

Marshfield Airport – GEORGE D. HARLOW FIELD (GHG)

MEETING MINUTES – Marshfield Airport Commission

Date of Meeting – Tuesday October 23, 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
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. Welcome – Chairman's Statement

2. Meeting Minutes – Motion by Brian Stronach to approve the minutes of September 11, 2018. Seconded by Chairman Reilly and passed 5-0

3. Next Meeting – November 20, 2018

4. Revenues – Through October 23, 2018

Shoreline	\$3651.42
Badge Fees	\$700

5. Bills to Pay – Separate attachment – Motion by Chairman Reilly to accept and pay bills as written. Seconded by Richard Pineo and passed 5-0

6. Airport Manager Report – David Dinneen and Ann Pollard

The airport was able to assist the Massachusetts State Police Air Wing with fueling services during an event last month.

Safety Day went well, and visitors were very pleased with the many organizations and equipment on display.

Marshfield Airport hosted the Marshfield Chamber of Commerce meeting. At least 40 people were in attendance and the airport was recognized for its contribution to the community.

The airport and local pilots will be assisting the New England Aquarium with its turtle rescue program this year.

Tree and brush removal will pick up again once weather permits.

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 earlier in July. With the data collection phase complete, she will write two written documents; Wildlife Hazard Assessment and Wildlife Management Plan. ASG anticipates providing a draft Wildlife Hazard Assessment Report to Marshfield Airport in November.

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 21st which was within the allocated contract time limits. The FAA, MassDOT, GHG, and ASG completed their final inspection of the project of July 11th. ASG prepared a second set of 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/Maintenance Access Bridge Project

ASG and GZA hosted the project kick-off meeting for the EA and Permitting for the Perimeter Fence and Emergency/Maintenance Access Bridge Project on Monday, October 22nd at the airport. The team will be following up on agenda items and begin the task orders of the work. UMASS Archaeological Services informed ASG late last week that the University may terminate their program. They understand that a final decision will be made in November/December. As a back-up plan, ASG may be able to use PAL for the archaeological services required for the project.

ASMP # 2018-GHG-22 – Above-ground fuel farm – Design only

ASG met with the GHG management team earlier this month to discuss next steps with the design phase of the project. ASG is coordinating with the GHG management team on scheduling a presentation for the Marshfield Conservation Commission regarding the project. ASG is waiting for PAL's final archaeological report for submittal to MHC. Lastly, ASG is coordinating with the fuel farm design team on updating the construction costs of the project.

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% (no local share requirement). The deadline for submitting the FAA Supplemental Appropriations worksheets for GHG's use for the online submittal process.

ASG and the GHG management team attended the FAA/MassDOT GHG Five Year CIP Meeting at the Logan Office Center of September 27th. The proposed GHG Five Year CIP was well received by both agencies and the FY2019 Projects are tentatively being programmed by both agencies.

ASG is assisting GHG with the completion of the MassDOT ASMP pre-applications for potential FY2019 projects. Denise Garcia of MassDOT requested airport sponsors to submit pre-applications for potential projects.

Congress passed a five-year FAA Reauthorization Bill in late September which will positively impact the FAA AIP Program. With the multi-year program in place, FAA will be able to commit funding to projects earlier in the fiscal year.

8. Public Comments – None

9. Adjourn Regular Meeting Motion by Chairman Reilly to adjourn at 7:23 PM and seconded by Michael Rodriguez. Passed 5-0