

# GDM

## Gardner Municipal Airport

### Commission Meeting Minutes

1/7/2026

Location: GDM - Gardner Municipal Airport  
499 Airport Rd., Gardner, MA 01440  
Meeting in Airport Lounge

Meeting Opened: 5:36 pm DU AC

Attendees: James A. Wood, Chairman Isabel Davis, Manager  
David Urquhart, Commissioner Al Cosentino, Commissioner  
Jackie Marks, Gale

Old Business:

Gales Associates, Inc.

Environmental Assessment (EA) and Obstruction Analysis:

The final Obstruction Study Report and revision matrix was forwarded to the Airport, FAA, and MassDOT Aeronautics on 12/22/2025. Gale is preparing an Obstacle Action Plan (OAP) for submission to FAA in the coming weeks.

The Draft Document CatEX was provided to Jim and Isabelle for review on 12/3/2025. Final comments on the document will be discussed during this evening's meeting. Following incorporation of any necessary changes. Gale will provide a draft final version for Chair Wood's signature and submit the document for FAA review on the Airport's behalf. Acquisition of Avigation Easements: The Airport currently has \$255,410.00 of remaining BIL funds, which will receive an FAA share of 95%. Remaining project costs will have to be funded through the AIP program, which will likely fall in federal fiscal year 2027, receiving an FAA share of 90%.

FAA is requesting a scoping meeting for this project, but local share funding must be confirmed first. Estimated costs have been update to reflect a FY 2027 project, splitting funds between the BIL and AIP program.

Avigation Easements (Assumes 9 parcels at \$25k per easement)	\$225,000.00
Consulting Costs, including:	\$400,000.00
Property boundary surveys for 9 weeks	
Appraisals and review appraisals for 9 easements	

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Legal services for 9 easements acquisitions			
Grant administration			
Sponsor Administration, including:			\$5,000.00
Independent fee Estimate			
Deed recording fees			
Other miscellaneous costs			
	90%/5%/5%	95%/2.5%/2.5%	TOTAL
	\$374,590.00	\$255,410.00	\$630,000.00
FAA Share	\$337,131.00	\$242,639.00	\$579,770.00
MassDOT Share	\$18,729.50	\$6,385.50	\$25,115.00
Local Share	\$18,729.50	\$6,385.50	\$25,115.00

If local funding is available, the next step is to schedule a meeting between Gale, the Airport, City Finance, and the Mayor. Due to the nature of the project, it is critical to discuss project details, timeline, and potential challenges before scoping the project. It should be noted that FAA requires evidence of title to reimburse project costs. This means the city should be prepared, as a last resort, to acquire easements by eminent domain if all other methods of amicable negotiations fail.

Acton requested of the Commission: Work with the Mayor's office to schedule a meeting between the City, the Airport, and Gale to discuss easement acquisition procedures, AIP eligibility, and availability of local funding.

**Airport Managers Report:**

Guard Counts by Day for Month - None

Fuel Gallons: Pumped by Day for Month: 131 Gallons \$754.22

Expenditures for Month, Day and Budget Balance:

\$468.97 Heating – Hafner

\$943.60 Electrical – Templeton Light

New Business:

None

Adjourn Meeting: 6:24pm DU AC