



TAUNTON MUNICIPAL AIRPORT
COMMISSION

MINUTES OF MEETING
July 25, 2007

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

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

Others in Attendance: Ned Dawes, Edwards & Kelcey
Jim Maddigan, Fred Terra, Dick Griffith, Dick Rodier, Ted Paull

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) Ned reported the items in the CIP that have changed in date and stated that the FAA didn't feel that a water line was a priority for the airport. Dan asked with regard to the water line down Westcoat Drive if it could be moved up in the event of the well going dry? Ned said we need to keep communication going between the FAA, MAC and the Commission and discuss why we had prioritized the projects in the first place. Charlie informed all that we had a couple of questions concerning some of the On Call Agreement items and Charlie spoke to Ned. Ned went to bat for us with E&K and got us what we were looking for. So truly works for the airport as much as he works for E&K and we thank you for that.

Minutes: June 27, 2007 – Ed: motions to accept as submitted. Carolyn: seconds. All in favor, unanimous. So voted.

Treasurers' Report – Ed reported that there is an addendum to the report, which is to correct a check from last month, it doesn't change any totals for June. The check had been coded as a fuel payment, which was actually a rent payment. Ed reported **Income of \$20,504.23 and Expenses of \$35,024.13 for a Negative Monthly Cash Flow of -\$14,519.90. Carolyn: 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 increased \$0.20/gal. since the last delivery. We're still in the price range of other airports.
2. **Airport Users' Forum** – Met on July 19th. There was discussion on general items that affected the airport but nothing was added to the discussion from airport users as major concerns.
3. **Airside Inspections** – report submitted and Dan stated that we have received some compliments on the mirror installed for the corner and noted that they are using it and it does make a difference for the better.
4. **Veederroot Monitoring System Repair** – no further updates since last meeting.
5. **Computer Data Backup** – Dan spoke with the Automation Department on a backup for the computer and quoted a couple of prices for different items. Dan will keep get more information on what would be the best for our needs.
6. **Linemen Wage Review** – Dan noted that after a review of the linemen, he recommends an increase in wages as follows: Lead Lineman, \$9.50 to \$10.00/hour and all other Linemen \$8.25 to \$8.75/hour. **Carolyn: motions to increase the wages for all linemen by \$0.50/hour beginning this most recent pay period. Maryan: seconds the motion. All in favor, unanimous. So voted.**

Charlie asked Dan if he would fax a copy of the Proposal for Cracksealing to Ned. Dan will do.

Also, Carolyn reported that we are waiting for a corrected invoice and 6 shirts for the linemen and Carolyn informed the vendor that it would take at least 6 weeks for them to be paid after we receive the corrected invoice.

Charlie told Dan the gate map on the wall looks good and asked Dan to get a copy to the City Engineer's office so that copies can be made and distributed to the Police and Fire Departments.

Old Business

1. **Bristol Aviation Account to City Solicitor** – Dan reported that Atty. Bill Manganiello has been hired by Bristol Aviation and we have not heard anything on what's been happening. The paper work has been filed by the city for payment due. The attorney working on this for the City feels that there may be some discussions on the horizon to discuss a settlement on the issue.
2. Charlie spoke with regard to at the last meeting we talked about lighting the wind cone and we agreed that if it would cost under \$2,500.00 we would have it done. We also needed to determine if it was required to be lit 24 hours. Joe was able to determine that it did not need to be lit all the time so the proposed repair for the short run is where we need to go. Dan will get in touch with A & D Electric who gave us the quote for the work.
3. Dan has made the requested changes to the SOPP's, the House Accounts Policy and the Automobile Parking Permit Policy. These changes are being reviewed and once everything is approved, Dan will make copies for distribution.

Carolyn suggests picking a certain time of the year that everyone reviews the SOPP's from cover to cover to see if there are any items that can be adjusted for the better. Charlie thinks it's a good idea. Dan would like to see the changes happen once a year because it's a lot of work to do it as it comes.

Joe reported that he has been conducting wind measurements, speeds and direction at the windsock, 1/3 down the runway and compared the information against the ASOS. His finding is that the main windsock is accurate when the ASOS reports a winds speed of greater than 6 kts. Windspeed at the main windsock is 3 kts. less than the ASOS. The check between ASOS and the runway (first 1/3 from "30" at the runway edge, 5 ft. elevation) check within standards. The flagpole is way off (40°) when the winds rolls across the terminal roof top... otherwise it is within 5°. The windsock at the terminal building is within standards. Joe stated he can say with certainty that all wind indicator devices are accurate to within 10°. Joe asks Dan to send a copy of the report to all pilots of the airport.

Joe was commended for his efforts to complete this report.

New Business

1. Charlie stated that he would like to thank TAA for agreeing to work with us and take charge of the Pig Roast. We will work with them any way we can to help make the event a success.
2. Charlie wants to publicly share with everyone that we have been receiving a lot of compliments about the grounds and people are noticing.

Public Input – None

Next meeting August 22, 2007 at 7:00 p.m.

Ed: motions to adjourn at 7:48 p.m.. Maryan: second. All in favor, unanimous. So voted.

Project Status

Taunton Airport Commission Meeting

July 25, 2007

Edwards and Kelcey's Update

1. **Replacement of the Existing Fuel Farm Pumping Cabinet**
 - a. Have prepared a new MAC grant requesting the remaining FY '07 funds be carried over into FY '08. Now have to wait for MAC to receive approval to issue grants. Don't expect this to occur until September.

2. **Purchase Sweeper Attachment for Front End Loader**
 - a. Equipment supplier is still expecting the delivery of the sweeper in August. Once the unit arrives, will schedule a time when they can install it on the existing front end loader.

3. **On-Call General Aviation Planning and Engineering Services Agreement**
 - a. Modified the draft agreement based on comments and submitted final version, which has been signed.

4. **Airport's Capital Improvement Program**
 - a. Based on July 24th phone conversation with Denise Garcia at MAC, she verbally provided me with TAN's CIP. MAC is supposed to be sending out letters in the near future to officially present the CIP.
 - FY '08 Environmental Assessment Study
 - FY '09 Purchase SRE Equipment
 - FY '10 Rehab Runway 4-22 & Safety Area
 - FY '11 Nothing
 - FY '12 ~~Contract~~^{struct} Access Taxiway
 - FY '13 Construction Utilities – Install water main down Westcoat Drive and wind cones