

## **Marshfield Airport – GEORGE D. HARLOW FIELD**

### **MEETING MINUTES – Marshfield Airport Commission**

**Date of Meeting – January 16, 2018**

**Place – Terminal Building, George Harlow Field**

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

Robert Reilly	Chairman
David Suffredini	Chairman Elect
Brian Stronach	Treasurer (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 Chairman Reilly to approve the minutes of December 19, 2017. Seconded by Rich Pineo and passed 3-0

#### **3. Next Meeting – February 13, 2018**

#### **4. Revenues – Through January 16, 2018**

Shoreline	\$3524.81
Badge Fees	\$300

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

#### **6. Airport Manager Report – David Dinneen**

The Vegetation Management Plan (VMP) is moving forward. The anticipated start date is in late January.

The Airport is still trying to finalize a date for Safety Day.

There have been no water issues with the latest weather. The swales and runoffs worked well. Plowing has been tough but the equipment worked great.

The MEMA trailer was delivered by airport personnel to Furnace Brook Middle School to aid in the shelter setup during the storm.

## **7. CIP/AIP Projects – Chris Willenborg**

ASG is coordinating with MassDOT and Airport Manager Dave Dinneen through the process of purchasing and installing the Ground Communications Outlet (GCO) Equipment. MassDOT approved the vendor selection of AvTech for the purchase, installation, and coordination with the FCC.

Amanda Atwell from Epsilon continues to conduct her twice-a-month wildlife surveys on and off airport and this will continue until August 2018. At the end of the surveys, she will complete two written documents; Wildlife Hazard Assessment and Wildlife Management Plan.

As part of the permit process, AHS completed their initial archaeological survey and submitted report to the SHPO, who responded with a request to use ground mats during construction as well as have an archaeological inspector on site. As a result of the additional work required, ASG hosted several conference calls with AHS to finalize a fee. However, AHS is unable to lower their fee at this point. ASG reached out to another archaeological firm affiliated with UMass and provided the same scope of work. Their fee proposal was significantly lower than AHS. ASG recommended that the Airport change sub-consultants at this time to complete the archaeological work for the remainder of the project. FAA and MassDOT are on board with the change.

ASG provided the FY2018 Project Readiness Forms for the EA and Permitting for the wildlife Perimeter Fence Project. The completed forms were provided to the Airport and were mailed back to the FAA by November 29, 2017. ASG conducted a follow-up meeting with MA DEP to review the scope of work and potential permitting requirements.

**8. Public Comments – None**

**9. Adjourn Regular Meeting –** Motion by Chairman Reilly to adjourn at 7:08 PM. Seconded by David Suffredini and passed 3-0