

Attachment 2

3/16/09 PMT/CAC Mini-Summit ACTION ITEMS

*1) J. Falbo requested that future meetings be held at night and be limited to three hours in length. The group concurred that would be a good idea and be held at Massport.*

*Action: Meetings involving the CAC will be held henceforth during evening hours.*

*Assigned to: PMT*

*Deadline: Ongoing*

*2) J. Falbo requested a written “process of recourse” to supplement meeting notes to cover actions the CAC could take in the event that 5) above occurs. T. English agreed to supply that.*

*Action: Written “process of recourse” as it relates to the Record of Decision (ROD)*

*Assigned to: Terry English, FAA*

*Deadline: Upon finalizing 3/16/09 Meeting Notes*

*3) A. Reed will be distributing Draft meeting notes by 3/20/09.*

*Action: First draft of meeting notes forwarded to CAC President.*

*Assigned to: Alan Reed, FAA*

*Deadline: March 20, 2009*

*4) J. Falbo confirmed that meeting notes from 2/25/09 were considered finalized. A. Reed will finalize them and redistribute.*

*Action: Finalize 2/25/09 notes and redistribute to PMT*

*Assigned to: Alan Reed, FAA*

*Deadline: March 16, 2009*

*5) F. Leo requested J. Woodward explain in writing how baseline modifications procedures (general metrics) may be updated to the year 2007 from 2005. IC noted that PC would have to absorb costs of getting this out.*

*Action: PC will review process and provide a cost estimate*

*Assigned to: Steve Smith, Ricondo & Associates*

*Deadline: April 8, 2009*

*6) S. Smith will re-email password information to CAC members to enter the BLANS website Forum to obtain this and other documents.*

*Action: PC to email password information to CAC membership.*

*Assigned to: Steve Smith (PC), Ricondo & Associates*

*Deadline: ASAP*

*7) Massport (F. Leo ) will provide an update of complaints reported to supplement those noted in this report.*

*Action: Massport to forward a list of noise complaints to CAC.*

*Assigned to: Flavio Leo, Massport*

*Deadline: None*

8) Measure F-U: *T. English, reminded everyone that this measure was rejected based on safety issues and while it was suggested the consultants perform some background research on best practices around the country, the FAA could be more aggressive in encouraging the operators to use the voluntary procedures when practicable. She recommended adding a new measure. W. Zamore concurred in accepting the rejected measure while adding a measure (to include fixed-wing), with new verbiage; to develop a pilot outreach and/or educational program to remind them of the voluntary helicopter routes, subject to CAC voting*

Action: *CAC needs to discuss this and put it to a vote.*

Assigned to: *Sandra Kunz, CAC*

Deadline: *May (tentative)-*

9) *J. Falbo requested a copy of the article from S. Smith-reference to aircraft towing.*

Action: *PC to forward a copy of an article by Virgin Airlines-reference aircraft towing.*

Assigned to: *Steve Smith (PC), Ricondo & Associates*

Deadline: *None*

10) *J. Woodward (IC) was to provide a list of airports in Europe that conduct towing for departures. Information was not made available to FAA or Massport.*

Action: *CAC to forward information provided by IC.*

Assigned to: *Sandra Kunz, CAC*

Deadline: *April 16, 2009*

11) *T. English reasoned that the FAA could look back at the study to satisfy J. Falbo's reservations as to why this can't pass to Level 2, after consulting with FAA technical specialists and looking at simulated models in the Centerfield Taxiway Study.*

Action: *FAA to consult with FAA technical specialists about reconsideration of Measure ID G-C (Level 1 Screening Findings currently indeterminant) and report back to CAC.*

Assigned to: *Terry English, FAA*

Deadline: *None*

12) *The action items would be emailed in advance of the meeting notes.*

Action: *Forward action items (as applicable) to PMT in advance of draft meeting notes.*

Assigned to: *Alan Reed, FAA*

Deadline: *As required.*

13) *S. Smith noted an action item pertaining to office hours suggested by B. Mader. T. English acknowledged that the idea would be considered.*

Action: *FAA to consider office hours, based on availability to field CAC questions, in-accordance-with established protocols.*

Assigned to: *Terry English, FAA*

Deadline: *None*