

TAUNTON MUNICIPAL AIRPORT
COMMISSION

MINUTES OF MEETING
September 27, 2006

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

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

Others in Attendance: Dick Griffith, Dick Rodier, Ted Paull, Charlie Pickett
Jim Maddigan, Fred Terra, Dick Rodier, Dick Griffith, Ed Duncan
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) Ned also talked about 2 projects that were listed in the original CIP, the extension of the west access road and the relocation of the ASOS, and the environmental assessment as part of the runway 4/22 proposed work particularly the extension of the safety area past the culvert/stream. For whatever reason, these projects were not carried forward. Also, the access road off Middleboro Avenue that was listed previously in the CIP, was not listed in the most recent CIP by MAC. Ned sent a letter to MAC requesting to meet on the entire CIP. Charlie thanked Ned for a terrific job and excused Ned for the evening. Ned thanked the commission for the invitation to the pig roast and said his family had a great time.

but when it's closed, it's closed for a purpose. So please use the east and west road and stay away from the main gate.

Old Business

1. **Emergency Asset Plan** – Maryan reported that he visited the Solicitor's office for a status of his review of the emergency plan assuming that the plan was given to him by the Mayor. After two weeks of hearing nothing Maryan was looking for an answer. The secretary contacted Maryan and asked that he put the request in writing. Maryan then went to the Mayor's office to inquire. This morning Maryan received an answer from the Mayor's office noting that Gil Enos got involved with the process and talked with Peter Ferreira at TEMA and the emergency plan is being forwarded there for their review. Maryan talked with Peter Ferreira and Rick Ferreira of TEMA and they have not received the plan from Gil as yet and that is the extent of what has transpired to date. Carolyn stated that the work that she and Maryan put into the document seems fruitless at this point.

New Business

1. **Review Current Limits on House Accounts** – Currently our House Account limit is \$300.00 (Personal) and \$5,000.00 (Business Account) with a 90-day maximum exposure. We have noticed lately that because the increase cost of fuel that \$300.00 may not be an appropriate limit. Charlie asks for consideration to raise the limit. Discussion took place and after discussions, **Joe: motions to raise the limit on Personal Accounts only to \$500.00. Maryan: seconds. All in favor, unanimous. So voted.**
2. **Meet with Rui Dutra on October 11** – with regard to his property at the end of the dirt runway.

Minutes 8/30/06 – Bob: motions to accept as submitted. Carolyn: second. All in favor, unanimous. So voted.

Treasurers' Report – Ed reported Income of \$176,513.71 and Expenses of \$176,935.81 for a Negative Monthly Cash Flow of -\$422.10. Maryan: motions to accept report and authorized Ed to submit bills for payment. Bob: second. All in favor, unanimous. So voted.

Airport Managers Report – Charlie reported on the following for Dan:

1. **Fuel Survey** – dated 9/23 shows that at that time, Taunton has the lowest price for fuel. Hopefully we still are or very close to being the lowest.
2. **Airport Users' Forum** – the next meeting is October 19th.
3. **Airside Inspections** – Charlie cannot discuss this topic because he is not sure what the information is to pass on.
4. **Building Signs** – we now have all of the building signs. Dan will be contacting the FBO's discussing where the signs will be mounted and we're asking the FBO's to mount the signs. If they cannot and need help in doing so, Dan will schedule a time and get some help to put them up. One sign will be visible from the airside and one visible from the access road side.
5. **Terminal Building AC Unit Replacement** – was broken, the repair has been completed.
6. **Annual Airport Pig Roast and Chicken Barbecue** – Charlie noted that he does not have the full financial report but it was a success. All who attended seemed to enjoy themselves. There was plenty of pig, chicken and people. Attendees of this evening meeting Fred Terra and Dick Griffith stated that it was a great time. Carolyn would like to have a "Thank You" sent to the Pilots Lounge thanking them and especially Nadine, for the deserts that were provided for the event and for all their help.
7. **Continued Usage of Main Gate After Closure** – We've closed the main gate because of construction. As you heard Ned talk about earlier, the construction is almost complete in this area. When complete, they will move to the next phase and the gate will once again be open,

We were offered the first opportunity to bid on this land if interested. We had the land appraised. We have come up with an amount that we would offer Mr. Dutra and will meet with him on October 11. Everyone is welcome to be a part of the meeting.

3. **Extension of the West Access Road** – We received the bids and the low bidder who would have been awarded the job has been unresponsive with the submittal of his paperwork. The next lowest bidder has been contacted and is willing to begin the work next week. Dan will contact the original lowest bidder notifying them that they have been unresponsive and disqualified and the work will be awarded to the next lowest bidder.

Charlie thanked Dick Griffith for supplying the paperwork from another airport on leases for leaving vehicles on airport property long term. We will use this to formulate a document for our airport.

Charlie noted for the record that there is a rising group of individuals who are questioning the operation of the airport, the rules that have been made and who enforces the rules? Charlie stated for the record that the airport commission is the governing body of the airport, it establishes the policies, procedures and rules of the airport and that the airport manager as the agent of the commission is empowered and entrusted to apply those. There is no one else on or about this airport that has authority over this airport and for the sake of the daily operation of this airport the manager is in charge of this airport. It is his job to make sure the policies, procedure and rules of the airport are followed and adhered to. Joe noted that this issue pertains to Chapter 90, section 51E of the Mass. General Laws.

Charlie at this time thanked everyone who took part in the pig roast. It was a phenomenal event and is looking forward to the next event that will bring everyone together.

Next meeting October 25th, 2006 at 7:00 p.m.

Maryan: motions to adjourn at 7:45 p.m.. Ed: second. All in favor, unanimous. So voted.

Project Status
Taunton Airport Commission Meeting
September 27, 2006
Edwards and Kelcey's Update

1. **Reconstruct Main Apron & "Crib" Apron, Construct Apron Expansion, and Install Seven Obstruction Lights**
 - a. Contractor has completed Phases 1, 2, 3, 4 and 5. They will be starting on the final phase – the "Crib" apron area.
 - b. The "Crib" area is scheduled to be completed by October 20th.
 - c. Contractor has re-stripped the Runway 12 end.
 - d. TMLP is scheduled to start installing the obstruction poles/lights next week.

2. **Replacement of the Existing Fuel Farm Pumping Cabinet**
 - a. Attended the September 20th MAC Commission meeting during which the MAC grant was approved. We have sent out the contracts to the low bidder for their approval.

3. **Airport Capital Improvement Program**
 - a. The MAC has issued a letter dated September 13th outlining the proposed CIP for the next few years. Only one project listed for next fiscal year (sweeper attachment for front end loader). EK has sent a letter dated September 21st to the FAA & MAC asked for a meeting to discuss the entire CIP and why certain projects were not carried forward on MAC's CIP listing.



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF TRANSPORTATION
MASSACHUSETTS AERONAUTICS COMMISSION



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September 13, 2006

Charles R. Menard, Sr., Airport Chairman
Taunton Airport Commission
P.O Box 441
East Taunton, MA, 02718

RE: Airport Capital Improvement Plan for FY2007

Dear Mr. Menard:

The Massachusetts Aeronautics Commission (MAC) has met with the FAA and developed its proposed Airport Improvement Program - Capital Improvement Plan (AIP-CIP) for Federal Fiscal Years 2007 (FY07) through 2011 (FY11). The CIP is not a commitment of funding but it does indicate our intent to pursue these projects based on information supplied to this office. While we have made some progress, the statewide CIP continues to be significantly over-programmed and under-funded. Budget constraints at the local, state and federal levels contribute to additional uncertainty.

Based on current funding constraints, airport sponsors and consultants should not anticipate any additional funding beyond that which is currently identified in their Airport's CIP. Proposed projects should be scoped and designed to fit within the current CIP costs or airport sponsors risk losing the project completely. While MAC fully expects to have the 2.5% state share for the CIP projects programmed for FY06, the FAA requires that airport sponsors be prepared to fund the entire 5% non-federal share of a project's cost. **Current FAA legislation for AIP-CIP funding expires in 2007. Projects in Federal Fiscal Year (FFY) 08 and beyond will likely be funded with a 90% federal share. If the FAA reverts back to a 90% funding level for projects in FFY 08 and beyond, MAC will likely split the remaining 10% equally with state and local shares of 5%. The table provided below shows all FFY07 projects with a 95% federal share, a 2.5% MAC share and a 2.5% local share. Projects in FFY08 and beyond reflect a 90% federal share a 5% MAC share and a 5% local share.**

Please review the following proposed Federal Fiscal Year 2007 projects and costs for your airport and submit executed MAC pre-application(s) to this office no later than October 15, 2006. Please promptly inform the MAC if the stated projects are incorrect or require modification. Additional projects (scheduled in future fiscal years) have been included in the attached table to assist your airport with their capital planning efforts.



CIP Projects for (TAN) FFY 07 - FFY 10

FFY	AIP Project Description	Total	Federal	State	Local
2007	Acquire Snow Removal Equipment	\$46,315	\$44,000	\$1,158	\$1,157
2008	Construct Utilities	\$333,333	\$300,000	\$16,667	\$16,666
2009	Rehabilitate Runway	\$800,000	\$720,000	\$40,000	\$40,000
2010	Acquire Snow Removal Equipment	\$111,111	\$100,000	\$5,556	\$5,555

In an effort to improve efficiency, MAC pre-applications can (and must) now be entered directly into the MAC's Airport Information Management System (AIMS) database. Your Airport and Consultant should have access to this AIMS information. The MAC requires only one (1) signed/executed copy of the pre-application. If an executed, complete, accurate MAC pre-application is not submitted by October 15, 2006 for an FY07 project, the MAC may not participate in the project and a state grant may not be awarded/issued in the anticipated fiscal year.

The following items should be included as part of the pre-application package:

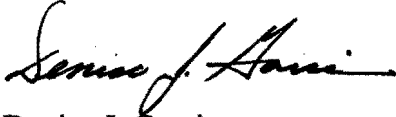
- 1) Project description: A justification worksheet (JW) must be entered into AIMS for all projects that MAC pre-applications are submitted for. The JW should include a brief summary on why the project is needed. A narrative description of the proposed project should be provided in the MAC pre-application. This narrative should be sufficient to describe in some detail what the proposed project will involve. For example if the proposed project is a taxiway reconstruction; how much (LF) of the taxiway will be reconstructed, will it be full depth reconstruction or a simple overlay, what width and standards will the taxiway pavement be reconstructed to, are there any wetland or other permitting issues (historic, archeological) which need to be addressed prior to reconstruction...provide as much detail as possible.
- 2) Project sketch: A diagram or drawing of the proposed project should be included. This sketch should be of sufficient size and scale to clearly indicate where the proposed project is on the airport and what the project includes.
- 3) MAC Pre-app form: The airport sponsor should ensure that all nine sections of the pre-application have been properly executed. Sponsors and consultants should pay particular attention to the project cost breakdown, anticipate project start/completion dates and project cost expenditure schedule. Please be as realistic as possible with this information.
- 4) ASMP projects: Although the State's FY07 budget is fully programmed for AIP projects at this time, and there is no guarantee of funding, MAC would like to compile a list (for planning purposes) of ASMP projects that are still needed at each airport. Please include any (equipment, security, road access, etc.) projects the airport would like to pursue and the justification for each of these projects. Accordingly, if any projects fall out of the FY07 budget, other funding becomes available or our bond cap is increased, we'll be able to re-program additional projects into our FY07 budget.

In the past the MAC has received incomplete and/or deficient pre-applications; the pre-application is not limited to the two-page form. The pre-application is intended to further refine the proposed project and is an opportunity for airport sponsors to work with their consultants to start thinking about the scope and timing of their proposed FY07 projects. The pre-application is used as the official "kick-off" for the project; when the pre-application is received and approved, a scoping meeting or pre-design conference involving the Airport, FAA, MAC and your planning/engineering consultant will be

arranged. Incomplete/deficient pre-applications submitted to MAC will be returned and the project may be postponed or removed from the CIP.

Should you have any questions or problems please do not hesitate to call me at (617) 973-8890.

Sincerely,



Denise J. Garcia
Mgr. of Aviation Planning

cc: Michael Sweeney, Airport Manager
Michelle Ricci, FAA
Ned Dawes, E&K