

Airport Commission Minutes
May 13, 2019

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

Guests: Kevin Vance, Mark Farinella, Jacklyn Marks.

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: April 8, 2019.

* Motion made by Mr. Mr. Brandt, 2nd by Mr. Walker, Vote 4-0, Motion Passed.

* Motion to Suspend the Regular Order of Business for the purpose of going into Executive Session to Accept the Meeting Minutes from the April 8, 2019 Executive Session, Motion made by Mr. Walker, 2nd by Mr. Brandt, Passed 4-0.

* Motion to Accept the April 8, 2019 Executive Session Meeting Minutes by Mr. Brandt, 2nd by Mr. Buja, Passed 4-0.

* Motion to Revert Back to the Regular Order of Business by Mr. Walker, 2nd by Mr. Buja, Passed 4-0.

III. Correspondence

Correspondence Read by Clerk Martin Fox (Excused)

None Read.

IV. Safety and Security report

Safety and Security Report by Kenneth Buja.

1. Mr. Buja provided a report to the Airport Commissioners. (copy on file).
2. Reported that fence damaged from a hit and run.
3. Publicly thanked Matt Caron of Gale Associates for his time and effort in representing the Airport Commission at the Annual Town meeting.

V. Airport Manager's Monthly report

Airport Manager's Report by Kevin Bullock.

1. Mr. Bullock provided a two page report to the Airport Commissioners dated 5/13/2019 (copy on file).
2. Reported that Airport Manager Bob Welch is dealing with some health issues and will be out for a period of time.
3. Complaints: 219 Fruit Street complained that 4 nights in a row between 11:30pm and 12:30am a helicopter performed operations in the vicinity of the airport.
4. Mansfield DPW surveyed parking lot and expansion options.
5. David Lennox not bidding on constructing a hangar due to high costs of prep work.
6. Metal hangars are starting to fall apart, need repairs and doors replaced.

5/13/2019

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VI. Airport Engineer's Report

Engineers Report by Matt Carron (Gale Associates).

1. Mr. Carron provided a three page report to the Airport Commissioners dated 5/13/2019 (copy on file).
2. Provided an 8 page draft of Avigation Easement Acquisitions.
3. Provided a 35 page bound booklet "Draft Obstruction Mitigation Plan" dated April 2019.
 - * Motion made in regards to the Scope of Work by Mr. Walker, 2nd by Mr. Brandt, Passed 4-0.
 - * Motion made to hire an IFE by Mr. Walker, 2nd by Mr. Buja, Passed 4-0.

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. Buja, 2nd by Walker, to pay the monthly Airport expenses. Vote: 4-0, Passed.

VIII. Old Business

1. Delinquent Tenants: Chairman Brandwine spoke with Mr. Feretti about fixing his aircraft, owes rent.

IX. New Business

1. Retained Earnings/Capital Outlay/Projects: Spoke with John Stanbrook (Asst. Town Manager/CFO), budget set, but money in grants restricted in accounts. Propose at November Town Hall meeting to move Enterprise Funds into Capital Outlay.

X. Items not known 48 hours prior to meeting

1. Property Taxes Appeal – no word from Mr. Fox who is pursuing this issue.
2. Kevin Vance (pilot) requesting conducting scenic flights to Gillette, Fenway, commercial, etc.

XI. Visitor Comments

1. None.

XII. Adjournment

* Motion to Adjourn at 8:50pm made by Mr. Buja, 2nd by Mr. Brandt, Vote 4-0, Passed.

Date of next Regular Airport Commission meeting: June 10, 2019 at 7pm.


Signature of Clerk

6/12/19
Date Approved

5/13/2019