

Marshfield Airport – GEORGE D. HARLOW FIELD (GHG)

MEETING MINUTES – Marshfield Airport Commission

Date of Meeting – January 15, 2019

Place – Terminal Building, George Harlow Field

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

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| Robert Reilly | Chairman |
| Michael Rodriguez | Member |
| David Suffredini | Chairman Elect |
| Brian Stronach | Treasurer |
| Richard Pineo | Secretary |

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| David Dinneen | Airport Manager |
| Ann Pollard | Shoreline Aviation |

Chris Willenborg Airport Solutions Group (ASG)

Meeting began at 6:37 PM

ACTION AND DISCUSSION ITEMS:

1. Welcome – Chairman's Statement

2. Meeting Minutes – Motion by Chairman Reilly to approve the minutes of November 20, 2018. Seconded by David Suffredini and passes 5-0

3. Next Meeting – February 19, 2019

4. Revenues – Through January 15, 2019

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|------------|------------|-----------|
| Shoreline | (December) | \$3651.42 |
| | (January) | \$3651.42 |
| Badge Fees | | \$200 |

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

6. Airport Manager Report – Ann Pollard

The non-directional beacon (NDB) has been decommissioned and a Notice to Airmen (NOTAM) has been posted.

The airport is ready for snow and all equipment is running well.

The airport holiday party had a great turnout.

The sea turtle rescue program has been steady. The airport has been assisting New England Aquarium and NOAA with these rescues. A total of 326 turtles have been rescued, including 134 in 2018.

The airport expressed gratitude to the Marshfield DPW for their assistance in mowing.

Runway 6 vegetation clearing has been ongoing in accordance with the Vegetation Management Plan (VMP).

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 (WHA)

Amanda Atwell from Epsilon completed her twice-a-month wildlife surveys on and off airport earlier in July 2018. With the data collection phase complete, she will complete two written documents; WHA and Wildlife Management Plan. The draft WHA has been sent to the airport management team for review and comments. After receiving GHG comments, ASG will send the updated WHA to FAA and MassDOT for review.

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 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 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 is coordinating with the various sub-consultants regarding environmental, archaeological, and geotechnical services required for the project. ASG anticipates feedback from MHC in February and geotechnical borings for the Emergency/Maintenance Access Bridge to be completed in late January/ early February.

ASMP # 2018-GHG-22 – Above Ground Fuel Farm – Design Only

ASG is coordinating with the GHG management team on scheduling a presentation for the Marshfield Conservation Commission regarding the Project. The presentation is scheduled for January 22nd at 7:00PM before the Marshfield Conservation Commission. ASG has been coordinating with the GHG management team regarding specific design options on the proposed fuel tank system.

ASG will be scheduling scoping meetings for the FY2019 FAA AIP Projects. The two projects included are the Right-of-Way (ROW) Easement Acquisitions for the Wildlife/Security Perimeter Fence Project and Land Acquisition for Runway 24 Runway Protection Zone (RPZ).

MassDOT has informed GHG that they are willing to fund the following projects from the State's FY2019 budget pending a decision of the GHG Airport Commission regarding availability of local share: Install new emergency airfield generator, administration building improvements and sewer line, and construct fuel farm.

1. Chairman Reilly motioned to accept MassDOT ASMP Grant to purchase and install airport generator with 0% local share. Seconded by Brian Stronach and passed 5-0.
2. Chairman Reilly motioned to accept MassDOT ASMP Grant to purchase Marshmaster mowing equipment with a local share of \$16,150. Seconded by Brian Stronach and passed 5-0.
3. Chairman Reilly motioned to approve the installation of new sewer line and terminal building improvements with the contingency that available Town of Marshfield funding contributes to the local share of \$15,000. Seconded by Brian Stronach and passed 5-0.
4. Chairman Reilly motioned to accept MassDOT ASMP Grant for the installation of new above-ground fuel tanks, contingent on Shoreline Aviation funding the local share of the project. Seconded by David Suffredini and passed 5-0.

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. ASG completed the FAA Supplemental Appropriations worksheet for GHG's use for the online submittal process. GHG submitted the grant application to FAA prior to the October 31, 2018 deadline.

ASG completed various and-of-year FAA Financial Reporting Forms on behalf of the airport. GHG submitted these forms to the FAA prior to the December 15th deadline.

8. Public Comments – None

9. Adjourn Regular Meeting – Motion by Chairman Reilly to adjourn at 7:37 PM and seconded by Brian Stronach and passed 5-0