

DRAFT Telephone Conversation/Meeting Summary

Boston Logan Airport Noise Study Logan International Airport

DATE: 04/10/07
TIME: 12:00 p.m. EDT

Telephone Conversation
 Meeting
 Other

SUBJECT: Phase 2 Bi-Weekly Project Management Call

SUMMARY PREPARED BY: Chris Jones

DATE PREPARED: 04/13/07

INVITEES (include affiliation):

Name	Affiliation
Steve Smith	PC
Jon Woodward	IC
Gail Lattrell	FAA
Steve Kelly	FAA
Sandra Kunz	CAC (Braintree)
Jerry Falbo	CAC (Winthrop)

PARTICIPANTS (include affiliation):

Name	Affiliation
Pat Reilly	FAA
Pete Nelson	FAA
Joe Davies	FAA
Bettina Peronti	FAA
Richard Doucette	FAA
Marianne McCabe	CAC (Marshfield)
Steve Lathrop	CAC (Hull)
Gary Banks	CAC (Scituate)

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Attendance:

Steve Smith called attendance.

Approval of 03/27/07 Meeting Notes:

S. Smith called for approval of the meeting notes from the March 27, 2007 PMT call. The notes were approved.

Action Item Status:

S. Smith called for updates on the action items from the prior meeting.

CAC Meeting Date and Time

Sandra Kunz sent an e-mail arranging a meeting date and time. She has received 16 responses and will reconfirm with S. Smith and Gail Lattrell.

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BOS/TAC Organization Chart

G. Lattrell is working on the BOS/TAC organization chart. She is also putting together an FAA chart depicting the Air Traffic Evaluation team as well.

BOS/TAC Meeting Agenda

S. Smith and Jon Woodward are working on the BOS/TAC agenda and is discussed later in the call.

CAC and BOS/TAC Communications Protocol

S. Kunz has sent out an e-mail requesting suggestions and has received no responses.

Cumulative Noise Analysis Results

The preliminary noise analysis results have been received. Tina Gatewood is reviewing them. The Flash presentation will be updated to reflect the results and posted to the website. A memo will be sent to CAC members announcing the Flash presentation is available once it has been posted. J. Woodward will send the IC noise analysis and an updated matrix to the CAC and to G. Lattrell for distribution to the BOS/TAC. He will CC S. Smith.

CAC Meeting Agenda:

S. Kunz read through the draft agenda. The items are as follows:

1. Cumulative Noise Results with the PC/IC
2. Phase 2. Scope

J. Woodward asked that a status report on the noise measurement report be added to the agenda. Jerry Falbo requested that the Massachusetts Superior Court case be added to the agenda as well. S. Kunz said that they may not get to it but she will add it. There was some discussion on this issue. J. Falbo emphasized his opinion it is extremely important to review and discuss the case. S. Kunz agreed to add it as item number two on the agenda.

S. Kunz suggested that CAC members serving as representatives on the BOS/TAC be added to the agenda and conduct discussion on whether any members may want to step down or other that may want to actively participate as a BOS/TAC member.

Noise Measurement Status:

J. Woodward will hold a conference call and web presentation on April 12 at 7:00 p.m. EDT for the CAC to discuss the status of this item. The IC seeks to identify noise measurement sites. This is to be the only topic of the call. J. Woodward discussed the program, its history, and intent. He will have more to discuss on this topic during the next PMT call.

Proposed BOS/TAC Meeting Agenda:

S. Smith described the preliminary agenda. He read through the agenda items. The items are as follows:

1. Opening remarks
2. Introduction of New Members
3. Phase 2 Statement of Work Process
4. PC/IC Report on Phase 2 Process
5. BOS/TAC Decision Making Protocol
6. Dinner Break

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7. Continued Discussion of Phase 2 Protocol
8. Baseline Noise Modeling Protocol
9. New Business

G. Lattrell mentioned that meeting participants should be told to bring their own food as the local food vendors will all be closed when the dinner break commences. S. Smith suggested holding the break earlier to avoid vendor closures. The break remains as stated in the agenda.

The baseline noise modeling protocol is in draft form and will need agreement from the BOS/TAC members in order to continue with noise modeling. The draft protocol will be a topic of discussion at the BOS/TAC meeting.

J. Falbo asked for an explanation of item number three – alternative analysis process. S. Smith explained this to him and said a flow chart will be provided to help people understand the Phase 2 process. This is covered under Task 6 of the scope of work. J. Falbo asked whether the report was just an outline. S. Smith told him it was and that he expects to work with BOSTAC to further refine it. G. Lattrell suggested that materials to explain party relationships may be helpful and S. Smith agreed. He will work on the flowcharts and believes it will lead into the Decision Making Protocol.

S. Kunz asked if the 3:00 p.m. meeting time will work as most people are still at work at that time. S. Smith stated that the communication protocol is an important discussion, and hopes that most will be at the meeting by the time we get to that agenda item. There was some discussion on the issue of scheduling. G. Lattrell suggested that there may be more insight into this issue following the May 2 CAC meeting. An May 24 meeting date has been confirmed.

Other Business:

CAC membership on the BOS/TAC was discussed. S. Kunz stated that she believes the same members will retain their seats during Phase 2. She thinks certain people, with more interest in Phase 2, should be recruited and believes recruitment efforts should be focused on North Shore communities in particular. S. Kunz will look further into this issue.

There was a question on the difference between CAC and BOS/TAC CAC members. S. Kunz explained the difference-primarily based on the ability to commit time to work associated with serving as a BOS/TAC member. S. Smith suggested that this issue be added to the CAC meeting agenda and S. Kunz agreed to add it.

S. Kunz mentioned that the usefulness of the PMT call needs to be discussed. She believes the cost of the call coupled with the lack of interest from non-PMT members is an issue. J. Falbo asked if the call frequency was necessary. S. Kunz said the call scheduling was inconvenient for working people and suggested this may be a reason for the lack of participation. She doesn't understand the point of the call, the way it is designed, if there will be no participation. She is particularly concerned by the lack of interest from North Shore communities. There was some discussion on this issue. G. Lattrell suggested the call be limited to 30 minutes. J. Falbo concurred with this suggestion. S. Smith mentioned that it would be very difficult to cover an entire agenda with only 30 minutes. J. Falbo suggested the call be held later in the day. S. Kunz stated that the call was expensive and a waste of resources. There was discussion on this issue. J. Falbo suggested that if the calls are not productive they are a waste of time. S. Kunz suggested waiting until after the May 2 call to decide whether to continue open access to the PMT call. J. Falbo explained that funding should not be an issue if the

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calls are aiding productivity. Steve Kelly pointed out that the point behind the calls is to expand participation and transparency. S. Kunz suggested sending an e-mail soliciting answers as to why there is so little participation from the CAC. She will compile a report based on the responses.

J. Woodward asked for clarification on the schedule for the CAC meeting and the next legislative briefing. The CAC meeting will be held on May 2 and the legislative briefing will be held on May 3. S. Kunz and J. Woodward discussed this in more detail. S. Smith offered J. Woodward a ride to the legislative briefing.

Observer Comments/Suggestions:

The teleconference was opened for general discussion. The first issue raised was the necessity of the PMT call. Marianne McCabe stated that she finds the calls very helpful and important for keeping the project process as transparent as possible for CAC members. She stated that if North Shore community members are not participating, that's their own problem. She stated that she prefers that the calls continue to be held. Steve Lathrop concurred with M. McCabe. S. Lathrop asked what the budget impact of the calls is and requested that this information be shown to the CAC and BOS/TAC. S. Smith pointed out that the PMT calls are accounted for under the scope as long as the term and frequency is maintained.

M. McCabe asked about changes to the BOS/TAC membership and how any changes will be made. G. Lattrell explained that they prefer that the membership remain as consistent as possible between Phase 1 and Phase 2, but realize that some CAC members may have more interest in Phase 2 alternatives that directly affect their community.

M. McCabe asked who the federal officer in charge of this project happened to be. G. Lattrell told her that Steve Kelly was the officer in charge. M. McCabe asked if S. Kelly was also the head of BOS/TAC. There was discussion on how the BOS/TAC functions, there is not chairman of the BOS/TAC..

M. McCabe asked about how the CAC changes or replaces members. S. Smith suggested she refer that question to the CAC directly during the next CAC meeting.

Topic/Discussion	Action Item/Responsibility
As noted above.	<ul style="list-style-type: none">• S. Kunz will investigate recruiting new members• S. Kunz will ask CAC members why they are not participating in the PMT call and will compile a report• J. Woodward will send IC materials to G. Lattrell for forwarding to BOS/TAC and to S. Smith for posting on the website• PC will post the Flash presentation to the website and inform CAC and BOS/TAC members of its availability