

Marshfield Airport – GEORGE D. HARLOW FIELD

MEETING MINUTES – Marshfield Airport Commission

Date of Meeting – August 14, 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 (Absent)

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 Chairman Reilly to approve the minutes of July 17, 2018. Seconded by David Suffredini and passed 4-0

3. Next Meeting – September 11, 2018

4. Revenues – Through July 17, 2018

Shoreline	\$ 3,651.42
Badge Fees	\$ 330.00

5. Bills to Pay – Separate attachment – Motion by Chairman Reilly to accept and pay bills as written. Seconded by Brian Stronach and passed 4-0

6. Airport Manager Report – David Dinneen

Firefighter Training Program

Vegetation Management Plan (VMP)

Molly Movie Mania was a success

Safety Day is scheduled for Saturday, October 13th. Most agencies have committed.

7. Government Funded Projects

Wildlife Hazard Assessment / Management Plan

Amanda Atwell from Epsilon completed her twice a month wildlife surveys on- airport and off-airport earlier in July. With the data collection phase complete, she will complete two written documents; Wildlife Hazard Assessment and Wildlife Management Plan.

Taxiway A TOFA Fence Relocation Project

The contractor completed the construction phase of the project on Thursday, June 21st which was within the allotted contract time limits. The FAA, MassDOT, GHG and ASG completed their final inspection of the project on July 11th. ASG prepared the required project closeout documentation and final invoicing for the project.

Environmental Assessment (EA) and Permitting for Perimeter Fence and Emergency/Maintenance 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 within the month for the project.

Above Ground Fuel Farm – Design Only 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 requested changes in the plans and sent out the updated plan documents for review. ASG is coordinating with Ann Pollard regarding the review of the Notice of Intent (NOI) draft documents.

MassDOT ASMP Project Closeouts

ASG assisted GHG with generating the following MassDOT Project Closeouts:

- Reimbursement for Underground Storage Tank (UST) Repairs
- Purchase of 10 Foot Box Plow
- SRE Building Roof Repairs
- Repairs to Administration Building Doors and Frames
- Purchase Airfield 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

The MAMA Annual Conference is scheduled for Sunday, September 9th through Tuesday, September 11th on Martha’s Vineyard. Registration details can be found at www.mamaconference.org There will be an airport commissioner’s workshop on Sunday, September 9th.

8. Public Comments

9. Adjourn Regular Meeting – Motion by Chairmen Reilly to adjourn at 7:02 PM. Seconded by Brian Stronach and passed 4-0