

Airport Commission Minutes

August 12, 2019

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

Guests: Rick Ruff, Hunter Foote & Margaret Githui (Aero Venture)

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I. Meeting Called to Order

MANSFIELD
MASSACHUSETTS

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: July 8, 2019.

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

III. Correspondence

Correspondence Read by Clerk Martin Fox

1. Email dated 7/30 forwarded from Lou Andrews regarding citizen complaint re: land conservation/trust.
2. Email dated 8/7 from Mansfield Women of Today regarding the "Touch A Truck" event.
3. Email dated 8/9 from Aero Ventures regarding Leadership Changes: Hunter Foote is the new manager (Chair Joel Brandwine invited him to join the commission at the monthly meetings).

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. Signatures needed for the MWOT "Touch A Truck" event by Chair Brandwine and Mr. Buja, provided to Manager Bullock.
3. Parking Options: 135 feet area. Looked at all potential areas and options. Recommend 135' x 135' aggregate area inside fence to tree line. Chair Brandwine to send DPW Mark Cook an email to proceed.
4. Hangar 12: Parking along entrance of driveway on grass area. No parking signs on one side, keep clear on SRE Bldg side for emergency vehicles.
5. Hangar 12: Not securing walk-in refrigerators and freezers. Need secured for safety.

V. Airport Manager's Monthly report

Airport Manager's Report by Kevin Bullock.

1. Mr. Bullock provided a two (2) page report to the Airport Commissioners dated 8/12/2019 (copy on file).
2. Received two (2) complaints.
3. Fly over with video provided, no issues.
4. Floor Mats in Lobby" * Motion Made by Mr. Buja, 2nd by Mr. Walker, Vote 4-0, Passed, to return floor mats in the lobby for the next six (6) months.

8/12/2019

VI. Airport Engineer's Report

Engineers Report by Jacklyn Marks (Gale Associates).

1. Ms. Marks provided a two (2) page report to the Airport Commissioners dated 8/12/2019 (copy on file).
2. CIP meeting with MA DOT. Trying to arrange three dates and meet in Boston with two airport commissioners. Proposed dates/times: 9/17 @ 10:30am, 9/10 @ 10:30am and 8/27 @ 10:30am.

VII. Treasurer's Report

Financial Report by Treasurer John Brandt.

1. Mr. Brandt provided a one (1) page report to the Airport Commissioners dated 8/12/2019 (copy on file).
2. Airport payment schedule of bills presented (standard monthly bills and expenses).
3. Payments sent to Town Treasurer (on file in correspondence file).
* Motion made by Mr. Walker, 2nd by Buja, to pay the monthly Airport expenses. Vote: 4-0, Passed.
3. Approximate \$38,000 in the free cash account.

VIII. Old Business

1. Property Tax – Nancy Hinote is on the tax board. Need to get onto the agenda and determine who from the airport commission to attend and speak, present and disclose. Need to pull together list of other airports that have businesses operating inside their facilities/terminals.
2. Water Meter – Estimate from Westwood Plumbing for \$940. Add another source to hot water meter so that the hot water would be billed separately. Airport is currently paying for water and sewer. * Motion Made by Mr. Walker, 2nd by Mr. Fox, Vote 4-0, TABLED to pay \$940 to update the plumbing meters.

IX. New Business

1. Restaurant Response Behavior – When Mike is around, all is good. Aero Venture asked for meeting last week. Building is a mess and there are issues. Mike is responsive, had a staff meeting with restaurant crew.

X. Items not known 48 hours prior to meeting

1. None.

XI. Visitor Comments

1. Matt Caron of Gale Associates said that he estimates the town will get money back in May – June the following year. Grant in October, money from FAA share later.
2. Night Restriction off approach with obstacle issue exists. Matt Caron of Gale Associates is looking into it, removal more than a year. Need new CIP for tree removal. Approximately \$500,000, cost Mansfield \$25,000, done in 2022.
3. Hunter Foote of Aero Venture thanked the Airport Commission. Chair Brandwine asked him if he had any questions – none.

XII. Adjournment

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

Date of next Regular Airport Commission meeting: September 9, 2019 at 7pm.


Signature of Clerk

9/9/19
Date Approved

8/12/2019