



Gardner Airport Commission Meeting Minutes

- Open Meeting: 5:00pm March 1, 2023
- Attendees
 - Isabel Davis – Manager
 - Phil Morrissey
 - Andy Guertin
 - Nik Ippolito – Gale
 - James Wood
 - James Morrissey
 - Dakota Neilson
- Approve Prior Meeting Minutes
 - 2/1/2023 Commission Meeting – Approved
 - 2/8/2023 Special Commission Meeting - Approved
- Old Business
 - Alarm Central – No Action
 - Hazard Beacon Lights
 - Cottage Lane – Light not working – Power at Box
 - Wilson Property Light – Not Working – December 2022
 - Manager's Report
 - Brush and Trees partially cut off south taxiway
 - Airport Runway & Taxiway lights out & identified
 - New Tiedown Customer – Richard Anderson
 - R44 Helicopter
 - Dominic moving out of Pilot Lounge Area
 - Pilot access to Lounge – working to install camera for security
 - Notam for high utility pole near Fitchburg & Route 2
 - 158'agl 787'msl
 - Runway & 5 Year Plan Project portion has been funded

- New Business

- Maintenance items – Refurbishment of Pilot Lounge

- Starting with flooring

- Looking into Notam for closure

- Can Helicopters land during construction?

- Policies & Procedures Manual

- Review Order of Book

- Make 2 print copies to pass around among the Commissioners

- Chairman to hold master copy

- Knox Box

- Mounted in Foyer

- Keys in Box: Pilot Lounge, Gardner Aviation door,

- Electrical Room, Manual Gates, printed list of keys, Code for Electrical Gate, how to keep gate open, Code for Alarm System, Phone numbers for Managers, Chairman, Selected Commissioners

- Gale Associates

- Mass DOT paperwork has been delayed due to personnel shortages

- Request from 2/21/2023 waiting

- City's reimbursement waiting for grant

- Master Plan funding approved by Council Sub Committee

- Work on Plan cannot begin until Grant arrives

- CIP meeting annually sets the order of Master Plan Projects

- Close Meeting: 5:36