

DRAFT Telephone Conversation/Meeting Summary

Boston Overflight Noise Study Logan International Airport

DATE: 5/30/06

TIME: 9:00 AM



Telephone Conversation



Meeting



Other

SUBJECT: Project Management Conference Call

SUMMARY PREPARED BY: Cheri Massaro

DATE PREPARED: 5/30/06

PARTICIPANTS (include affiliation):

<u>Name</u>	<u>Affiliation</u>
Stephen Smith	PC
Greg Wellman	PC
Jon Woodward	IC
Sandra Kunz	CAC
Gail Lattrell	FAA
Flavio Leo	Massport

COPIES OF SUMMARY SENT TO:

Individuals

Files

SUMMARY OF CONTINUING ACTION ITEMS

Work Scope & Alternatives 6, 7, and 8 Package - Greg Wellman confirmed that the Scope package was sent out via email on Saturday of last week. Greg reported that some of the packages were undeliverable due to email problems and agreed to post the scope package on the BOS/TAC website. Greg will be check into who got a copy and reported that he will be sending out an email to inform members that the scope will now be available on the site. Greg reported that another deliverable will go out in the next day depending on the noise work getting done.

Phase 2 Scope Meeting - The Project Management Team (PMT) confirmed that a meeting room has been set up at the Cambridge Marriott for Thursday, June 1. The room will be available from 5:30 PM until 10:00 PM. The meeting will begin a little after 5:30 after preparations are finished. Sandra Kunz agreed to look into food availability for attending members. The PMT reported that Steve Kelley, Gail Lattrell, Steve Smith, Greg Wellman, Flavio Leo, and another representative from Massport will attend this meeting. Greg confirmed that he will be bringing hard copies of the scope package to the meeting.

June 21 Meeting - Sandra reported that Dick Morrison has a conflict in attending the June 21 meeting. Sandra agreed to talk to Ralph Dormitzer to see if it can be moved to June 22. The meeting room has already been set up at Cambridge Marriott, but the contract is pending. Greg Wellman agreed to hold the contract until the conflict is settled.

Centerfield - The PMT reported that the Centerfield taxiway will be available on the FAA site. The PMT expects questions to come up at Thursday's meeting.

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Topic/Discussion	Action Item/Responsibility
Work Scope & Alternatives 6, 7, and 8 Package.	Greg Wellman will post the scope package on the BOS/TAC website. Greg reported that he will be sending out an email to inform members that the scope will now be available on the site.
Phase 2 Scope Meeting.	Sandra Kunz agreed to look into food availability for attending members.
June 21 Meeting.	Greg Wellman confirmed that he will be bringing hard copies of the scope package to the meeting.
	Sandra agreed to talk to Ralph Dormitzer to see if the June 21 meeting can be moved to June 22.