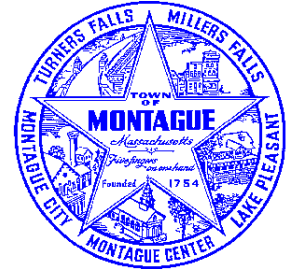


Town of Montague Municipal Airport Commission

Meeting Minutes

August 8, 2016



The meeting was called to order at 7:05 PM in the Airport Admin Bldg.

Commissioners present: David Brule, Peter Golrick, Gary Collins, and Brian Carroll
Others present: Mickey Longo (MANAGER), Stu Moncrieff (GALE), and Matt Caron (GALE)

David made a **MOTION** to accept the minutes of July 11, 2016, seconded by Gary, motion passes unanimously.

GALE REPORT

AIP-18 (Reconstruct Parallel Taxiway) The reconstructed taxiway was opened on July 18, second coat of paint scheduled for August 11. Work is underway on the punch list; supplemental agreement for additional days due in part to the changes requested by FAA to the hold lines. **ASMP – Fencing** MassDOT is under considerable budget constraints; we may need to look into a 90-day extension on the bid. **Other** we may need more NJ tea as the new plants had a very low survival rate; transplants had a high survival rate. David recommended we consider planting in the spring if more are needed. Discussion of possible CIP dates to meet in Boston; in priority order we chose 10/7, 10/14, and 10/3 in the 10:30 – 12:00 time slot. Discussion of adding the lettering “Turners Falls” to the new pavement; FAA will not pay for this, but perhaps MassDOT will. Full Gale Report attached.

MANAGER REPORT

Replaced bulbs as needed; replaced incorrect Taxiway B light with correct one; replaced chain of Gate 3; cleared vegetation at Gates 2 & 3, both were adjusted. Received wall mount for TV, still waiting for Comcast; assembled taxiway markers, contacted Bosley to clear pipe and pump septic at house; zero-turn sent out for service; cleared vegetation and installed temporary fence near vault. No Open House this year; announced vacation from 9/9 to 9/24. Gary presented the Treasurers report – as of July 31, Budget: Spent \$2,570.50; Income \$5,411.77; Balance of \$46,241.50 or 94.73%.

The Managers Review – Departmental Objectives was started and will be continued to the October meeting. Read Mickeys email to the Commission and my response to him. Brian read Mickeys as an assault on the Commission. Discussion reached consensus that we need to update the Job Description for the Manager. The comments on the end of year purchases were a reaction to the shock of the major purchases more than anything else.

Annual Motion #2 – Peter to send existing language for all to propose new language at next meeting. Full Managers Report attached.

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

No discussion on this topic tonight.

COMMISSIONER UPDATES

We should have a maintenance log for each piece of equipment.

Franklin County Flying Club will hold their annual Club Picnic on 8/13 from 12 – 4. All commissioners are invited.

New FAA Advisory on what is allowed in hangars.

ACCESS AGREEMENT

No discussion on this topic tonight.

9:33 Brian 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 |
| CIP Letter from Mass/DOT | Tractor Pre-use Checklist | Goals and Objectives Draft |
| email from Mickey | Peter's response to Mickey | |

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.