



TAUNTON MUNICIPAL AIRPORT COMMISSION

MINUTES OF MEETING
February 22, 2006

Commissioners: Charlie Menard, Chairman
Ed Fowler, Treasurer
Maryan Nowak, Vice Chairman
Bob Adams (absent)
Carolyn Basler

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

Others in Attendance: Fred Terra, Dick Griffith, Dick Rodier, Ed Duncan, Doug Cooper,
Mike Dupont & Melinda Dupont of American Aero, Carl Abers,
Ned Dawes and Jeff Reiley of Edwards and Kelcey

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

Airport Engineers Edwards & Kelcey, Projects Update – Ned submitted a written status report on airport projects and verbally reported for all in attendance. (Refer to Attachment A for specific report).

Ned asked if there were any questions or comments on any of the projects. No one in attendance expressed any comments or questions for Ned. At this time Ned introduced Jeff Reiley of E&K who was lead engineer on the design project for the apron. The commission welcomed Jeff on-board and is looking forward to working with him.

Secretary's Report of January 25, 2006 – Ed: motion to accept as submitted. Carolyn: second.
All in favor, unanimous. So voted.

Treasurers Report – Ed reported on the financial status of the airport noting **Income of \$113,778.75 and Expenses of \$106,978.78 for a Monthly Positive Cash Flow of \$6,799.97.** Ed asked if there are any comments or questions on the report? No questions or comments from the commissioners, **Maryan: motions to accept the Treasurers’ Report and to authorize Ed to submit the bills for payment. Carolyn: seconds. All in favor, unanimous. So voted.**

Airport Managers Report – Dan reported on the following:

1. **Fuel Survey** – Dan presented the fuel survey and reported that the price of fuel has been dropping slightly. And we still have approximately 4000 gallons left in the tank, and our fuel prices are in line with prices of nearby airports.
2. **Airport Users’ Forum** – The meeting will be scheduled quarterly and the next meeting is scheduled for April 20, 2006.
3. **Ascent Technology** – Inspection of the fuel farm area is scheduled for March.
4. **Pump Handle Survey** – The survey netted 9 responses. The consensus is basically that the proposed new nozzle could be worse than the one currently being used and that those who responded to the survey are not sure they would like to see it changed. Dan will bring up again after the fuel farm inspection in March.
5. **Pilots Lounge Lease** – The lease is now in effect for 1 year. Everything is in order and the tenants will be sending the insurance certificate.
6. **On March 1, 2006** – Dan will be meeting with Anne Herman of TSA at 9:00 a.m. Any commissioners wishing to attend are welcome.
7. **SOPP Updates** – are complete and distributed to booklet holders.
8. **NOTAM** – Dan noted that he placed a NOTAM on the segmented circle because the sock assembly is broken from the pole. He hopes to have back on line this week.

Old Business

1. **Westcoat Drive Signs** – We had contact with Greg Cronin and Greg gave Dan the name of the company that is going to make a presentation of different types of signage.
2. **Airport Building Signs** - Charlie spoke with Greg and Greg is still volunteering to be involved with this project and should have the signs here shortly along with other signs Dan has asked for.
3. **Emergency Asset Plan Review** – Maryan stated that he and Carolyn have finally got it down on paper and the idea was to take the various documents that we have published at the airport and make excerpts in regard to what we would consider assets in the event of an emergency for the city. He and Carolyn worked on together with regard to adding, deleting, changing the wording and is now in print and distributed to the commissioners. It is in draft form for the commissioners' review and open for comments, suggestions and/or changes. Once in it's final form, it will be distributed to various city departments to comment on the airport assets that they may be in need of in the event of an emergency. Maryan asks the commissioners to review the information, make suggested changes and when the changes are made they will put together the final document for distribution. Charlie thanked Carolyn and Maryan for their efforts, there was quite a bit of work to the document.
4. **Abutter property appraisal** – Charlie reported that while waiting for the appraiser to fit into his schedule the time needed to look at and evaluate the property, it has been identified that there is a brook in the location and there are ConComm issues there that would need to be addressed. Also, looked at was the accessibility of the land. We have decided not to move forward with the appraisal and determined that even if the piece were available it probably would not be of benefit to the airport.
5. Charlie asked Dan if he has been in contact with the person who has a plane in the crib area without landing gear? Dan stated that he wrote that person a letter 2 to 3 months ago stating that he be aware that this spring planes will need to be moved during the apron reconstruction project. Charlie stated that he went by the other day and the doors to the plane are open, and not secure. It is amazing that the individual continues to pay for a tie down for a plane that is

deteriorating and it is almost to the point that the plane is becoming a liability to the field.
Charlie asked Dan to contact the owner and ask them to consider the removal of the plane.

Next meeting March 29, 2006 at 7:00 p.m.

Maryan: motions to adjourn at 7:30 p.m.. Ed: second. All in favor, unanimous. So voted.

Project Status

Taunton Airport Commission Meeting

February 22, 2006

Edwards and Kelcey's Update

1. Reconstruct Main Apron & "Crib" Apron, Construct Apron Expansion, Install Two Obstruction Lights and Additional Ramp Lighting

- a. Submitted preliminary set of construction documents (plans, specifications, and estimate) to FAA, MAC, and Airport Commission on February 17th. Scheduled to submit final documents by March 24th, with bidding to start in early April. Must submit FAA grant application by May 1st.
- b. Held an additional meeting with TMLP on February 3rd to review proposed installation of obstruction lights within Runway 30 approach. Coordinated the design of the obstruction lights (number and placement) with the FAA. Right now the design calls for a total of seven new poles/lights. One on the north side of the approach on airport property to light the willow trees on the adjacent landowner's property. Three poles along Caswell Street on the airport property. Three poles along South Precinct Street. TMLP preparing a Pole Petition to request City Council permission to install poles within South Precinct Street right-of-way. TMLP to do all the work to install the poles and lights.
- c. Contacted two Kings Pond Road residents on February 10th to inform them of the proposed location of the obstruction lights. Reply from one of the residents on February 14th stating that he was thankful for being kept informed as to the proposed project and liked the idea of moving the poles outside their neighborhood.
- d. Conducted a site walk with the Taunton Conservation Commission Agent on January 27th. Based on that meeting, along with subsequent follow-up discussions, we are required to file both an Abbreviated Notice of Intent and a "regular" Notice of Intent. Expect that the permit applications will be submitted to the Conservation Commission in early March.
- e. Assisted with the CCTV pipe inspection on February 8th. Found two catch basin covers that could not be opened because of frozen screws. Nothing unusual found during the inspection of the storm drain lines under the apron.
- f. Held a meeting on February 22nd before the Airport Commission meeting to review the proposed construction phasing for the apron reconstruction and expansion portion of the project.

2. Airport Capital Improvement Program

The FAA is running this year's CIP process. They had asked for a meeting to be held to review the airport's CIP on February 16th at FAA's headquarters in Burlington, MA. The FAA was contacted requesting that the location of the meeting be changed to be held at MAC's office in Boston to allow representatives from the Airport Commission and Airport Manager to attend. The FAA was not flexible and required the meeting be held at their office in Burlington. Without representation by the Airport Commission or Airport Manager, the FAA decided not to hold the CIP meeting. Therefore, EK worked with Chairman to update CIP list and submit it to the FAA and MAC for their consideration on February 15th.