

DRAFT Telephone Conversation/Meeting Summary

Boston Overflight Noise Study Logan International Airport

DATE: 1/4/2006
TIME: 11:00 a.m.

Telephone Conversation
 Meeting
 Other

SUBJECT: Project Management Conference Call

SUMMARY PREPARED BY: Cheri Massaro

DATE PREPARED: 1/4/2006

PARTICIPANTS (include affiliation):

Name	Affiliation
Stephen Smith	PC
Greg Wellman	PC
Berta Fernandez	IC
Jon Woodward	IC
Sandra Kunz	CAC
Ralph Dormitzer	CAC
Flavio Leo	Massport
Gail Lattrell	FAA

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SUMMARY OF CONTINUING ACTION ITEMS

Phase 2 Scope of Work -- The Project Management Team (PMT) opened the meeting with a discussion regarding Terry Flieger's departure and air traffic service's commitment to the project. Gail mentioned possible avenues that can be used to maintain Terry's participation. Gail also reported a meeting is scheduled with ATO Eastern region staff to confirm their commitment and participation for this project. .

The next item discussed was the Phase 2 Work Plan. The PMT agreed that they want to move forward with Phase 2 as soon as possible and stated that the introduction needs to be clear and detailed. The draft introduction has been reviewed and no problems have been reported. Steve Smith is to send out the draft to everyone involved on today's PMT Call; this draft will replace the outline that was sent out by Steve Smith on December 12, 2005.

The PMT agreed they need to have a mechanism in place that will focus on the alternatives that have potential to succeed in order to eliminate problems with cost and time. The PMT agreed that it is better to have a scope that is in place when applying for the grant. It is a top priority in to have a well thought out work plan prior to grant application deadlines.

The PMT would like to have the technical teams identify viable procedures that are currently listed as Phase 2 alternatives. The PMT explained that they would need to get consensus from other CAC members as soon as the viable alternatives are identified.

The PC/IC provided a list of procedures that went through the screening analysis and moved forward to Phase 2. FAA reviewed the Phase 2 alternatives that went through the analysis and approval was received on an operational standpoint. The PMT reiterated that initial screening of Phase 2 alternatives is necessary in order to save money and time. The PC/IC needs to identify alternatives that have a good chance of being implemented. This should be done during development of the Phase 2 scope of work.

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The PMT agreed that there has to be reasoning in the process of elimination of non-viable alternatives and everything decided needs to be documented.

The PC/IC agreed to map out the timing of events in order to create and send out a decent work plan. The PC/IC reported that they will work on this from week to week over the next month and will share the timing of this process next Tuesday on the next PMT call.

Phase I – The PMT expects the finalization of the Shoreline crossing RNAV design work for Runway 22R/L this week. The PC/IC will review the design this Friday along with Rod Hobson input.

Alternative 5/14 – will be discussed in the weekly PC/IC Call scheduled for this Friday. The PC/IC expect visuals to be presented.

Alternative 9– The PC/IC is waiting on the final input from FAA to get the final perspective on the operational analysis, which will determine how much traffic is on the Left downwind. Wyle will receive the recommended routes to go into the noise analysis on Alternatives 9 and 12a starting next week.

Alternative 13 – CAC has not formally discussed Alternative 13. Further analysis is on hold until further direction is provided.

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Topic/Discussion	Action Item/Responsibility
Phase 2 Detailed Introduction.	Steve Smith is to send the revised draft out to everyone involved on today's PMT conference call.
Phase 2 Work Plan.	The PC/IC is to map out the timing of events in order to create and send out a work plan. The PC/IC is to share it next Tuesday on the next PMT conference call.