



TAUNTON MUNICIPAL AIRPORT  
COMMISSION

MINUTES OF MEETING  
November 29, 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 (absent)  
Recording Secretary: Gwen Borden

Others in Attendance: Dick Griffith, Ted Paull, Fred Terra, Ed Duncan, Steve Manchester,  
Ken Manchester, Doug Cooper, Josh Lee

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

**Airport Engineers Edwards & Kelcey, Projects Update** – Ned is absent this evening and Charlie reported on the status of projects and read the report for all in attendance. (Refer to Attachment A for specific report)

**Minutes 10/25/2006** – Ed: motions to accept minutes as submitted. Maryan: second. All in favor, unanimous. So voted.

**Treasurers' Report** – Ed reported Income of \$285,267.22 and Expenses of \$275,927.32 for a Positive Monthly Cash Flow of \$9,339.90. 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** – dated 11/29/06 shows that Taunton has the lowest price around. Fuel sales are up \$2,500.00 this month vs. last month.
2. **Airport Users' Forum** – Next meeting January 18<sup>th</sup>, 2007.
3. **Airside Inspections** – are ongoing. A light that was wiped out by an aircraft at the end of runway 12 has been replaced. There are two lights out on the field and Dan has contacted the light installer to take a look at.
4. **Building Signs** – Dan has contacted the FBO's informing them that the date for help with installation of signs is December 2.
5. **Gate Signs** – are on order.
6. **Apron Construction Final Inspection** was November 6.
7. **Fuel Farm Pump Pre-Construction Meeting** was also November 6.

**Old Business**

1. **New Hangar Construction** – behind Superior Aero. There has been someone who has expressed interest, but there is no further information to report.
2. **FAA Land Use Inspection Update** – Dan reported that as discussed at last month's meeting, we have responded to the FAA with a plan to address the issues noted to us, the removal of non-aviation vehicles, campers, trailers, unregistered vehicles. Dan has contacted the vehicle owners. Charlie noted that it is our intent that when we have the letters from the vehicle owners, we are going to send these letters as part of our package, an answer to the disposition of the vehicles. Charlie suggests to the Commission, that if we do not have a response from the vehicle owner that we are waiting for by the end of December, we take a pro-active approach to have the trailer removed. The lease holder/vehicle owner is claiming the trailer is a pilot's lounge. Someone questioned, if it is a pilot's lounge, do they have the appropriate insurance as required by the SOPP's? Charlie stated that he cannot answer until we get a response from the person we are waiting to hear from. Charlie asked Dan to make the party aware that there is a

deadline for his response. Carolyn suggested notifying the person by registered/certified letter to validate our action.

### New Business

1. **CIP Meeting** – Scheduled for Tuesday, January 23, 2007 at 10:30 a.m. at MAC in Boston. All airport users are invited to attend. All Commissioners are asked to attend as well.
2. **Review and Adjust Airport User Rates and Fees for 2007** –
  - a. **Aircraft Tie Down Lease** – Currently at \$65.00/month. Electric Tie Down at \$75.00/month. Discussions took place and Dan is of the opinion to keep rates the same. Bob and Maryan feels the rate should remain the same. Ed can't give an opinion until we track the cost of the electricity. **Commissioners were in agreement to keep the tie down rates the same for another year.**
  - b. **Building Lease (Terminal Building Floor Space)** Currently at \$6.55/sq. ft. Charlie noted that the average rate for building space in Taunton is \$8.00 - \$15.00/sq. ft. After discussions **Bob: motions to raise the rate to \$7.00/sq. ft. Ed: second. All in favor, unanimous. So voted.**
  - c. **Property Lease (All Ground Leases)** Bob Adams reported that he will be abstaining from discussions and voting on this item. Current rate is \$0.15/sq. ft. Discussion took place with **Maryan, Carolyn and Ed in favor of raising the rate to \$0.155/sq. ft. So voted.**
  - d. **Business Registration Fee** is currently at \$80.00/month. After discussions there was a unanimous consensus to leave the BRF as is for another year.
  - e. **Airport ID Card fee** is currently \$25.00/card. Commissioners in agreement for this fee to remain the same for another year.
  - f. **Self Fueler** – Fuel Flowage Fee \$0.25/gallon. No one has registered for this so no voted or discussions are needed.

The general consensus from the Commissioners is that all fees will remain the same except for the building lease/terminal floor space, from \$6.55 to \$7.00/sq. ft., and all the property ground leases from \$0.15 to \$0.155/sq ft. Charlie asks for one motion for all the items excluding Commissioner Adams.

**Maryan: motions for the above increases to be effective January 1, 2007. Ed: second. All in favor, unanimous. So voted.**

Charlie asks Dan to post the closing of the pumps for the holidays. Dan may also want to issue a NOTAM on fuel.

Charlie asks if there is any thought or ideas on the parking permit? Dan stated there is one person parking his car here and has not moved it. Charlie stated that some of the things we spoke of was the possibility of a fee and necessity of having a waiver signed releasing the airport for any damage that may happen in the lot. The application for parking we received from someone who leaves a vehicle at Martha's Vineyard airport, gives us some direction to go in forming our own parking permit. The Commission tabled this until the next meeting. Charlie and Carolyn will work on putting a document together for the next meeting.

Charlie reported that every year our engineers E&K are kind enough to spread a little cheer and have an aircraft arrive at the airport and drop off calendars and candy canes. This year December 7<sup>th</sup>, 8:30 – 9:00 a.m. Santa will be arriving here, so if you have little ones, bring them on down for pictures.

Charlie extended condolences to Steve and Ken Manchester on the passing of their father Steve Manchester Sr. Steve stated that the airport was his fathers' home away from home for many years and always spoke very favorably of all of the work that has been done at the airport and they as a family appreciate all that the Commission has done to breathe life back into this place during the past 5 to 10 years.

Josh Lee addressed the Commission expressing interest in building an 80' x 80' hangar. Charlie asked him to see Dan after the meeting.

**Minutes – November 29<sup>th</sup>, 2006 – continued**

**5**

**Next meeting December 27, 2006 at 7:00 p.m.**

**Maryan: motions to adjourn at 7:50 p.m.. Ed: second. All in favor, unanimous. So voted.**

**Project Status**  
Taunton Airport Commission Meeting  
November 29, 2006  
Edwards and Kelcey's Update

ATTACHMENT

A

1. **Reconstruct Main Apron & "Crib" Apron, Construct Apron Expansion, and Install Seven Obstruction Lights**
  - a. Final inspection was held on November 6<sup>th</sup>. A few punch list items noted — most of which have already been addressed by the contractor.
  - b. TMLP has completed the installation of the obstruction lights.
  - c. EK has started to prepare the required project closeout documentation. Expect to submit all documentation before the end of December.
  
2. **Replacement of the Existing Fuel Farm Pumping Cabinet**
  - a. Pre-Construction Conference held on November 6<sup>th</sup>. Contractor has submitted shop drawings that are currently being reviewed. Due to the long lead time of the pumping cabinet (10-12 weeks after shop drawings approved), actual construction will not happen until spring.
  
3. **Airport Capital Improvement Program**
  - a. MAC to approve new project — purchase sweeper attachment for front end loader - by early December. EK would then develop scope and fee and start preparing the technical specifications.
  - b. The annual CIP Meeting with FAA & MAC has been scheduled for Tuesday, January 23, 2007 from 10:30 AM to noon at MAC's office in Boston.