

# DRAFT Telephone Conversation/Meeting Summary

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

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DATE: 10/13/06  
TIME: 10:00 a.m. EDT

Telephone Conversation  
 Meeting  
 Other

SUBJECT: Project Management Call

SUMMARY PREPARED BY: Chris Jones

DATE PREPARED: 10/31/06

PARTICIPANTS (include affiliation):

Name	Affiliation
Stephen Smith	PC
Greg Wellman	PC
Jon Woodward	IC
Gail Lattrell	FAA
Steve Kelly	FAA
Richard Doucette	FAA
Sandra Kunz	CAC
Flavio Leo	Massport

COPIES OF SUMMARY SENT TO:

\_\_\_\_\_ Individuals \_\_\_\_\_ Files

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- **BOS/TAC Meeting:**

Gail Lattrell has two contacts at Volpe and will follow up with them on using a room at that location. Sandra Kunz can get the 8<sup>th</sup> floor room at Boston City Hall and will book it just in case.

There was discussion on who should be in attendance at the meeting. Jon Woodward stated that both the IC and PC should be there. Steve Smith raised the issue of a note taker. F. Leo stated that the IC should take notes.

- **Distribution Package:**

IC asked for the BOS/TAC distribution list. PC will send the CAC and BOSTAC distribution list after it is updated by FAA and CAC. Ron Fama's name will need to be removed from the distribution list due to his resignation from CAC. S. Kunz has contacted the three other people who do not have e-mail, with a request to acquire one.

Greg Wellman thinks the Flash presentation should go up on the web. PMT agreed the Flash presentation should be uploaded to the website. The issue of printing copies of the Flash presentation was raised. S. Smith stated that because the document is over 200 pages in length, printing would be prohibitively expensive. Therefore, printing the document is not recommended. PC will develop a

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Acrobat Reader version of the Flash after the presentation is completed and distributed. The file will be posted to the internet. Those who wish to print selected pages, can via the Acrobat Reader file.

Discussion turned to the IC's document. The IC will mail their information separately. S. Smith stated that there is a problem with the IC's description of the methodology. It was recommended that the IC add visual depictions (process flow chart). J. Woodward stated that he believed this would be too complicated. S. Smith will send the IC an example.

- **FAA Letter to Hull Petition:**

Discussion turned to the letter being written the FAA in response to the Hull petition. F. Leo had comments on the second paragraph. It was stated that the letter needed to emphasize that professionals have worked on this study based on technical analyses. In addition, F. Leo stated that the letter needs to emphasize that Massport has spent a lot of money to do this study. The remaining discussion focused on suggestions to improve the letter. FAA will make the changes and send out the letter.

- **Noise Measurement Protocol:**

The IC was not ready to discuss this topic. Discussion was postponed to the following Tuesday.

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Topic/Discussion	Action Item/Responsibility
As noted above.	<ul style="list-style-type: none"><li>• S. Smith will send flow chart &amp; BOS/TAC contact list to IC</li><li>• S. Smith will send CAC distribution list to S. Kunz for review/update.</li><li>• C. Jones will send G. Lattrell the BOS/TAC distribution list for review/update.</li></ul>