

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

August 28, 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 Brennan, John Metzner, Craig 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 July 31, 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 July 31, 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 the need for signage regarding the presence 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. Status of signage on the airfield
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 runway cameras,

11. Status of signage in the parking lot, and
12. Report on a recent event held at the Airport.

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

During her presentation of her regular monthly items, Ms. Marks responded to questions regarding vegetation that is currently obstructing the runway 32 VASI lights. Following her presentation, Ms. Marks reported on a proposed supplemental wind study to assess the wind conditions at the Airport. She then gave a status update on Gale's draft of Chapter 7 of the Airport Master Plan, which discusses various short-, mid-, and long-term facility improvements at the Airport, and provided a draft of Chapter 8, which addresses recycling at the Airport. A discussion ensued, during which Ms. Marks responded to questions from the Commission.

After discussion, the Commission entertained the following motions:

**Motion** by Mr. Fox, seconded by Mr. Buja, to approve the scope of work, as proposed by Gale at this Meeting, regarding the supplemental wind study for the Airport.

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

**Motion** by Mr. Fox, seconded by Mr. Buja, to approve the expenditure of \$9,943.00 for the conducting of the supplemental wind study at the Airport.

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

**Motion** by Mr. Walker, seconded by Mr. Duarte, to approve the submission of the amended Chapter 7 of the draft Master Plan to MassDOT and the FAA, for their review/approval.

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

Following the motions, Ms. Marks provided update on the Airport's AWOS weather station project, and the airfield lighting repair.

## 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, budget report, including line-item analysis of various budget expenditures, measured against last year's figures, and
- 3) The status of unpaid invoices.

After discussion, the Commission entertained the following motion:

**Motion** by Mr. Fox, seconded by Mr. Buja, to approve the payment of approximately \$68411.65 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**

Craig Nation discussed the status of the Mansfield Landing lease.

**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, September 25, 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 8:43 pm.

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



Martin Fox  
Clerk of the Commission



Date Approved