

Marshfield Airport – GEORGE D. HARLOW FIELD (GHG)

MEETING MINUTES – Marshfield Airport Commission

Date of Meeting – January 21, 2020

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	(absent)
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 David Suffredini to approve the minutes of November 26, 2019. Seconded by Chairman Reilly and passed 4-0

3. Next Meeting – February 18, 2020

4. Bud Francis Memorial – Committee members David Suffredini and Michael Rodriguez presented some ideas for a memorial to be displayed at the airport.

5. Revenues – Through January 21, 2020

Shoreline	\$3728.57
Badge Fees	\$300

6. Bills to Pay – Separate attachment – Motion by Chairman Reilly to accept and pay bills as written. Seconded by David Suffredini and passed 4-0

7. Airport Manager Report – David Dinneen

An update on the Wildlife Management Program was given.

The airport assisted the DPW with drone operations to assess Bass Creek and the surrounding area.

The administrative building lost some shingles during one of the recent storms and needs minor repairs.

The airport generator has been installed. This will power the weather observation system and runway lights in the event of a power outage.

The 2020 Safety Day planning is coming along nicely, and we look forward to a great year.

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

a. Wildlife Hazard Assessment – FAA has approved the GHG Wildlife Hazard Assessment and has requested the Airport to complete the Wildlife Hazard Management Plan. Epsilon anticipates they will be submitting a draft plan to the Airport in February.

b. Environmental Assessment (EA) and Permitting for Perimeter Fence – A draft of the archaeological investigation technical report will be presented to ASG and the Airport on January 24, 2020. After review, it will be submitted to MHC for approval.

c. Installation of Above Ground Fuel Storage – After last month's inspections, the new fuel facility is operational.

d. ASG has completed the FAA 425, 270, & 271 form on behalf of the Airport for open FAA AIP projects.

e. ASG assisted Manager David Dinneen with the preparation of FAA DBE (disadvantaged business enterprise) Annual Report for the airport. FAA approved the report in December.

9. Public Comments – None

10. Adjourn Regular Meeting – Motion by Chairman Reilly to adjourn the regular meeting at 7:32 PM. Seconded by Richard Pineo and passed 4-0