

Marshfield Airport – GEORGE D. HARLOW FIELD

MEETING MINUTES – Marshfield Airport Commission

Date of Meeting – Tuesday June 20, 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	Secretary
Brian Stronach	(absent)
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 May 9, 2017. Seconded by Robert Reilly and passed 3-0.

3. Next Meeting – July 18, 2017

4. Revenues – Through June 20, 2017

Shoreline	\$3446 (May 2017 rent)
	\$3446 (June 2017 rent)
	plus \$165.18 (adjustment due to difference in consumer price index for 2017)
Badge Fees	\$400
FAA	
MassDOT	

5. Bills to Pay – Separate attachment – Motion by Robert Reilly to accept and pay bills as written. Seconded by Richard Pineo and passed 3-0.

Motion by Robert Reilly to approve spending up to \$3500 to repair veeder root system. Seconded by David Suffredini and passed 3-0.

Motion by Robert Reilly to approve spending up to \$2000 for a new portable equipment shelter. Seconded by Richard Pineo and passed 3-0.

Motion by Robert Reilly to approve spending \$5235 for roof repairs (Ferrara Roofing) on administration building. Passed 3-0.

6. Airport Manager Report – David Dinneen

The Airport is hoping to hook up to town sewer in light of recent septic problems.

The Airport and Shoreline Aviation assisted the Marshfield Fire Department with firefighting foam that was used in a boat fire.

7. CIP/AIP Projects – Chris Willenborg

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 letter to Boston TRACON requesting the GCO for GHG. Airport Manager David Dinneen sent out the letter to Boston TRACON and earlier this month received an answer requesting additional information. The additional information included further justifications for the unit as well as re-confirming there were no additional costs to the FAA for the GCO unit at GHG. Once we receive approval from the FAA, we will coordinate with a GCO vendor and submit a request to FCC for the specific frequency for the unit. ASG informed MassDOT Aeronautics Division that the funding for the project will carry over into FY2018 budget due to the timing issues with FAA and FCC. The project should be completed by September 30, 2017.

ASG and Airport Manager David Dinneen received notification this week from FAA that the official grant offer has been mailed to the airport for Wildlife Hazard Assessment/Management Plan. ASG will coordinate with the airport on scheduling a project kick off meeting with Epsilon in July.

ASG and the Airport are waiting for the FAA grant offer for the Taxiway A TOFA Fence Relocation Project. As part of the permitting process, AHS have completed their initial archeological survey and will be submitting their report to the SHPO the week of June 19th. The construction phase will begin upon receipt of the FAA grant. We anticipate the FAA grant will be issued in July or August.

ASG is assisting Airport Manager David Dinneen with Federal System of Award Management (SAM) registration update. This is an FAA requirement and needs to be completed by June 27, 2017.

ASG is collecting data for the FAA DBE Plan that is due in August 2017. This plan calculates future DBE participation based upon the airport's next three-year Capital Improvement Program. ASG will complete the plan on behalf of the Airport.

8. Public Comments – None

9. ADJOURN REGULAR MEETING – Motion by Robert Reilly to adjourn the regular meeting. Seconded by David Suffredini and passed 3-0. The meeting ended at 7:23 PM.