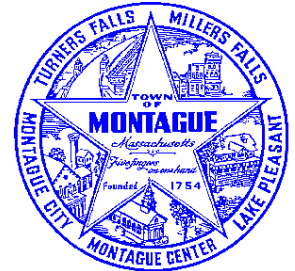


# Town of Montague Municipal Airport Commission

## Meeting Minutes

July 13, 2015



The meeting was called to order at 7:32 PM in the Airport Admin Bldg.

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

Others present: Mickey Longo, Stu Moncrieff (GALE), Brian Smith, Frank Keefe, David Wozniac, and Bob Higgins

Keith made a **MOTION** to accept the minutes of June 8, 2015, seconded by David motion passed 4-0-1 with Gary abstaining.

### ANNUAL REORGANIZATION

The floor was opened for nominations:

Keith made a **MOTION** to nominate Peter as Chairman, seconded by Gary;

Keith made a **MOTION** to nominate Gary as Treasurer, seconded by Peter;

Keith made a **MOTION** to nominate Brian as Vice-Chairman, seconded by Rod;

Keith made a **MOTION** to nominate Peter as Secretary, seconded by Gary;

Keith made a **MOTION** to appoint the slate as appointed, seconded by David, motion passes unanimously.

### PILOT, TENANT, AND USERS REQUEST

Frank Keefe has requested, on behalf of the tenants and users of the Airport, that the tenants be given keys to the Admin Building for use of the bathrooms, and flight planning. Discussion started with the Town Key Policy and the need for security, and then focused on a more specific request to use just the bathrooms. In the discussion, cost of cleaning, security, key code systems, feasibility study, liability costs and coverage, and compatibility with Airport needs for the use of facility were covered. The Pilots indicated that they would be likely to contribute money, if needed, and they agreed to look into the cost of locking blueprint cabinets. Gary made a **MOTION** to instruct the Manager to look into the details and form a sub-committee, as needed, and to make a report the Commission at the next meeting regarding progress, with the expectation that there will be a firm cost analysis within two months, seconded by Keith, motion passes unanimously.

### GALE REPORT

**AIP-17** (T/W 34 tie-in, rotating beacon, and fix obstruction lights) The non-adjustable photo sensors may need to be replaced; wiring to rotating beacon will be checked on Thursday. **AIP-18** (Reconstruct Parallel Taxiway) Waiting on grants to be issued so we can proceed. Full Gale Report attached.

### MANAGER REPORT

No buildings and grounds update; some vandalism was discovered at the 16 RW end lights; renewed Airport liability insurance at the same cost as this year. Met with Bob Adams, he has fixed the shades, no leaks last storm. Open House went OK, but attendance was low due partly to other events in town the same weekend. Treasurers report – as of 7/7 Spent \$2,287.72; Income \$1,523.37; Balance of \$(557.91)

over budget. Keith made a **MOTION** to authorize Mickey to fill out the necessary paperwork to request a Reserve Fund Transfer for an amount up to \$750, seconded by David, motion passes unanimously.

**Annual Motion # 5 UPDATE**

Gary **Moved that we** appoint Bill Ulley as a volunteer for the Airport, said appointment to run from July 1, 2015 to June 30, 2016, second by Keith. Brian requested that we should have the volunteers attend a meeting so we can meet them, and give them our recognition of their efforts to help the Airport; after discussion the motion passes unanimously.

**PILOT, TENANT, USERS GROUP, PUBLIC COMMENT, AND OTHER**

All handled previously.

**COMMISSIONER UPDATES**

None tonight.

**ACCESS AGREEMENT**

No discussion on this topic tonight.

Keith made a **MOTION** to adjourn, second by Rod, passed unanimously.

Respectfully submitted: Peter Golrick

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

\_\_\_\_\_  
(Airport Chair Signature)

Documents used:

Managers Report

Gale Monthly Update

Town Office Building Key Policy

Commonly used Acronyms: **AIP** is Airport Improvement Plan; **BLS** is the Federal Bureau of Labor Statistics; **CIP** is the Capital Improvement Plan; **CPI** is the Consumer Price Index; **FAA** is the Federal Aviation Administration; **MassDOT A/D** is the Massachusetts Department of Transportation, Aeronautics Division; **FCFC** is the Franklin County Flying Club; **FCRCFC** is the Franklin County Radio Control Flying Club; **IFE** is Independent Fee Estimate; **NIT** is Narragansett Indian Tribe; **PAPI** is Precision Approach Path Indicator; **PILOT** is Payment In Lieu Of Taxes; **SHPO** is State Historic Preservation Officer; **THPO** is Tribal Historic Preservation Officer.