

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

January 21, 2020

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MANSFIELD
MASSACHUSETTS

- Present:** Joel Brandwine (Chair), John Brandt (Treasurer), Kenneth Buja (Safety & Security), Martin Fox (Clerk), (each a "Commissioner"), Kevin Bullock (Airport Manager), and Matt Caron (Gale Associates).
- Excused:** William Walker (Vice-Chair).
- Guests:** Craig Nation, Ron Nation, John Brennan, Paul McDonough.

I. Call to Order

The meeting of the Mansfield Airport Commission (the "Meeting") was called to order by Airport Manager Kevin Bullock at 7:00 p.m. at the Mansfield Municipal Airport, Building H, for the purpose of nominations and elections of the 2020 slate of officers for the Commission.

The following nominations and elections were made, all of which were accepted:

- Chair:** Joel Brandwine nominated by Mr. Buja, seconded by Mr. Fox
Vice Chair: William Walker nominated by Mr. Buja, seconded by Mr. Fox
Treasurer: John Brandt nominated by Mr. Buja, seconded by Mr. Fox.

Upon taking the position of Chair, Mr. Brandwine appointed Messrs. Fox and Buja to the following positions:

- Clerk:** Martin Fox
Safety and Security: Ken Buja.

II. Approval of Meeting Minutes

The minutes of the Regular Meeting of December 10, 2019 were presented to the Commission for approval.

Motion by Mr. Brandt, seconded by Mr. Buja to approve the minutes. Passed, 4-0.

III. Correspondence

Mr. Fox reported on the correspondence received by the Commission during the period between December 10, 2019 and January 21, 2020.

IV. Safety and Security Report

Mr. Buja presented the Safety and Security Report, discussing various issues regarding the safety and security of the Airport. The issues included, among other things, the illegal parking at Gate D by people utilizing the bike path, and the lack of lighting at the entrance to the airport parking lot. A discussion ensued, during which Mr. Buja answered questions from the Commissioners.

V. Airport Manager's Monthly Report

Mr. Bullock presented the Airport Manager's Report, a copy of which was submitted to the Commission. A discussion ensued, during which Mr. Bullock addressed issues regarding, among other things, maintenance issues associated with Gate B, the possible replacement of the fuel pump operating terminal, the recent

reduction of aircraft based at the Airport, recent repairs performed on one of the maintenance vehicles, and the proposed acquisition of a Kubota 4500Z maintenance vehicle. A discussion ensued, after which the following motions were made:

Motion by Mr. Brandt, seconded by Mr. Fox, to pay the repair bill for the John Deere 544K, in the amount of \$2,291.54. Passed, 4-0.

Motion by Mr. Buja, seconded by Mr. Fox, to acquire the Kubota 4500Z maintenance vehicle, the cost of which will be borne by the Massachusetts Department of Transportation. Passed, 4-0.

VI. Airport Engineer's Report

Mr. Caron presented the Airport Engineer's Report, a copy of which was submitted to the Commission. He discussed the status of the Runway 32 Avigation Easement Acquisitions Plan (AIP No. 3-25-0028-34-2019), and noted that the fair market valuation of the proposed easements would be discussed further in executive session following the Meeting. A discussion ensued, during which Mr. Caron responded to questions from the Commissioners.

VII. Treasurer's Report

Mr. Brandt presented the Treasurer's Report, a copy of which was submitted to the Commission. He reported on various expenses and revenues of the Airport during the past month, as well as year-to-date, including water and electricity. He also discussed the non-payment of tie-down fees by various aircraft owners, and addressed the issue of an aircraft being housed in a space meant for storage. Mr. Brandt then drew the Commission's attention to the cleaning expenses, and provided a handout that detailed the recent increase in this cost. A discussion ensued, after which the Commission voted on the following motions:

Motion made by Mr. Buja, 2nd by Mr. Fox, to pay the monthly Airport expenses. Passed, 4-0.

Motion made by Mr. Brandt, seconded by Mr. Buja, to pay a bill from Diamond Overhead Door, relating to repair work performed on a certain hangar door. Passed, 4-0.

VIII. Old Business

Mr. Brandwine reported on the ongoing efforts to address the issues regarding the Airport's insurance liability, resulting from the aircraft crash of February 2019.

IX. New Business

Mr. Brandt discussed the possibility of adding the Airport to the GATRA bus route, and Mr. Brandwine discussed upcoming events scheduled to be held at Hangar 12.

X. Items Not Known 48 Hours Prior to the Meeting

None.

XI. Visitor Comments

Ron Nation inquired about the progress on the Airport acquiring an Automated Weather Observing System (AWOS) station, and asked about the status of the runway/taxiway separation issue. A discussion ensued.

XII. Executive Session

Motion by Mr. Brandt, seconded by Mr. Buja, at 8:50 p.m., to enter Executive Session. Passed, 4-0.

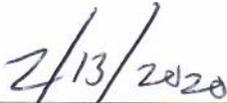
XIII. Resumption of Meeting and Adjournment

At 9:35 p.m. the Regular Meeting resumed. After discussion, it was determined that the date of next Regular Airport Commission meeting would be **Thursday, February 13, 2020, at 7pm.** There being no further agenda items to discuss, a decision was made to adjourn the Meeting.

Motion by Mr. Fox, seconded by Mr. Brandt, at 9:37 p.m., to adjourn the Meeting. Passed, 4-0.



Signature of Commissioner



Date Approved