

✓

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

RECEIVED  
TOWN CLERKS OFFICE

2023 JUN 28 A 9:33

MANSFIELD  
MASSACHUSETTS

May 23, 2023

**Present:** Joel Brandwine (Chair), Ken Buja (Vice Chair), William Walker (Treasurer), Martin Fox (Clerk) and Bryan Duarte (each a "Commissioner"), and Jackie Marks (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 April 24, 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 minutes of the Regular Meeting held on April 24, 2023.

**Vote:** 5-0 (Passed)

**III. Correspondence**

Mr. Fox reported on the general correspondence received by the Commission since the previous meeting. The Chair reported on correspondence he had received from area pilots regarding proposed changes to the runway configuration, and discussed his attendance of the recent meeting of the Mansfield Pilot's Association.

**IV. Safety and Security Report**

Mr. Buja reported on a recent incident whereby a patio umbrella from Hangar 12 became dislodged by the wind and causing damage to various cars in the parking lot. He also reported on a helicopter altitude restriction ordinance recently enacted by the town of Rehoboth.

**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. The condition of the restrooms in the Administration Building,
6. Status of the repair of hallway lights in the Administration Building,
7. Status of runway and taxiway lighting,
8. Efforts to reduce the presence of wildlife on the airfield,

9. Status of the rotating beacon repair/maintenance,
10. Progress on various in-house tree-clearing projects on the airfield,
11. Status of third-party tree clearing projects,
12. Issues relating to the in-house badging system,
13. Status of the markings on Runway 14/32, and
14. Status of the parking signs in the parking lot.

After the Manager's Report, the commission discussed the cleaning schedule for the restrooms in the Administration Building. After discussion, the Chair announced his intention to contact Hangar 12 about the cleaning issue.

## **VI. 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, after which Mr. Walker stated that the annual expense associated with employing the Town bookkeeper had increased from \$5,000 to \$7,500, noting that such extra expense had been allocated in the Airport's annual budget. After discussion, the Commission entertained the following motion:

**Motion** by Mr. Fox, seconded by Mr. Buja, to approve the payment of approximately \$9,754, to cover the regular monthly expense items enumerated in the Treasurer's report, as presented at this Meeting.

**Vote:** 5-0 (Passed)

## **VII. Old Business**

The Chair then discussed the status of the Quadrant 4 lease, and agreed to send Ron Nation an updated version of the lease once he receives it from Town counsel. He also discussed the status of the AWOS cost-sharing agreement between the Commission and Boston MedFlight.

## **VIII. 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. LPV and LNAV approaches,
5. Capital Improvement Program, and
6. Various MassDOT Airport Safety & Maintenance items.

Following the presentation of her regular monthly items, Ms. Marks provided a status update on Gale's draft of Chapter 5 of the Airport Master Plan. Ms. Marks then provided an overview of the range and scope of possible capital improvements, including runway/taxiway/apron layout reconfigurations, that the Commission may wish to include in Chapter 6 of the Master Plan. A discussion ensued, during which Ms. Marks responded to questions from the Commission.

Following discussion, Ms. Marks stated that she would conduct further research/analysis (feasibility, financial/environmental impacts, etc.) on the discussed improvement options, and report back to the Commission with her findings.

**IX. New Business**

Mr. Duarte reported on his research regarding the costs associated with the possible acquisition of lobby furniture for the Administration Building.

Mr. Duarte then reported on research he had conducted regarding state and federal regulations governing the operation of drones in the vicinity of an airport, and the options available to various authorities regarding the enforcement of such regulations. A discussion ensued, during which the Commissioners considered possible drone abatement options available to the Airport.

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

None.

**XI. Visitor Comments**

The Commission then responded to questions and comments from the visitors, on various topics.

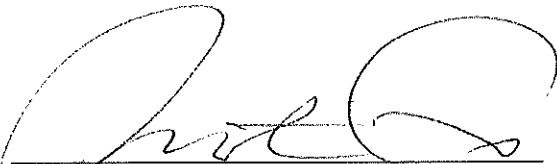
**XII. Adjournment**

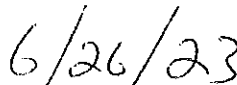
The Chair stated that the next meeting of the Commission would take place on Monday June 26, 2023.

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

**Motion**, made by Mr. Buja, seconded by Mr. Walker, to adjourn the meeting at approximately 8:27 pm.

**Vote:** 5-0 (Passed).

  
\_\_\_\_\_  
Signature of Commissioner

  
\_\_\_\_\_  
Date Approved