

Marshfield Airport – GEORGE D. HARLOW FIELD

MEETING MINUTES – Marshfield Airport Commission

Date of Meeting – Tuesday September 11, 2018

Place – Terminal Building, George Harlow Field

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

Robert Reilly	Chairman
Michael Rodriguez	Member (absent)
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 6:33 PM

ACTION AND DISCUSSION ITEMS:

1. Welcome – Chairman’s Statement - All those present took time to reflect on the events of September 11, 2001.

2. Meeting Minutes – Motion by Chairman Reilly to approve the minutes of August 14, 2018. Seconded by Brian Stronach and passed 3-0 (1 abstained)

3. Next Meeting – October 23, 2018

4. Revenues – Through September 11, 2018

Shoreline	\$3651.42
Badge Fees	\$230

5. Bills to Pay – Separate attachment – Motion by Chairman Reilly to accept and pay bills as written, with changes in the description. Seconded by Richard Pineo and passed 4-0

6. Airport Manager Report – David Dinneen

After a hot month, we are hoping to get the Vegetation Management Plan (VMP) going again. Airport management is meeting with the contractor.

Mowing will be done this week, weather permitting.

The airport is still working with all those involved on the 2018 Safety Day, which will be on October 13, 2018.

7. Airport Improvement Program(AIP)/Capital Improvement Plan(CIP)/Airport Safety and Maintenance Program(ASMP) – Chris Willenborg

AIP #3-25-0030-27-2017 – Wildlife Hazard Assessment/Management Plan
Amanda Atwell from Epsilon completed her twice-a-month wildlife surveys on and off airport. With the data collection phase complete, she will complete two written documents; Wildlife Hazard Assessment and Wildlife Management Plan. Based on her schedule, ASG anticipates providing a draft of Wildlife Hazard Assessment Report to Marshfield Airport in October.

AIP #3-25-0030-28-2017 – Taxiway A Taxiway Object Free Area (TOFA) Fence Relocation Project

The contractor completed the construction phase of the project on Thursday, June 21, 2018. The FAA, MassDOT, GHG, and ASG completed their final inspection of the project on July 11, 2018. ASG prepared the required project closeout documentation and final invoicing for the project.

AIP #3-25-0030-29-2018 – Environmental Assessment (EA) and Permitting for Perimeter Fence and Emergency Access Bridge Project

GHG received the FAA grant offer last month and mailed back to FAA the executed grant offer before the July 20th deadline. GHG should receive the MassDOT state grant this week for the project.

ASMP #2018-GHG-22 – Above-ground Fuel Farm Installation Design Project
ASG has provided 95% design plans for the proposed project to GHG. World Fuel and GHG reviewed the plans and requested several clarifications/updates. ASG

incorporated those changes in the plans and sent out the updated documents for review. GZA incorporated Ann Pollard's comments/edits into the Notice of Intent (NOI) documents. ASG needs to coordinate with GHG on document submittals on local and state level. Chairman Reilly has requested a meeting with ASG and Shoreline Aviation prior to approval.

ASG assisted GHG with generating the following MassDOT ASMP Project Closeouts.

Reimbursement for underground storage tank repairs

Purchase of 10-foot Box Plow

Snow removal equipment building roof repairs

Repairs to Administration Building doors and door frames

Purchase mower

FAA released additional information regarding a "Supplemental Appropriation" of \$1B for AIP eligible projects through the Federal Register. AIP eligible projects under this "Supplemental Appropriation" could be funded at 100% FAA funding with no local share requirement. The deadline for submitting applications for the "Supplemental Appropriation" is October 31, 2018.

ASG is waiting to hear back from MassDOT on the scheduling of date/time for GHG's Five Year CIP Meeting.

A motion was made by Chairman Reilly to accept MassDOT Aeronautics Division state grant match in the amount of \$16,700 for the EA and Permitting for the perimeter fence project. Seconded by Brian Stronach and passed 4-0

8. Public Comments – NONE

9. Adjourn Regular Meeting – Motion by Chairman Reilly to adjourn at 7:29 and seconded by Brian Stronach. Passed 4-0