

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

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

**Date of Meeting – Tuesday May 9, 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
Richard Pineo	Member
Brian Stronach	Member
David Suffredini	Member

David Dinneen	Airport Manager
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Chris Willenborg	Airport Solutions Group (ASG)
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Ann Pollard	Shoreline Aviation
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Meeting Began at 6:30 PM

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

#### **1. Welcome – Chairman’s Statement**

**2. Meeting Minutes** – Motion by David Suffredini to approve the minutes of January 24, 2017. Seconded by Richard Pineo and passed 4-0.

Motion by Chairman Reilly to approve the minutes of April 11, 2017. Seconded by Brian Stronach and passed 4-0.

#### **3. Next Meeting – June 20, 2017**

#### **4. Revenues – Through May 9, 2017**

Shoreline	\$3446
Badge Fees	\$500
FAA	
MassDOT	

**6. Bills to Pay** – Separate attachment – Motion by Chairman Reilly to accept and pay bills as written. Seconded by Richard Pineo and passed 4-0.

#### **7. Airport Manager Report – David Dinneen**

Marshfield Fire Department had an incident and Med-Flight was called to the airport. The airport was notified early and able to clear the ramp.

The lighting on the rear of the Terminal Building was upgraded and is working well.

The AWOS was upgraded with fiber-optic cables.

The north side of the Terminal Building is in need of repair. There is a bid for \$4200 and another bid for \$5200 which will include a damaged area near the front entrance. A third bid will be needed before a decision is made.

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

A motion was made by Chairman Reilly to allot \$3,536.50 for the local share required to repair the Veeder Root System on the underground fuel tank. Seconded by David Suffredini and passed 4-0.

ASG is coordinating with the FAA and Airport Manager David Dinneen through the process of purchasing and installing the Ground Communications Outlet (GCO) Equipment. ASG provided assistance in drafting a letter to Boston TRACON requesting the GCO for GHG. Airport Manager David Dinneen sent out the letter to Boston TRACON and we are still waiting for approval. Airport Manager David Dinneen has sent several reminder e-mails to the FAA requesting approval. Once we receive approval from the FAA, we will coordinate with a GCO vendor and submit a request to the FCC for the specific frequency for the unit. ASG informed MassDOT Aeronautics Division that the funding for the project will carry over into the FY2018 budget due to timing issues with FAA and FCC. The project should be completed by August 30, 2017.

MassDOT Aeronautics Division notified Airport Manager David Dinneen that the MassDOT ASMP pre-application for the repair of the Veeder Root Monitoring System at the Airport has been accepted and approved. ASG worked with Airport Manager David Dinneen on the submittal of the MassDOT grant pre-application for the project. David Dinneen will be coordinating directly with the vendor for the repair of the system. This project is scheduled to be completed by June 30, 2017.

ASG prepared the FAA and MassDOT grant applications for the Wildlife Hazard Assessment/Management Plan Project last month which were signed by Airport Commission Chairmen Robert Reilly. ASG dropped off the FAA grant application for this project on Monday, May 1, 2017 at FAA offices and mailed out the MassDOT grant application to MassDOT. Epsilon will begin the project upon receipt of the FAA grant. We anticipate the FAA grant will be issued in July or August.

The bid opening for the Taxiway A TOFA Fence Relocation was on Wednesday, April 26, 2017. The Airport received two bids. The apparent low bidder is Green Acres Landscape and Construction. ASG mailed out a recommendation letter to Airport Commission Chairman Robert Reilly recommending the award of the project to Green Acres Landscape and Construction upon

receipt of the FAA grant offer. ASG dropped off the FAA grant application for this project on Monday May 1, 2017 at the FAA offices and mailed out the MassDOT grant application to MassDOT. The construction phase will start upon receipt of the FAA grant. We anticipate the FAA grant will be issued in July or August.

The Massachusetts Airport Management Association's (MAMA) "Aviation on the Hill Day" is scheduled for Tuesday, May 16, 2017 at the State House from 10:00 AM to 1:00 PM.

**9. Public Comments** – None

**10. ADJOURN REGULAR MEETING** – Motion by Chairman Reilly to adjourn the regular meeting. Seconded by Brian Stronach and passed 4-0. The meeting ended at 7:12 PM.