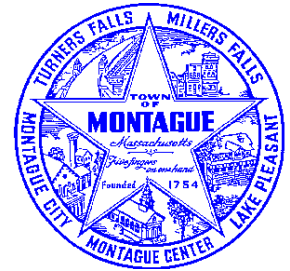


# Town of Montague Municipal Airport Commission

## Meeting Minutes

March 13, 2017



The meeting was called to order at 7:02 PM in the Airport Admin Bldg.

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

Others present: Matt Caron (GALE), Frank Russo (AOPA), Ted Toothaker (FCRCFC)

**MOTION** by Keith to approve the minutes of February 13, 2017, seconded by Gary, motion passes 4-0-1 with David abstaining.

**MOTION** by Keith to approve the minutes of March 1, 2017, seconded by Gary, motion passes 4-0-1 with David abstaining.

**MOTION** by Keith to approve the executive session minutes of March 1, 2017 for content, seconded by Gary, motion passes 4-0-1 with David abstaining.

**MOTION** by Keith to approve the executive session minutes of March 1, 2017 for release to the public, seconded by Gary, motion fails 0-5-0; the minutes will not be available to the public.

**MOTION** by Gary to establish a Manager Search Subcommittee of 5 members, seconded by Keith. After discussion of the value of having a smaller committee, rather than a larger one, even though we have 9 people interested in being on the Committee, motion passes unanimously.

**MOTION** by Gary to appoint John Reynolds and Ted Toothaker to the Manager Search Subcommittee, seconded by Keith, motion passes unanimously.

**MOTION** by Gary to appoint Brian Carroll to the Manager Search Subcommittee, seconded by Keith, motion passes 4-0-1 with Brian abstaining.

### GALE REPORT

**AIP-18 (Reconstruct Parallel Taxiway)** Supplemental Agreement for \$16,000 has been submitted.

**ASMP – Fencing** Cost estimates for digging test pits came in at \$28,950 with an additional \$4,200 for the survey work. **AIP-19 (Master Plan Update)** Discussions with the FAA indicate that it will not be necessary to include the Compliance Chapter for this project, and no need to redo all of the ALP sheets, only updates as needed. **MOTION** by Keith to approve the amended Scope of Work as presented by Gale, seconded by David, motion passes unanimously. We need to pursue an IFE. Based on the Commission's appointment of Gale in April of 2012 for 5 years, the term is about to expire. Peter will discuss options with Lisa at FAA for full details. David agreed to discuss the ASMP Fencing project with the Tribes. Full Gale Report attached.

### MANAGER REPORT

Treasurers report – Budget: Spent \$4,932.55; Income \$1,035.71; Balance of \$12,215.91 or 24.92%.

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

No discussion on this topic tonight.

**COMMISSIONER UPDATES**

Our house tenant has requested a letter of reference from Mickey. **MOTION** by Keith to authorize the Chair to prepare and send such a letter, seconded by Gary, motion passes unanimously.

We need to have a full discussion of an Equipment Use policy. This will be placed on our next agenda. Peter will email all search committee appointees.

Add an item to review the duties and Commission expectations of the next manager, including how to document hours to next agenda.

**ACCESS AGREEMENT**

No discussion on this topic tonight.

9:03 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:

Gale Monthly Update

Draft Master Plan Scope of Work

Commonly used Acronyms: **AIP** is Airport Improvement Plan; **AOPA** is Aircraft Owners and Pilots Association; **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; **GARD** is the General Audio Recording Device that records pilots as they approach and leave the Airport; **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.