

Marshfield Airport – GEORGE D. HARLOW FIELD

MEETING MINUTES – Marshfield Airport Commission

Date of Meeting – May 23, 2018

Place – Terminal Building, George Harlow Field

In attendance for all or part of the meeting were the following, except as noted:

Robert Reilly	Chairman
Michael Rodriguez	Member
David Suffredini	Chairman Elect
Brian Stronach	Treasurer (Absent)
Richard Pineo	Secretary
David Dinneen	Airport Manager
Ann Pollard	Shoreline Aviation
Chris Willenborg	Airport Solutions Group (ASG)

Meeting began at 6:35 PM

ACTION AND DISCUSSION ITEMS:

1. Welcome – Chairman’s Statement

2. Meeting Minutes – Motion by Chairman Reilly to approve the minutes of April 10, 2018. Seconded by Rich Pineo and passed 3-0 (1 abstained)

3. Next Meeting – June 19, 2018

4. Revenues – Through May 23, 2018

Shoreline	\$4157.86 (new rate plus \$506.44 for 4 months owed pro-rata)
Badge Fees	\$500

5. Bills to Pay – Separate attachment – Motion by Chairman Reilly to accept and pay bills as written. Seconded by David Suffredini and passed 4-0

6. Airport Manager Report – David Dinneen

The non-directional beacon (NDB) needed adjustment after powerful wind storms. The NDB is expected to be phased out in the near future.

Motion by Chairman Reilly to approve the decommissioning of the NDB.

Seconded by David Suffredini and passed 4-0

Wildlife management has been active on the field. Turkeys and geese are plentiful this year.

The airport is hosting a kindergarten tour on June 6th.

Safety Day has been postponed due to weather.

The Aircraft Owners and Pilots Association (AOPA) and Shoreline Aviation are presenting a *Rusty Pilots Seminar* on June 16th.

Crack filling of the pavement is complete thanks to a 100% State-funded program.

The ground communications outlet (GCO) has been put into service. There are still a few bugs being worked out.

7. Government Funded Projects

Chairman Reilly moved to accept the MassDOT ASMP grant of \$2,438.00 for a new mower, with Shoreline Aviation paying the local share cost of \$487.00.

Seconded by Rich Pineo and passed 4-0

Chairman Reilly moved to accept the MassDOT ASMP grant of \$17,950.00 for roof repair on the snow removal equipment building. The local share cost is \$3,590.00. Seconded by David Suffredini and passed 4-0

Chairman Reilly moved to accept the MassDOT ASMP grant of \$8,000.00 for the repair of the terminal building emergency exit doors. The local share cost is \$2,000.00. Seconded by Rich Pineo and passed 4-0

Chairman Reilly moved to accept the MassDOT ASMP grant of \$4,733.86 for a snow removal box plow. The local share cost is \$946.77. Seconded by David Suffredini and passed 4-0

Chairman Reilly moved to amend the previous vote and accept the MassDOT ASMP grant of \$115,200 for the design study for fuel storage. The local share cost is \$23,040. Seconded by David Suffredini and passed 4-0

8. Airport Improvement Program(AIP)/Capital Improvement Plan(CIP)/Airport Safety and Maintenance Program(ASMP) – Chris Willenborg

The GCO equipment was installed in March and is currently being used by aircraft on the field. ASG completed the MassDOT ASMP payment voucher for the project and it has been submitted to MassDOT for grant reimbursement.

Amanda Atwell from Epsilon continues to conduct her twice-a-month wildlife surveys on the field and surrounding area. This will continue until August of this year. At the end of the surveys, she will complete two written documents; Wildlife Hazard Assessment and Wildlife Management Plan.

Taxiway A Fence Relocation Project - ASG confirmed that UMass Archaeological Services received notification from Massachusetts Historical Commission that their approval letter is forthcoming. ASG remains in contact with the contractor and the construction phase will start following the receipt of the MHC letter.

Marshfield Municipal Airport completed the Independent Fee Estimate process for ASG's proposed scope-of-work and fee schedule for the EA and Permitting for the Perimeter Fence and Emergency/Maintenance Access Bridge Project. ASG completed the FAA and MassDOT grant applications for the project and they were submitted to the FAA and MassDOT before May 1, 2018.

MassDOT Aeronautics Division has started the Statewide Airport Economic Impact Study Update. Each airport and its respective tenants have received surveys to gather pertinent information for the economic impact study modeling software. ASG is a sub-consultant on the project and is assisting the team with data collection efforts.

Kelly Slusarski of the FAA has been named Manager of the Planning, Programming, Safety, and Standards Branch of New England Region of FAA Airports Division.

9. Adjourn Regular Meeting – Motion by Chairmen Reilly to adjourn at 7:14 PM. Seconded by David Suffredini and passed 4-0