



TAUNTON MUNICIPAL AIRPORT
COMMISSION

MINUTES OF MEETING
April 25, 2007

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: Ned Dawes, Edwards & Kelcey
Jim Maddigan, Ed Duncan, Fred Terra, Dick Rodier

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

Airport Engineers Edwards & Kelcey, Projects Update – Ned submitted his projects status report and read the report for all in attendance. (Refer to Attachment A for specific report) After Ned's report Dan spoke on the alarm for the water level for the fuel area, and expressed that the alarm is giving us problems once in a while. Dan called Kennedy Company and they came out to try and find the problem. It was determined that the wire that runs between the terminal building and the fuel tank in the ground was defective and is not giving a signal.

Minutes: March 28, 2007 – Ed: motions to accept as submitted. Maryan: seconds. All in favor, unanimous. So voted.

Treasurers' Report – Ed reported Income of \$18,831.31 and Expenses of \$34,171.02 for a Negative Monthly Cash Flow of -\$15,339.71. Bob: motions to accept report and authorized Ed to submit bills for payment. Maryan: second. All in favor, unanimous. So voted.

Airport Managers Report – Dan reported on the following:

1. **Fuel Survey** – Price of fuel is skyrocketing and at our last fuel delivery our price increased by \$0.75/gallon.
2. **Airport Users' Forum** – Next meeting May 17th, 2007.
3. **Airside Inspections - Fuel farm** is still plugging along but there is water in the ground and having a problem with the Veederroot monitoring system. Charlie stated that the problem is because of the pressure of the water table. **Lights** are in good shape, we've been blowing some bulbs, but we've been changing them. **Tie Downs** are okay and still waiting for contractor to finish the work. Dan was asked to submit a monthly written airport inspection report.
4. **FAA 51-10** and MAC annual inspection – Our response to the inspection has been sent.
5. **Neighborhood Appreciation Day and Open House** will be held Saturday June 16. There is a meeting on Saturday, April 28th at 10:00 a.m. to discuss the event.
6. **Caswell Street Fence Repair** – has been completed.
7. **Westcoat Drive/Parking Lot Fence Repair** – has been completed by Heritage Fence.
8. **Veederroot Monitoring System Repair** – reported on earlier.
9. **Snow Plow Damage to FBO Door** – the last that Dan heard was that the FBO was looking to get clear plexiglass panels.
10. **Segmented Circle Collapse** – went down during the storm that had a lot of sleet. The sleet got into the windsock, the sock got heavy and ripped the aluminum pole down. Dan investigated the price to fix. The complete package price for parts was about \$5,500.00. Through the good help of friends of the airport and especially Dick Rodier who Dan wants to acknowledge and thank publicly, we were able to take everything apart, bring into the SRE building, get the aluminum piece and get it welded for under \$250.00 and up and running. However, the second part of this is that the bulbs that we put up are running on low voltage and the consensus is that there seems to be a neutral out on a leg. Dan contacted Bay State and they were going to send a technician out to take a look. Dan has not heard anything further. Charlie asked Dan to contact Bay State again for a status report on the repair. Carolyn asked Charlie if he investigated the necessity of having the windsock lit? Charlie said he did and that it is a choice to have it lit or not and that it is not mandatory that it be lit.

11. **Crack Sealing Update** – Dan gave representative of the crack sealing company a tour of the airport, went up and down the runway and taxiway and apron and roadways. Dan asked for 2 separate price quoted for what we plan to do, one for the airside and one for non-airside. Dan has not heard back from anyone yet. The representative did state that the estimate will be on gallons needed and the price per gallon is \$4.89 and did give a rough guess estimate of \$5000.00 - \$10,000.00. Charlie asked Dan to contact to company to obtain the quote.
12. **Gate Sign Update** – we have received all the gate signs that were ordered and have installed all but 2 or 3 signs.
13. **Employee's Uniform (Hats & Shirts)** – Dan stated he needs to get a new catalog to look at the items we need and also explained how the co-op program works as far as what we purchase for fuel, what credits we receive towards merchandise and what credit is left over after purchase of windsocks.

Carolyn asked about the **South Precinct Street brush clearing** and also asked if the **Bulletin Board** in bad shape has been taken down? Charlie stated that on the brush clearing, that we're putting the estimates together we received from Al's Tree Service and the estimate for the police detail needed for the roadside and we will be looking for a project grant and try to lump it into the water project. The bulletin board has been taken down.

Old Business

1. **Proposed amendment to Snow and Ice Removal Policy and Procedures** – Charlie stated that everyone has a copy and he read and explained the proposed amendments for all in attendance and said that none of these amendments need to be acted on tonight if anyone wants to take time to review and table to next meeting. After brief discussion, **Maryan stated that it seems pretty clear-cut and motions for acceptance of the amendments. Ed: seconds. All in favor, unanimous. So voted. Dan will make appropriate changes to the master document.**

2. **Review of current parking (automobile & aircraft) regulations and guidelines** – Charlie noted that currently we have nothing in our SOPP's that addresses automobiles parking in the lot. We do have a policy with regard to transient aircraft parking where we have charged in the past for overnight parking, but have waived that fee if they purchased fuel. At a previous meeting, but Charlie has not researched the date, it was felt that it would be good PR for us at that time to not charge the fee. We now have an individual requesting to leave his vehicle in the lot in lieu of their plane being here at any given time. Other airports are charging a fee. We talked about it a little bit but never came to a decision. We have gathered information from other airports and have compiled an Application for Parking Permit. The form can be used primarily for 3 purposes, 1) to get the information and validate the vehicle being parked is registered, insured and road worthy, 2) to determine the length of time or plan of the owner, 3) and that the owner signing this releases the airport from liability should anything happen to the vehicle. The form enables us to charge a fee or not, a choice to be made by the manager under the direction of the commission. Charlie asks for comments, questions, changes and/or discussion and specifically asks, A) is it adequate for what we need, does it address the commissions' concerns, B) discuss fee and C) how it would be applied so that the manger has a clear understanding of what the commission wants. Ed suggests adding to the form by way of adding "alien, illegal alien or U. S. Citizen, so we may obtain that very important information required by all financial institutions due to the Patriot Act. Also, we need to discuss and identify types of ID's required. Maryan asks what has been the frequency of the need for this other than protecting ourselves? Charlie stated that we only have one vehicle right now and in the past the need has been non-existent to one vehicle once in a while. Dan stated that the person making the request to park is for a long-term arrangement. Carolyn pointed out that if one of our pilots based here takes off on a trip for a week and leaves their vehicle here, they are entitled to do so because they are paying tenants at the airport. The person making the request always has a vehicle on the airport and he is paying nothing. When he flies in and takes his car and leaves his plane for up to 2 weeks at a time, he is paying nothing. Maryan said that this is not presenting a problem for us at this time, and from a public relations standpoint let it go

as long as the person fills out form and understands the terms. Ed feels person should pay a fee. There is a difference between overnight parking or parking for 3 or 4 weeks. There is no monetary contribution to the airport by this vehicle being here. Dan said that the vehicle has been here for 3 or 4 months. Carolyn stated that we are running a business here. Much discussion followed and Charlie asked to table because there are so many valid concerns to discuss. Charlie asked all to be prepared to discuss at next meeting and put to rest.

3. **Proposed Application for Automobile Parking Permit – tabled until May 30 meeting.**
4. **Proposed Amendment to Land Lease – Charlie stated that we have been working on this for several months as a result of FAA inspection issues. For all intent and purpose nothing changes on the proposed lease before you other than it has been reformatted with the intent to have the general information upfront with attachments and the addition of wording from the FAA Grant Assurances that assures that anyone doing business on the field is charged a fair and equitable price equal to all. The only additional piece is of verbage on Attachment C – Non-Commercial Operations – 1) Use of Leased Premises: Nothing contained in this agreement shall give or be construed to give the leasee any right to conduct commercial activity on the leased premises and 2) The Storage of Non-Aeronautical Property is not allowed. Charlie asked all to review and be prepared to ask questions, make suggestions for changes or to vote on next meeting.**

New Business

1. Bob asks that we send sympathy cards to families of airport users who have passed on behalf of the Commission. Dan and Carolyn will coordinate the effort. Carolyn will purchase a supply to have on hand.

Ed asked if there was any further information on the Dutra property? Charlie responded that based on the last CIP plan and discussion the money that would be needed to purchase the property would be out of reach for our share (\$40,000.00 - \$70,000.00) of it and was taken off the table. We haven't heard from the FAA. Charlie is waiting for the official response from FAA before talking with Mr. Dutra.

Fred Terra, referring to the projects map, suggested that Ned update the map by extending the access road. Charlie will forward the information to Ned Dawes.

Public Input – none.

Next meeting May 30, 2007 at 7:00 p.m.

Maryan: motions to adjourn at 8:37 p.m.. Ed: second. All in favor, unanimous. So voted.

Project Status
Taunton Airport Commission Meeting
April 25, 2007
Edwards and Kelcey's Update

ATTACHMENT
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1. Replacement of the Existing Fuel Farm Pumping Cabinet

- a. Contractor has revised the shop drawings with the mechanical meter discussed during the March Commission meeting. Shop drawings have been approved. Expect construction in June.

2. Purchase Sweeper Attachment for Front End Loader

- a. FAA Grant Offer issued on April 24th. MAC Grant Offer approved on April 18th.
- b. Contract booklets have been submitted to supplier.

3. Miscellaneous Items

- a. Updated plan showing the projects that have been completed as well as the current CIP listing of projects.
- b. Provided Airport Manager with generic plan of airport to assist in the development of plan showing location of existing security gates.
- c. Provided guidance to firm working with the Taunton Chamber of Commerce that is preparing the update to the Taunton Area Map and the proper orientation of the runways.