

✓

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

RECEIVED  
TOWN CLERKS OFFICE  
2023 AUG -2 A 8:22

June 26, 2023

**Present:** Joel Brandwine (Chair), Ken Buja (Vice Chair), William Walker (Treasurer), Martin Fox (Clerk) and Bryan Duarte (each a "Commissioner"), Kevin Bullock (Aero Management), and Jackie Marks and Mark Ottariano (Gale Associates, Inc.).

**Excused:** None.

**Guests:** Bob Moreau (Mansfield Rotary Club), John Brennen, 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 May 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 minutes of the Regular Meeting held on May 23, 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 the letters he had received from area pilots regarding proposed changes to the runway configuration and also discussed correspondence regarding litigation filed by an Airport abutter.

Following the correspondence reports, Bob Moreau provided an overview of an upcoming motorcycle/automotive/fly-in event at the Airport, scheduled to be held on August 12.

**IV. Safety and Security Report**

Mr. Buja reported on issues relating to safety and security at the Airport.

**V. Airport Manager's Monthly Report**

Mr. Bullock 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. Progress on various in-house tree-clearing projects on the airfield,
10. Status of the in-house badging system,
11. Status of the rotating beacon repair/maintenance,
12. Status of the runway cameras,
13. Status of the parking signs in the parking lot, and
14. The need for operational radios for the airfield.

After the Manager's Report, the commission discussed the cleaning schedule for the restrooms in the Administration Building, and the Airport Manager submitted a cleaning checklist sheet, for posting in the restrooms. 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.

After discussion, the Commission entertained the following motion:

**Motion** by Mr. Fox, seconded by Mr. Buja, to approve the payment of approximately \$11,990.57, 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 draft 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, noting that the Commissioners had executed the document during the Meeting.

## 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 6 of the Airport Master Plan, which addresses among, among other things, approach alternatives and terminal configurations. A discussion ensued, during which Ms. Marks responded to questions from the Commission.

Following discussion, Ms. Marks stated that she would revise Chapter 6, to incorporate the Commission's feedback, and would distribute a revised draft of the chapter to the Commission for review/comment.

**IX. New Business**

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

**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 July 31, 2023.

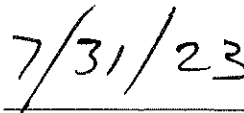
There being no further business to come before the Commission, the Chair then called for a motion to adjourn.

**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