



TAUNTON MUNICIPAL AIRPORT COMMISSION

MINUTES OF MEETING
May 30, 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: Ned Dawes, Edwards & Kelcey
Jim Maddigan, Ed Duncan, Dick Rodier, Dick Griffith

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 also addressed something that came in after he prepared his report. He received from FAA a notice that for New Construction a safety checklist needs to be filled out, signed and returned or grants will not be issued. Ed questioned Ned with regard to how long we will be unable to provide fuel once the work begins on the fuel cabinet? Ned responded that it would be an entire week. Ed asked Dan to mention in the newsletter that fuel will not be provided during this time. Joe noted that a NOTAM will need to be issued on the fuel farm.

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

Treasurers' Report – Ed reported **Income of \$23,721.98** and **Expenses of \$13,119.18** for a **Positive Monthly Cash Flow of \$10,602.80**. **Maryan: motions to accept report and authorized Ed to submit bills for payment. Bob: second. All in favor, unanimous. So voted.**

Airport Managers Report – Dan reported on the following:

1. **Fuel Survey** – Price of fuel is at \$4.27 cash and \$4.40 on payment/credit plans. We are in the price range of other airports.
2. **Airport Users' Forum** – Next meeting July 17th, 2007.
3. **Airside Inspections** – Dan prepared a checklist and only made comments to items that needed attention. Items left blank were okay. Dan will complete each line item whether it's okay or needs attention.
4. **Neighborhood Appreciation Day and Open House** will be held Saturday June 16. Meeting on the event planning will be June 4th.
5. **Veederroot Monitoring System Repair** – the problem has been determined to be between the terminal building splice and the manhole repair cover. Not sure if it is a cut, break or ground, but it needs to be replaced. It was mentioned to the contractor and we are waiting to see what they come up with.
6. **Snow Plow Damage to FBO Door** - has been completed.
7. **Segmented Circle Collapse, Update** – The floodlights are not operating properly. They're working on low voltage. Bay State Piping installed another ground, then they hand dug and put in a splice and tested it and they are 95% sure the break is between the infield and the vault. Dan will get more quotes to compare to the quote we already have.
8. **Crack Sealing Update** – Information was that we would pay the same price that the DPW is paying, \$4.83/gallon. Dan asked for a written quote from the company and received a 24-page fax. The estimated quote is \$5,000.00 - \$10,000.00. Dan will look over the information again.

9. **Employee Hat & Shirts** – Dan worked with Carolyn on this composing an order. The order was sent in and the company sent back a credit application where we were to fill in name and address. We sent that back and it was sent back to us for references. Dan talked with the Treasurers' office for a reference, and they said they don't give references and to call the Auditors' office. Dan called the Auditor, and they don't give references, and was told to call the Mayors' office. They Mayors' office said they have never done this and wanted further information. So Dan put down TMLP, Verizon and the name of another vendor we deal with, and sent it back, asked for an update. Dan was told the order would take 7-10 days, and as of yet, it has not arrived.
10. **Lineman Reorganization** – We may be going through some reorganization of the people pumping fuel, it's up in the air right now, but we may have a more permanent guy pumping during the day. Hopefully everything will be in place for the next meeting.

Joe asked about the annual fire extinguisher certification. Dan responded that we don't have to do anything. The company comes on a schedule every year and takes the extinguishers and recharges them.

Carolyn asked about the gate signs, and asks for a map outlining the location of each gate, and the gate number so we can provide the maps to the Police, Fire and ambulance company. Dan will ask Ned for a map of the gate locations.

Old Business

1. **Proposed Application for Automobile Parking Permit** – Charlie stated that everyone has a copy, the changes have been made as requested from last months meeting. After review of the form Ed suggests to add: date of issue, date of expiration, and copy of license or an identifying document. After discussion, **Bob: motions for acceptance of the form. Carolyn: seconds. All in favor, unanimous. So voted.**

2. **Proposed Amendment to the Land Lease Agreement** - Charlie noted that the only change to this since the last submittal/review is in Part 8, Cancellation, Termination, Default and Bankruptcy. Sentences have been changed a little bit to reflect an updated policy and 2, 3, 4, and 5 have been added mainly to deal with further protection of the airport and agreement that should the airport need to hire legal counsel to remedy a matter, that the other party is responsible for the legal fees. After review and discussion, **Bob: motions to accept. Carolyn suggested adding extra spaces for additional telephone numbers and contact persons. Charlie noted that we could just add (s). Carolyn: second. Charlie asked if all are in favor with the noted changes? All in favor, unanimous. So voted. Dan will change the revision date in the footer to 5/30/07.**
3. Maryan noted that it maybe time to address two items on the back burner. (1) The Emergency Asset Plan. The new administration may have a different perspective on it. (2) Once the taxiway is completed, we were considering inviting the Airport Needs Committee here to see all the work being done here. Dan will post these items on the agenda for an update at the next meeting.

New Business

1. **Review House Account Limits** – Charlie noted that personal house accounts were recently adjusted from \$300.00 to \$500.00. This is becoming an issue because of the price of fuel. When some people fly a lot and fill up 2 or 3 times a month, they exceed the \$500./month. This discussion would involve either establishing a procedure that would ask people to pay down as they go, or consider raising the limit from \$500.00 to \$800.00 or \$1,000.00. After discussion Joe suggested to establish a mechanism to empower the airport manager to increase credit for customers who have been faithful in keeping their accounts in good standing and he is willing to work on putting this together and to make it fair and available to all and put into draft form for review. Charlie asked the commissioners which direction would they like to go, (1) increase the limit up to \$1,000.00, (2) allow Joe to come up with a draft policy for review and discussion, or (3) establish a credit committee that would review the account and make a

determination on a case by case basis based on payment history? **Carolyn: motions to allow Joe to draft a policy. Maryan: seconds. All in favor, unanimous. So voted.** Charlie stated that in the meantime he would like the commission to suspend the policy of the house account limit maximum account until next months' meeting so that these accounts remain in good standing. **Bob: motions to suspend the policy until next meeting. Ed: seconds. All in favor, unanimous. So voted.**

2. Charlie stated that for a point of information only, **Bristol Aviation Account** has been submitted to the City Solicitor for a resolution.
3. **Consultant Selection Letter** has been sent to MAC and FAA outlining the process the Commission took in selecting the consultant and asking for their concurrence on the selection of Edwards and Kelcey for another 3 years. We have not heard back from MAC or FAA as we have in the past. So do we want to take a vote to re-hire E&K before we hear back from MAC and FAA? **Bob: motions to re-hire E&K for another 3 years. Maryan: seconds. All in favor, unanimous. So voted.**
4. June Meeting – Review of Discount Program
5. June Meeting – Election of Officers

Ed brought up the subject of Mandatory Health Insurance that goes into effect July 1st, and how that will affect our linemen and the airport. Charlie stated that we need to get a copy of the legislation to see how this affects us. Ed will get a copy of the legislation.

Public Input – none.

Next meeting June 27, 2007 at 7:00 p.m.

Maryan: motions to adjourn at 9:00 p.m.. Carolyn: second. All in favor, unanimous. So voted.

Project Status

Taunton Airport Commission Meeting

May 30, 2007

Edwards and Kelcey's Update

1. Replacement of the Existing Fuel Farm Pumping Cabinet

- a. Meeting was held on site with the contractor and his superintendent and electrical contractor on May 14th to review the scope of the project. Cabinet is scheduled to be completed by the first week in June. Construction expected to be completed by end of June.

2. Purchase Sweeper Attachment for Front End Loader

- a. Contract booklets have been fully executed by all parties. Equipment Supplier received their booklet on May 24th. Supplier has submitted the purchase order for the equipment. Approximate delivery in 12 weeks (late-August).