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

February 22, 2022

Present: Joel Brandwine (Chair), William Walker (Vice Chair) John Brandt (Treasurer), Ken Buja (Safety & Security), (each a "Commissioner"), Matt Caron (Gale Associates or "Gale").

Excused: Martin Fox (Clerk) Kevin Bullock (Airport Manager)

Guests:

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I. Call to Order

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

II. Approval of Meeting Minutes

Draft minutes of the Regular Meeting of January 24, 2022 were presented to the Commission for approval. Motion by Mr. Walker, seconded by Mr. Buja, to approve the January 24, 2022 as presented at the Meeting. Vote: 4-0 (Passed).

III. Correspondence

Mr. Brandt reported on the correspondence received by the Commission since the previous meeting, which included, among other things, correspondence regarding infant changing tables, assessor's questionnaire, Aero Ventures hanger and emails. Covered by Mr. Brandwine, regarding our involvement with the Mass Highway *rails to trails* project. Mr. Brandwine expressed the commission's need for outside consultant help with our involvement of this project.

IV. Safety and Security Report

Mr. Buja reported on, among other things, the potential safety issues associated with the presence of wildlife on the airfield. The need to reach out to the wildlife agent who has been culling the deer population and discuss the need for additional time in the field. An environmental analysis from the Airport Manager was asked for by Gale. During the November commission meeting in order to apply for potential funding.

V. Airport Manager's Monthly Report

In Mr. Bullock's absence, the Chair provided the Airport Manager's report, a copy of which was submitted to the Commission. The report was incomplete as it did not contain information regarding the unusual conditions on February 3, 2022. The report included the following, (entire airport manager's report is attached)

1. Complaints that had been received during the previous month were not listed
2. Monthly fuel sales, sent under separate cover
3. Vehicle readings,
4. Hangar 12 operations, restaurant is closed on Mondays
5. Boston MedFlight operations continues without issues
6. Lack of progress on the modification/fabrication/installation of hangar doors,
7. KOBO was scheduled to work on inoperative taxiway lights on 2/22/2022
8. Airport manager hasn't heard back from environmental police
9. Tree clearing project has NOT started, as far as airport manager knows.

10. Airport manager hasn't received the requested quote for the replacement of the cutting blade for the John Deere 544.

VI. Airport Engineer's Report

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

1. The Runway 32 Avigation Easement Acquisition Project (AIP No. 3-25-0028-35-2020),
2. The Runway 32 Permitting/Obstruction Removal Project (AIP No. 3-25-0028-XX-2021),
3. The Airport Master Plan and Airport Layout Plan (AIP No. 3-25-0028-XX-2022),
4. Various ASMP projects, submitted to MassDOT for its consideration, and
5. The status of various other grants and federal relief awards.
6. Communicated with *FAA Flight Procedures* concerning LPV32 and LNAV14 approach procedures

Responding to comments from Mr. Brandwine, Mr. Caron agreed to explore the possibility of developing a proposal to provide additional consulting services as needed outside of the ASMP grant arena.

VII. Treasurer's Report

Mr. Brandt presented the Treasurer's Report, a copy of which was submitted to the Commission prior to the meeting. He reported on various issues regarding the financial status of the Airport, including:

1. General revenues and expenses,
2. Budget line-item balances,
3. The collection of hangar and tie-down fees.
4. Commissioner Brandt distributed copies of revised hanger/tie-down lease forms for review by the commission.

VIII. Old Business

The PAPI (precision approach path indicator) lights replacement cost is approximately \$365,000.00 per best estimate by Matt Carron of Gale Associates. The operation of these lights are reported as unreliable as they operate only intermittently when activated on the 123.00 *unicom* frequency.

IX. New Business

Chairman Brandwine asked commissioner Walker if he could secure pricing for the completion of the Hanger Door project by a qualified contractor and pricing for frost heave problems in Aero Ventures hanger. Mr. Walker will attempt to secure pricing forthwith.

X. Items Not Known 48 Hours Prior to the Meeting

None.

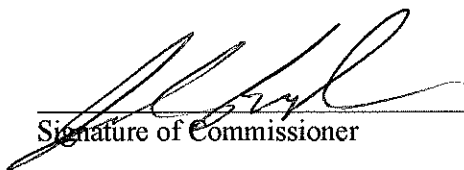
XI. Visitor Comments

None.

XII. Adjournment

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

Motion made by Mr. Walker, seconded by Mr. Buja, to adjourn the regular Meeting at approximately 7:40 pm, And enter into executive session to discuss issues related to the Commission's oversight authority and responsibilities. **Votes:** 4-0 (Passed).



Signature of Commissioner

3/21/22

Date Approved

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**Minutes of the Executive Meeting of
the Mansfield Airport Commission**
(The "Commission")
February 22, 2022

Present: Joel Brandwine (Chair), William Walker (Vice Chair) John Brandt (Treasurer), Ken Buja
(Safety & Security), (each a "Commissioner"),
Excused: Martin Fox (Clerk) Kevin Bullock (Airport Manager)
Guests:

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I. Call to Order

The executive session meeting of the Commission (the "Meeting") was called to order by Chair Brandwine at 7:41 p.m.

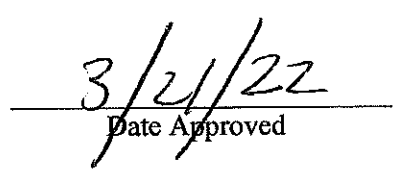
The topic of discussion was an incident that occurred on February 3rd as evidenced by a video provided by Mr. McDonald of Easton.

- Chairman Brandwine asked Commissioner Walker if he wanted to recuse himself from the discussion as he has been Mrs. McDonald's flight instructor for a number of years, in her aircraft that is based at the Mansfield Airport. Commissioner Walker declined to recuse
- All commissioners present confirmed they had viewed the video
- Mr. McDonald, an 80 year old gentleman from Easton, Massachusetts, alleges that an employee of Aero Fuel and Aero Management came to his place of business from the airport and threatened to "punch him and put him in the (expletive deleted) Hospital"
- The commissioners discussed the current contract with Aero management and Aero Fuel. The contracts were made available to the individual commissioners for review to determine the best course of action to be taken.
- The Commission agreed that if we intend to discuss a remedy to this charge the individual from AeroFuel/AeroManagement would be asked to be present.

Motion made by Mr. Buja, seconded by Mr. Walker, to adjourn the executive session Meeting at approximately 8:10 pm, Votes: 4-0 (Passed).



Signature of Commissioner



Date Approved