



TAUNTON MUNICIPAL AIRPORT
COMMISSION

MINUTES OF MEETING
January 26, 2005

Commissioners: Charlie Menard, Chairman
Ed Fowler, Treasurer
Maryan Nowak, Vice Chairman
Bob Adams
Greg Cronin (not present)

Airport Manager: Dan Raposa
Assistant Airport Manager: Joe Lawlor (not present)
Recording Secretary: Gwen Borden

Called to order: 7:00 p.m.

Others in Attendance: Mike Dupont, American Aero,
Scott Hottleman, Wagner Airways
Fred Terra Charlie Pickett

Airport Engineers Projects Update – E&K representative Ned Dawes is not present this evening but submitted a written report on the status of projects at the airport. (See Attachment A). Charlie read the report for all in attendance and asked if there were any comments or questions on any of the airport projects? There being no questions the commission moved on to the next subject.

Minutes: December 29, 2004 - Bob: motions to accept the recording secretary's report as submitted. Ed: seconds. All in favor, unanimous. So voted.

Treasurers Report ending December 2004 – Ed reported on the financial status of the airport noting Income of \$12,879.43 and Expenses of \$7,381.81 for a Monthly Overage of \$5,497.62 and asks if there are any comments or questions on the report? There being no questions or comments, Maryan: motions to accept the treasurers' report and to authorize Ed to process and submit bills for payment. Bob: second. All in favor, unanimous. So voted

Airport Managers Report -- Dan reported on the following.

1. **Fuel Survey** -- not available.
2. Dan attended MAC meeting 1/19/05 with Bob. Some items discussed were that (1) tours of control towers at major airports have begun again. (2) The MAC is concerned with regard to sales tax law that is scheduled to expire at some point in time and asks that FBO's get the information to MAC that was sent to them by Dan some time back, because this law will affect them and their sales. (3) It was noted that small jets seem to be the future of general aviation. (4) Security seems to be going good right now but stressed was the need for prop-locks and hangar locks.
3. On 1/19/05 Dan attended the E&K open house.
4. Dan is in the process of sending out the SWPPP survey.

At this time Charlie expressed condolences on behalf of the commission to Fred Terra whose father passed away recently.

Old Business -

1. Review any additions to the **SOPP's**. Charlie reported on the following: **(A) SWPPP Program** is being updated and the questionnaire has been distributed to all on the field for their input. Charlie asks that persons participating and submitting the information, to be honest with their responses, the questionnaire is internal and if we do not know about something, we cannot address it.
2. **Pending Legal Issues -- Caswell Street Property Tax Taking** -- no update.
3. **Relocation of ASOS** -- Still waiting response from FAA.
4. **Long Term VMP** -- Commissioner Cronin is not here this evening to report on.
5. **New Accounting Software** -- Parallel Testing - Joe is not here this evening to report on. Charlie asked Dan if he has anything new to report? Dan responding that he does not.
6. **Security Plan Update** -- Dan stated that he has this on his desk and it's been edited and put to form, is checking for errors and putting sections in correct order.

Charlie noted that as of this afternoon, back on November 24th, 2004 the commission approved the definition of Non-Aviation Business, submitted to MAC for approval. MAC was kind enough to give this back to us with some issues that need either clarification, to be more precise or removal of some words. Also, Item #5 originally stated "conducting payroll operations and/or payment of salaries to employees on airport property". MAC is asking for further clarification of this item. Charlie stated that he will make the changes and resubmit to the commissioners. In an effort to expedite the process, he will not wait until the next meeting. If the commissioners approve the changes he will re-submit to MAC.

Charlie asked if there were anything further under Old Business? Dan reported that he has talked with a couple of people on **new fuel dispensing equipment** (what is above ground). Dan is still talking to Roy Crealy of Lakes Region Environmental about the equipment that was talked about at last months meeting and will be talking with other companies with regards to getting more information on brand new equipment. Charlie reported on the equipment from Lakes Region Environmental (\$8,000.00) and bringing the equipment up to speed (purchase single phase motor \$1,000.00) and about another \$1,000.00 to install. So we're looking at \$12,000.00 - \$14,000.00 for the used equipment from Lakes Region Environmental when all is said and done. There is some hesitation on the commissioners' behalf, although we are prepared to go forward, there is only a 90-day guaranty on the equipment and with the 4 people involved, it is not the turn key that we anticipated and if something goes wrong, who do we look to do the repair. Based on what we know Charlie spoke to MAC to see if they had any discretionary funds that we could go out with an estimated price of \$30,000.00 to buy a brand new pump from a legitimate vendor, installed. MAC informed Charlie that 2005 money has been completely expended and that we try again in May. They also suggested that we amend our CIP and put the fuel equipment on 2006. Charlie asks, do we go ahead on our own or wait until July? Charlie is of the opinion that we try to wait until May and hopefully get money from MAC and go with new equipment from a dealer and it would be under a warranty and we would not have to worry about the equipment if something were to go wrong. The new system would cost between \$24,000.00 and \$30,000.00 but we would only pay 20% of that. Charlie asks Dan to continue to investigate options, availability and costs. When he gets information he will contact Charlie and Charlie will inform the other commissioners.

New Business

1. Charlie reported that he went to MAC meeting 1/19/05 when the request for grounds-keeping equipment was discussed and approved. MAC's portion will be \$53,200.00, which equals 80% of the total cost of the equipment. We were given the go ahead. We'll probably be placing the order tomorrow for the tractor, an over the fence cutter, a brush hog and a zero tolerance sit down unit that can get close around the lights. We hope to have in time for cutting grass in the spring.

Charlie asked if there was anything else that anyone wanted to discuss? Scott Hottleman of Wagner Airways spoke with regard to snow plowing and at last meeting we talked about the new equipment and the learning curve involved with its' operation and asked if there was anything learned from the last storm to this one? Dan stated that the runway was plowed as it always had been and that he had received some compliments with regards to the plowing. Charlie stated that the learning curve goes on and that it is not something you pick in one storm and that hopefully we learn something from each event. Scott stated that he is not here to hop on anyone but just wants to get the plan down so we know what is expected.

Charlie announced the next meeting will be held on February 23rd, 2005 at 7:00 p.m. and asked for a motion to adjourn.

Maryan: motion to adjourn at 7:50 p.m.. Ed: second. All in favor, unanimous. So voted.

ATTACHMENT A**Project Status**

Taunton Airport Commission Meeting

January 26, 2005

Edwards and Kelcey's Update

1. **East/West Access Road**
 - a. Aerial photos were taken for project -- before snowfall. Copies of the photos were mailed to FAA, MAC, and TAN on January 25th.
 - b. Working with contractor to relocate location of gooseneck stand on the West Road's outbound lane to provide greater room in front of gate. Due to blizzard, the start of work will be delayed.

2. **Reconstruct Parallel Taxiway, Replace Runway & Taxiway Edge Lights & Update Airport SWPPP**
 - a. Started preparing construction documents. Preliminary submission scheduled to occur at end of February.
 - b. A meeting will be held with the Airport Commission, Airport Manager, FBO's, and tenants to discuss the proposed construction phasing for the project. Goal of the phasing is to maintain operations at the airport while minimizing impact to the users. The meeting has been tentatively scheduled for Saturday, February 5th @ 9 AM in the SRE building.
 - c. Submitted additional information to FAA/MAC on off airport obstruction within Runway 30 approach and their possible impact on the placement of the replacement runway edge lights. Based on January 21st phone call from the FAA, they want even more surfaces plotted and analyzed before they will make a decision. Starting to prepare the additional surfaces.
 - d. Copies of the SWPPP questionnaire have been submitted to Airport for distribution to all tenants. Responses to the questionnaire will be used in the preparation of the updated SWPPP.
 - e. Started to prepare the overall drainage plan for the airport. This plan will be incorporated into the SWPPP.