

Airport Commission Minutes

April 8, 2019

Present: Joel Brandwine (Chairperson), William Walker (Vice-Chairperson), John Brandt (Treasurer), Kenneth Buja (Safety & Security), Martin Fox (Clerk), (each a "Commissioner"), Kevin Bullock (Airport Manager), Matt Carron (Gale Associates), Michael Raymond (Recorder).

Guests: Craig Nation, Mitchell Roberts, Clement Kiley, John Brennan, Jacklyn Marks (Gale Associates), George Charles Allen (CEO, Aero Ventures), Tyler Jusico (Flt. Mgr., Aero Ventures), Deb Allen (Chief Opns Ofc., Aero Venture).

I. Meeting Called to Order

The meeting of the Mansfield Airport Commission (the "Commission") was called to order by Chairperson Joel Brandwine at 7pm at the Mansfield Municipal Airport, Building H.

II. Meeting Minutes

Acceptance of the Minutes: March 13, 2019.

* Motion made by Mr. Mr. Buja, 2nd by Mr. Brandt, Vote 5-0, Motion Passed.

III. Correspondence

Correspondence Read by Clerk Martin Fox

1. 3/20: Email from Denise Garcia of MA DOT regarding statewide airport economic impact study 1/2019..
2. 3/21: Email from Craig Nation about issues with lease extension and legal reviews.
3. 3/25: Email from Steven Johnson regarding aircraft N72862 (field) and N6643J (hangar) tie down – power interruptions, engine not pre-heated.
4. 3/29: From Kevin Bullock of Aero Mgmt regarding maintantance on the field aircraft mechanics, not allowed without proper documentation (insurance and licenses).
5. 4/2: From Kevin Bullock of Aero Mgmt with Fence quotes outside of Hangar 12: Maksymilian fence \$2,800; National Fence \$3,150; Hawkeye fence \$3,800; Canton fence \$3,806.25; all require half down.
6. 4/2: From Kevin Bullock of Aero Mgmt regarding Tractor quotes to replace 14 year old John Deere tractor: Boston Freightliner New Holland \$57,188; Ahearn Equipt Kabota \$59,764.49; Norfolk Power Kubota \$59,794.99; 146 Supply John Deere \$65,797.01.
7. 4/4: Dept of Environment Protection – Letter/Notice regarding Norwood Flight School crash.

IV. Safety and Security report

Safety and Security Report by Kenneth Buja.

Mr. Buja provided a report to the Airport Commissioners. (copy on file).

V. Airport Manager's Monthly report

Airport Manager's Report by Kevin Bullock.

Mr. Bullock provided a two page report to the Airport Commissioners dated 4/8/2019 (copy on file).

VI. Airport Engineer's Report

Engineers Report by Matt Carron (Gale Associates).

4/8/2019

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Mr. Carron provided a four page report to the Airport Commissioners dated 4/8/2019 (copy on file).

VII. Treasurer's Report

Financial Report by Treasurer John Brandt.

1. Airport payment schedule of bills presented (standard monthly bills and expenses).
2. Payments sent to Town Treasurer (on file in correspondence file).
* Motion made by Mr. Fox, 2nd by Walker, to pay the monthly Airport expenses. Vote: 5-0, Passed.
3. In lieu of tie-down payment, trade of new snow plow blade from Atlantic Broom (Clement Kiley). * Motion made by Mr. Walker, 2nd by Mr. Fox, Vote 5-0, Passed.
4. Pay \$545 bill (-\$146 from Aero fuel) to have door repaired and lubed. * Motion made by Mr. Walker, 2nd by Mr. Buja, Vote 5-0, Passed.
5. Request to have lights metered instead of flat rates (inside gate B, 2 poles by hangar C with 3 lights).

VIII. Old Business

1. Restaurant - Property Tax: Appeal per Mr. Fox. Good for Town, requires waiver for a period of time until established, airport will have to pay. Need to verify taxed area and square footage (interior only, patio is public use).
2. Charter Flight Lease Agreement (Mitch Roberts): Discussion regarding the agreement?

IX. New Business

1. Restaurant - Fence: Fencing along the patio edge, put up a shed (restaurant use). Discussion on placement depending on shed and freezer. Cost of fence: \$2,800. * Motion made by Mr. Walker, 2nd by Mr. Buja, Vote 5-0, Passed as follows: Hangar 12 pays \$1,000 and Airport Commission pays \$1,800 for fencing with spacing OR Airport Commission pays \$2,800 and move the fence back against the freezer and Hangar 12 has no space.

X. Items not known 48 hours prior to meeting

1. None.

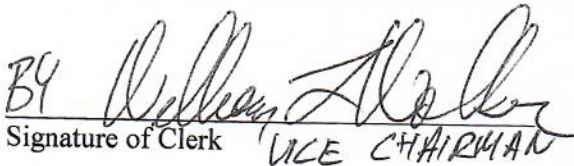
XI. Visitor Comments

1. None.

XII. Adjournment

- * Motion to move into Executive Session at 8:20pm made by Mr. Walker, 2nd by Mr. Buja, Vote 5-0, Passed.
- * Motion to revert back to the Regular Order of Business at 8:55pm made by Mr. Walker, 2nd by Mr. Bjuja, Vote 5-0, Passed.
- * Motion to Adjourn at 8:56pm made by Mr. Fox, 2nd by Mr. Bjuja, Vote 5-0, Passed.

Date of next Regular Airport Commission meeting: May 13, 2019 at 7pm.

BY 
Signature of Clerk **VICE CHAIRMAN**

13 MAY 2019
Date Approved

4/8/2019