

DRAFT Telephone Conversation/Meeting Summary

Boston **Logan Airport Noise Study**
Logan International Airport

DATE: 8/29/06
TIME: 10:00 a.m. EDT

Telephone Conversation
 Meeting
 Other

SUBJECT: Project Management Call

SUMMARY PREPARED BY: Greg Wellman

DATE PREPARED: 8/29/06

PARTICIPANTS (include affiliation):

Name	Affiliation
Stephen Smith	PC
Greg Wellman	PC
Jon Woodward	IC
Gail Lattrell	FAA
Sandra Kunz	CAC
Steve Kelly	FAA
Tina Gatewood	FAA

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_____ Individuals _____ Files

SUMMARY OF CONTINUING ACTION ITEMS

Noise Analysis Status: Steve Smith reported that Wyle is near completion and that he expects Wyle to finish the noise analysis by the second week of September. IC has received results as they become available.

Phase 2 SOW: The FAA grant application has been submitted, but the final Phase 2 scope has not been sent out to all the members of the BOSTAC/CAC. It was agreed that the PC will send the scope to the full BOSTAC/CAC.

Website. PC has completed revisions to the site text, received feedback from the IC, and is ready to make changes to the site directly. Jon Woodward requested that a dummy site containing the revised text be created before updating the real website. It was agreed that a dummy site would be created. S. Smith said a document page will be provided with links to pdf copies of minutes and other material that has been distributed to the BOSTAC.

Proposed Next Steps. Greg Wellman reviewed the memo on the steps necessary to complete Phase 1. The group discussed the timing of this process. Steve Kelley stated that it should be an objective to complete step 4 (CAC decision on measures) by November 15th in order to avoid the holiday period.

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The group outlined the following tentative dates:

- Noise analysis complete (9/15)
- Material distributed (9/30)
- BOSTAC/CAC briefing (10/15)
- CAC decision (11/15)

There was discussion on potential due dates and it was emphasized that prior time constraints had resulted in dissemination of bad information and that it was desirable to avoid repeating this. These dates above are target dates and do not represent a specific timeline. PC will follow up with Wyle to confirm the noise analysis completion date. The BOSTAC meeting date will not be set until the noise analysis is completed and a firm date has been set for completion of the presentation material.

A question was raised about the potential impact on Phase 2 if completion of Phase 1 is delayed until January due to the holidays. J. Woodward said that several early tasks will not be affected by a delay in Phase 1 findings. Both Phase 1 and Phase 2 can overlap. S. Smith agreed.

J. Woodward asked S. Smith to estimate the timing of Steps 5-7. S. Smith said that the noise analysis will take three weeks and assumes two weeks for IC review. Documentation will follow (requiring 2-3 weeks). The total timeframe estimates approximately 8 weeks to completion following the CAC's decision, not including IC or PMT review of the draft report.

Tina Gatewood asked when the environmental documentation would occur in this process. S. Smith replied it would happen after Steps 4 and 5.

Two follow-up tasks for the PC:

- Provide a general timeline of the final Phase 1 activities based on this mornings call
 - Prepare a dummy website with the proposed changes.
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Topic/Discussion	Action Item/Responsibility
As noted above.	<ul style="list-style-type: none">• Provide a general timeline of the final Phase 1 activities based on this mornings call (PC)• Prepare a dummy website with the proposed changes. (PC)