

Marshfield Airport – GEORGE D. HARLOW FIELD

MEETING MINUTES – Marshfield Airport Commission

Date of Meeting – July 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 Commission Candidate Trent Bachman was given the opportunity to introduce himself to the Marshfield Airport Commission.

2. Meeting Minutes – Motion by David Suffredini to approve the minutes of June 2017. Seconded by Chairman Reilly and passed 3-0

3. Next Meeting – August 15, 2017

4. Revenues – Through July 20, 2017

Shoreline	\$3524.81
Badge Fees	\$130
FAA	
MassDOT	

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

6. Airport Manager Report – David Dinneen

The airport is the busiest it's been in years. Everything is running smoothly and there have been no complaints.

The airport has been included in MassDOT's vegetation clearing program. It will be 100% paid by the State.

Molly Movie Mania is tomorrow night. Marshfield DPW, police and Shoreline Aviation will be assisting with the event.

7. CIP/AIP Projects – Chris Willenborg

ASG is coordinating with the FAA and Airport Manager Dave Dinneen through the process of purchase and installing the Ground Communications Outlet (GCO) Equipment. Last week, FAA approved the installation of the GCO equipment for GHG and the future connection with the Boston Consolidated TRACON. ASG will work with Manager Dave Dinneen in coordinating with a GCO vendor and submit a request to FCC for the specific frequency for the unit.

ASG has scheduled the project kick-off meeting for Thursday, July 20th at 10:00 AM at the airport. Representatives from ASG, GHG, and Epsilon will be attending. The meeting agenda will include scope of work for the project, key project milestones, and the estimated schedule timeline for completion.

ASG and the airport received an email from FAA requesting additional information for the FAA grant application regarding the Taxiway A TOFA Fence Relocation Project. ASG has completed the updated grant application and is ready for signature/submittal to FAA. As part of the permit process, AHS completed their initial archaeological survey and submitted their report to the SHPO on June 19th. SHPO has a 30-day comment period to address the archaeological survey that was submitted. A response is anticipated by July 30th. The construction phase will start upon receipt of the FAA grant. We anticipate the grant will be issued in August/September.

ASG assisted Airport Manager Dave Dinneen with Federal System of Award Management (SAM) registration update. The airport completed the SAM registration by the deadline of June 27, 2017.

ASG is collecting data for the FAA DBE Plan that is due in August 2017. This is a three-year plan that 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 Chairman Reilly to adjourn the regular meeting for the purpose of re-opening in executive session. Seconded by Richard Pineo and passed 3-0. Reilly-Aye, Suffredini-Aye, Pineo-Aye. The regular meeting ended at 7:21 PM.