

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

## **MEETING MINUTES - Marshfield Airport Commission**

**Date of Meeting - Tuesday January 24, 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 - absent |
| Bud Francis      | Member - absent   |
| Richard Pineo    | Member            |
| Brian Stronach   | Absent            |
| David Suffredini | Member            |

David Dinneen    Airport Manager

Chris Willenborg Airport Solutions Group (ASG)

Meeting began at 6:34 PM

### **ACTION AND DISCUSSION ITEMS:**

#### **1. Welcome - Chairman's Statement**

**2. Meeting Minutes** - Motion by David Suffredini to approve the minutes of October 18, 2016 as written. Seconded by Richard Pineo and passed 3-0.

#### **3. Next Meeting – February 14, 2017**

#### **4. Revenues - Through January 24, 2017**

|            |        |
|------------|--------|
| Shoreline  | \$3446 |
| Badge Fees | \$800  |
| FAA        |        |
| MassDOT    |        |

**5. Bills to Pay** - Separate attachment - Motion by David Suffredini to accept and pay bills as written. Seconded by Richard Pineo and passed 3-0.

#### **6. Airport Manager Report - David Dinneen**

Airport Commissioners were reminded to complete their Massachusetts Conflict of Interest training.

The equipment ran great during the recent snowstorm and the Airport was only closed for a very short time.

The Airport has been doing a lot of tree clearing on the approach end of Runway 24.

FAA is including more small GA airports in their NOTAM system for reporting runway conditions. Members will have the ability to receive notifications by e-mail.

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

The MassDOT Aeronautics Division requested public-use airports across the Commonwealth to submit Airport Safety and Maintenance Program (ASMP) pre-applications for potential projects that could be completed by the end of Fiscal Year 2017 (June 30, 2017). ASG, on behalf of the Airport, prepared two MassDOT ASMP pre-applications for the following projects:

1. Purchase Ground Communications Outlet (GCO) Equipment – Total cost \$16,500 (local share - \$3,300).
2. Purchase Snow Removal Equipment (Front-end loader with snow blower and plow) – Total cost \$264,600 (local share - \$52,920).

The ASMP pre-applications were submitted to the MassDOT Aeronautics Division on January 3, 2017. We anticipate MassDOT Aeronautics Division will make a decision on funding all ASMP requests in several months.

ASG hosted the scoping meeting for the Airport Wildlife Hazard Assessment/Wildlife Management Plan Project on Thursday, January 12<sup>th</sup> at 10:00 AM. Representatives from key stakeholder organizations including the FAA, MassDOT, ASG, Epsilon, and the Airport participated in the meeting to review the proposed scope of work for the project. ASG will incorporate discussion items into the final scope of work and submit to key stakeholders for review/approval. MassDOT will conduct the Independent Fee Estimate on behalf of the airport.

ASG also hosted the scoping meeting for the Taxiway A TOFA Project in Thursday, January 12<sup>th</sup> at 2:00 PM. Representatives from key stakeholder organizations including FAA, MassDOT, ASG, GZA, and the Airport participated in the meeting to review the proposed scope of work for the project. ASG will incorporate discussion items into the final scope of work and submit to key stakeholders for review/approval. MassDOT will conduct the Independent Fee Estimate on behalf of the Airport.

A motion was made by David Suffredini to continue with the TOFA Project for Fiscal Year 2017. Seconded by Brian Stronach and passed 3-0.

FAA issued a National Part 139 CertAlert regarding Fueling Vehicle Fire Safety. The primary purpose of this CertAlert is to share information regarding a recent vehicle fire during an aircraft refueling operation and serve as a reminder on keeping vehicle cabs clean and free of excess materials.

#### **8. Public Comments - none**

#### **9. ADJOURN PUBLIC MEETING - Motion by David Suffredini to adjourn the regular**

meeting. Seconded by Richard Pineo and passed 3-0. Meeting ended at 7:47 PM.