



TAUNTON MUNICIPAL AIRPORT  
COMMISSION

MINUTES OF MEETING  
September 28, 2005

Commissioners: Charlie Menard, Chairman  
Ed Fowler, Treasurer  
Maryan Nowak, Vice Chairman  
Bob Adams  
Caroline Basler

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

Others in Attendance: Ned Dawes, Edwards & Kelcey  
Dick Griffith, Fred Terra, Ted Paull, Bill McCaffrey

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

At this time Charlie extended a welcome back to Carolyn Basler as a new commissioner. Carolyn will be completing the term vacated by the resignation of Commissioner Greg Cronin.

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? There being no further questions for Ned, Ned thanked the commission for the pig roast noting tha his son had a great time.

**Minutes: August 31, 2005 – Ed: motions to accept the recording secretary's report as submitted.  
Bob: seconds. All in favor, so voted.**

**Treasurers Report** – Ed reported on the financial status of the airport noting **Income of \$33,313.65 and Expenses of \$114,233.89 for a Monthly Negative Cash Flow of \$80,920.24.** 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 the bills for payment. Carolyn: seconds. All in favor, unanimous. So voted.**

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

1. **New Linesmen Jerry Motta a student of aviation and THS and Leo Dutra have been hired to dispense fuel and Dan asked to his this mentioned in the minutes and extends a welcome to the airport to both of them. Everything seems to be going okay and linesmen are being trained. Dan noted for the pilots that Leo may be away from the fuel shack from time to time with mowing and other duties and asks that pilots call on the radio if they need fuel while Leo is away from the fuel area.**
2. **Dan met with ConComm agent 2 times with regard to construction at JPN construction site. Mike Dupont was concerned with some flooding he believes was taking place in that area and he called conservation and conservation requested a meeting with Dan. Dan met with Michelle Restino, Bob Adams and Fred Terra. Mike was not present on this day. Michelle witnessed that was taking place and spoke favorably of the operation. The very next day we had more inclement weather and Michelle Restino was called again. She called Dan and asked to come to the airport again. Dan said it was okay and met with her and Mike Dupont. In her response e-mail to Mike Dupont, she was favorable of the operation noting that the discharge area as well as the swale behind the new building are working well and that within 24 hours after the rain, the area of concern is no longer drenched and that there is not puddling in that area.**
3. **Snow Removal Bids** – We will be soliciting bids for back up equipment and manpower. Dan will place an ad and hopefully bids will come in and will be opened at our next meeting on October 26.

4. **Snow Removal Plan** – Dan said we will have a list of people able to help with the snow removal. Hopefully we won't have to go off the field for help. Dan will be training the linesmen on the equipment. Bob Adams will also be aiding with snow removal. If Leo works out well, we will consider having Leo take the hydraulics test and obtain his license. Snow removal will be a daytime operation and not at night. With the equipment we have, clean up will not be as drastic as it use to be.
5. **Letters of Intent for Lots 25 and 13** was received from Ron Nation and Adams Construction with regards to constructing new hangars.
6. **Office Space available for rent** in terminal building – Dan placed a for rent sign in the window, there are 2 rooms available.
7. **Terminal Building Thermostat** – Dan contacted a vendor to move the thermostat to the hallway so this it will be more accessible. The thermostat will be in a secure box and a key will be given to the flight school. If we get an additional tenant in there hopefully they can agree on a temperature and if not, we will control the temperature.
8. **Building Directory Signs** – Past Commissioner Greg Cronin is working on and is in process. Dan is waiting to hear from Greg.
9. **Westcoat Drive Signs** – Greg is also working on this and is gathering information and will be putting together an estimate. TAA would like to be involved in this project any way they can even if it is providing some of the finances needed.
10. **Pig Roast Report** – Dan does not have a complete report of everything that was bought and money that was spent. We had over 100 people attend and everyone had a great time. We invited all the pilots who participated in the neighborhood appreciation day to attend as our guests. Route 79 Pig Roasters did a great Job and we received a lot of compliments on the job they did for us. Our thanks go out to Fred Terra and Dick Griffith for all their help with cooking on the grilles.
11. **Phillips 66 Dealer Meeting** – Dan and Bob attended on September 19<sup>th</sup> and 20<sup>th</sup> in NY. There were a couple of presentations, one by an insurance company and one by an engineering firm discussing changes for the SWPPP for 2006.

12. **Airport Safety Group** – met in August and in September. The next scheduled meeting is October 21 at 11:30 a.m. at the airport managers' office. Dan would appreciate any commissioners who are able to attend to please do so. The first meeting was a power-point presentation by Mary Gabriel of the FAA on what the group can do. The second meeting was a review of the first and the forming of a mission statement and discussion on intercom radios and their use at airports. Joe spoke on research that was done on Unicom issues and people allowed us of the Unicom. Non-pilots should have a restricted radio-telephone operator's license. It is a simple license to get a hold of, there is no test, but the FCC charges a small amount for processing the license and the license is good for life. If we're going to process the restricted radio-telephone operators license, Dan would be the one to have it, but if we're going to allow the linesmen to answer the radio for requests for fuel, then they also should obtain the license. Joe asks that this item be on the table for the commissioners' review and consideration.
13. **Farmall Tractor** – Dan is looking to put the Farmall tractor up for sale and will be soliciting bids for it.
14. **Building Identification** – Dan noted that a numbering system is in place for the identification of buildings.

#### **Old Business**

1. **Long Term VMP Program** – Charlie reported that although Greg has stepped down from the commission, Greg volunteered to continue working on this item and Charlie has not heard anything from him and asks Dan to call Greg for a status report.
2. **Security Plan Update** – Dan is in the final stages of putting the plan together, and compiling 12 copies for distribution. They will be numbered and signed for and will be out shortly.

Joe asked if there is any further work on what we are going to do with Jet A fuel? Charlie stated that we have the proposal that Joe put together and we've hesitated to do anything until we have a meeting. Joe asked Dan if there have been any further requests for Jet A fuel? Dan responding, no. Charlie asks Joe to update his report on Jet A estimates, demand/need, projected need, etc.

Ed asked for an update on the ultra-lite issue. Charlie responded that a complaint was filed with the FAA because we do not allow ultra-lites at the airport. We responded to the complaint with the information requested. We have not heard anything but we do know by way of phone calls that the FAA has been in contact with MAC asking if they were aware that we do not allow ultra-lites and if MAC concurred with our reasoning for not allowing them? Dick Bunker contacted Charlie for an update and we gave him all the information he asked for and he told Charlie that he concurred with the commissions' ruling. Dick Bunker contacted Donna Witte of the FAA and told her that he agreed with the commissions reasoning for not allowing ultra-lites. A meeting has been set for the first week in October with Dan, Charlie and Donna Witte to talk about our response and whatever else Donna wishes to talk about regarding ultra-lites.

**New Business**

1. **Meeting with Kings Pond Road residents on September 29<sup>th</sup>** to discuss the proposed installation of obstruction lights within the roadway layout.
2. **Security Plan Review** – Charlie stated that we have worked on the security plan for the last few months. It encompasses a lot of material and is very detailed. In view of the latest security issues and disasters that have been occurring, in the past we have tried to keep the lines of communications open with TEMA regarding how the airport would fit in to an emergency should one occur. The airport has never been contacted with regard to what we could do for the city in an emergency or what they could do for us in the same situation. Charlie asked Maryan and Carolyn to work together and be liaison with the city and TEMA to find out our role during an emergency/disaster or how both TEMA and TMA can assist each other.

**Next meeting October 26, 2005, 7:00 p.m.**

**Maryan: motions to adjourn at 7:55 p.m.. Carolyn: second. All in favor, unanimous. So voted.**

## Project Status

Taunton Airport Commission Meeting  
September 28, 2005  
Edwards and Kelcey's Update

1. **Reconstruct Parallel Taxiway, Replace Runway & Taxiway Edge Lights & Update Airport SWPPP**
  - a. Bay State Piping has completed all the pavement work associated with the reconstruction of the taxiway. Still have to adjust some of the taxiway lights to match the grades.
  - b. Work on the runway lights is scheduled to be completed by the end of this week. The installation of the new guidance signs is scheduled for early October. Still have to adjust some of the runway lights to match the grades.
  - c. The work in the airfield vault is scheduled for early October. The new regulators are on site.
  - d. At the current pace, the project should reach substantial completion by the end of the first week of October – about two weeks ahead of schedule.
  
2. **FAA/MAC CIP & FY '06 Airport Improvement Project**
  - a. Pre-Design Conference for the apron rehab project was held on September 2<sup>nd</sup> @ MAC's office.
  - b. Prepared the scope of work and corresponding fee and submitted this to Airport Commission on September 19<sup>th</sup>. Provided blank copies of manpower worksheets to the independent estimator for his use.
  - c. Have collected information about the scope of the project from TMLP, City Engineering and Planning Board.
  - d. Meeting with residents from Kings Pond Road scheduled for September 29<sup>th</sup> @ 7:30 PM to discuss the proposed installation of obstruction light within right-of-way.