

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

February 27, 2023

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**Present:** Joel Brandwine (Chair), Ken Buja (Vice Chair), William Walker (Treasurer), Martin 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 (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. Approval of Meeting Minutes**

The minutes of the Regular Meeting held on January 23, 2023 were presented to the Commission for approval. Following discussion, the Commission entertained the following motion:

**Motion,** made by Mr. Walker, seconded by Mr. Buja, to approve the January 23, 2023 minutes.

**Vote:** 4-0 (Passed)

**III. Correspondence**

Mr. Fox reported on the general correspondence that had been received by the Commission since the November meeting. The Chair then reported on recent email correspondence he had received pertaining to an upcoming meeting with MassDOT regarding the potential funding for an AWOS weather system at the Airport.

**IV. Safety and Security Report**

Mr. Buja reported on issues relating to the safety and security at the Airport, including potential safety issues related to the paring of cars along the driveway of the Airport. He also suggested that the Commission and/or Town Manager draft a letter of thanks to John Brandt, to formally recognize his years of service to the Airport. Following discussion, Mr. Fox agreed to create a draft of such a letter.

**V. 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,
11. Issues relating to the maintenance of various Airport vehicles, and
12. Progress on the repair of roller channels on the doors of certain hangars.

## **VI. 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, during which Messrs. Caron and Bullock discussed strategies for the removal of the remaining tree obstructions adjacent to Runway 14/32.

Following the presentation of her regular monthly items, Ms. Marks provided a final review of a draft of Chapter 4 of the Airport Master Plan, which had been provided to the Commission. After her presentation, Ms. Marks responded to questions from the Commission. The Chair then solicited letters from the Airport's pilot/tenant communities, providing anecdotal evidence of the crosswind conditions at the airfield, in support of an effort to retain a runway width of 75 feet.

Following discussion, the Commission entertained the following motion:

**Motion** by Mr. Fox, seconded by Mr. Buja, to approve Chapter 4 of the draft Airport Master Plan, including the critical aircraft identified in such materials, as presented at this meeting.

**Vote:** 4-0 (Passed)

## **VII. Treasurer's Report**

Mr. Walker presented the Treasurer's Report, which 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 delinquent tie-down fees.

A discussion ensued, after which the Commission entertained the following motions:

**Motion** by Mr. Fox, seconded by Mr. Buja, to approve the payment of \$1,675, to renew the maintenance contract associated with the Syntech fueling/credit card system at the Airport.

**Vote:** 4-0 (Passed)

**Motion** by Mr. Walker, seconded by Mr. Buja, to extend a credit of \$235 to Donny Gardner, to be applied to future hangar fees, as payment for the repair work he performed on the SRE building.

**Vote:** 4-0 (Passed)

## **VII. Old Business**

The Chair provided an update on the Airport's transition from Comcast, for the provision of internet and WiFi services.

Ronald and Craig Nation then 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.

Following discussion, the Chair agreed to forward drafts of the revised lease documents to the town attorney for review/approval.

## **IX. New Business**

Mr. Walker presented a proposal to charge a per-use cleaning fee of \$10 to the organizations that utilize the SRE Building meeting space on a regular basis (i.e., on a monthly or quarterly basis.)

After discussion, the following motion was considered by the Commission:

Motion by Mr. Walker, seconded by Mr. Buja, to charge a per-use fee of \$10 to the organizations that utilize the SRE building's meeting space on a monthly or quarterly basis.

Vote: 4-0 (Passed).

## **X. Items Not Known 48 Hours Prior to the Meeting**

None.

## **XI. Visitor Comments**

A discussion with the Meeting's visitors took place, regarding the Commission's solicitation of letters from the Airport's pilots, describing the crosswind conditions at the Airport. After the discussion, the Chair agreed to forward to the pilot community a template for such submissions.

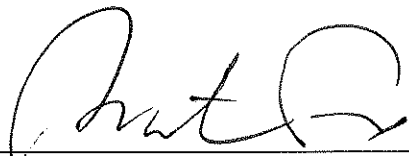
## **XII. Adjournment**

The Chair announced that the next monthly meetings of the Commission would be held on March 27, 2023 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. Fox, seconded by Mr. Buja, to adjourn the meeting at approximately 7:40 pm.

**Vote:** 4-0 (Passed).



Signature of Commissioner

3/27/23

Date Approved