



TAUNTON MUNICIPAL AIRPORT  
COMMISSION

MINUTES OF MEETING  
July 27, 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

Others in Attendance: Ned Dawes, Edwards & Kelcey  
Dick Griffith, Fred Terra, Dick Rodier  
Steve Calish and Scott Hottleman, Bristol Aviation

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?

**Minutes: June 29, 2005 - Bob:** motions to accept the recording secretary's report as submitted.  
**Ed:** seconds. All in favor, unanimous. So voted.

**Minutes of July 21, 2005, Special Meeting for Airport Managers Annual Review.** Maryan: motion to accept as submitted. Ed: seconds. All in favor, unanimous. So voted.

**Treasurers Report ending July 2005** – Ed reported on the financial status of the airport noting **Income of \$120,416.74 and Expenses of \$25,912.11 for a Monthly Positive Cash Flow of**

**\$94,504.63.** Ed asked 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** – TMA fuel prices are in line with prices at surrounding airports. Fuel prices are skyrocketing. Dan made a correction to the fuel survey noting the price of fuel at Plymouth is \$3.40 not the \$3.25 as reported on the survey.
2. **Grounds Equipment Report** - We have received the rest of our new equipment to go along with what we already had in stock. We have the John Deere tractor and have the brush breaker on. We haven't hooked up the finish mower and probably won't for a while. The brush breaker seems to work well. A representative from the equipment company came out to put on a demonstration. People in attendance for the demo were Dan, Maryan, Bob, Ed and Joe Jacob. When we brought in the micro-mower, Tom Benetti noticed the head was flapping, and had broken during the demo. Everyone in attendance couldn't believe it broke so easily and Tom was going to see what he could do. He got back to Dan the same day and the company, Micro-mower has agreed to take back the mower and we are looking into a new over the rail mower, which is a very similar unit. The micro mower material was flimsy and the nuts were near the edge of the metal. The new equipment could probably cost \$1000.00 to \$1,100.00 more. We don't have the final figure as yet.
3. **Roller Acquisition** – Roller purchased from a company called Kennedy O'Sullivan. They are the company that took the roller in trade from the Town of Bridgewater. The roller is still in E. Bridgewater and Dan and Bob went and looked it over a couple of months ago and drove it around a bit. The Commission approved the purchase price of \$750.00 and Don Almeida has agreed to provide a truck and pick it up and deliver it to the airport in the next couple of weeks.

4. **Extended Fuel Hours for July** – We had 3 customers take advantage of the extended hours during the month of July, the numbers are about the same. Also the lineman Eric Curry has completed his courses at Bridgewater State College and is enrolled in Utah and will be leaving for school. He has been a good worker for us and did everything we asked of him.
5. Dan has hired Jerry Motta for fueling. He came in looking for a position last year when we had nothing available. He has been brought up to speed on the procedures for fueling and he's ready to go the first of August for Saturdays.
6. **Airport Safety Group** – Dan talked with a Mary Gabriel of the FAA and invited her for a visit. She is setting up a program at airports in her district for an aviation safety group for users of the airport which will include pilots, commissioners, club members, FBO's, flight examiners and anyone at all interested in aviation to get together occasionally for airport safety discussions. First meeting will be August 19<sup>th</sup> at 11:30 a.m. and all are invited.  
Also, on August 18<sup>th</sup>, Ed has set up a rotary club luncheon to be held here at noon. Dan has invited Ned Dawes and the commissioners, and also members of the flight school to attend.
7. **Construction Update** – Tail Wind building is being erected quickly. All that will be left to do is blacktop and landscaping. The JPN building down the other end is now pouring cement and the building is being delivered this week. This will be the 9<sup>th</sup> building constructed since 2001. Also, there was industrial type accident involving a worker for the contractors out of Wisconsin. He had a fall, went to the hospital via ambulance, he was conscious. There was an injury to his arm and Dan has no official word but hopefully he will have a full recovery and be okay.
8. **Access Gates** – There have been a couple of incidents with the loop and the electronic eye. When the man came out to fix it he seems to think that the incidents were caused by human interaction; probably an automobile was sitting on the loop sensor too long. On the electronic eye, we're not sure if someone climbed on it or hit it, but we should monitor it more closely.
9. With the completion of the JPN hangar the west access road will be extended to accommodate American Aero. Once that is done, we will have completed access to all our FBO's, hangars and

businesses on the airport, which will facilitate the closing of the main gate. Anyone needing access to any of the buildings will need to use the east and west access road. Any trucks too large to use these roads will be allowed to use the main gate but it will be the responsibility of the FBO, tenant or business to make arrangements with the trucking companies to arrange their access through the main gate.

**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 99.9% complete except for some formalities and finishing touches. Once completed, it will be distributed to the appropriate people and will be on file.
3. **Extended Fuel Hours** – We have determined that Julys' extended hours cost the airport \$230.00 to \$250.00 for the lineman coverage. A total of 3 people purchased fuel during the extended hours in July. The commissioners discussed continuing the extended hours for another month. After discussions, **Bob: motions to discontinue the extended hour coverage for fuel sales. Maryan: seconded the motion. All in favor, Bob, Maryan. Opposed: Ed. Motion carries. So voted.**

**New Business**

1. **Annual Manager Review** – During a special meeting of the commissioners regarding the annual review for the airport manager it was recommended to increase the managers' salary to \$31,796.00. **Bob: motion to increase the managers' salary as recommended. Ed: second. All in favor, unanimous. So voted.**
2. **Lead Lineman Review** – It was discussed and agreed to present to this commission an increase to \$9.50/ hr. for the lead lineman only, effective September 1<sup>st</sup>. **Bob: motion to increase as recommended. Ed: second. All in favor, unanimous. So voted.**

Fred Terra suggests numbering all the buildings on the airport. Dick Griffith said he will bring up at the next TAA meeting for them to participate.

Ed would like to have a **meeting on signage** to have a marquee sign showing where and how to access the different buildings. Commissioners will check their schedules and call Charlie to set a time.

**Next meeting August 31, 2005 at 7:00 p.m.**

**Maryan: motion to adjourn at 8:00 p.m.. Ed: second. All in favor, unanimous. So voted.**