

DRAFT Telephone Conversation/Meeting Summary

Boston Overflight Noise Study Logan International Airport

DATE: 5/2/06
TIME: 9:00 AM

Telephone Conversation
 Meeting
 Other

SUBJECT: Project Management Call

SUMMARY PREPARED BY: Cheri Massaro

DATE PREPARED: 5/2/06

PARTICIPANTS (include affiliation):

Name	Affiliation
Stephen Smith	PC
Greg Wellman	PC
Jon Woodward	IC
Gail Lattrell	FAA
Tina Gatewood	FAA
Sandra Kunz	CAC
Ralph Dormitzer	CAC
Flavio Leo	Massport

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SUMMARY OF CONTINUING ACTION ITEMS

Phase 2 Scope – The Project Management Team (PMT) confirmed that the meeting that will be held for discussion on Phase 1 noise findings will in fact be a net meeting for the CAC and BOS/TAC. The Phase 2 meeting will be held on May 15, 2006 from 9:00 AM until 4:00 PM. Gail Lattrell is to secure the location for this meeting. The PMT reported that they will focus on the CAC in the scope process. The PC suggested that the PMT send a letter out to the CAC and document their invitation. The PMT suggested May 25, 2006 as the end date to get in any comments.

CAC Meeting - The PMT reported that the June 1st meeting scheduled for CAC to discuss the noise findings from Phase 2 will be a face-to-face meeting. The PC will send out both packets involved by May 21st. Sandra Kunz is to send out information regarding the conference call, such as call-in numbers and passcodes.

The PMT explained that they will provide the revised scope at this meeting, but they will not make it the focus. The meeting will be held from 6:00 PM until 11:00 PM. The PMT agreed that a hotel would be best, for food can be provided and they can possibly rent a meeting room as well as rooms. Sandra Kunz is to find out if this is possible in terms of location. The PMT confirmed that hotel costs are project eligible. Roger Odegard, Jon Woodward, Rob Adams, Greg Wellman, and Stephen Smith will be attending this meeting and will need rooms. If there are no rooms available, the PMT agreed that they can try to rent a meeting room and rent rooms at another location. Greg Wellman is to send out an update and include a calendar with all of the meeting dates included.

BOS/TAC Meetings – BOS/TAC meetings will be held on June 7 and June 8.

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Topic/Discussion	Action Item/Responsibility
Phase 2 Scope.	Gail Lattrell is to secure a location for the May 15 th meeting. The PMT is to document the CAC's invitation.
CAC Meeting.	Sandra Kunz is to send out any information regarding the conference call, such as call-in numbers and passcodes. Sandra Kunz is to find out more information on the location of this meeting. Greg Wellman is to send out an update and include a calendar with all of the meeting dates included.