

Marshfield Airport – GEORGE D. HARLOW FIELD

MEETING MINUTES – Marshfield Airport Commission

Date of Meeting – August 15, 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	Treasurer
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 Chairman Reilly talked about Molly Movie Mania. It was a great time as always.

Hall-Trask had the best offer and was approved for the Veeder Root project.

2. Meeting Minutes – Motion by David Suffredini to approve the minutes of July 20, 2017. Seconded by Richard Pineo and passed 4-0

3. Next Meeting – September 12, 2017

4. Revenues – Through August 15, 2017

Shoreline	\$3524.81
Badge Fees	\$130

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

An article will be run in the Marshfield Mariner announcing the Airport’s Three Year DBE Plan.

7. CIP/AIP Projects

There was a motion by Chairman Reilly to approve chairman sign the AIP 3-25-0030-27, Wildlife Hazard Assessment and Management Plan Grant (federal and state), sign Grant Assurances and approve spending \$5,0155 for the local share of the project. Seconded by David Suffredini and passed 4-0.

There was also a motion by Robert Reilly to approve chairman to sign the AIP 3-25-0030-28, Taxiway A fence Relocation grants (federal and state) and sign the grant assurances. Seconded by Richard Pineo and passed 4-0. There is no local share for this project.

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 is working with Airport Manager David Dinneen in coordinating 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 timing issues with the FAA and FCC. Due to FAA/FCC coordination for the project, we anticipate completion of the project by December 31, 2017.

ASG and Epsilon hosted the project kick-off meeting for the Wildlife Hazard Assessment/Management Plan project on Thursday, July 20th. Representatives from ASG, GHG, MassDOT, and Epsilon participated in the meeting in which the discussion focused on the scope of work for the project, key milestones, and the estimated schedule timeline for completion. Amanda Atwell from Epsilon will begin her wildlife surveys on-airport and off-airport this month and will continue for 12 months. At the end of the wildlife surveys, she will complete two written documents; Wildlife Hazard Assessment and Wildlife Management Plan.

The Airport received an email from FAA stating that the FAA Grant Offer has been mailed to GHG and needs to be returned to FAA by Friday, September 8th for the Taxiway A TOFA Fence Relocation Project. As part of the permit process, AHS completed their archaeological survey and submitted their report to the SHPO on June 19th. SHPO responded with comments requesting ground mats to use during construction to protect the area between the construction staging area and proposed fence line and have a full-time archaeological inspector on site throughout construction. ASG is coordinating a conference call with GHG, FAA, MassDOT, and AHS to discuss these additional requests and potential additional costs.

ASG assisted the Airport with completing the FAA Three Year DBE Plan calculation for the Airport's Three Year DBE goal calculation and updated the Airport's DBE Plan per recent FAA guidance – both of which were submitted to the FAA by August 1, 2017. The DBE goal calculation percentage for Federal Fiscal Year 2018-2020 projects is 6.36%.

ASG would like to schedule a meeting with the Airport to discuss updating GHG's Five Year Airport Capital Improvement Program. We anticipate FAA and MassDOT will be sending out notices to all airports about scheduling of CIP meetings in September and October.

The Massachusetts Airport Management Association (MAMA) Annual Conference is scheduled for September 25th-26th at the Lord Jeffrey Inn in Amherst, MA.

8. Public Comments –

Mr. Reardon of Foster Avenue asked how much fuel tax has been collected. The answer was not readily available. Chairman Reilly gave Mr. Reardon an estimate of the amount collected. Mr. Reardon also asked if the grants have any impact on the leases for the Airport.

Mr. Pecevich of Wilson Road asked for the commission to elaborate on the conditions of the grant assurances. He will ask for a public records request on the Airport lease. Mr. Pecevich asked why some of the spending does not have to go to town meeting. Commission Chairman Reilly addressed the questions.

Mr. Pecevich mentioned that jet fuel fumes have been bad lately. Ann Pollard of Shoreline Aviation advised him that there was a maintenance turn earlier in the month that may have gone longer than normal. She also mentioned that once the GCO equipment is installed, the jets will spend less time at the end of the runway prior to take-off.

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 4-0. Reilly – Aye, Pineo – Aye, Stronach – Aye, Suffredini – Aye. The regular meeting ended at 7:01 PM.