

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

April 24, 2023

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- Present:** Joel Brandwine (Chair), Ken Buja (Vice Chair), William Walker (Treasurer), Martin Fox (Clerk) and Bryan Duarte (each a "Commissioner"), and Jackie Marks and Matt Caron (Gale Associates, Inc.).
- Excused:** Kevin Bullock (Aero Management).
- Guests:** Krystn Haskell (Mansfield Women of Today), John Brennen, Tom Corcoran, John Brandt, Ronald Nation, Mitch Roberts.

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

Minutes of the Regular Meeting held on March 27, 2023 were presented to the Commission for approval. Following discussion, the Commission entertained the following motions:

Motion, made by Mr. Walker, seconded by Mr. Buja, to approve the minutes of the Regular Meeting held on March 27, 2023.

Vote: 5-0 (Passed)

III. Correspondence

Prior to the presentation of correspondence, the Chair invited Krystn Haskell, of Mansfield Women of Today, to address the Commission regarding her organization's request to hold a Touch-a-Truck event at the Airport on September 23, 2023. A discussion ensued, during which Ms. Haskell responded to questions from the Commissioners.

Mr. Fox reported on the general correspondence received by the Commission since the previous meeting. The Chair reported on correspondence he had received from Julie Warren, a resident of Norton, regarding noise associated with the Airport. He also provided an overview of a meeting that took place with Ms. Warren and town officials regarding possible solutions to the noise issue.

The Chair then reported on the annual Airport insurance invoice he had received, which included a \$61.00 increase over last year's premium, and solicited a motion for that invoice to be approved.

Motion, made by Mr. Fox, seconded by Mr. Buja, to approve the new premium rate for the Airport's insurance policy.

Vote: 5-0 (Passed)

IV. Safety and Security Report

Mr. Buja reported on issues relating to the safety and security at the Airport, including issues associated with the repair of the Airport's rotating beacon, and the recent prevalence of drones operating in the vicinity of the Airport. Following discussion, Mr. Duarte agreed to research the regulations governing the operation of drones in the vicinity of an airport, and to report his findings to the Commission at the next meeting.

V. Airport Manager's Monthly Report

In Mr. Bullock's absence, the Chair provided the Airport Manager's report, copies of which had been distributed to the Commissioners prior to the Meeting. The report contained information regarding:

1. Complaints that had been received during the previous month,
2. Monthly fuel sales,
3. Vehicle readings,
4. Boston MedFlight operations,
5. Status of the rotating beacon,
6. Status of runway and taxiway lighting,
7. Efforts to reduce the presence of wildlife on the airfield,
8. Progress on various in-house tree-clearing projects on the airfield,
9. Status of third-party tree clearing projects,
10. Issues relating to the repair of the hallway lighting in the Administration Building,
11. Issues relating to the procurement of an in-house badging system. And
12. Status of painting on Runway 14/32.

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.

Following the presentation of her regular monthly items, Ms. Marks provided a review of Gale's efforts to document the need for the Airport to retain the width of Runway 14/32 at 75 feet. She then provided an overview of Gale's current draft of Chapter 5 of the Airport Master Plan, which had been provided to the Commission. After her presentation, Ms. Marks responded to questions from the Commission.

Following discussion, the Commission entertained the following motion:

Motion by Mr. Fox, seconded by Mr. Buja, to approve the submission of the current draft of Chapter 5 of the Airport Master Plan, as presented at this meeting, to the FAA and MassDOT for preliminary review.

Vote: 5-0 (Passed)

VII. Treasurer's Report

Mr. Walker presented the Treasurer's Report, which contained:

- 1) An itemized list of monthly expense items for the Commission's review and approval, and
- 2) A year-to-date, line-item analysis of various budget expenditures, measured against their original estimates.

A discussion ensued, during which the Treasurer discussed his efforts to address delinquent accounts. After discussion, the Commission entertained the following motion:

Motion by Mr. Fox, seconded by Mr. Buja, to approve the payment of \$8,790.95, to cover the regular monthly expense items enumerated in the Treasurer's report, as presented at this Meeting.

Vote: 5-0 (Passed)

VIII. Old Business

Mr. Nation agreed to provide an updated draft of the Quadrant 4 lease, for submission to Town counsel.

IX. New Business

Mr. Roberts discussed various issues relating to the physical appearance and logistical utility of the Administration Building..

X. Items Not Known 48 Hours Prior to the Meeting

None.

XI. Visitor Comments

The Commission then fielded general questions from the visitors, on various topics.

XII. Adjournment

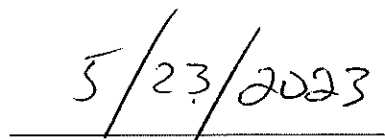
There being no further business to come before the Commission, the Chair then called for a motion to adjourn.

Motion, made by Mr. Fox, seconded by Mr. Walker, to adjourn the meeting at approximately 8:11 pm.

Vote: 5-0 (Passed).



Signature of Commissioner



Date Approved