



TAUNTON MUNICIPAL AIRPORT  
MINUTES OF MEETING

June 26, 2005

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

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

Called to order: 7:00 p.m.

Others in Attendance: Ned Dawes, Edwards & Kelcey  
Fred Terra, Nelson Woodward, Dick Crowell,  
Jerry Field, Dick Rodier, Ted Paull, Fred O'Hearn,  
Dick Griffith, Bill McCaffrey.

Edwards & Kelcey Engineer Ned Dawes began the meeting with a run down on the status of various projects at the airport. Ned handed out a written report for all in attendance (see Attachment A). After Ned gave his verbal report, he asked if anyone had any questions? Jerry Field questioned the use of the taxiway when the runway is shut down for reconstruction? Ned displayed a layout showing phases of the work to be performed and explained the amount of time the contractor had to complete each phase. Charlie stated that so everyone is aware, that there will be periods that one will not be able to get in and out as you normally do. We will make every effort to minimize any intrusions and/or restrictions. There being no further questions, Charlie thanked Ned for the information provided this evening and he was excused from the meeting.

Minutes May 2005 - Ed: motions approval of the minutes as submitted. Bob: seconds the motion. All in favor, unanimous. So voted.

**Treasurers Report** – Ed submitted a financial report showing **INCOME of \$15,499.38 and EXPENSES of \$8,165.40 and a positive monthly cash flow of \$7,333.98.** Ed asks if there are any questions on the financial report? There were no questions and, **Maryan: motions for approval of the report and authorizes Ed to process bills for payment. Bob: seconds the motion. All in favor, unanimous. So voted.**

**Airport Managers Report** – Dan reported on the following:

**Fuel Survey** – TMA at \$3.40/gal., and still in line with prices at other airports. Expecting to get new shipment the beginning of next week.

**State Rep. Steven Canessa** visited the airport 6/3/05 because this is part of his district. Dan gave him a tour of the airport and introduced him to various FBO's.

**Attended Aero Club Luncheon** 6/10/05 in Boston with Bob Adams. Feature of program was privately funded flights into space.

**Annual Open House & Neighborhood Field Day** 6/18/05. There were 19 participating aircraft that flew the Young Eagles and airport neighbors. There were 225 registered passengers and another 25 – 30 people that were given rides either at the beginning or end of the day that had not registered. Dan gave a rundown on expenses incurred for the event totaling \$985.61. Dan was very please with the outcome and expressed a big thank you to all who participated.

**Roller Acquisition** – We have made arrangements with the town of East Bridgewater to acquire the roller through Kennedy O'Sullivan. The money was voted on at the last meeting in an amount not to exceed \$900.00. Dan and Bob went to look at the roller and feel it would be a good purchase for the airport and should do quite well for the runway and other projects. Don Almeida has volunteered to pick up and deliver.

**Grounds Equipment** – We have received a partial shipment on most of our equipment. We have the zero-turn lawn mower, which is quite a machine, we have the finish mower that will attach to the tractor and we have the brush hog. The tractor has not been delivered and we expect to have it within the next few weeks.

**June Fuel Hours** – Ed reported that between June 1<sup>st</sup> and June 28<sup>th</sup> from 5:00 p.m. to 6:00 p.m. a total of 70.1 gallons of avgas was pumped over 4 transactions. The total labor cost was approximately \$232.00 for covering 29 hours @ approximately \$8.00/hr. The Commissioners

discussed the pros and cons of providing the service because people knew of the extended hour and did not take advantage of it and it cost us money. Joe recommends continuing with the extended hour for another month and then make a decision. Dan will speak to linesman to see if they are willing to cover the extra hour each day at the pump. If linesmen not willing we will be back at regular hours. **Maryan: motions to continue the extended hour for fueling provided that there is a linesman available for the coverage. Ed: seconds. All in favor: Maryan, Ed, Greg. Opposed: Bob. Motion carries, so voted.**

Bob asks if we can do something in appreciation for pilots and individuals who helped out with the field day. After discussions, Joe will make up certificates of appreciation. Charlie also wants to extend his thanks for all who helped to make the event a success.

Charlie noted that we are looking to acquire another building. We are getting so much new equipment that we are running out of space in our new building. We will be looking to MAC for direction on getting another building.

### **Old Business**

**Long Term VMP** – Greg stated that he has misplaced his copy of the 5 Year plan and the Annual Plan and requests another copy. Dan will provide.

**Security Plan** – Charlie reported that this is still in process and we're days away from finalizing the draft that will go to MAC but it is a detailed plan.

### **New Business**

**Request to Pay Postage Meter Costs** – Dan explained that he had been approached by Gil Enos the Mayor's Assistant with regards to postage costs. Between December 2003 and May 2005 we have used \$885.00 in postage. Gils' plan is to go after all departments for reimbursement of postage costs. Charlie stated that there are two approaches that we can take: 1) say okay and pay the \$885.00. The 2<sup>nd</sup> option and the one Charlie is going to recommend is that we discuss the issue with city hall in view of the revenue generated by the airport. Approximately \$50,000.00 - \$60,000.00 annually goes into the City of Taunton funds and we get nothing in return.

**Maryan: motions to pay if necessary but try to negotiate. Bob: seconds the motion. All in favor, unanimous, so voted.** . Ed on discussion stated that it would make more sense for the airport to get our own postage meter.

**Pig Roast – a tentative date of 9/17/05 has been established.**

**Review Fuel Discount Program – Dan stated that cash sales are 3% off at the pump, total amount each month \$195.35 for the past 6 months. Fuel discount on billed invoices totals \$384.62. Total discount over 6 months is \$579.00 over 6 months and this is a ballpark figure and not completely accurate. Charlie asks what the wishes of the commissioner are, to continue the discount, amend, abolish, etc. Dan recommends continuing for another 6 months. Joe also recommends continuing the discount program. Bob: motions to continue the fuel discount program for an additional 6 months. Ed: seconds. All in favor, so voted.**

**Bill McCaffrey** addressed the commission with regard to the possibility of erecting a windmill to generate electricity to provide the power needed to run greenhouses to grow produce in the winter. In the summer the greenhouse would not need the electricity and he would like to sell it back to the city, possibly the airport. After Bill conveyed the information on his proposal, Charlie stated that he is interested in what Bill is proposing but there are other extenuating things that would need to be looked at, height of the windmill, location, flight patterns for pilots, regulations, etc. Joe will look at regulations and Charlie will contact the Solicitor to see if this is something the city is interested in, what our options are, and if it is something we can entertained. Charlie will get back to Bill in several days.

Dick Griffith of the TAA addressed the commission and expressed his congratulations to the commission on the field day event. He stated that he has never seen an event so well run and planned out and it is a privilege to be a part of the event, he had a great time and the commission did a fantastic job and he wanted this to be part of the record.

**Establish Date for Manager's Review – The commissioners decided on July 21<sup>st</sup> at 7:00 p.m. for annual discussion on the airport managers' performance.**

**Election of Officers – Bob: motions for 1 vote on all positions, and to keep the current officers as is. Greg: seconds. All in favor, unanimous. So voted. Charlie will remain Chariman, Ed will remain Treasurer and Maryan will remain Vice-Chairman.**

Maryan asked a question regarding liability for the groups that come and clean or camp here and how are we covered? Charlie stated that he is under the impression the groups are covered by their own organizations insurance. When participating with the groups, permissions slips from their parents should be part of their procedure, but it is a good idea to look into and make sure all is in order.

Maryan: Motion to adjourn: 8:15 p.m. Ed: seconds. All in favor, unanimous.

Next regularly scheduled meeting: July 27<sup>th</sup>, 2005

**TAUNTON MUNICIPAL AIRPORT**

Westcoat Drive

P.O. Box 441

East Taunton, MA 02718-0441

Phone (508) 821-2973

Fax (508) 821-3723

Office of the Commission:

July 22, 2005

**Minutes of July 21, 2005 Special Meeting  
Airport Manager's Annual Review**

On the evening of Thursday, July 21, 2005 the Taunton Municipal Airport Commission met for the purpose of the annual review and re-negotiation of the Airport Managers Contract. In attendance were Charles R. Menard, Sr., Commission Chairman, Maryan Nowak, Commission Vice Chairman, Edward Fowler, Commission Treasurer and Commissioners Robert Adams and Gregory Cronin.

Discussion ensued about the manager's performance. In general, none present were aware of any major negative issues and were highly complementary of Mr. Raposa's relationship with the neighbors, ability to multi-task the various assignments and an oversee the operations of the airport. During the review, it was suggested that Mr. Raposa take a flight training course such as a "Pinch Hitter Pilot Course" to enhance his knowledge and understanding of the pilot's perspective and that he establish and publish various office hours that he would be available to the general public for the purposes of conducting airport business.

After the review portion of the meeting was completed, it was recommended to propose an increase to Mr. Raposa's annual salary from \$30,282.00 to \$31,796.16 (payable in twelve monthly installments of \$2,649.68) beginning in August 2005. This proposal will be discussed and voted upon at the July 27, 2005 Commission meeting.

Respectfully submitted,

*Charles R. Menard, Sr.*

Charles R. Menard, Sr., Chairman  
Taunton Municipal Airport Commission