



TAUNTON MUNICIPAL AIRPORT  
COMMISSION

MINUTES OF MEETING  
JULY 28, 2006

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

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

Others in Attendance: Dick Griffith, Dick Rodier, Ed Duncan, Ted Paull,  
Jim Maddigan, Ned Dawes: Edwards & Kelcey

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

**Airport Engineers Edwards & Kelcey, Projects Update** –Ned distributed a written status report on projects and read the report for all in attendance. (Refer to Attachment A for specific report). There were no questions, comments or concerns on any of the projects from anyone in attendance. Ned was thanked for his update and continued good work on behalf of the airport and was excused.

**Minutes 6/28/06 – Bob: motion to accept as submitted. Ed: second. All in favor, unanimous. So voted.**

Marion asked Joe if he has put together a letter with regard to a proposed rule by FAA for a potential expansion to Part 77 Surfaces and the Commissions' opposition on this proposal? Joe responded that he is still researching and has not composed the letter as yet.

**Treasurers' Report** – Ed reported **Income of \$25,667.64** and **Expenses of \$205,602.67** for a **Negative Monthly Cash Flow of \$179,935.03**. Ed noted that \$173,433.00 of the expenses was to E&K for the apron project and \$25,170.00 was for fuel. **Maryan: motions to accept report and authorized Ed to submit bills for payment. Bob: second. 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 is up but we're still cheaper than some surrounding airports. \$4.30/gallon on house accounts, credit cards and checks and \$4.17 for cash discount. Charlie stated that it is hard to believe that we're charging \$4.30 and that other airports are higher.
2. **Airport Users' Forum** – met last week. The next meeting will be October 19<sup>th</sup>. Dan took notes but has not had time to compile the minutes. Dan was the moderator for the last meeting, he went over all the issues at the airport and the apron expansion and the phases. Dan will be compiling the minutes for distribution.
3. **FAA Grant Assurances Compliance Inspection** – Dan met with FAA rep Donna Whitte on 6/29. It was a pre-arranged tour and prior to the tour Dan was asked to compile a list of all leases on the airport. Dan thanked Carolyn for gathering this information for him. We have 15 leases. FAA has reviewed the leases. At the meeting with Ms. Whitte on 6/29, the leases were discussed. She stated that there are some things in the leases that she may want taken out and some things that she is going to provide to Dan that she may like put into the leases. Ms. Whitte came with another person and an intern and Dan took them on a tour, gave them a run down on money issued to us in the past few years and how the money was used. Ms. Whitte will file a report and will ask the Commission for comments on the report.
4. **Vegetation Clearing on South Precinct Street** – Dan met with Jim Greene, City Engineer, and pointed out to him the areas we wish to have cleared on both sides of South Precinct Street. Mr. Greene will mark the area of where city property and private property begins and ends. Mr. Greene commented that it doesn't look like there should be a problem taking out

most of what is there. After Mr. Greene marks the area, Dan will contact the Park & Recreation department.

5. **Vegetation Clearing 12-30 Taxiway Report** – The tractor has been converted from the brush hog attachment to the over the rail clearing machine. Dan thanked Dick Rodier for spending so much time getting the machine going. The clearing is an ongoing project and we're keeping up with it.
6. **Airside Inspections** – is ongoing. We are looking forward to the completion of the tie downs. The contractor will supply us with tie down rope and we will be placing the new ropes to each tie down as we go. As far as the lights, we had 1 runway light malfunction. Dan brought this to the attention of the contractor through our field engineer. The contractor informed Dan that that light had been working. The light is now working. The fuel farm has no unforeseen problems, and seems to be working fine. Hopefully the new fuel farm will be in sometime before the snow flies.

### **Old Business**

1. **Airport Signage Report** – Dan reported that the signs on Westcoat Drive are up. Building signs will be coming in. Dan will get ¾" stainless screws to have available for the building owners. When the signs come in Dan will contact the owners to have them pick up their signs and place them in the location that Dan would like them placed. One sign should be visible from the airside for when people are taxiing. Another sign should be visible from the east/west road. Discussion at the airport users forum was that we should have more signage for gates and streets. Dan has observed at other airports is that gates are labeled.

### **New Business**

1. **Review Overnight Tiedown Rate** – Charlie stated that in the past we charged \$3.00/night for transients who came in and parked here overnight. If the pilot fueled, we waived the fee. At some point over the last couple of years, during a review of the SOPP's it was decided that we

really didn't have that many over-nighters. In lieu of chasing people for \$3.00 or worrying if they fueled, it was decided not to charge for overnight parking. The discussion has resurfaced and a request to visit the issue again. Dan reported that some airports charge for overnight parking and if a pilot fuels up, the overnight charge is waived. Charges for overnight parking at other airports ranges from \$5.00 to \$10.00. Dan stated that he has never collected an overnight fee and said that we probably have one over-nighter a month. Joe stated that there is such little impact to the airport is not worth the effort to collect a fee and suggests eliminating the requirement entirely and revisit when it does impact the airport. Carolyn's reason for re-visiting this issue is because someone stopped in looking to make an arrangement to leave a plane here while vacationing on the Cape. It also included leaving a vehicle here. So at what point does an overnight become 2 or 3 weeks and we don't have the mechanism to charge them? Joe said that becomes a rental, and the partial monthly or pro-rated charge would apply. Dan stated he would like to have something on the books stating a specific rate for overnight users. Discussion took place on pilots having a car left in the parking lot to use when they fly in. The Commission discussed the pros and cons, liability, fees, registration, insurance and vandalism. Charlie asked the pilots in attendance if they have cars at another airport that they use when they fly in and if they pay a fee to leave their vehicles? Pilots with vehicles at other airports said that they do pay a fee and the vehicles are registered. Charlie asked Dick Griffith if he could provide a copy of the contract to the Commission so we can possibly fashion a contract if we need one in the future. Discussion on leaving a vehicle parked in the lot for any extended period of time is tabled until August meeting. Joe noted that there is a mechanism already on the books for charging for overnight parking stating that partial months will be pro-rated on a daily basis. Charlie stated that this is the airport managers' call upon notification.

2. **Review New Monthly Rate for Electrified Tiedowns** - Charlie reported that under the reconstruction, the crib area and several tie downs against the fence will have electric service. Dan conducted a survey and reported that several airports have electric tie downs and charge

anywhere from \$10.00 to \$25.00 per month in addition to the regular tie down fee. A study of consumption here at the airport determined that the fee for the electric tie downs would be possibly \$18.00 to \$20.00/month. We're hoping to be able to provide the electric tie downs to those who want them on a first come first served basis. We will have some control over the electric, to turn it off when someone does not want to pay the fee during the summer months. The commission discussed the options, 1) flat rate all year 2) pay for electric only when using. No one will be allowed to run an extension cord to provide electric to an aircraft. Discussion took place on determining the fee for electric. Charlie stated from the discussions the consensus seems to be that we charge one flat rate year round for the electric tie downs inclusive of an additional fee. The question now is what the rate should be, \$10. \$15. \$20, \$25.00 per month? Bob suggested \$10.00 per month 12 months a year. Dick Griffith suggested \$15.00 per month. Dan stated that we will have one user who will need it more than other, and that is the flight school. After discussions, **Bob: motions to establish the rate for electrical tie downs at \$10.00 per month. Carolyn: seconds. All in favor, unanimous. So voted. Carolyn: motions that the fee of \$10.00 for electrical tie downs is additional to and over and above the standard monthly tie down rate. Maryan: seconds. All in favor, unanimous. So voted.**

3. **Airport Managers' Review Recommendation** – Charlie reported that on July 19<sup>th</sup>, the commission met for the purpose of an annual review of the managers' performance. During discussions no one was aware of any negative issues dealing with Dan's performance, but were highly complimentary of Dan's relationship with airport neighbors, ability to multi-task to various assignments, and oversee the daily operations of the airport. After discussions at the meeting it was recommended and proposed to increase the managers annual salary from \$31,796.16 to \$33,385.92 payable in 12 monthly installments beginning on August 1<sup>st</sup>. In view

of the ongoing discussions concerning the feasibility of Dan becoming a city employee, it was also agreed to review the salary agreement within 90 days pending further information and development. **Ed: motions to increase the managers' salary to \$33,385.92 per year. Bob: seconds. All in favor, unanimous. So voted.**

4. **Compile Airport History** – Charlie asked Maryan to work with the people on the airport to compile a detailed history of the airport. Taunton Municipal Airport is either the oldest or second oldest airport in the country and is something we should be proud of. There are probably a lot of people who have stories they may like to contribute. Marayn accepted the project.
5. Charlie stated that he's been talking to some of the city departments concerning ADA fund availability for the possibility of making some of our buildings accessible to the handicapped. We are compliant today for the SRE building. Charlie is specifically speaking of the terminal building for the funding and asks Carolyn to be the liaison for this project. Carolyn said she'd be glad to take on the project.
6. **Annual Pig Roast** – Charlie noted that because of the success of past pig roasts people want more. The commission discussed what side dishes are included with different packages and what dates are available. After discussions Dan will get in touch with Route 79 Pig Roasters for additional information on a pig/chicken combo package with 4 side dishes. A date of Sunday September 24<sup>th</sup> was chosen.

**Next meeting August 30<sup>th</sup>, 2006 at 7:00 p.m.**

**Carolyn: motions to adjourn at 8:40 p.m.. Maryan: second. All in favor, unanimous. So voted.**

**Project Status**

Taunton Airport Commission Meeting

July 26, 2006

Edwards and Kelcey's Update

**1. Reconstruct Main Apron & "Crib" Apron, Construct Apron Expansion, and Install Seven Obstruction Lights**

- a. Contractor is scheduled to complete Phase 1 on July 28<sup>th</sup>.
- b. The binder course of pavement has been placed on Phase 3.
- c. Contractor scheduled to start Phase 2 on July 31<sup>st</sup>.
- d. Contractor has been coordinating with Conservation Commission in accordance with wetlands permit requirements.
- e. TMLP has delivered the poles for the obstruction lights.

**2. Replacement of the Existing Fuel Farm Pumping Cabinet**

Held meetings at the airport to review the scope of work associated with the cabinet replacement. Issued preliminary documents to the Commission and MAC on July 19<sup>th</sup>. Looking for comments by July 28<sup>th</sup> so we can go to bid in August.

**3. Installation of Airport Directional Guidance Signs**

Assisted with the preparation of the MAC Payment Voucher reimbursement request paperwork associated with the procurement of the signs.