

## **Marshfield Airport – GEORGE D. HARLOW FIELD (GHG)**

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

**Date of Meeting – Tuesday November 20, 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
Michael Rodriguez	Member
David Suffredini	Chairman Elect
Brian Stronach	Treasurer
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 October 23, 2018. Seconded by David Suffredini and passed 5-0

#### **3. Next Meeting – December 18, 2018**

#### **4. Revenues – Through November 20, 2018**

Shoreline	\$3651.42
Badge Fees	\$200

**5. Bills to Pay** – Separate attachment – Motion by Chairman Reilly to accept and pay bills as written with the correction of moving Eversource item from Airport Expenses to Grant Projects. Seconded by Brian Stronach and passed 5-0

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

The non-directional beacon (NDB) decommissioning is going through with the FAA.

The airport is ready for snow and all equipment is running well.

Marshfield Airport has been chosen as the primary airport in assisting the New England Aquarium and NOAA with sea turtle rescues. 80 turtles have been rescued so far. Most are flown to Sea World and other rescue organizations.

Airport security has been heightened by renewed cooperation with Marshfield Police Department and revitalized awareness by tenants on the airport.

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

### **AIP # 3-25-0030-27-2017 – Wildlife Hazard Assessment/Management Plan**

Amanda Atwell from Epsilon completed her twice-a-month wildlife surveys on the airport earlier in July. With the data collection phase complete, she will complete two written documents; Wildlife Hazard Assessment and Wildlife Management Plan. ASG confirmed with Amanda Atwell that she will be providing a draft Wildlife Hazard Assessment Report to ASG by the end of November.

### **AIP # 3-25-0030-28-2017 – Taxiway A Taxiway Object Free Area (TOFA) Fence Relocation Project**

The contractor completed the construction phase of the project on Thursday, June 21<sup>st</sup> which was within the allocated contract time limits. The FAA, MassDOT, GHG, and ASG completed their final inspection of the project of July 11<sup>th</sup>. ASG prepared a second set of the required project closeout documentation and final invoicing for the project.

### **AIP # 3-25-0030-29-2018 – Environmental Assessment (EA) and Permitting for Perimeter Fence and Emergency/Maintenance Access Bridge Project**

ASG and GZA hosted the Project Kick-off Meeting for the EA and permitting for the Perimeter Fence and Emergency/Maintenance Access Bridge Project on Monday October 22<sup>nd</sup> at Marshfield Airport. They completed a call with PAL senior management team regarding the importance of the meeting schedule deadlines for this time-sensitive project. PAL assured ASG that they will meet the project schedule. The ASG team is coordinating with Rich Doucette of FAA for the initial purpose and need statement for the project.

### **ASMP # 2018-GHG-22 – Above-ground Fuel Farm – Design Only**

ASG is coordinating with the GHG management team on scheduling a presentation for the Marshfield Conservation Commission regarding the project. It looks like the first monthly meeting in January might be an option. ASG and GHG reviewed PAL's final archaeological report and provided comments. PAL is updating the report and will be submitted to MHC.

FAA released additional information regarding a "Supplemental Appropriation" of \$1B for AIP eligible projects through the Federal Register. AIP eligible projects under this "Supplemental Appropriation" could be funded at 100% FAA funding with no local share requirement. ASG completed the FAA Supplemental Appropriations worksheet for GHG's use for the on-line submittal process. GHG submitted the grant application to FAA prior to the October 31, 2018 deadline.

ASG completed the FAA Project Readiness Forms for the upcoming FY2019 AIP Projects: Right-of-way Easement Acquisition Project for the Wildlife/Security Fence and Land Acquisition of Runway 24 approach. The completed forms were e-mailed to Airport Manager David Dinneen and need to be submitted to FAA by December 1, 2018.

ASG is completing the FAA Disadvantaged Business Enterprise (DBE) Report for GHG regarding ASG projects open or closed during the federal fiscal year 2018. These reports are submitted online by ASG and are due by December 1, 2018.

**8. Public Comments** – None

**9. Adjourn Regular Meeting** – Motion by Chairman Reilly to adjourn at 7:15 PM and seconded by Brian Stronach. Passed 5-0