

DRAFT Telephone Conversation/Meeting Summary

Boston Overflight Noise Study Logan International Airport

DATE: 4/18/06

TIME: 9:00 AM



Telephone Conversation



Meeting



Other

SUBJECT: Project Management Team Conference Call

SUMMARY PREPARED BY: Cheri Massaro

DATE PREPARED: 4/18/06

PARTICIPANTS (include affiliation):

Name	Affiliation
Stephen Smith	PC
Greg Wellman	PC
Jon Woodward	IC
Ralph Dormitzer	CAC
Flavio Leo	Massport
Tina Gatewood	FAA
Steve Kelley	FAA

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Individuals

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SUMMARY OF CONTINUING ACTION ITEMS

Statement of Work from FAA – The PC reported that they will incorporate comments from the IC in the review and go through with one Scope of Work. The PC reported that FAA does have comments and suggested changes, but they will allow commenting to be an open process. The PMT explained that they would like to get the scope out to the full BOS/TAC and CAC today if possible.

The PMT explained that the main intent of the review process is to be able to react to comments through an initiative pre-scoping EIS process. The PMT agreed that they will perform this task by using the form website that they have created for commenting purposes. The website allows members to be involved without having to have them all in the same place at the same time. Another benefit would be to have all members see all comments and be able to respond.

The PC agreed to put together a document of instructions of how this process will work. If not all of the CAC members have internet access, the PMT agreed to set up a system that allows members to send in their comments as hard copies through mail. The PMT will then post the comments to the site. The instructions will include information on interactions of internet and mail-in comments, calls, the discussion boards, and so on. The PMT agreed that any calls that take place need to be group-oriented.

The PMT agreed to have one meeting at the end of the comment process to summarize anything that was discussed on the website or other forms of communication. The intent is to have a formally structured process.

The PMT reported that FAA has to independently review the Scope of Work and then get it out to the CAC members. Steve Kelley is to send out the Scope of Work over the next several days. The PMT agreed to discuss how they are going to address this.

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The PMT agreed that a cover letter introducing the project lead and federal requirements would be sufficient.

Ralph Dormitzer and Steve Kelley are to coordinate tomorrow on how to get the Scope of Work out to the entire CAC.

Scope of Work Conference Call - The PMT suggested having a conference call to introduce how they are going to review the document. This call would not require members to have access to the internet, but they may have some illustrations available to those that do. The PMT reported that their main intent is to send out the Scope of Work today and have the call next Tuesday. The PMT agreed to provide the scope to Joe Davies and his involved parties. Ralph Dormitzer is to make sure that Sandra Kunz and fellow CAC members are aware of the scope and conference call. Steve Smith confirmed that an email confirmation will be sent out stating the time and day to the entire CAC. The time has been set to Tuesday, 10:00 AM.

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Topic/Discussion	Action Item/Responsibility
Statement of Work from FAA.	Steve Kelley is to send out the Scope of Work over the next several days. The PMT agreed to discuss how they are going to address this. Ralph Dormitzer and Steve Kelley are to coordinate tomorrow on how to get the Scope of Work out to the entire CAC.
Scope of Work Conference Call.	The PMT agreed to provide the scope to Joe Davies and his involved parties. Steve Smith confirmed that he will send out an email confirmation of the time and day of the conference call.