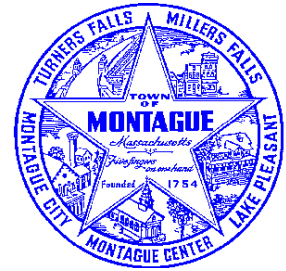


Town of Montague Municipal Airport Commission

Meeting Minutes

June 12, 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: Bryan Camden (MANAGER), Frank Russo (AOPA), Gary Longley, Stu Moncrieff (GALE)

Bryan Camden was introduced as the newly appointed Airport Manager.

The Manager Search Committee called their meeting to order at 7:02.

***MOTION** by Peter to approve the Search Committee minutes of April 10; April 17; and April 19, 2017, seconded by Frank, motion passes unanimously.*

The Manager Search Committee adjourned their meeting at 7:05.

MOTION by Keith to thank the Search Committee for their dedication to the search and dissolve the Manager Search Committee, seconded by David, motion passes unanimously.

MOTION by Keith to accept the Commission minutes of May 9, 2017, seconded by Brian, motion passes unanimously.

CIVIL AIR PATROL

Gary Longley presented that the Civil Air Patrol (CAP) has been associated with the Airport since 1949, and met at the Airport for 20-25 years, and most recently used some space at the Greenfield Teen Center to hold their meetings. Their current need is to have a space to meet every Thursday from 6:30 – 8:30 pm because they received less than 30 days notice from the Teen Center that they had to relocate. Discussion revealed that they will need space for a file cabinet in the building, if we could agree to allow the use for their meeting, and that they will find a space to house the remainder of their gear. **MOTION** by Brian to authorize the CAP to use the space, as requested, seconded by Keith. After discussion, it was decided that this will begin on July 1, and go until our October meeting, during which time the Manager and Commission will draft an agreement. Amended motion carries unanimously.

GALE REPORT

AIP-18 (Reconstruct Parallel Taxiway) Waiting for final paperwork for legal and postage. **ASMP – Fencing** Survey for Archaeological is complete, we need to move around a survey point; options discussed and option to have additional gate located there made the most sense. NJ Tea mitigation, MassDOT will provide the first \$1,600 towards the plants (representing an 80/20 % split) and we will need to plant the trees ourselves. Bryan was asked to research getting them now, but holding them above ground for a spring (next year) planting, and to see if there are different sizes that may do better here than the last ones. It was also suggested that we look into getting plants that were propagated from seeds, rather than from grafting. **AIP-19** (Master Plan Update) Awaiting contract for signature. Full Gale Report attached.

MANAGER REPORT

Met with Josh Simpson regarding leases which he signed. **MOTION** by Keith to authorize the Chair to sign the Simpson leases, seconded by Gary, motion passes unanimously. Runway lights and Office supplies are in good shape for now; paint and repair doors is on the list to do, as is painting the cement pillars. The sign on Millers Falls Road needs some maintenance and repair; met with Tech School to start a project to repair an update the windsocks. We should consider a Food Truck Policy; reviewed Insurance (2 policies); update on Town credit cards and bank account (security deposit for tenants at house). Two pilots are looking to base here for the summer; looking into government surplus for snow removal equipment. MassDOT has included us in this year's crack sealing and re-painting project (no cost to us). NHESP is looking to expand the protected area near the Airport, comments have been entered regarding this. Treasurers report – Budget: Spent \$1,328.18; Income \$8,999.10; Balance of \$8,806.13 or 15.44% which reflects the \$8,000 transfer from Reserve Funds. Tribal Update: David spoke to Bettina and Doug regarding the Shovel Test Pits (STPs), Owen found a small amount of money for limited Tribal oversight; Mark Andrews has been on-site for parts of the project. This is a good practice regarding the appropriate diplomacy. We should get a copy of the report. Full Manager Report attached.

MANAGER REVIEW

As a starting point, Bryan would like to set his hours to Monday 2-7; Friday 3-7; and Saturday by appointment; to be adjusted as needed with notice to the Commission.

COMMISSIONER UPDATES

Annual Motions

- Annual Motion # 1 — Gary **Moved that we** appoint Bryan Camden as a Manager for the Airport, said appointment to run from July 1, 2017 to June 30, 2018, seconded by Keith, passed unanimously.
- Annual Motion #2 — Gary **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 2018, seconded by Keith, passed unanimously.
- Annual Motion #3 — Gary **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 2018, seconded by Keith, passed unanimously.
- Annual Motion #4 — Gary **Moved 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 2018, seconded by Keith, passed unanimously.
- Annual Motion #5 — Appoint Airport Volunteers; Gary **Moved that we** appoint the following volunteers for the Airport, said appointments to run from July 1, 2017 to June 30, 2018, seconded by Keith, passed unanimously.
- Ray Burniske, Dick Caldwell, Mark Fairbrother, Rod Herzig, Frank Russo, Ted Toohaker, Bill Ulley

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

No discussion on this topic tonight.

ACCESS AGREEMENT

No discussion on this topic tonight.

9:27 Keith made a **MOTION** to adjourn, second by Brian, 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

Commonly used Acronyms: **AIP** is Airport Improvement Plan; **AOPA** is Aircraft Owners and Pilots Association; **BLS** is the Federal Bureau of Labor Statistics; **CAP** is Civil Air Patrol; **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/AD** is the Massachusetts Department of Transportation, Aeronautics Division; **MAMA** is the Massachusetts Airport Management Association; **FCFC** is the Franklin County Flying Club; **FCRCC** is the Franklin County Radio Control 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.