

DRAFT Telephone Conversation/Meeting Summary

Boston Overflight Noise Study Logan International Airport

DATE: 5/23/06

TIME: 9:00 AM



Telephone Conversation



Meeting



Other

SUBJECT: Project Management Conference Call

SUMMARY PREPARED BY: Cheri Massaro

DATE PREPARED: 5/23/06

PARTICIPANTS (include affiliation):

<u>Name</u>	<u>Affiliation</u>
Stephen Smith	PC
Greg Wellman	PC
Jon Woodward	IC
Gail Lattrell	FAA
Steve Kelley	FAA
Tina Gatewood	FAA
Flavio Leo	Massport
Ralph Dormitzer	CAC
Sandra Kunz	CAC

COPIES OF SUMMARY SENT TO:

Individuals

Files

SUMMARY OF CONTINUING ACTION ITEMS

Noise Analysis – Greg Wellman explained that the noise analysis has taken longer than envisioned. Greg reported that deliveries were pushed a number of days back and are expected to be sent out no later than Friday. It is assumed by the Project Management Team (PMT) that the scheduled meetings will be affected.

Meetings – The June 1st meeting material has been changed to Phase 2 Scope discussion for the CAC. The evening of June 1 has been reserved for discussion for all members (30 are allowed) of how the Scope will go. This will be based on the first exposure from the FAA.

June 8 has been reserved at the Marriot for the CAC meeting. Two meetings will be held on June 8: the first meeting will be held from 9:00 AM until 3:00 PM for BOS/TAC members to discuss the Phase 2 review. The PMT agreed that this allows time in between June 8 and June 20 to digest the material and come back with a successful vote. The second meeting will be held in the evening from 4:00 PM until 9:00 PM for the CAC to discuss noise and Phase 1 findings. The PMT agreed that this will be a decision-making meeting and Massport is allowed to attend.

The IC will be looking at, documenting, and sending out comments. The IC agreed to summarize what is being changed and added and inform the rest of the CAC members. The comments will be circulated amongst the PMT and then will be circulated amongst CAC. Flavio Leo agreed to post the comments on the bostac file sharing site. The PMT has yet to set a meeting place for the newly scheduled June 21st meeting.

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Greg Wellman agreed to draft a summary to explain how the agenda has changed and will send that out to BOS/TAC members today. The PC agreed to draft it up and get it to FAA for further distribution.

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Topic/Discussion	Action Item/Responsibility
Meetings.	<p>The IC will be looking at, documenting, and sending out comments. The IC agreed to summarize what is being changed and added and inform the rest of the PMT members. The comments will then be circulated amongst CAC.</p> <p>Flavio Leo agreed to post the comments on Ricondo.com</p> <p>Greg Wellman agreed to draft a summary to explain how the agenda has changed and will send that out to BOS/TAC members today. The PC agreed to draft it up and get it to FAA for further distribution.</p>