



TAUNTON MUNICIPAL AIRPORT COMMISSION

MINUTES OF MEETING
August 31, 2005

Commissioners: Charlie Menard, Chairman
Ed Fowler, Treasurer
Maryan Nowak, Vice Chairman
Bob Adams
Greg Cronin (absent)

Airport Manager: Dan Raposa
Assistant Airport Manager: Joe Lawlor (absent)
Recording Secretary: Gwen Borden (absent)

Others in Attendance: Ned Dawes, Edwards & Kelcey
Dick Griffith, Fred Terra, Dick Rodier

Meeting called to order at 7:00 p.m. by Chairman Menard.

Airport Engineers Edwards & Kelcey, Projects Update – E&K representative Ned Dawes submitted a written status report (see Attachment A) on pending airport projects. Ned read the report for all in attendance and asked if there were any comments or questions on any of the airport projects? Ed asked Ned about the obstruction lights being proposed near Kings Pond Road and after discussions Charlie asked Ned to compile a list of abutters this may effect. There were no further questions or comments from anyone in attendance and Chairman Menard thanked Ned for the information this evening and commended Ned with regard to Steve Austin, resident engineer for E&K working on the taxiway reconstruction project. Charlie stated that he's doing a great job and Dan has nothing but praise for the job he's been doing and he's always very courteous. Ned said that its' good to hear when someone is doing a good job and will pass on the praise to Steve.

Minutes: July 27, 2005 - Maryan: motions to accept the recording secretary's report as submitted. Ed: seconds. All in favor, unanimous. So voted.

Treasurers Report ending August 2005 – Ed reported on the financial status of the airport noting Income of \$84,682.27 and Expenses of \$124,354.23 for a Monthly Negative Cash Flow of \$39,671.96. Ed asked if there are any comments or questions on the report? There being no questions or comments, Bob: motions to accept the treasurers' report and to authorize Ed to process and submit bills for payment. Maryan: seconds. All in favor, unanimous. So voted

Airport Managers Report – Dan reported on the following,

- 1. Fuel Survey – TMA fuel prices are in line with prices at surrounding airports. Dan did not make copies to pass out because it is already obsolete. We received fuel today, Dan ordered it on Monday, and it could not be delivered on Tuesday. Dan was quoted a price on Monday and upon delivery Wednesday the price was up by \$0.30. The total price on the increase in fuel is \$0.54/gallon since the last time we purchased fuel. Our fuel price is \$3.50/gal. now and with our normal practice of increasing our price when the delivery price increases, will bring us to \$4.05/gal. Dan asks what the wishes are of the commissioners. After discussions **Maryan: motions to increase our price for fuel to \$4.00/gallon effective Friday morning. Ed: seconds. All in favor, unanimous. So voted.****
- 2. Roller Acquisition - We have purchased the roller and Dan has left a message for the person who is going to pick it up for us. The person is on vacation but Dan will try contacting him again next week.**
- 3. Airport Safety Meeting – The group met on August 18th, and is being coordinated by Mary Gabriel, of the FAA safety program. It was very well attended (9) for a day meeting. The consensus was that we would meet again on 9/16 at 11:30 a.m. at the Airport Managers office and notice is being given by way of the newsletters (160) that went out today. Nothing was really taken up at the meeting with regards to Taunton safety issues but was more of a power point**

presentation outlining what the group will be doing. The committee will be forming a mission statement from the meetings. Anyone is welcome to attend. Maryan attended for the commission and would like to have other commissioners attend if possible.

4. **Construction Update** – Dan received various e-mail communications with pictures of the construction being done on the west end of the airfield. There were concerns with drainage and how the construction was done and if the drainage is working. This is the first week we've had rain, and upon being notified, Dan met with an FBO and toured the area. Dan also met with Bob Adams and Fred Terra. What Dan observed first hand and what was observed in the pictures that were e-mail by the FBO, seem to show that the drainage from all areas of the new construction were draining highly efficiently and according to design as far as Dan can see. At no time did Dan see any water higher than the new blades of grass that just started to grow. A coffee cup put into the water, flowed in the right direction. Charlie asked Dan to keep an eye on the area with future rains so that if any problems arise we can address.
5. **MAMA Conference** to be held September 14th through the 16th in Worcester. Registration fees for members for the conference is \$110.00. Today was the last day for hotel reservations to get the group rate. Dan talked with Joe and Joe has expressed interest in attending. It is quite a commute if you attend daily without staying over in Worcester. E&K Hospitality Banquet is on one of the same evenings of the MAMA conference. Bob may be able to go. **Bob: motioned to pay for the registration and for reasonable housing in accordance with our policies and procedures for those who may want to attend the MAMA conference. Maryan: second. All in favor, unanimous. So voted. Dan needs to know as soon as possible who will be going.**
6. **Phillips 66 Dealer Meeting** will be September 19th and 20th in Lake Placid NY. The only response Dan received was from Bob who will be going with Dan in one vehicle. Dan requests reimbursement for gas mileage only. **Maryan: Motion to approve the airport manager attending the Phillips 66 dealer meeting. Second: Ed. All in favor, unanimous. So voted.**

7. **Main Gate Closure** – The gate will be closed in a few months especially when the construction is done on the west access road. There will be no vehicle traffic expected to be in the aircraft operating area at any time except for special occasions of heavy loads or as special circumstances arise. **Parking enforcement** will be dealt with. There have been a couple of cars parked in tie downs this past month. Dan sent a request asking to these people to use the main parking area for parking. Dan asked that this be stressed in the minutes, that notification has been sent ahead of time that we will be looking to enforce the rules as far as keeping vehicles off the aircraft operating area. Charlie asked Dan to put the notification in the newsletter.
8. **Joe Jacobs our lineman** has given notice that he will be leaving September 9th to take another position. Dan stated, with regrets to be losing Joe. Joe did more than was expected of him. Dan is looking for a new lead linesman. The two linesmen available for weekends are students and gives Dan little flexibility weekdays to have fuel coverage. Dan is looking for someone to take Joe's place if anyone has leads to someone who is looking for a position to please let Dan know. Bob suggests that a letter of appreciation be sent to Joe Jacobs. Charlie asked Dan to see if Joe would be willing to make up a certificate of appreciation as he has done for pilots who took part in the fly out.

Bob suggests, as a gesture of appreciation, we give a ticket to the pig roast to each pilot who flew during the fly out? Charlie polled the commissioners for their preference. Maryan had no comment, Bob would be in favor of this and Ed was also of the impression that it is a good idea and suggested two tickets for each pilot. **Bob: motions for 1 ticket per pilot. Ed: second. All in favor, so voted. Dan will distribute the tickets to the pilots.**

Old Business -

1. **Long Term VMP Program Update** - Greg is not here this evening to report, but Charlie believes Greg is still working on it.
2. **Security Plan Update** – The plan is in the final stages and we are putting some finishing touches on it and should be available for the next meeting complete and submitted.

New Business

1. **Dick Griffith, for the TAA** donated a new American Flag to the airport. Dick also stated that Dan is doing a great job as manager and to keep up the good work.
2. **Airport Building Directory Sign** – Charlie stated that Greg had offered to make the signs and a sample plate is in the conference room. Charlie believes that the sign will be little to no cost to the commission. Greg is also investigating ideas for a sign to put on Westcoat Drive that would be mounted and showing businesses to the east and west of Westcoat Drive. TAA had volunteered to help in this venture and Charlie asks that they consider the cost of the sign as their contribution when the information is available. Dick Griffith stated that the TAA is willing to help in any way it can.
3. Charlie stated that it is with regret that he informs the commission and those present of the **resignation of Commissioner Cronin**. Greg stated in his letter that the reason for his resignation is he does not have the time needed to commit to the commission due to his business doubling in the past months. Greg also stated that he will make every effort to complete the projects he has taken on as a commissioner and would like to continue by aiding with the design, building and installation of signs on the airport. Greg stated with regret that he needs to step down as commissioner and feels that the airport would be better served by his being an airport aid and friend rather than the responsibility of being a commissioner. Charlie responded to Greg and thanked him on behalf of the commission. Charlie noted that we have an opening for a commissioner for the remaining portion of a term and that we will discuss at a later date. Charlie asked Dan to facilitate getting the appropriate plaque for Greg.
4. **Pig Roast September 24th** - Charlie suggests that everyone get their tickets fast so we know how many will be coming.

Charlie reported that we had a couple of issues this week with an FBO approaching the airport manager with regard to the construction taking place and not issuing a NOTAM. We called and

verified that a NOTAM had been issued from 7/20 to 10/20 as instructed. We also identified that there was a hiccup between Bridgeport, Burlington and Albany. Apparently if you call Bridgeport, where we are directed to call, they take it as their classification a "local NOTAM" and they keep it as a report but they do not share that information with Burlington or Albany. The pilots call a different number, a weather briefing number that can put them in touch with one of the three places. There is a shortfall in the system that has been identified but no answers for a resolution but is being handled by the FAA.

5. **ConComm** – We had a request from Mr. Leal with regard to the gate and his ability to maintain his waterway. Once the issue was resolved, we have had further request from Mr. Leal who has asked to come on the airport and mow and repair the waterway. Dan contacted ConComm with regard to what Mr. Leal was allowed to do. ConComm came out and met with Dan on August 17th and walked the area. A letter was issued from ConComm to the airport commission advising us not to let Mr. Leal to do anything out there and that what Mr. Leal has been doing out there is against regulations. He must first file with ComComm his intentions to do mowing, filling, burning, etc.
6. **Request of TAA for Sight Seeing Event** for charity on Saturday October 22, with a rain date of Sunday October 23rd. Also, they are requesting a discount on the fuel for pilots who will be participating. **Maryan: motion to allow the charity fly out pending the appropriate approvals from MAC and FAA are submitted to the airport manager. Ed: second. All in favor, unanimous. So voted. Maryan: motion to allow a discount on fuel for pilots participating in the event. The discount will be the same percentage discount as allowed by the commission for the neighborhood appreciation day. Ed: second. All in favor, Bob abstains from voting because he is an officer for TAA. So voted.**

Next meeting September 28, 2005 p.m.

Ed: motion to adjourn at 8:15 p.m.. Maryan: second. All in favor, unanimous. So voted.

Project Status
Taunton Airport Commission Meeting
August 31, 2005
Edwards and Kelcey's Update

1. **Reconstruct Parallel Taxiway, Replace Runway & Taxiway Edge Lights & Update Airport SWPPP**
 - a. Bay State Piping has completed 80% of the reconstruction of the taxiway's pavement. The current schedule is to complete the taxiway pavement work just after Labor Day. This is about two weeks ahead of their original schedule.
 - b. Work on the runway lights scheduled to start after Labor Day.
 - c. At current pace, would expect that the majority of the construction activities would be completed by early October – about two weeks ahead of the original schedule.
 - d. Copies of the final version of the SWPPP were submitted to the FAA, MAC, and Airport Commission.

2. **FAA & MAC CIP**
 - a. Have not heard anything "official" from MAC as to the status of the CIP. Unofficially, we are hearing that the apron reconstruction project is a "go" for next year.
 - b. Therefore, we have established the date for the Pre-Design Conference for the apron rehab project for Friday, September 2nd @ 10 AM @ MAC's office.

3. **Taunton Rotary Club Meeting**
 - a. I attended the August 18th weekly Taunton Rotary meeting held at the airport. Made presentation as to the projects completed at the airport since 1996 and then discussed the airport's upcoming CIP program.

4. **New Executive Director – MAC Briefing**
 - a. Denise Garcia at MAC asked EK to provide a bullet list of future CIP for Taunton to use in her briefing of the new Executive Director. Based on feedback from Denise, the briefing went well, but Executive Director a little overwhelmed with the amount of information from all the airports.