



Marshfield Airport Commission

Marshfield Municipal Airport- George Harlow Field
93 Old Colony Lane, Marshfield, MA 02050

Tel: 781-834-4928

Meeting Minutes for Remote Participation Marshfield Airport Commission Meeting on 2/11/2021

AGENDA ITEM 1: OPEN MEETING AT 6:02 PM WITH ROLL CALL VOTE:

ROLL CALL VOTE REQUIRED:	
Bob Reilly	Yes
Rich Pineo	yes
Mike Rodriquez	Absent
Brian Stronach	Yes
Dave Suffredini	yes

AGENDA ITEM 2: INSTRUCTIONS FOR REMOTE PARTICIPATION MEETING:

Chairman reviewed the instructions for remote participation. **ADDITIONAL NOTES GUIDING THE REMOTE MEETING PROCESS ARE POSTED ON THE AGENDA AND AVAILABLE FOR REVIEW BY COMMISSIONERS AND MEMBERS OF THE PUBLIC.**

AGENDA ITEM 3: CHAIRMAN'S WELCOME STATEMENT.

Chairman advised that this meeting is to cover essential business only and all other business will be postponed to a future date.

AGENDA ITEM 4: BILLS TO PAY

COMMISSOINER BRIAN STRONACH UPDATE: Commissioners should have received a PDF with monthly details on bills to Pay. Rather than read each individual invoice, I will read the monthly total for each month:

Summary of Monthly Bills to Pay		
See Attachment for Detailed List of Bills		
Month	Year	Amount
July	2020	\$ 482.91
August	2020	\$ 4,833.33
September	2020	\$ 1,502.69
October	2020	\$ 533.34
November	2020	\$ 1,858.95
December	2020	\$ 1,059.81
January	2021	\$ 1,112.25
Total		\$ 11,383.28

There was no discussion on bills to pay. A motion to approve bills to pay was made by Brian Stronach, seconded by Bob Reilly.



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MOTION TO APPROVE BILLS IN THE AMOUNT OF \$11,383.28

Motion By:	<u>Brian Stronach</u>	Second By:	<u>Bob Reilly</u>
ROLL CALL VOTE REQUIRED:			
<u>Bob Reilly</u>	<u>Yes</u>		
<u>Rich Pineo</u>	<u>Yes</u>		
<u>Mike Rodriguez</u>	<u>Absent</u>		
<u>Brian Stronach</u>	<u>Yes</u>		
<u>Dave Suffredini</u>	<u>yes</u>		

AGENDA ITEM 5: REVENUES

Commissioner Stronach provided an update on revenues. SHORELINE REVENUE OF \$3,728.50 has been mailed to the Town's accounting department for deposit on the 15th of each month. Last week, the Airport's consultant ASG completed a CPI adjustment calculation for the period starting 4/1/20. The new monthly rent as of 4/1/20 was \$3,797.07. A true up calculation for 4/1/20-1/31/21 was completed ($10 \times \$68.50 = \684.96). The true up amount of \$684.96 will be included with Shoreline's 2/15/21 monthly rent payment of \$3,797.07. ASG will complete the next CPI adjustment on 4/1/21 and has created an Excel spreadsheet with the appropriate formula to make this process easier.

BADGE FEES: \$2,130.00 in badge revenue were mailed to the Town accounting department for deposit for the period July 2020 through December 2020.

AGENDA ITEM 6: AIRPORT MANAGER UPDATE

Chairman Reilly reported that former Airport Manager Dave Dinneen moved on to another position in early 2020. Jeff Suveg was selected by Shoreline to replace Dave Dinneen. He is an Air Force veteran and a father of 4 who has worked in the aviation industry for over twenty years, most recently as the Assistant Manager of the Brandywine Airport in south east Pennsylvania. Jeff and his family moved to Massachusetts last September to join the Shoreline Aviation team. His elder two sons are currently serving in the United States Air Force. Jeff is a private pilot with tailwheel, complex, and high performance endorsements. Jeff successfully completed the MassDOT Aeronautics Airport Manager Licensing Exam this fall. He has been working hard to get up to speed and is enjoying getting to know based tenants, residents, the ASG team and state, federal and local officials. Jeff and the ops team have been working very hard to complete winter Vegetation management activities as well as keeping up with snow removal during the recent storms. He's looking forward to a return to community events at the airport when it is safe to do so.

Chairman Reilly made a motion to approve Jeff Suveg as the Airport Manager for Marshfield-George Harlow Field. The motion was seconded by Commissioner Suffredini. There was no discussion.

Motion By:	<u>Bob Reilly</u>	Second By:	<u>Dave Suffredini</u>
ROLL CALL VOTE REQUIRED:			
<u>Bob Reilly</u>	<u>Yes</u>		
<u>Rich Pineo</u>	<u>Yes</u>		



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Mike Rodriguez	Absent
Brian Stronach	yes
Dave Suffredini	yes

AGENDA ITEM 7: GOVERNMENT FUNDED PROJECTS

UPDATE PROVIDED BY AIRPORT AND ASG. ANN WILL PROVIDE ASMP UPDATE, SUPPORTED BY JEFF.

- a) MassDOT Airport Safety and Maintenance Program (ASMP) Grant Updates
 (a) 2021 ASMP Program: **Ann Pollard and Jeff Suveg provided a description of the proposed projects and indicated that if approved by the Commission and MassDOT, the projects would need to be completed by 6/30/21.**

2021 ASMP Pre-Application ASMP Grant Requests				
Project Title	Project Cost	State Share	Local Share	Comment
Upgrade Admin Building Emergency Generator	\$44,696.92	\$33,757.54	\$8,939.38 SHORELINE	Obtained quotes from Cullen and the Town's on call electrical contractor. The Town's on call contractor was lower and their bid amount is shown here. Shoreline will pay the local share if this project is approved. The upgraded generator would provide full support of security systems and critical infrastructure during power outages. The current generator supports limited resources.
Replace Airport Main Access Gate System	\$19,500.00	\$19,500.00	N/A	100% covered under the MassDOT Security Program if approved
Replace AWOS Tipping Bucket	\$2,200.00	\$1,760.00	\$440.00	This sensor provides precipitation data on the Airport's weather system
Replace Acoustic Fabric on Fencing	\$5,440.00	\$4,352.00	\$1,088.00	This acoustic fabric is at the end of Woodbine Road. It has deteriorated during windstorms. This includes some spare fabric for future repairs
Purchase F350 with V Plow	\$52,200.00	\$41,760.00	\$10,440.00	Shoreline will pay the local share if MassDOT Approves. Quoted amount was through a State approved Vendor
Total	\$124,036.92	\$101,129.54	\$20,907.38	\$1,528.00 would be the Town's anticipated local share contribution if all projects were approved by MassDOT. Shoreline would cover the remaining local share of \$19,379.38

Ann Pollard reported that although the airport is hopeful that some of the above requests will be approved, we will need to approve the total cost for items that must be completed regardless of MassDOT support. The airport



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gate system is no longer feasibly repairable due to the age of the system. Several sensors and components are broken and the operating system is not functioning properly. Multiple quotes were obtained for the repairs. The AWOS tipping bucket and acoustic fence repairs also need to be completed. The airport will know within a week or two which projects will be approved. We will need Commission approval for the necessary AWOS repair, gate repairs, and acoustic fabric repairs if not approved under a grant program. Commission approval will also be required for final grant applications under this program once we hear back from MassDOT on what projects they will fund.

- b) FAA Capital Improvement Projects (CIP) Project Updates- **ASG to provide**
- c) Audubon Easement- Ann: In process of being finalized.
- d) FAA Cares Act Funding Updates.

Ann Pollard stated that the Airport was approved for \$69,000 in CARES Act funding to help with operating expenses during the Covid pandemic. This covers certain eligible operating expenses. The Airport will be periodically submitting for reimbursements of eligible expenses. We have 4 years to spend these funds. FAA picked up the local share of all 2020 projects and we anticipate that the local share of 2021 projects will be covered as well- ASG

Note: typographical errors in the number were corrected in the final version of the minutes.

AGENDA ITEM 8: Disadvantaged Business Enterprise Program Update POSTPONE THIS ITEM

AGENDA ITEM 9: Repair Estimates-

If MassDOT does not approve ASMP grants, the following repairs need to be completed by the airport. We will know soon what amount MassDOT will contribute, but need to authorize the full amount regardless.

- a) AWOS Tipping Bucket (may be under ASMP project) \$2,200 FULL COST
- b) Acoustic Material for Fence (may be under ASMP project) \$5,440 FULL COST
- c) Main Entry Gate (may be under ASMP project)-\$19,500 FULL COST

MOTION TO APPROVE REPAIRS UP TO \$2,200 FOR AWOS TIPPING BUCKET, UP TO \$5,440 FOR ACOUSTIC FENCE REPAIRS, \$19,500 FOR MAIN ENTRY GATE REPAIRS. IF FUNDING REQUESTS ARE APPROVED, ANY MASSDOT **AERONAUTICS** GRANT FUNDS WILL REDUCE THE AMOUNTS APPROVED BY THE GRANT AMOUNT. WE ARE VERY CONFIDENT THAT THE MAIN ENTRY GATE AND THE AWOS TIPPING BUCKET WILL BE APPROVED BY MASSDOT.

Motion By:	Bob Reilly	Second By:	Dave Suffredini
ROLL CALL VOTE REQUIRED:			
Bob Reilly	Yes		
Rich Pineo	yes		
Mike Rodriquez	absent		
Brian Stronach	yes		
Dave Suffredini	yes		



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AGENDA ITEM 11: DELIBERATIVE ANNOUNCEMENTS/ SCHEDULING: No future meeting date is set at this time.

AGENDA ITEM 10: EXECUTIVE SESSION

Motion: To adjourn the regular meeting for the purpose of re-opening in Executive Session to consider the purchase, exchange, lease or value of real property where the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body pursuant to Mass. Gen. L. c. 30A §21(a)(6); and return to open session after the conclusion of the executive session;

Motion By:	Bob Reilly	Second By:	Dave Suffredini
ROLL CALL VOTE REQUIRED:			
Bob Reilly	Yes		
Rich Pineo	yes		
Mike Rodriquez	absent		
Brian Stronach	yes		
Dave Suffredini	yes		

A. Regular Meeting Time Ended at 6:30 PM (estimate). The Commission will be returning to open session following the Executive session.

B. Discussion (Executive Session Minutes Will be Separate).

1. EXECUTIVE SESSION: Shoreline Aviation has requested that the Airport Commission provide a fresh 20 year lease term in light of their contribution in the amount of \$108,687.46 to the above ground fuel storage project. The Airport would not have been able to cover this local share without Shoreline's assistance. The 20 year term will help Shoreline remain financially stable during these uncertain times, and provides access to better financing. Town Counsel has drafted a lease amendment and a redlined copy of the amended lease was provided to the Commission. Town counsel corrected some typographical errors in the old lease and also cleaned up the language surrounding the annual CPI adjustment to the rent.

Discussion:

The Commission had limited time available at this meeting to complete this discussion. Although general consensus exists for the lease update, questions were raised regarding language associated with operation of equipment, the amount noted in the lease for plow services, possible need for clarification language related to airport manager salary valuation. The Commission agreed to confer with Town Counsel and circle back with possible revisions at the next meeting.

C. Roll Call Vote to end Executive Session NOT TO RETURN: AT 6:40 PM (estimated)

Motion By:	Bob Reilly	Second By:	Dave Suffredini
ROLL CALL VOTE REQUIRED:			
Bob Reilly	Yes		



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Rich Pineo	yes
Mike Rodriguez	absent
Brian Stronach	yes
Dave Suffredini	yes

NOTES TO REMOTE MEETINGS

1. All or any of the members of the public body may choose to participate in a public meeting via remote access. Meetings may be virtual, in their entirety.
2. The public will not be allowed into a Board/Committee meeting, even where there are any members of the public body and/or town staff or official(s) physically present at the meeting location during the meeting. "Public comment" portions of meetings will be temporarily suspended.
3. However, the public will be provided with alternative access through which they can watch or listen to meetings "in real time," and meeting notices will specify the manner in which members of the public may access audio or video of the meeting as it is occurring.
4. If, despite our best efforts, our technological capabilities do not adequately support public access to virtual or remote meetings, the town will ensure that an audio or video recording, transcript, or other comprehensive record of the proceedings at the meeting is posted on the town's website as soon as possible after the meeting.
5. Notices for public hearings will contain additional information about how the public may participate via electronic/technological means.
6. For executive session meetings, public access to the meeting will be limited to the open session portion(s) of the meeting only. Public access to any audio, video, internet or web-based broadcast of the meeting will be discontinued when the public body enters executive session.
7. Where individuals have a right, or are required, to attend a public meeting or hearing, including executive session meetings, they will be provided with information about how to participate in the meeting/hearing remotely.
8. Meeting notices will still be posted at least 48 hours in advance (not counting Saturdays, Sundays, or legal holidays), unless it is an emergency meeting as defined under the Open Meeting Law (in which event, the meeting notice will be posted with as much advanced notice as is possible in the circumstances). Minutes will still be taken