



TAUNTON MUNICIPAL AIRPORT  
COMMISSION

MINUTES OF MEETING  
December 26, 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  
Recording Secretary: Gwen Borden

Others in Attendance: Jim Maddigan, Fred Terra, Dick Rodier, Charlie Pickett

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

**Airport Engineers Edwards & Kelcey, Projects Update** – JE&K consulting engineer Steve Flecchia is not present this evening but submitted a status report on pending projects, which Charlie read for all in attendance. (See Attachment A for report specifics) Charlie asked if anyone in attendance had any questions with regard to the report. There were no questions.

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

**Treasurers' Report** – Ed reported **Income of \$77,100.55 and Expenses of \$62,633.62 for a Positive Monthly Cash Flow of +\$14,466.93.** Maryan: motions to accept the report and authorized Ed to submit the bills for payment. Carolyn: second. All in favor, unanimous. So voted.

**Airport Managers' Report** – Dan reported on the following:

1. **Fuel Survey** – Current prices are \$4.40 on credit and \$4.27 cash. Our airport is about the lowest price around for avgas.
2. **Airport Users' Forum** – Next meeting will be 1/30/08 at 6:45 p.m..
3. **Airside Inspections** – report submitted noting Hyde Paving contracted for Infrared repair at \$500.00.
4. **Veederroot Monitoring System** – Nothing new to report. We will try to repair ourselves once the contractor is finished with the fuel farm repairs.
5. **Segmented Circle Repair** – Nothing new to report.
6. **TMLP Pole Relocation on East Road** – The location has been marked by Dig Safe and we are waiting for the installation.
7. **West Gate Repair** – technician will be out tomorrow. For some reason the gate does not want to close and goes into code. Dan has tried a couple of things, but it hasn't worked.
8. **House Account Compliance Report** – Dan has sent out Individual Guarantee Forms to any house account that is or may exceed the \$500.00 limit allowed. We have received several back and the individuals who have returned the forms can go above the \$500.00 limit.

**Old Business**

1. **SOPP Update** – Carolyn reported that she, Joe and Maryan reviewed the document line by line, corrected language and created a master document and sat with Charlie and refined it a little more. The document was then passed off to Joe who is our on-line liason for the City's Virtual Town Hall. Joe stated that Virtual Town Hall is a company that will be putting Taunton and all its' agencies under one electronic roof so that all the data and information relative to Taunton and the publics' interaction with the agencies can be done from the Virtual Town Hall. Once the document is ready, it will be distributed to the commissioners for one final review before being put on-line. Carolyn thanked Joe for taking on this responsibility, because the City wanted one person from each department to take on the responsibility and the password and to maintain the site. Joe had the knowledge and the technical skills that some of us were lacking.

**Old Business – continued**

2. Mayan reminded Charlie that someone should to be asked or appointed to attend the Economic Partnership meetings to represent the airport since Maryan has resigned. Charlie said that he has spoken with Dan and Dan is willing to take this on and also asked Carolyn if she would be willing to fill in for Dan if ever he should be unable to attend. Carolyn stated that she would be willing to do so.

**New Business**

1. **Review Continuation of Fuel Discount Programs** – Charlie stated that the discount programs seem to be working well, and that people do take advantage of them. Ed stated that the programs have been effect for 3 years and that it does generate more fuel sales. **Maryan: motions to continue the existing fuel discount programs for another 6 months without change. Ed: seconds. All in favor, unanimous. So voted.**
2. **Report on the Meeting with Mike Michon** – Charlie stated that the meeting was very productive, and several ideas for growth on the airport were presented. After the discussion everyone went away happy. Charlie believes that it is Mr. Michons' intention to submit a proposal for consideration and development for one of the 3 parcels he's interested in.

**Public Input – None**

Charlie thanked TAA for the use of the new chairs and asked that TAA members in attendance express the Commissions' thanks at their next meeting.

**Next meeting January 30, 2008 at 7:00 p.m.**

**Ed: motions to adjourn at 7:28 p.m.. Maryan: second. All in favor, unanimous. So voted.**

# ATTACHMENT A

## Project Status

Taunton Airport Commission Meeting  
December 26, 2007  
Jacobs Edwards and Kelcey's Update

### 1. Replacement of the Existing Fuel Farm Pumping Cabinet

JEK has been coordinating with the Contractor to establish a plan to correct on-going fuel cabinet issues. JEK has issued a change order to address most items however, additional items need to be quoted and executed by the Contractor at the direction of the Engineer to resolve all of the Airport's fuel cabinet concerns. The additional items needed to be resolved will be covered under a second change order. The Engineer is waiting on key information from a fuel cabinet supplier to confirm methods to be used to correct fuel cabinet deficiencies. It is anticipated the Contractor will be given all the information they need to complete all resolutions to on-going problems during the month of January.

### 2. Perform Environmental Study for Future Airport Projects

JEK needs to coordinate with the Airport to establish a kick-off/scoping meeting to start the process for the scheduled proposed FY '08 project. This project will eventually lead to future improvements at the airport such as rehabilitating the cross wind runway (Runway 4-22).