

**Minutes of the Regular Meeting of
the Mansfield Airport Commission
(The "Commission")**

January 23, 2023

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- Present:** Joel Brandwine (Chair), William Walker (Vice Chair), Ken Buja (Safety & Security), Matt Fox (Clerk) (each a "Commissioner"), Kevin Bullock (Aero Management), and Jackie Marks and Matt Caron (Gale Associates, Inc.).
- Excused:** None.
- Guests:** Ronald Nation and Craig Nation (Mansfield Landing LLC), George Allen and Kimberly Hesty (AeroVenture), John Brennen, David Middleton, Steve Johnson, Bryan Duarte

I. Call to Order

A meeting of the Mansfield Airport Commission (the "Meeting") was called to order by Chair Brandwine at 6:30 p.m. in the SRE Building at the Airport.

II. Election of Officers

At the start of the Meeting, nominations for the following slate of offices of the Commission were made and accepted:

Chair: Joel Brandwine
Vice Chair: Ken Buja
Treasurer: William Walker

Motion by Mr. Walker, seconded by Mr. Buja, to elect the slate of Officers.
Vote: 4-0 (Passed)

Upon taking the position of Chair, Mr. Brandwine appointed Mr. Fox to the office of Clerk of the Commission.

III. Approval of Meeting Minutes

The minutes of the Regular Meeting held on December 20, 2022 were presented to the Commission for approval. Following discussion, the Commission entertained the following motion:

Motion, made by Mr. Walker and seconded by Mr. Buja, to approve the December 20, 2022 minutes.
Vote: 4-0 (Passed)

IV. Correspondence

Mr. Fox reported on the general correspondence that had been received by the Commission since the November meeting. The Chair then reported on correspondence he had received regarding 2) the condition of the paint on the runway, and 2) the legal status of the Mansfield Landing lease proposal.

V. Safety and Security Report

Mr. Buja reported on issues relating to the safety and security at the Airport, including the presence of deer on the airfield.

VI. Airport Manager's Monthly Report

Mr. Bullock provided the Airport Manager's report to the Commissioners. The report contained information regarding:

1. Complaints that had been received during the previous month,
2. Monthly fuel sales,
3. Vehicle readings,
4. Issues related to Hangar 12 operations,
5. Boston MedFlight operations,
6. The status of the rotating beacon,
7. The status of runway and taxiway lighting,
8. Efforts to reduce the presence of wildlife on the airfield,
9. Issues relating to the credit card machine,
10. Progress on various tree-clearing projects on the airfield, and
11. The status of the GEM cart.

VII. Airport Engineer's Report

Ms. Marks presented the Airport Engineer's Report, a copy of which was submitted to the Commission. In her report, Ms. Marks presented status updates regarding the following ongoing projects at the Airport:

1. Runway 32 Avigation Easement Acquisition Project (AIP No. 3-25-0028-35-2020),
2. Runway 32 Permitting/Obstruction Removal Project (AIP No. 3-25-0028-XX-2021),
3. Airport Master Plan and Airport Layout Plan Update (AIP No. 3-25-0028-XX-2022),
4. Massachusetts Department of Transportation (MassDOT) Rail Trail Extension Project,
5. Ongoing MassDOT Airport Safety and Maintenance Program (ASMP) project requests, including the possible installation of an Aviation Weather Camera System,
6. The status of the LPV, LNAV, and RNAV approach procedures, including the inclusion of a note limiting such approaches to daytime operations,
7. Issues relating to the Airport's updated Capital Improvement Program.

A discussion ensued, after which Mr. Caron agreed to provide assistance in identifying various trees, located in the "buffer zone" between Rte. 495 and the airfield, that require removal.

Following the presentation of her regular monthly items, Ms. Marks provided a detailed review of the updated version of Chapter 4 (the "Forecast Chapter") of the draft Airport Master Plan, which had been provided to the Commission. After Ms. Marks' presentation, Ms. Marks and Mr. Caron responded to questions from the Commission, and the Chair agreed to compile and organize letters from the Airport's tenants for forwarding to MassDOT/FAA.

VIII. Treasurer's Report

The Chair presented the Treasurer's Report, a copy of which was submitted to the Commission prior to the meeting. His report covered various issues regarding the financial status of the Airport, including, among other things:

1. General revenues and expenses,
2. Budget line-item balances, and
3. The status of funds transferred from the Airport's free cash balance to its enterprise account.

A discussion ensued, after which the following Motions were considered:

Motion, made by Mr. Walker and seconded by Mr. Buja, to approve the expenditure of \$750.00 for the cleaning of the lobby and restrooms in the Administration Building.

Vote: 4-0 (Passed).

Motion, made by Mr. Fox and seconded by Mr. Buja, to apply the annual CPI increase (6.3%) to the leases of the Airport tenants, where applicable.

Vote: 4-0 (Passed).

IX. Old Business

Ronald and Craig Nation provided the Commission with an update on the status of recently completed, and future planned, construction taking place on Quadrant 4 of the Airport, undertaken by Mansfield Landing LLC, including the configuration of leases for the various properties. A discussion ensued, during which Messrs. Nation responded to questions from the Commission.

X. New Business

None.

XI. Items Not Known 48 Hours Prior to the Meeting

None.

XII. Visitor Comments

None.

XIII. Adjournment

The Chair announced that the next three monthly meetings of the Commission would be held on February 27, March 27, and April 24, 2023, respectively.

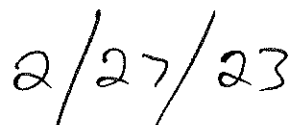
There being no further business to come before the Commission, the Chair then called for a motion to adjourn.

Motion, made by Mr. Buja and seconded by Mr. Walker, to adjourn the meeting at approximately 8:05 pm.

Vote: 4-0 (Passed).



Signature of Commissioner



Date Approved