



## TAUNTON MUNICIPAL AIRPORT COMMISSION

MINUTES OF MEETING  
September 26, 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  
Dick Griffith, Dick Rodier, Ted Paul

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) With regard to the new fuel pumping cabinet, Carolyn asked if we were up and running? Ned responded that he received a voice mail message from the contractor at 5:00. They cycled the system after replacing the check valve and everything seemed to be fine, but time will tell tomorrow morning. Ed asked about the time allowed under the contract for the work to be completed and the penalty allowed if the work is not completed on time (5 days) and asked how this is being handled because we have lost revenue in fuel sales. Ned responded that there is a liquidated damages clause in the contract for \$250.00 damages for each calendar day that the project is not completed. It is up to the Commission if they want to access liquidated damages, then once the contractor submits the invoice for work that they've done, normally you would deduct what the damages would be from that amount, and pay the contractor. Dick Rodier questions the new meter head and says the on/off handle/switch is opposite the way it should be and someone took a magic marker and wrote in what side is on and off. Dan explained that the first time the pump was up and running, the first day we used it, it broke and it had to be repaired. This repair is

what changed the location of the on and off, but it is the original head that was shipped to us. Ned will look into it and make sure we received the correct head. Dan and Ned will compile a punchlist of items needing addressing. With regard to the completion of the Apron Reconstruction/Expansion Project, Ned will talk with the contractor for removal of the hay bales.

**Minutes: August 22, 2007 – Ed: motions to accept as submitted. Carolyn: seconds. All in favor, unanimous. So voted**

**Treasurers' Report – Ed reported Income of \$21,648.33 and Expenses of \$7,663.21 for a Positive Monthly Cash Flow of \$13,985.12. Maryan: motions to accept the report and authorized Ed to submit the bills for payment. Carolyn: second. All in favor, unanimous. So voted.** Dan stated that he is in the process of doing the paperwork for a fuel delivery of \$26,000.00, which will show up on next months' financial report.

Charlie asked Dan how we are doing on the **Guarantees on Credit?** Dan responded that they are floating in. Dan sent out 7 or 8 and has received 4. Charlie suggests Dan send a second request to those who have not responded.

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

1. **Fuel Survey** – Dan did not do a fuel survey this week, but did one last week. Fuel was purchased last week and we dropped our fuel price down \$0.20/gallon to \$4.40/gallon on credit and \$4.27 for cash. The fuel survey at the time showed us almost at the bottom of the list at \$4.35/gallon. Other airports are either higher or even with our prices.
2. **Airport Users' Forum** – Next meeting October 18.
3. **Airside Inspections** – report submitted noting numerous bulbs to runway lights replaced and stock is replenished as needed. Growth in culvert to rear of hold line but not impeding sight distance. Also 1 bulb at runway end lights, inner bulb exploded.

4. **Veederroot Monitoring System Repair** – We are waiting and holding out on fixing the wire that needs to be run from the terminal building out to the fuel farm. We recognize that the wire needs to be replaced and we are going to ask the contractor to replace that wire if he could. After the worker looked at it he didn't think the wire that is in there is the right wire. It may have been at the time. The contractor came down and he got back to Ned Dawes to inform the Commission that to repair this and replace one wire, he couldn't guarantee this because he felt that all the wires from the Veederroot out, should be replaced. Ned figured out the cost to be somewhere between \$3,000.00 and \$4,000.00. We told the contractor, no thank you. So the Veederroot wire needs to be repaired at some point in time.
5. **Met Conservation Agent re: Certificate of Compliance for Ramp 9/4/2007**
6. **Segmented Circle update** – We are in the process of finding a solution to get the segmented circle lit. We think we can do this on our own. We are trying to locate the hot wire that is underground on this side of the infield. If that hot wire can be jumped and lights the light we will go ahead with the estimate we received a couple of months ago and have the work done. If we find a problem getting the connection between the infield and the segmented circle, we will be abandoning the project and the segmented circle will not be lit. Ed thanked Dick Rodier for all his efforts with the segmented circle, he's always here trying to figure it out.
7. **Phillips 66 and Ascent Technology Quality Control and Fire Safety Seminar** – Dan, the linemen, Bob and Joe attended the event. It was a very good seminar on fire safety and training. It was beneficial for our knowledge.

### **Old Business**

1. **TAA Pig Roast 9/30/2007** – Dick Rodier reported that as of today 151 tickets have been sold.
2. **New Hangar Construction Update** – Dan reported that Mr. Lee has been doing his paperwork and had been in touch with Ned Dawes for direction and regulations. We are waiting for the response from the 7460 Form.
3. **Tree Clearing on South Precinct Street** – Dan stated that we are getting 3 estimates, we will give them to Ned and we're looking for any free cash MAC may have for the project.

**New Business**

1. **Annual Review of SOPP's** – Charlie stated that in previous meetings we have discussed the fact that our SOPP's should be reviewed and updated on an annual basis. We have made a few changes to them, but only to the item, with the revised item being inserted into the SOPP's. Charlie had asked Carolyn to take the lead in reviewing the SOPP's, which Carolyn was gracious to accept the task. Carolyn spoke with regard to a couple of related issues. In attending the first Economic Development Partnership meeting of the year, the subject of the City's web page came up. The airport web page has not been updated since 2002 and there will be an intern in Dick Shafer's office and will be updating web pages. Dick Shafer requests updated information on the airport so that our web page can be updated and information inserted into the TDC/IDC flyer to reflect capacities of the airport, runway length and specific information on what we can accommodate and changes to existing information or amenities that might attract business to the airport. With the new phases of the Liberty and Union Industrial Park and building still happening at the Myles Standish Industrial Park, the IDC would like to use the information on the airport as a marketing tool for the industrial parks and to promote the airport. Carolyn also spoke with regard to a project before the DIRB and that the Airport Commission is one of the departments which get the information for review and comments and that to her knowledge we have never responded. We should compile some type of generic response so that we are on record that we have responded even if we have no issues with the project but also to remind them of the restrictions and regulations within airport space. Charlie stated that we have been told that if we have no comments or issues we need not respond. With regard to the SOPP's, most of what needs to be done is update the language and basically just clean it up. After discussion Carolyn asks all to review and note areas that need addressing. Dan will make copies of his updated SOPP for everyone so everyone will have the exact same copy to work from. Everyone should give their items to Carolyn.

Dan said that there is a company that would like to make a **presentation on security cameras** and Dan informed them of when our meetings take place. Charlie asked Dan to inquire on what the length of the presentation would be.

**Public Input – None**

**Next meeting October 24, 2007 at 7:00 p.m.**

**Maryan: motions to adjourn at 8:20 p.m.. Carolyn: second. All in favor, unanimous. So voted.**

**Project Status**

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

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

- a. Contractor started work to replace pumping cabinet on September 10<sup>th</sup>. Some of the gears within the meter broke and needed to be replaced. Problems with re-priming the pump once repairs had been made. Repairs to check valve performed on September 26<sup>th</sup>.

\*

**2. Purchase Sweeper Attachment for Front End Loader**

- a. Schmidt Equipment scheduled to deliver the sweeper by the end of this week.

**3. Miscellaneous Items**

- a. During the September 10<sup>th</sup> Conservation Commission meeting they voted to approve the Airport Commission's request for a Certificate of Compliance associated with the Apron Reconstruction/Expansion project. Final certificate was signed during September 24<sup>th</sup> meeting.
- b. MAMA Annual Conference shall be held on Monday, October 1<sup>st</sup> through Wednesday, October 3<sup>rd</sup> at Radisson Plymouth Harbor.
- c. MAC has provided advance notice that they will be conducting CIP meetings at their office between middle of October and end of November. Once MAC's letter is received, we need to pick a "good" date/time for the meeting.

Carolyn asked if we were up and running?  
\* as of meeting time pump cabinet was up and running.