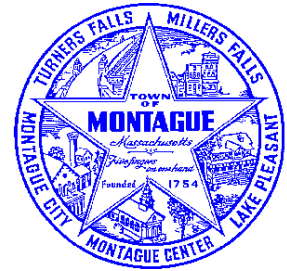


Town of Montague Municipal Airport Commission

Meeting Minutes

May 9, 2017



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

Commissioners present: David Brule, Keith LaRiviere, Peter Golrick, Gary Collins, Brian Carroll
Others present: Frank Russo (AOPA), Richard Kulis, Rod Herzig, Steve Ellis (TOWN ADMINISTRATOR), Laurie Newsome, Marion Lacoy

MOTION by Keith to accept the minutes of April 10, 2017, seconded by David, motion passes unanimously.

MOTION by Keith to accept the minutes of April 26, 2017, seconded by David, motion passes unanimously.

MOTION by Keith to accept the Executive Session minutes of April 10, 2017 for content, seconded by David, motion passes unanimously.

FOOD SERVICE

Marion Lacoy presented that she and Laurie Newsome are interested in opening a restaurant to serve ice cream at the Airport. They have previous experience in this field, as they ran Twisters in Turners Falls. They would need a building, or at least a room, and planned to serve only ice cream, if they could use our existing space. Our space would not support anything other than ice cream service. Also discussed was the possibility of having an area set aside for food trucks.

APPOINT MANAGER

A quick survey was conducted to see how each Commissioner was leaning before we started a discussion. Brian thinks that Rachel would be a better administrator. Gary thinks that Bryan would be better hands-on and could be taught the administration. Keith expressed concern over listing a reference who hardly knew Bryan and seemed surprised to be a reference. Also, there was a negative comment about an interaction with an airport user, so he leans towards Rachel. David thought that we needed someone to better manage the office, so he leans toward Rachel. Peter leans toward Bryan. A large portion of the ensuing discussion revolved around the question of "How can we support the Manager going forward?". **MOTION** by Keith to offer the position to Rachel, seconded by David, motion passes 4-1-0 with Gary opposed.

GALE REPORT

AIP-18 (Reconstruct Parallel Taxiway) Final closeout paperwork is underway. **ASMP – Fencing** Due to archaeological concerns, this project will support only the archaeological portion; digging 140 shovel test pits, each at the location of a fence pole. This will be completed by June 30, 2017 for FY17 funding. The fence construction will need to be re-bid next spring, pending MassDOT funding. **AIP-19** (Master Plan Update) All grant applications have been submitted, Gale will provide contract for us soon. **Other items** – We need to follow up with the Tech School to see if they can participate in NJ Tea planting next spring. There is approximately \$2,000 of MassDOT funding that may be available (80/20 match) for the purchase of the plants; we would provide up to \$400 towards the plants and the labor to plant them. Full Gale Report attached.

MANAGER REPORT (PRESENTED BY COMMISSIONERS)

Lights fixed; PAPI bulbs ordered – discount level is qty. 10, and they are better bulbs. The tractor has been setup for the mowing season; we have a card to contact another company to possibly work on our

gate issues. Treasurers report – Budget: Spent \$1,232.44; Income \$3,537.05; Balance of \$2,134.31 or 4.35%. We received an \$8,000 transfer from Reserve Funds to cover most of our snow removal shortage. The Town is looking into getting a town credit card; Commission decided that it should be in the name of the new Manager.

Tribal Update: We have had some good faith communications this month regarding the fence project.

MOTION by Brian to offer the position to Bryan, if Rachel declines, seconded by Gary, motion passes unanimously.

MOTION by Brian to offer to pay at Step 1, and if needed then Step 2, or Step 3 to the candidate, seconded by Keith, motion passes unanimously.

9:40 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 Search Questions for Commissioners

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.