

## **Marshfield Airport – GEORGE D. HARLOW FIELD**

### **MEETING MINUTES – Marshfield Airport Commission**

**Date of Meeting – December 19, 2017**

**Place – Terminal Building, George Harlow Field**

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

Robert Reilly	Chairman
David Suffredini	Chairman Elect
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. Chairman's Statement**

**2. Meeting Minutes** – Motion by Chairman Reilly to approve the minutes of October 10, 2017. Seconded by Brian Stronach and passed 4-0

#### **3. Next Meeting – January 16, 2018**

#### **4. Revenues – Through December 19, 2017**

Shoreline	\$3524.81 (November)
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Badge Fees	\$500 (November)

**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**

After two minor snows, things have been going well around the airport.

We are looking at dates for this year's Safety Day.

## **7. CIP/AIP Projects – Chris Willenborg**

### **GCO**

ASG is coordinating with MassDOT and Airport Manager David Dinneen through the process of purchasing and installing the Ground Communications Outlet (GCO) equipment. Chris Willenborg is waiting for MassDOT to approve the vendor approval of AvTech for the purchase of the GCO equipment, installation and coordination with the FCC. The quote we received is for \$10,100. Once MassDOT approves the vendor selection, we will notify the vendor to proceed with the project.

### **Wildlife Hazard Assessment/Management Plan**

Amanda Atwell of Epsilon continues to conduct her twice-a-month wildlife surveys on-airport and off-airport. This will continue until August 2018. At the end of the wildlife surveys, she will complete two written documents; Wildlife Hazard Assessment and Wildlife Management Plan.

ASG prepared the annual FY2017 FAA Form 425 and 270 for the project. The executed forms were due to FAA on Friday, December 15<sup>th</sup>.

### **Taxiway A TOFA Fence Relocation Project**

As part of the permit process, AHS completed their initial archaeological survey and submitted their report to the SHPO. SHPO responded with comments requesting ground mats to use during construction to protect the area between the staging area and proposed fence line and have a full-time archaeological inspector on site throughout the construction. As a result of the additional work required, ASG has hosted several conference calls with AHS to finalize a fee. However, AHS is unable to lower their proposed fee at this point. ASG reached out to another archaeological firm affiliated with UMass and provided the same scope of work and requested a fee proposal. The scope of work and fee proposed were significantly lower than AHS. ASG conducted several follow-up calls with UMass to confirm their fees. ASG recommended to the Airport that we change sub-consultants at this time to complete the archaeological work for the remainder of the project. AHS did resubmit a new fee schedule, however, it was still higher than the UMass proposal. FAA and MassDOT are on board with the proposed sub-

consultant change. ASG is in the process of executing a contract with UMass to finish the required archaeological components of the project.

Construction is anticipated to start in the Spring of 2018.

ASG prepared the annual FY2017 FAA Form 425 and 271 for the project. The executed forms were due to FAA on December 15<sup>th</sup>.

ASG prepared the FY2018 Project Readiness Forms for the EA and Permitting for the Wildlife Perimeter Fence Project. The completed forms were provided to the Airport and were mailed back to the FAA by November 29, 2017. ASG conducted a scoping meeting at GHG and a follow-up meeting with MA DEP to review the scope of work and potential permitting requirements. Based on these two meetings, ASG is finalizing the scope of work for FAA, MassDOT, and GHG. ASG would like to submit the FAA grant application and MassDOT pre-application by March 2018.

ASG assisted Columbia Pictures with the required FAA notifications and airspace review analysis (FAA Form 7460) regarding the crane usage for the movie being filmed in Marshfield last month.

#### **8. Public Comments – None**

**9. Adjourn Regular Meeting** – Motion by Chairman Reilly to adjourn at 7:18 PM. Seconded by David Suffredini and passed 4-0.