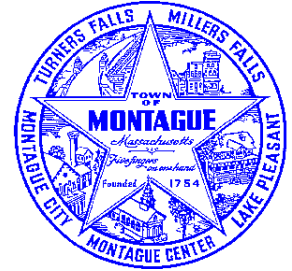


# Town of Montague Municipal Airport Commission

## Meeting Minutes

July 11, 2016



The meeting was called to order at 7:06 PM in the Airport Admin Bldg.

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

Others present: Mickey Longo (MANAGER), and Danny Quirion (GALE)

Keith made a **MOTION** to accept the minutes of June 13, 2016, seconded by Gary, motion passes unanimously.

Keith made a **MOTION** to appoint Peter as Chair, Brian as Vice-Chair, Gary as Treasurer, and Peter as Secretary, seconded by David. After a discussion of the importance of changing from time to time, and noting that the Vice-Chair and Treasurer positions have been changed over the last few years, motion passes unanimously.

### GALE REPORT

**AIP-17** (T/W 34 tie-in, rotating beacon, and fix obstruction lights) closeout report has been signed. **AIP-18** (Reconstruct Parallel Taxiway) Water near the 34 end has been fixed, paving is done with some minor remedy of puddles in progress. Topsoil and seeding begins this week, taxiway could be open by the end of the week. Gale is working on a draft punch list. **ASMP – Fencing** We may need some archeological work before the fence is installed, probably in September. **Other** we may need more NJ tea as the new plants had a very low survival rate; transplants had a high survival rate. It was suggested that perhaps any NJ tea in the ASMP fence area could be transplanted to fill the need. Keith made a **MOTION** to approve and authorize the Chair to send a letter to the FAA regarding the CIP, seconded by David, motion passes unanimously. Full Gale Report attached.

### MANAGER REPORT

Noise abatement sign has been moved; removal of old concrete structures under discussion with ET&L; review damaged spots in parking lot for repair; new chain for Gate 3 has been purchased; same insurance as last year; Mark Andrews of the Wampanoag Tribe stopped by to review the project. Year end purchases and bills: \$500 on bulbs, still working on quote for threshold light; \$300 Power Washer; \$899 for trailer; \$200 needed for service on zero-turn. Discussion of the need for power washer, Mickey explained the value to owning one to maintain equipment, especially cleaning grass clippings off the mower decks. Discussion of the need for the trailer, needed to transport some of the mowing and brush clearing equipment. Discussion of the possible need for a pavilion for the equipment so it is not outside year-round. Discussion of the \$1,000 limit as voted in our annual motion #2, and that future end of year spending should be prioritized by the Commission before the end of the year. Discussion of having a maintenance checklist on and for each piece of equipment. Gary presented the Treasurers report – through June 30 (end of FY 16) Budget: Spent \$3,864.29; Income \$1,016.59; Balance of \$4,237.03 or 9.16%.

The Managers Review – Departmental Objectives was started. From the discussion, we may also need to realign the Managers Review document with better defined categories in the future. An initial list was created and is in a separate document. Full Managers Report attached.

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

No discussion on this topic tonight.

**COMMISSIONER UPDATES**

No discussion on this topic tonight.

**ACCESS AGREEMENT**

No discussion on this topic tonight.

8:50 Keith made a **MOTION** to adjourn, second by David, passed unanimously.

Respectfully submitted: Peter Golrick

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

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

Documents used:

Manager's Report

Gale Monthly Update

Manager Review Form

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; **MAMA** is the Massachusetts Airport Management Association; **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.