



TAUNTON MUNICIPAL AIRPORT COMMISSION

MINUTES OF MEETING
August 22, 2007

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

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

Others in Attendance: Ned Dawes, Edwards & Kelcey
Dick Griffith, Dick Rodier, Doug Cooper, Joshua Lee

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 Neds' report, Charlie asked when we may be getting started on the turf runway and if there is an alternative surface that we could look into using? Ned stated he has been looking at a grass runway, but strengthening the grass by putting a plastic mesh directly below the grass to provide structural stability during rain. The grade would need to be raised

Minutes: July 25, 2007 – Ed: motions to accept as submitted. Maryan: seconds. All in favor, unanimous. So voted.

Treasurers' Report – Ed reported **Income of \$17,659.60 and Expenses of \$9,637.82** for a **Positive Monthly Cash Flow of \$8,021.78**. Maryan: motions to accept the report and authorized Ed to submit the bills for payment. Charlie: second. All in favor, unanimous. So voted.

Airport Managers' Report – Dan reported on the following:

1. **Fuel Survey** – Some surrounding airport's fuel prices are lower than ours. Fuel price from the distributor is down \$0.32 since our last delivery. We still have about 3,500 gallons in the ground. Our current price is \$4.60 for credit programs, \$4.45 cash. Dan stated he doesn't know what the price will be by the time we are ready for our next delivery.
2. **Airport Users' Forum** – Next meeting October 18. We met on July 19th. There were no immediate pressing but one item discussed was the rehab of the runway.
3. **Airside Inspections** – report submitted and Dan stated that we are going through a period of bulbs wearing out and he is replacing them as they bourn out. Grass is growing in cracks and weed killer is being applied. Crack sealing is becoming more of a priority.
4. **Veederoot Monitoring System Repair** – no further updates since last meeting. If the system doesn't get taken care of with the fuel farm we will take care of on our own.
5. **Computer Data Backup** – We have now installed another hard drive that has removable disc and is automatically backed up at a set time. Joe will be taking the data home and manually installing the data for an additional back up.
6. **Segmented Circle update** – Dan stated this is an ongoing item, he is working on and he should have more information for the September meeting.
7. **Phillips 66 and Ascent Technology Quality Control and Fire Safety Seminar** – Dan and linemen will be attending. Bob and Joe are also interested in going. If anyone else is interested, let Dan know, he needs to fax the number of people attending. The seminar is free.

Old Business

1. **Bristol Aviation Update** - Dan reported that an offer to resolve the account has been made and the offer was low and we have sent a letter to the City Solicitor stating that we are not willing to accept the offer presented. More information should be forthcoming.

2. **TAA Pig Roast** – Sunday, September 30. Dick Rodier stated that tickets are going fast and we can expect 200 people. The event is advertised in the airport newsletter. Dick Griffith also noted that there has been some interest in having a clam boil.
3. Maryan spoke with regard to inviting the Airport Needs Committee to the airport to see all the improvement and suggests putting this off until spring because of the election.

New Business

1. Dan informed the Commission that we have a new request by Joshua Lee to build a hangar. Mr. Lee is represented by his father tonight. Mr. Lee is interested in the area that Ron Nation put in a request for 2 years ago but has done nothing. Dan talked with Mr. Nation and he has relinquished his request for this location. Dan has informed Mr. Lee what steps need to be taken next. Forms 7460 and E10 needs to be filled out and submitted to the MAC and FAA for approval with regards to height, pitch of ramp, construction requirements etc. Dan explained to Mr. Lee the lease agreement, the \$0.155/s.f. fee, the buffer area requirement around the building and that the terms of the lease are renewed every 3 years. Dan informed Mr. Lee that the Conservations Commission would need to be contacted because the development of this site will be near the wetlands and there are regulations governing development near wetlands. Charlie informed Mr. Lee that fill is available and for sale through the airport if any is needed for the site work. The fill we have for sale may represent a savings over another company having to truck it to the site, but it is up to Mr. Lee who he purchases the fill from. Charlie stated that we hare happy to have Mr. Lee here, we're looking to grow and we want Mr. Lee to be a part of it and we welcome him. Charlie told Mr. Lee to feel free to contact Dan with any questions he may have.
2. **Fuel Farm Funding** – Charlie stated that we heard Ned earlier say that the airport is guaranteed the balance on the funding from a commitment from MAC that the airport will be reimbursed the money we put out for the fuel farm. Of the \$35,855.00 it will cost, we will receive 80% back from MAC when their FY08 funding is available.

- 3. Airport Manager's Contract Renewal** – Charlie stated that the Commissioners have recently completed the annual review of the manager and it is the consensus of the Commission that we are happy and satisfied with the manager's performance of his duties for the airport, we are going forward, and we are confident in our manager. The Commission has recommended an increase in salary of .05%. **Ed: motions for a .05% increase to the airport managers' salary effective August 1, 2007. Maryan: seconds. All in favor, unanimous. So voted.**

Public Input – None

Next meeting September 26, 2007 at 7:00 p.m.

Maryan: motions to adjourn at 8:00 p.m.. Ed: second. All in favor, unanimous. So voted.

Project Status

Taunton Airport Commission Meeting

August 22, 2007

Edwards and Kelcey's Update

1. Replacement of the Existing Fuel Farm Pumping Cabinet

- a. Commission to release letter to contractor stating that remaining funding will be paid by Commission while MAC grant is finalized. Hope to start construction in early September.

2. Purchase Sweeper Attachment for Front End Loader

- a. Based on August 16th e-mail from Schmidt Equipment, the sweeper attachment has been constructed. They are testing it at the factory and hoped to have the testing completed on August 17th. After that, they will ship the unit to Schmidt, who will schedule a time to install it.

3. Miscellaneous Items

- a. Sent a letter dated July 27th to MAC informing them of the need to have some pavement crack sealing performed and wanted to get this into their ASMP program.
- b. Sent copy of the latest version of the Airport Layout Plan to the FAA, Realty Contracting Officer as requested in their July 27th letter to Airport Manager.
- c. Provided information about the proposed Localizer Performance with Vertical guidance (LPV) approach survey that will be performed by the FAA during FY '08.
- d. Researched other Massachusetts airports with turf runways and the issues associated with their upkeep and maintenance.

4. Airport's Capital Improvement Program

- a. Received August 15th letter from MAC that "officially" outlines the airport's CIP. Sent letter on August 20th asking for clarification on a few items.
 - FY '08 Environmental Assessment Study
 - FY '09 Purchase SRE Equipment
 - FY '10 Rehab Runway 4-22 & Safety Area
 - FY '11 Nothing
 - FY '12 Contract Access Taxiway
 - FY '13 Construction Utilities – Install water main down Westcoat Drive and wind cones