

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

July 31, 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"), Kevin Bullock (Aero Management), and Jackie Marks and Matt Caron (Gale Associates, Inc.).
- Excused:** None.
- Guests:** John Brennen, Drew Myers, Ronald Nation

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 June 26, 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 June 26, 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 that he had personally received regarding airport issues.

IV. Safety and Security Report

Mr. Buja reported on the safety and security of the Airport facility, including issues relating to wildlife on the airfield and the coverage of security cameras 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 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 the runway cameras, and
10. Status of the parking signs in the parking lot.

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, budget report, including line-item analysis of various budget expenditures, measured against last year's figures.

After discussion, the Commission entertained the following motion:

Motion by Mr. Fox, seconded by Mr. Buja, to approve the payment of approximately \$37,415.65 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

Ron Nation discussed the status of the Mansfield Landing lease, and addressed issues relating to the utilization of various parcels of land included in the Quadrant 4 plot, as covered by the existing lease.

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 (the "Master Plan"). As part of her presentation, Ms. Marks provided the Commission with various configuration alternatives relating to the Airport's approaches, terminal area, parking area, and land use. A discussion ensued, during which Ms. Marks responded to questions from the Commission.

After discussion, the Commission entertained the following motions:

Motions by Mr. Fox, seconded by Mr. Buja, to approve the inclusion of the following layout configurations into Chapter 6 of the draft Master Plan, for the Airport's i) approach, ii) terminal area, iii) parking area, and iv) land use, as presented by Ms. Marks at the Meeting, and outlined in the materials presented to the Commission:

- i) Approach: Alternative 1 - **Vote:** 5-0 (Passed)
- ii) Terminal Area: Alternatives 2 and 6 - **Vote:** 5-0 (Passed)
- iii) Parking Area: Alternatives 1 and 2 - **Vote:** 5-0 (Passed)
- iv) Land Use: Alternatives 3, 4 and 5 - **Vote:** 4-1 (Passed, with 1 abstention)

The Commission then entertained a Motion to allow Gale to submit the amended Chapter 6 of the draft Master Plan, incorporating the Commission's preferred configurations, to MassDOT and the FAA for review/approval.

Motion by Mr. Walker, seconded by Mr. Duarte, to approve the submission of the amended Chapter 6 of the draft Master Plan to MassDOT and the FAA, for their review/approval.

Vote: 5-0 (Passed)

Following the Motions, Ms. Marks agreed to provide the Commission with a list of various alternative short- and long-term initiatives for the Commission to consider at future Meetings.

IX. New Business

None.

X. Items Not Known 48 Hours Prior to the Meeting

None.

XI. Visitor Comments

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

XII. Adjournment

The Chair stated that the next meeting of the Commission would take place on Monday August 28, 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. Duarte, to adjourn the meeting at approximately 8:27 pm.

Vote: 5-0 (Passed).



Signature of Commissioner



Date Approved