Rate from the current \$.82 per square foot to something else. The Commission stated the need for income to operate the Airport must be weighed against how much tenants are asked to absorb of that cost. Mike made a **MOTION** to set the rate per square foot to \$.60, seconded by Keith. Discussion of the investment that this represents in the short-term is beneficial to the Airport in the long-term. Motion passed unanimously. Discussion of the possible option for the Country Creemee (currently located across the street) to relocate to the Airport property and that it would provide the Airport with more non-aviation income.

PILOT, TENANT, USERS GROUP, AND PUBLIC COMMENT

Included in the Lease Rate discussion. Also, we need to discuss what can be kept in a Hangar. The discussion of the Lease and terms will remain on the next several Agendas so that the discussion can continue.

COMMISSIONER UPDATES

None tonight.

9:40 Rod made a **MOTION** to adjourn, second by Gary, passed unanimously.

Respectfully submitted: Peter Golrick

Voted ____ (Aye) ____ (Nay) ____ (Abstain) at an Airport Commission Meeting on: ____/____/____

(Airport Chair Signature)

Documents used:

Managers Report Gale Associates Monthly Update FY2014 Draft Airport Budget
FY2014 Budget Message from Town Hall

Acronyms: **FAA** is the Federal Aviation Administration; **AIP** is Airport Improvement Plan; **SHPO** is State Historic Preservation Officer; **THPO** is Tribal Historic Preservation Officer; **FCFC** is the Franklin County Flying Club; **CPI** is the Consumer Price Index; **BLS** is the Federal Bureau of Labor Statistics; **IFE** is Independent Fee Estimate