



TAUNTON MUNICIPAL AIRPORT
COMMISSION

MINUTES OF MEETING
March 30, 2005

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

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

Called to order: 7:00 p.m.

Others in Attendance: Ned Dawes, Edwards & Kelcey
Mike Dupont, American Aero,
Steve Calish, Bristol Aviation
Jim Maddigan, Civil Air Patrol
John Ornellas, Eugenio Roberio, John Williams, Jerry Field,
Joe Landry, Dick Crowell, Manuel Gonsalves, Ted Paull,
Howard Rose, Don Almeida, Bill McCaffrey

Airport Engineers Projects Update – E&K representative Ned Dawes submitted a written status report on pending airport projects. (See Attachment A). Ned also 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.

At this time Charlie welcomed Steve Calish , owner of Bristol Aviation, as a new tenant and business on the airport.

Minutes: February 23, 2005 - Ed: motions to accept the recording secretary's report as submitted. Bob: seconds. All in favor, unanimous. So voted.

Treasurers Report ending March 2005 – Ed reported on the financial status of the airport noting **Income of \$21,884.96 and Expenses of \$27,721.66 for a Monthly Deficit of \$5,836.70** 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** – Cash price for fuel is \$3.05, other airports around us are \$0.20 or more higher than us on fuel. The reason for this is because we still have fuel in the ground, but the next drop will probably require a price adjustment.
2. **Airfield lighting** – All but three lights are operational. As weather permits Dan is working on the lights. This is an ongoing project.
3. **Rotating Beacon** – The bulb has been replaced and Dan thanked Bob Adams for getting up there to do this. The angle appears to be okay, and Dan asked airport users for feedback if they observe something not right with the beacon.
4. Dan met USDA on March 16th, and they assessed the bird situation and made recommendations for remediation of the problem and we have received a letter of their assessment.
5. Dan met with the new Conservation Agent for the city and showed her around the airport and brought her up to speed on what's going on at the airport.

Dan noted that most ID badges are up for renewal this month, there will be no notification, badges can be renewed up to 2 months before expiration, if a new picture is desired you have to come to the office.

Old Business -

1. **Review SOPP's.** Charlie reported on the following: **(A) SWPPP Program** - the commissioners are reviewing the draft before submitting to the FAA and MAC for their review.
2. **Long Term VMP** – Greg noted that there have been no comments or responses to date.
3. **Security Plan Update** – Dan is in the process of updating and should be complete within 60 days. Dan needs the names and addresses of the employees of the FBO's.

4. Wood Hangar Correspondence Received – Charlie asks Dan to review and investigation and bring up at next meeting.
5. **Definition of Non Aviation Business** – Charlie reported that he took the liberty to revise this in an effort to help clarify the definition. In effect it is the same except for the addition of the paragraph at the bottom, which states, “that the airport manager has the authority to determine if any activity meets the criteria of a Non-Aviation Commercial Business. In the event that a determination is questioned, the requesting party has the right to appeal to the Airport Commission. The appeal shall be submitted in writing and shall list the reasoning why it disagrees with the airport manager’s decision. The decision on the appeal to the commission is final”. Charlie will submit to the MAC for approval. If approved, it will then be voted on by the commission and if passed will be added to our SOPP’s.

New Business

1. **CIP meeting** to follow the commission meeting tonight to discuss priorities for our 5 and 10 year plans.
2. **Request for repairs for old terminal building** – Charlie stated that the repairs should not be more than \$1,600.00. **Bob: motion to approve the funding not to exceed \$2,000.00. Maryan: second. All in favor, unanimous.**
3. **Extended Fueling Service Hours** – Ed stated that we will try the extended hours for providing fuel until 6:00 p.m. for the month of June and at the end of June we will do a financial analysis to see if we are selling more fuel or not. We will also take into account the money we have to pay the linemen. Dan will notify every one of the extended hours via the newsletter in April and May, so there will be two months notice going out. If the extended hour works out, we will consider keeping extended hours.

Charlie informed everyone of the memo from MAC regarding the enhanced security measures.

Charlie announced that the next meeting will be held on April 27th, 2005 at 7:00 p.m. and asked for a motion to adjourn. **Maryan: motion to adjourn at 8:05 p.m.. Ed: second. All in favor, unanimous. So voted.**

Project Status
Taunton Airport Commission Meeting
March 30, 2005
Edwards and Kelcey's Update

1. **East/West Access Road**
 - a. Working with contractor to relocate location of gooseneck stand on the West Road's outbound lane to provide greater room in front of gate. Work will be performed once there are better weather conditions.
 - b. The contractor also has to remove the silt fence and hay bales.

2. **Snow Removal Equipment**
 - a. Working with equipment supplier to provide and install casting chute for snow blower. Still don't have definite delivery time frame for this item.
 - b. Work on the "timing" of the auger assembly has been completed this month, which eliminated the vibration problem.

3. **Reconstruct Parallel Taxiway, Replace Runway & Taxiway Edge Lights & Update Airport SWPPP**
 - a. Received only minor comments from MAC on the preliminary submission. No other comments received. Therefore, went straight to preparing the as-advertised set of bid documents.
 - b. Adjusted project schedule to bid project earlier. Project is currently out to bid effective Wednesday, March 30th.
 - c. Pre-Bid conference shall be held at the airport for prospective bidders on Thursday, April 7th @ 11 AM.
 - d. Bids will be opened at the airport on Wednesday, April 13th @ 1 PM.
 - e. Based on responses to the SWPPP questionnaire, we have prepared the SWPPP. A draft copy of the SWPPP has been submitted for the Chairman's review before submitting it to the FAA & MAC for their review.

4. **FAA & MAC CIP**
 - a. Both the FAA & MAC want to hold a CIP meeting with Taunton to review their current CIP. I informed the FAA that Taunton was going through the process of collecting input from the airport users at their March Commission Meeting. Expect to schedule a meeting with the FAA & MAC for early April to review the results of the meeting.

5. **Massachusetts Airport Management Association (MAMA) – Airport Awareness Day**
 - a. To be held on Monday, May 9th from 10 AM to 1 PM in The Great Hall at the Massachusetts State House. There will be a buffet luncheon served.
 - b. It is recommended that every airport send representatives (e.g., Airport Commissioners, Airport Manager, consultants, etc.) to the event so the legislators can hear directly from their constituents.
 - c. Invitations will be sent from MAMA to your legislatives asking them to visit the display so you can discuss the importance of aviation to your community and asking for their continued financial support for airport improvements through MAC.
 - d. EK is helping MAC set up the display by providing aerial photos for all of our clients.