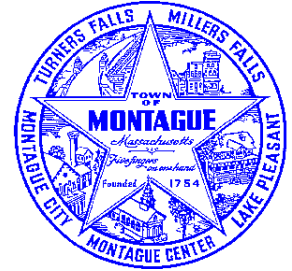


# Town of Montague Municipal Airport Commission

## Meeting Minutes

June 13, 2016



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, and Brian Carroll

Others present: Mickey Longo (MANAGER), Ted Toothaker (FCRCFC), Stu Moncrieff (GALE) and Danny Quirion (GALE)

Keith made a **MOTION** to accept the minutes of May 9, 2016, seconded by Gary, motion passes 3-0-2, with Brian and Keith abstaining.

Ted presented that the Radio Controlled Flying Club wishes to build a sun shield at the field. After discussion and consideration of the sun shade presented, Keith made a **MOTION** to accept the plan as presented, seconded by David, motion passes unanimously.

### GALE REPORT

**AIP-17** (T/W 34 tie-in, rotating beacon, and fix obstruction lights) in final closeout, documents should be circulating soon. **AIP-18** (Reconstruct Parallel Taxiway) Paving was completed 5/18 for Phase I; actively working on moving the water out of Phase II area by connecting to drain system; 5-day runway shutdown expected next week (6/20). Weekly construction meetings are Thursdays at 11 in the Engineers Trailer. The FAA and MassDOT are working on aligning the hold lines at both the 16 end and at taxiway B; changes to the 16 end may increase project costs. **ASMP – Fencing** The funding will not be available until FY17, perhaps August or September. Full Gale Report attached.

### MANAGER REPORT

Installed mower deck; opened new account at Bakers Office Supply for general supplies; working with plowing contractor to resolve damage done during the winter season; repaired the brush hog; replaced bulbs on W. Mineral Hill light with Mike Weber. Galaxy came to repair gates and camera, camera system default setting was incorrect and they changed it; reset circuit breaker at Gate 2, Gate 3 needs new chain. Comcast has installed our high speed internet. Gary presented the Treasurers report – Budget: Spent \$3,094.17; Income \$2,506.61; Balance of \$8,101.02 or 17.51%.

The Managers Review was held, the results are in a separate document. Decision to continue until the next meeting, where we will address Departmental Objectives.

### ANNUAL MOTIONS

- Keith **Moved that we** re-appoint Mickey Longo as a Manager for the Airport, said appointment to run from July 1, 2016 to June 30, 2017, seconded by David, motion passes 4-1-0, with Gary opposed.
- Keith **Moved that we** authorize the Manager to expend operational budget funds not to exceed the limit allowed by the State Bid Law, with specific Treasurer Approval of items over \$1,000, for Fiscal Year 2017, seconded by David, motion passes unanimously.
- Keith **Moved that we** authorize the Manager, the Chairman or Vice Chairman in his absence, to sign leases, grant applications, grants, grant assurances, contracts, project related bills, and related documents; including, but not limited to, grants over \$50,000, for Fiscal Year 2017, seconded by David, motion passes unanimously.

- Keith **Moved that we** authorize the Manager, the Chairman or Vice Chairman in his absence, and/or the Treasurer to sign weekly bills and payroll, for Fiscal Year 2017, seconded by David. After discussion, it was amended to insert after “payroll” the following phrase “except that Time Sheets must be approved by the Chairman, Vice-Chairman, or Treasurer”. Amended motion reading “That we authorize the Manager, the Chairman or Vice Chairman in his absence, and/or the Treasurer to sign weekly bills and payroll (except that Time Sheets must be approved by the Chairman, Vice-Chairman, or Treasurer), for Fiscal Year 2017” passes unanimously.
- Brian **Moved that we** appoint Dick Caldwell, Mark Longo, Mark Fairbrother, Bill Ulley, and Rodney Herzig as a volunteers for the Airport, said appointment to run from July 1, 2016 to June 30, 2017, seconded by Keith, motion passes unanimously.

Discussion of the possibility of having an annual “meet and greet” where we could get together with our volunteers and share our expectations

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

No discussion on this topic tonight.

**COMMISSIONER UPDATES**

Discussion on updating the Managers Review Form. Peter will further revise and send out before next meeting.

**ACCESS AGREEMENT**

No discussion on this topic tonight.

9:02 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: \_\_\_ / \_\_\_ / \_\_\_\_\_

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(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.