

Marshfield Airport – GEORGE D. HARLOW FIELD (GHG)

MEETING MINUTES – Marshfield Airport Commission

Date of Meeting – February 19, 2019

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 (absent)
Brian Stronach	Treasurer
Richard Pineo	Secretary
David Dinneen	Airport Manager
Ann Pollard	Shoreline Aviation
Chris Willenborg	Airport Solutions Group (ASG)

Meeting began at 6:30 PM

ACTION AND DISCUSSION ITEMS:

1. Welcome – Chairman's Statement

2. Meeting Minutes – Motion by Chairman Reilly to approve the minutes of January 15, 2019. Seconded by Brian Stronach and passed 4-0

3. Next Meeting – March 19, 2019

4. Revenues – Through February 19, 2019

Shoreline	\$3651.42
Badge Fees	\$1100

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

6. Airport Manager Report – David Dinneen

The non-directional beacon (NDB) has been decommissioned and all components have been removed from the airport.

The airport was closed briefly for ice, but otherwise everything is running well. The equipment is running great.

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

AIP # 3-25-0030-27-2017 – Wildlife Hazard assessment/Management Plan (WHA)

Amanda Atwell from Epsilon completed her twice-a-month wildlife surveys on and off of the airport last July. The draft WHA has been sent to the GHG Management Team for review and comments. After receiving GHG comments, ASG will send the updated WHA to FAA and MassDOT for review.

AIP # 3-25-0030-28-2017 – Taxiway A Taxiway Object Free Area (TOFA) Fence Relocation Project

The contractor completed the construction phase of the project last June which was within the allotted contract time limits. The FAA, MassDOT, GHG, and ASG completed their final inspection of the project in July 2018. ASG prepared a second set of the required project closeout documentation and final invoicing for the project.

AIP # 3-25-0030-29-2018 – Environmental Assessment (EA) and Permitting for Perimeter Fence and Emergency/Maintenance Access Bridge Project

ASG is coordinating with the various sub-consultants regarding environmental, archaeological, and geotechnical services required for the project. ASG anticipates feedback from MHC in March and geotechnical borings for the Emergency/Maintenance Access Bridge to be completed in March.

ASMP # 2018-GHG-22 – Install New Above Ground Fuel Storage – Design Only Project
GHG received NOI approval for the above-ground fuel storage project last month from the Marshfield Conservation Commission. The Marshfield Conservation Commission provided the approval paperwork, which included the Order of Condition requirements for pre/during/post construction phases. ASG has been coordinating with the GHG Management Team regarding specific design options on the proposed fuel tank system.

ASG will be scheduling scoping meetings for the FY2019 FAA AIP projects. The two projects included are the Right-of-Way (ROW) Easement Acquisitions for the Wildlife/Security Perimeter Fence Project and Land Acquisition for Runway 24 Runway Protection Zone (RPZ).

FAA released additional information regarding a “Supplemental Appropriation” of \$1B for AIP eligible projects through the Federal Register. AIP eligible projects under this “Supplemental Appropriation” could be funded at 100% FAA funding with no local share requirement. ASG completed the FAA Supplemental Appropriations worksheet for GHG’s use for the on-line submittal process. GHG submitted the grant application to FAA prior to the October 31, 2018 deadline.

ASG assisted GHG with the completion of an FAA AIP Grant Oversight Form. FAA periodically selects airport sponsors to complete this form as part of an FAA Airports Division requirement. The signed document is due to FAA by March 8, 2019.

8. Public Comments – None

9. Adjourn Regular Meeting – Motion by Chairman Reilly to adjourn at 7:24 PM and seconded by Brian Stronach. Passed 4-0