

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

September 26, 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 (Gale Associates, Inc.).

**Excused:** None.

**Guests:** Mitch Roberts, 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 August 28, 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 August 28, 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 communications that he had personally received regarding airport lighting issues.

**IV. Safety and Security Report**

Mr. Buja reported on the safety and security of the Airport facility, including safety issues associated with the use of tents at a recent event held at the Airport. After discussion, Mr. Buja agreed to amend the existing facility use agreement to include a provision regarding tent safety.

**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 report,
3. Vehicle readings,
4. The condition of the restrooms in the Administration Building,
5. Status of runway and taxiway lighting,
6. Status of signage on the airfield,
7. Report on a recent event held at the Airport,
8. Status of the Z-Trac machine,
9. Efforts to reduce the presence of wildlife on the airfield,

10. Condition of the outer road around the Airport, and
11. Status of the rotating beacon.

After discussion, the Commission entertained the following motion:

**Motion**, made by Mr. Fox, seconded by Mr. Buja, for the expenditure of not more than \$9,800.00 to assess/repair the runway lighting at the Airport.

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

## **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 the presentation of her regular monthly items, Ms. Marks responded to questions regarding the proposed supplemental study to assess the wind conditions at the Airport.

Following her regular presentation, Ms. Marks provided status updates on Gale's drafts of Chapters 6, 7, and 8 of the Airport Master Plan, as well as an overview of the current draft of the Airport Layout Plan. 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 submission of the draft Airport Layout Plan, as presented at this Meeting, to the FAA and MassDot for 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, 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 \$115,547.60 to cover the Airport's regular monthly expense items, as enumerated in the Treasurer's report, presented at this Meeting.

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

Following Mr. Walker's report

## **VIII. Old Business**

None.

**IX. New Business**

The Chair reported that the Airport engineering services contract was approaching its expiration date, and that the Commission had commenced the process for acquiring bids for the provision of such services beyond such expiration.

**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, October 23, 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 8:15 pm.

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



Martin Fox  
Clerk of the Commission

10/23/2023

Date Approved