



Gardner Municipal Airport

## MEETING MINUTES

### GARDNER AIRPORT COMMISSION

Gardner Municipal Airport  
Gardner, Massachusetts

July 28, 2016

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#### Attendance:

Commission Members: Ken Bonk, Chairman  
Phil Morrissey  
Andy Guertin

Other: Stu Moncrieff, Gale Associates, Inc.

The meeting was called to order by Mr. Bonk at 6:31 P.M. Three (3) members of the Commission were in attendance, constituting a quorum.

#### Items Discussed:

1. Mr. Bonk first discussed the trees at the Runway 18 end of the Airport. These are scheduled to come down on Monday, August 1. A MassDOT airport inspection has been delayed until after this tree work, so that the Runway 18 approach can be certified as clear of obstructions.
2. Mr. Bonk stated that all the fire extinguishers in the terminal building have been re-certified.
3. Mr. Bonk noted that the Polish-American Citizens Club (PACC) located at the Airport Road intersection with Route 2A will be having fireworks on July 30<sup>th</sup>. Mr. Bonk will coordinate a NOTAM. The PACC also has requested permission for overflow parking on Airport property, which Mr. Bonk has allowed. The City has been on-site to mow the proposed parking area, east of the main access road. The City has also recently patched some portions of the access road.
4. Mr. Bonk began a discussion on tie-down fees for Airport Commission members, which have historically been waived for their service and volunteerism. The City recently sent invoices for past due fees, which is counter to the accepted policy. The City has requested that the Commission review the policy and vote whether to continue it.

Discussion amongst the Commission members favored waiving tie-down fees for Commission members, recognizing their efforts to maintain the Airport as volunteers. This includes mowing, snow plowing, lighting repairs, and equipment maintenance, in addition to their attendance and input at Commission meetings.

Mr. Guertin made a motion to continue the policy of waiving tie-down fees for Commission members. Mr. Morrissey seconded the motion. Discussion of the language of the motion

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ensued. The proposed language for the motion is as follows:

*“At present, Members of the Gardner Airport Commission receive no compensation for serving as a member of the Commission. Most do volunteer work to maintain the Airport. The work performed far exceeds any fees the Airport would collect from those members that have an aircraft based at the Airport. Most of the maintenance includes mowing, snow removal and equipment maintenance.*

*The Mayor requested the Airport Commission to review the policy of the Commission to allow the members serving on the Commission to forego fees for tie-down or land lease fees while serving as a member of the Commission.*

*The Commission votes to continue this policy.”*

The above **motion was approved** unanimously.

5. Mr. Bonk advised that Tom Pokki was also sent an invoice from the City for approximately \$3,000.00. Discussion amongst the Commission members recognized the past and continuing efforts of the Pokki family to assist with Airport maintenance. Mr. Morrissey made a motion to waive tie-down fees for Mr. Pokki. Mr. Guertin seconded the motion. Discussion of the language of the motion ensued. The proposed language for the motion is as follows:

*“Tom Pokki was sent a bill for tie-down fees at the Airport. The bill was around \$3,000.00. For all the work the Pokki family has performed in the past, that was done with no compensation from the City or the Airport, which includes re-orienting the Runway back in 1930, mowing and snow removal from the 60’s through the 90’s, rolling the grass runway, and all done with their own equipment, the Gardner Airport Commission proposed that we do not require any compensation from Mr. Pokki for tie-down fees.”*

The above **motion was approved** unanimously.

6. Mr. Bonk gave an update on Airport finances. FY 2016 showed a surplus of approximately \$15,000. This is largely due to the collection of past due rent from the FBO.
7. Mr. Moncrieff gave an update on ongoing projects. See attached Monthly Project Update.

The Commission is required to assign a number to the new truck, as part of the bid Specifications. The Commission decided that the loader is vehicle number 1, the F-350 is number 2, the John Deere tractor is number 3, and therefore the new truck should be number 4. Mr. Moncrieff will coordinate with Tri-State Trucks as needed.

The truck also requires an Airport or City logo. Mr. Bonk will visit DPW to see if they have a

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high-resolution image to have the logo made, or any extra decals that can be given to the truck builder to apply.

Mr. Moncrieff reminded the Commission that the new truck is above the threshold for a standard driver's license, and requires a CDL. Currently there are two (2) members who hold a CDL. As previously discussed but not voted upon, the Commission will support the cost of obtaining and/or renewing a CDL, and/or a hoisting license, which is required to operate the loader. Mr. Bonk made a motion to pay for Commission members to obtain or renew their CDL or hoisting license. Mr. Guertin seconded the motion. Discussion of the language of the motion ensued. The proposed language for the motion is as follows:

*"The Gardner Airport Commission will pay the cost for their members and the Airport Manager to obtain and/or renew a Commercial Driver's License (CDL), and/or a hoisting license. These licenses are required to operate the equipment used on the Airport to remove snow and perform maintenance activities."*

8. With all business being completed, Mr. Bonk made a motion to adjourn the meeting. Mr. Guertin seconded the motion. The **motion was approved** unanimously.

The meeting was concluded at 7:24 P.M.

## MONTHLY PROJECT UPDATE

### GARDNER AIRPORT COMMISSION

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Gale Associates, Inc. (Gale) is currently administering two (2) projects on behalf of the Gardner Airport Commission. They are:

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#### **Acquire Snow Removal Equipment (SRE)**

**AIP No. 3-25-0020-16-2016**

This project is for the acquisition of new snow removal equipment.

<u>Estimated Cost:</u>	FAA Share (90%)	\$171,000
	MassDOT Share (5%)	\$9,500
	<u>Local Share (5%)</u>	<u>\$9,500</u>
	TOTAL	\$190,000

#### Project Status:

- Cut sheets of possible SRE vehicles and plows were distributed at the October meeting.
- The Commission decided at the March 22, 2016 meeting to pursue a vehicle over 26,000 lbs, to best meet the needs of the Airport.
- The bid opening was held on May 12, 2016 at 10:30 AM. One (1) bid was received, from Tri State Truck Center, Inc. in Shrewsbury, MA. Their bid proposed a Freightliner 108 SD truck, with the specified fixed angle plow.
- Freightliner prepared and submitted Buy American documentation in support of a Type III waiver. FAA has reviewed the documentation and issued the Waiver for use on this project only.
- The FAA grant offer was received by the City on June 13, 2016. [The MassDOT grant offer is still pending.](#)
- A Purchase Order (PO) was sent to Tri-State on July 27, 2016. The contractual delivery date is therefore on or before January 23, 2017 (180 days from issuance of the PO).
- Tri-State needs a logo for the Airport or the City to put on the truck doors.

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#### **Construct T-Hangars**

**AIP No. 3-25-0020-17-2017 (Pending)**

This project is for the design and construction of a 6-unit T-Hangar.

<u>Estimated Cost:</u>	FAA Share (90%)	\$472,500
	MassDOT Share (5%)	\$26,250

<u>Local Share (5%)</u>	<u>\$26,250</u>
TOTAL	\$525,000

Project Status:

- Gale is awaiting signed Contracts from MassDOT. Upon receipt, design will resume.
- Kevin sent a plan showing the septic location for the existing hangar adjacent to the new T-hangar location. This will be used to site the new building.

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**Other Information:**