

DRAFT Telephone Conversation/Meeting Summary

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

DATE: 01/23/07
TIME: 9:00 a.m.

Telephone Conversation
 Meeting
 Other

SUBJECT: Project Management Call

SUMMARY PREPARED BY: Chris Jones

DATE PREPARED: 01/24/07

PARTICIPANTS (include affiliation):

Name	Affiliation
Stephen Smith	PC
Jon Woodward	IC
Gail Lattrell	FAA
Ralph Dormitzer	CAC
Sandra Kunz	CAC

COPIES OF SUMMARY SENT TO:

_____ Individuals _____ Files

- **Biweekly Meeting Protocols:**

Discussion centered around the protocols for the bi-weekly PMT calls to take place under Phase 2. It was decided that a core group of project managers would be given leadership of the call and others will be invited as participants. In the event that it becomes desirable to limit commentary from participants, members of the leadership group can limit interactivity by switching the call to lecture mode.

R. Dormitzer will not coordinate the bi-weekly calls. A replacement will need to be identified. CAC plans to select a designee at the February 22nd CAC Annual meeting. Therefore, the first bi-weekly call will not be conducted until after February 22nd. As a temporary measure, PMT calls will continue until the first bi-weekly call.

Steve Smith will devise a protocol for the bi-weekly PMT calls for PMT review.

- **BOS/TAC Meeting:**

Steve Smith provided an overview of future BOS/TAC meeting schedule as stated in the Phase 2 scope. PMT tentatively decided that the first quarterly BOSTAC meeting should take place end of March or beginning of April. A date will be confirmed later.

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Topic/Discussion	Action Item/Responsibility
As noted above.	<ul style="list-style-type: none"><li data-bbox="868 346 1404 420">• Steve Smith will devise a protocol for the bi-weekly PMT calls.