



# Marshfield Airport Commission

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

Tel: 781-834-4928

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## REMOTE PARTICIPATION MEETING MINUTES

Thursday, March 25, 2021 @ 6:00 PM

*In response to Governor Baker's declaration of a public health emergency and the related Emergency Executive Order dated March 12, 2020 as well as the Marshfield Board of Selectmen's Declaration of Emergency on March 17, 2020, the Marshfield Airport Commission shall be meeting remotely until further notice. The audioconferencing application Zoom will be used for this purpose. An online link and telephone access number will be provided on all meeting agendas and also on the Commission/Airport's website. This application will permit the public to access and participate in future Commission meetings and hearings. Instructions for joining meetings in this manner will be provided on the Town and Town Clerk's websites. We extend our thanks for your understanding and participation in this manner, which is intended to keep members of the Board and the public safe.*

### INSTRUCTIONS FOR JOINING MEETING:

#### LINK to ZOOM Meeting:

Topic: Airport Commission Meeting

Time: Mar 25, 2021 06:00 PM Eastern Time (US and Canada)

Meeting ID: 833 8868 4918

Passcode: 971413

Additional Zoom Details were provided on the Meeting Agenda

1. Chairman made a motion to Open the Meeting (roll call vote required) at 6:05 PM

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

2. Instructions for remote Participation Meeting. The Chairman reviewed the state guidelines for remote meetings and advised there will be no public comment period.

OPEN SESSION (all votes shall be by roll call vote)

### ACTION AND DISCUSSION ITEMS:

#### Assignment

3. Welcome: Chairman's statement

#### Commission

The Chairman thanked everyone for participating remotely and advised that he looks forward to a return to in person meetings when it is safe to do so.

4. Bills to Pay:

#### Commission

Commissioner Stronach reviewed the list of February and March Bills to Pay by reading the list of individual bills and the monthly totals..



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Invoice Date	Invoice Number	Vendor	Total Invoice	Local Share	Description of invoiced item
1/25/2021	na	Eversource	\$ 151.04	\$ 151.04	1375 058 0022
1/22/2021	na	Eversource	\$ 443.26	\$ 443.26	1622 652 0019
2/2/2021	21-110122	Shoreline Aviation	\$ 375.77	\$ 375.77	cutting edge for plow
1/21/2021	na	Eversource	\$ 23.59	\$ 23.59	875-818-00-7
2/16/2021	6466	Gone Green Elect	\$ 929.99	\$ 929.99	GFI outside pedestals
1/20/2021	na	Verizon	\$ 114.28	\$ 114.28	781 837 0555
<b>Total of Invoices Above:</b>			<b>\$ 2,037.93</b>	<b>\$ 2,037.93</b>	
Invoice Date	Invoice Number	Vendor	Total Invoice	Local Share	Description of invoiced item
2/25/2021	na	Columbia Gas	\$ 24.51	\$ 24.51	875 818 00 7
2/16/2021	na	Evesource	\$ 375.92	\$ 375.92	1622 652 0019
2/23/2021	na	Evesource	\$ 138.53	\$ 138.53	1375 058 0022
3/23/2021	4698	Cullen Electric	\$ 570.47	\$ 570.47	replace papi conduits
<b>Total of Invoices Above:</b>			<b>\$ 1,109.43</b>	<b>\$ 1,109.43</b>	

Discussion / Questions on February Bills to Pay? Chairman Reilly asked about the GFI Outlet repairs, Airport Manager Jeff Suveg advised that they were old and tripping/not functioning properly. Motion to approve \$2,037.93 for February Bills to Pay by Bob Reilly.

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

Discussion / Questions on March Bills to Pay? Chairman Reilly asked what happened to the PAPI (Precision Approach Path Indicator Light) conduit. Airport Manager Jeff Suveg reported that it appeared that animals had chewed through the conduit and repairs were required. Motion to approve \$\$1,109.43 for March Bills to Pay by Bob Reilly.

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

## 5. Revenues

### Commission

- Shoreline Rent: Commissioner Stronach reported that \$3,797.07 was mailed to Town Accountant for March Rent. ASG will complete the next CPI adjustment on 4/1/21 and the updated rent amount will be effective for the April payment.
- Badge Revenues: Commissioner Stronach reported that \$600 mailed to the Town Accountant for February. A report on prior badge revenues will be provided at the next meeting.



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c) Fuel Tax Revenue: Commissioner Stronach reported that the Town Accountant reports receipt of quarterly Jet Fuel tax revenue of \$3,836.54 on 9/25/20, \$3,023.05 on 12/14/20. Another deposit is due to post soon.

## 6. Airport Manager Update

### Shoreline

Airport Manager Jeff Suveg reported that the winter snow removal season went well and the Ops team did a great job dealing with all snow events. He also reported that the Airport Weather Observation System (AWOS) has been experiencing some issues and the Airport received a grant from MassDOT to assist with repairing the tipping bucket. The precipitation sensor has been sent to the manufacturer for analysis and a loaner unit is installed. He is working with our maintenance provider to troubleshoot the lightning sensor. Mr. Suveg also reported that a total of 373 cold stunned turtles have been flown out of the airport by the volunteer organization Turtles Fly Too. The most recent flight was highly publicized largely in part by a partnership with NASA. Approximately 37 turtles were flown in this flight to the Shuttle landing facility at the Kennedy Space Center. Video of the mission is available on the NASA website, FaceBook, and Instagram pages. Mowing activities on the runway 24 approach were completed this week and the MarshMaster performed beautifully. Mr. Suveg reported that the Airport received notification of approval for five Airport Safety Maintenance Program grants from MassDOT Aeronautics which will be the next agenda item.

## 7. Government Funded Projects:

### Airport Solutions Group/ Shoreline

- a) MassDOT Airport Safety and Maintenance Program (ASMP) Grant Updates- Chairman/ Jeff  
(1) Vote on 2021 ASMP Grant Offers from MassDOT

2021 ASMP Grant Summary				
Project Title	Project Cost	State	Local Share	Comment
Upgrade Admin Building Electric Generator	\$43,196.92	\$34,557.53	\$8,639.39	Shoreline will pay local share
Replace Airport Main Access Gate System	\$17,409.02	\$17,409.02	N/A	100% covered by MassDOT
Replace AWOS Tipping Bucket	\$1,800.00	\$1,440.00	\$360.00	Commission to pay local share
Replace Acoustic Fabric on Fencing	\$4,921.07	\$3,936.85	\$984.22	Commission to pay local share
Purchase F350 with V Plow	\$52,200.00	\$41,760.00	\$10,440.00	Shoreline will pay local share
<b>Total</b>	<b>\$119,527.01</b>	<b>\$99,103.40</b>	<b>\$20,423.61</b>	
			<b>\$1,344.22</b>	Local share to be paid by Commission
			<b>\$19,079.39</b>	Local Share to be paid by Shoreline

Discussion/ Questions on ASMP projects: Chairman advised that Shoreline will cover the local share on upgrading the administration building electric generator and on the purchase of an F350 with V Plow. Shoreline is currently using a Shoreline owned F350 plow for a lot of the plowing at the airport. The main gate access system is in need of replacement and MassDOT will be paying 100% of the cost to replace the system. MassDOT will pay 80% to replace the Automated Weather Observation System Tipping Bucket with the airport local share at \$360.00 and State share at \$1,440.00. MassDOT will pay 80% or \$3,936.85 of the cost to purchase replacement acoustic fabric for the Woodbine fence with airport local share at \$984.22. Discussion ensued about the timeline to complete the work. Per MassDOT all work must be completed by 6/30/2021. Chairman Reilly advised he would like to vote each project separately.

**Chairman Reilly made a motion to approve Upgrade Terminal Building Electric Generator and Chairman to sign the associated paperwork for a total of \$43,196.92 subject to Shoreline paying local share of \$8,639.39 and MassDOT Aeronautics paying \$34,557.53.**

Motion To Approve By:	Bob Reilly	Second By:	Mike Rodriguez
<b>ROLL CALL VOTE REQUIRED:</b>			



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<u>Bob Reilly</u>	<u>Yes</u>
<u>Rich Pineo</u>	<u>Yes</u>
<u>Mike Rodriguez</u>	<u>Yes</u>
<u>Brian Stronach</u>	<u>Yes</u>
<u>Dave Suffredini</u>	<u>yes</u>

Chairman Reilly made a motion to Replace Airport Main Access Gate System and approve Chairman to sign associated grant paperwork with MassDOT Aeronautics paying 100% of the total cost of \$17,409.02 (no local share). Discussion: None

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

Chairman Reilly made a motion to approve Replacing the AWOS Tipping Bucket Total \$1,800.00 with a State Share of \$1,440.00 and airport share of \$360.00 and to authorize the Chairman to sign the associated grant paperwork. Discussion: None

Motion To Approve By:	<u>Bob Reilly.</u>	Second By:	<u>Rich Pineo</u>
<b>ROLL CALL VOTE REQUIRED:</b>			
<u>Bob Reilly</u>	<u>Yes</u>		
<u>Rich Pineo</u>	<u>Yes</u>		
<u>Mike Rodriguez</u>	<u>Yes</u>		
<u>Brian Stronach</u>	<u>Yes</u>		
<u>Dave Suffredini</u>	<u>Yes</u>		

Chairman Reilly made a motion to approve replacing the acoustic fabric on the Woodbine Fence, Total \$4,921.07 State \$3,936.85, Local Share \$984.22 and to authorize the Chairman to sign the associated grant paperwork. Discussion: None

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

Chairman Reilly made a motion to approve replacing the purchase of a F350 pickup with V Plow Total Cost \$52,200.00, State Share \$41,760.00, subject to Shoreline paying local share of \$10,440.00 and to authorize the Chairman to sign the associated grant paperwork. Discussion: None

Motion To Approve By:	<u>Bob Reilly</u>	Second By:	<u>Dave Suffredini</u>
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**ROLL CALL VOTE REQUIRED:**

<u>Bob Reilly</u>	<u>yes</u>
<u>Rich Pineo</u>	<u>yes</u>
<u>Mike Rodriguez</u>	<u>yes</u>
<u>Brian Stronach</u>	<u>yes</u>
<u>Dave Suffredini</u>	<u>yes</u>

- b) FAA Capital Improvement Projects (CIP) Project Updates- The Airport's consultant Airport Solutions Group provided the following updates.
- Fence Project- specs are out for review and awaiting comments. Prepping docs for bid. Bid opening mid-April. Grand is due by May 1<sup>st</sup>.
  - EA Draft Scope of Work has been sent out for comments
  - EA for Fence is in final stages. We are in 30 day comment period.
- c) Vote Independent Fee Estimate for Engineering Service for Fence Project- Discussion: Chairman: An independent fee estimate is required by FAA for engineering services. This is required to prepare the final grant application for the fence project which will be going out to bid soon. The contractor is DBE approved and can complete the necessary work in approximately 10 days. Fee is \$4,000, company is Montgomery Consulting Group. There is some risk that the airport would have to pay this but the FAA has indicated they anticipate issuing a grant. Assuming FAA issues the grant, 100% will be reimbursed. There were no further questions. Chairman Reilly made a motion to approve \$4,000 for the Independent Fee Estimate with Montgomery Consulting Group.

Motion To Approve By:	<u>Bob Reilly.</u>	Second By:	<u>Mike Rodriguez</u>
<b>ROLL CALL VOTE REQUIRED:</b>			
<u>Bob Reilly</u>	<u>Yes</u>		
<u>Rich Pineo</u>	<u>Yes</u>		
<u>Mike Rodriguez</u>	<u>Yes</u>		
<u>Brian Stronach</u>	<u>Yes</u>		
<u>Dave Suffredini</u>	<u>Yes</u>		

- d) Easement/ MOU Updates. Airport management advised that the Audubon Easement and Marshfield Conservation Commission MOU for fence installation have been completed. The Rod & Gun Club property acquisition (small parcels in Runway 24 approach area) has also been completed. Airport Solutions Group is working on the closeout package for this project.
- e) FAA Special Funding Program Updates- Chairman Reilly advised that there will be no local share on 2020 or 2021 FAA Airport Improvement Plan projects. The Airport Manager is working on CARES Act reimbursement request for 2019 operational expenses and researching what expenses are eligible under the CRSA grant for \$23,000. There may be an additional program coming down the pike, details to be announced.

8. AWOS Precipitation Sensor Repair Estimate- Covered in Airport Manager report.

**EXECUTIVE SESSION:** (all votes shall be by roll call vote)



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1. The Chairman made a motion to enter 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 To Enter Executive Session By:	<u>Bob Reilly</u>	Second By:	<u>Dave Suffredini</u>
<b>ROLL CALL VOTE REQUIRED:</b>			
<u>Bob Reilly</u>	<u>Yes</u>		
<u>Rich Pineo</u>	<u>Yes</u>		
<u>Mike Rodriguez</u>	<u>Yes</u>		
<u>Brian Stronach</u>	<u>Yes</u>		
<u>Dave Suffredini</u>	<u>yes</u>		

The Chairman led a discussion on proposed amendments to Shoreline Aviation's lease. Following questions during the last executive session, Town Counsel updated the language related to the option to adjust the fee for the airport manager and plow services if the fee noted in the lease is no longer commercially reasonable. At the request of the Commission, Town Counsel also corrected several typos, added a Force Majeure paragraph and updated some of the infrastructure noted in the lease that has been added to the airport. Comm Stronach commented that he likes the revised language, likes the updates and the addition of the Force Majeure. Comm. Suffredini had previously asked a question about whether language should be added related to licenses required for operation of equipment at the airport. Town Counsel advised that does not belong in the lease. Chairman Reilly indicated that Shoreline is required to follow state and federal laws. Comm. Suffredini recognized the work that went into the lease update and advised that he has no issues with the lease as written. Assuming a favorable vote in open session, the new effective date of the lease would be 3/25/2021.

Chairman Reilly made a Motion to close Executive Session at 6:40 PM (estimated) and reopen the meeting in Open Session by Roll Call Vote:

Motion To Close Executive Session at By:	<u>Bob R.</u>	Second By:	<u>Dave S.</u>
<b>ROLL CALL VOTE REQUIRED:</b>			
<u>Bob Reilly</u>	<u>yes</u>		
<u>Rich Pineo</u>	<u>yes</u>		
<u>Mike Rodriguez</u>	<u>yes</u>		
<u>Brian Stronach</u>	<u>yes</u>		
<u>Dave Suffredini</u>	<u>yes</u>		

Chairman Reilly made a Motion to reopen the public session by Roll Call Vote at 6:42 PM (estimated)

Motion To Return to Open Session By:	<u>Bob Reilly</u>	Second By:	<u>Dave Suffredini.</u>
<b>ROLL CALL VOTE REQUIRED:</b>			
<u>Bob Reilly</u>	<u>Yes</u>		
<u>Rich Pineo</u>	<u>Yes</u>		
<u>Mike Rodriguez</u>	<u>Yes</u>		
<u>Brian Stronach</u>	<u>yes</u>		
<u>Dave Suffredini</u>	<u>yes</u>		



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## 9. Discussion and Potential Vote on FBO Lease Agreement

Chairman Reilly advised that the Commission has been considering an update to Shoreline Aviation's lease in recognition of Shoreline Aviation paying the local share on the above ground fuel storage facility in the amount of \$108,687.46. The Airport Commission has worked on a lease update with amended language recommended by Town Counsel to address several outdated items and to update the lease term to 20 years. The Chairman asked if the Commission had any further questions on the proposed lease amendment. There were none. Chairman Reilly made a motion to approve the updated lease as written with Town Counsel's recommended changes for a 20 year period starting 3/25/21.

<u>Motion To Approve</u>			
<u>Lease Update By:</u>	<u>Bob Reilly</u>	<u>Second By:</u>	<u>Dave Suffredini</u>
<b><u>ROLL CALL VOTE REQUIRED:</u></b>			
<u>Bob Reilly</u>	<u>yes</u>		
<u>Rich Pineo</u>	<u>yes</u>		
<u>Mike Rodriguez</u>	<u>yes</u>		
<u>Brian Stronach</u>	<u>yes</u>		
<u>Dave Suffredini</u>	<u>yes</u>		

10. Non-Deliberative Announcements and Scheduling. Chairman advised that we do not have a date for the next meeting at this time.

11. Adjourn Regular Meeting (roll call vote required). The Chairman made a motion to adjourn the meeting at 6:57 PM.

<u>Motion To Adjourn</u>		<u>Second</u>	
<u>Meeting By:</u>	<u>Bob Reilly</u>	<u>By:</u>	<u>Rich Pineo</u>
<b><u>ROLL CALL VOTE REQUIRED:</u></b>			
<u>Bob Reilly</u>	<u>yes</u>		
<u>Rich Pineo</u>	<u>yes</u>		
<u>Mike Rodriguez</u>	<u>yes</u>		
<u>Brian Stronach</u>	<u>yes</u>		
<u>Dave Suffredini</u>	<u>yes</u>		

## **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.





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- 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.