

# DRAFT Telephone Conversation/Meeting Summary

## Boston Overflight Noise Study Logan International Airport

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DATE: 4/25/06

TIME: 9:00 AM

Telephone Conversation

Meeting

Other

**SUBJECT: Project Management Call**

**SUMMARY PREPARED BY: Cheri Massaro**

**DATE PREPARED: 4/25/06**

**PARTICIPANTS (include affiliation):**

<u>Name</u>	<u>Affiliation</u>
Stephen Smith	PC
Greg Wellman	PC
Jon Woodward	IC
Ralph Dormitzer	CAC
Sandra Kunz	CAC
Gail Lattrell	FAA
Steve Kelley	FAA
Flavio Leo	Massport

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### SUMMARY OF CONTINUING ACTION ITEMS

The Project Management Team (PMT) agreed that the PC should complete the Phase 1 analysis in the next five weeks. The PMT explained that they need to figure out how to accomplish reporting their information on Phase 1 and 2 to the CAC members. The PMT agreed that they need to have a full disclosure of everything discussed on this topic.

The IC reported that they need the PC to finish with their work in order for them to continue on with their work. The IC explained that they do not have the data analysis, nor the ability to interpret it. The PMT agreed that the majority of the CAC members do not have the information, which may result in biases. The PMT agreed that the material needs to be made available to them either on CD ROM or the designated website.

It was suggested that the PMT have a meeting with the CAC before the BOS/TAC meeting scheduled for June. The PMT agreed to discuss this option at a later date.

The PMT confirmed that the package that would be distributed to the CAC would include the CD ROM, a summary of the intent of the Alternatives, and a schedule of what has been done and what needs to be done. The PMT agreed that they need to provide information on noise analysis because there will be lots of questions and a need for answers. The PMT explained that they will need to set up specific rules for meetings and other forms of communication.

Greg Wellman and Jon Woodward are to coordinate on a strategy of handling distribution of information to the CAC. The PC reported that they want to have a schedule of the process and a strategy ready by the end of the week.

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The PMT confirmed that there will be a meeting set up for them to discuss a developed plan on CAC Public Relations for Friday afternoon at 12:30 PM CST.

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Topic/Discussion	Action Item/Responsibility
Strategy for CAC Public Relations.	Greg Wellman and Jon Woodward are to coordinate on a strategy of handling distribution of information to the CAC.