

Marshfield Airport Commission Meeting

MEETING MINUTES - Marshfield Airport Commission

Date of Meeting - Tuesday April 11, 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 -
Bud Francis	Member - absent
Richard Pineo	Member – absent
Brian Stronach	Member
David Suffredini	Member

David Dinneen Airport Manager
Ann Pollard Assistant Airport Manager

Chris Willenborg Airport Solutions Group (ASG)

Meeting began at 6:30 PM

ACTION AND DISCUSSION ITEMS

1. Welcome Chairman's Statement

- a. none

2. Meeting minutes

- a. Motion by Robert Reilly to approve the minutes of February 14th with changes. Seconded by David Suffredini and passed 3-0.
- b. Ann Pollard requests looking at the annual CPI rent adjustment. David Dinneen will get a scanned copy for Brian Stronach. Brian will meet with Town Accountant Barbara Costa to complete the calculation.

3. Next meeting May 9, 2017

4. Revenues- Through April 11, 2017

- a. Shoreline Rent \$3446.00
- b. Badge \$400.00

5. Bills to pay – Separate attachment

- a. March 2017 & April 2017
 - i. Motion by Robert Reilly to accept and pay as written for March 2017 and April 2017- RR / BS Pass
 - ii. Jet fuel tax \$7,716.18 currently on hand

6. Airport Manager report

- a. Ethics training for the commission is up to date
 - b. Need a report from Galvin and Galvin for AIP 26, AIP 23 Gale Associates
 - c. MassDOT contract for AIP 26 final payment for the project.
 - d. UST upgrades. David Dinneen has reviewed the state regulations, met with vendors to receive quotes for the necessary work, and prepared a MassDOT Pre-application.
8. **Motion** by Robert Reilly to approve the signing of the Pre-Application to complete upgrades to the USTs. Seconded by David Suffredini and passed 3-0
9. **Motion** by Robert Reilly to approve the Contract Grant and Grants Assurances for Ground Communication Outlet (GCO) and approve spending the local share of \$3,300.00. Seconded by Brian Stronach and passed 3-0.

7. ASG Report -

- a. GCO update moving forward
- b. FAA and Wildlife Hazard Assessment Project
 - Project cost \$103,100.00 total cost
 - \$92,790 Federal Share
 - \$5,180 State Share
 - \$5,180 Local Share
 - This was originally discussed in October 2016
 - Will require another vote Grant application will be submitted for the WHA
- c. TOFA project–
 - Advertising bill in progress – billed to the commission Copies of invoices to be sent to ASG
 - Schedule -**
 - April 12th advertisement
 - Pre-bid meeting April 19th
 - Bid opening April 26th
 - Chairman will sign the grant on April 27th

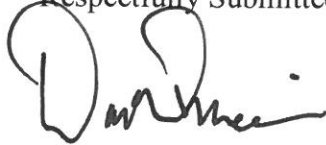
The Commission would like a project work sheet with schedules and critical path for each project. ASG has a program that will show how the project is laid out.

- d. Aviation on the Hill Day May 16th State House 10:00 AM -1:00 PM
10. Administration Roof - Roof needs replacement. It is over 12 years old and is taking a beating with the nor'easters. Robert Reilly recommends High wind shingles. Item tabled.
11. **Public comments** - Ann Pollard discussed a recent article in the Marshfield Mariner,

and Patriot Ledger. A young man who has a passion for flying and has been learning to fly since he was fourteen, soloed on his 16th birthday. Soloing is a rare accomplishment on a person's 16th birthday. It was a big day for the student, his family and Shoreline.

Motion to adjourn at 7:34 PM by Robert Reilly. Seconded by David Suffredini and passed. 3-0

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'D. Dinneen', with a large, stylized initial 'D'.

David V. Dinneen
Airport Manager