



TAUNTON MUNICIPAL AIRPORT
COMMISSION

MINUTES OF MEETING
December 30, 2008

Commissioners: Charlie Menard, Chairman
Maryan Nowak, Vice Chairman
Bob Adams (Absent)
Carolyn Basler
Fred Terra (Absent)

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

Others in Attendance: Eric LeGuelaff: Jacobs Edwards & Kelcey,
Dianna King and Maryann Gonzales: Atlantic Aviation
Ted Porada: Taunton Municipal Airport Lineman

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

Eric LeGuelaff of JE&K has been helping out with some of our projects and has prepared paperwork for submittals. Eric submitted a written Project Status report (see Attachment A for report) and read the report for all in attendance. On Item 3, Charlie asks when will JE&K be going through the design process for the truck? Eric believes it will be started in January, and they need to get a price on the truck and will be purchased through the State Procurement Process.

Minutes: November 25, 2008 – Maryan: motions to accept as submitted. Carolyn: seconds. All in favor, unanimous. So voted.

Treasurers' Report – Charlie reported on the financial status reporting Income of \$17,334.66 and Expenses of \$11,181.63 for a Positive Monthly Cash Flow of \$6,153.03. Maryan: motions to accept the report, subject to audit, and authorize the processing of the bills for payment.

Airport Managers' Report – Dan reported on the following:

1. **Fuel Survey** – Fuel prices are coming down at local airports, some are lower in price than us due to what we paid at our last delivery and what we still have in the ground. Our current price is \$4.45/gallon for credit purchases and \$4.32 for cash purchases. We still have about 3000 gallons in the tank.
2. **Airport Users' Forum** – Next meeting will be January 28, 2009 at 6:45 p.m. prior to the regular commission meeting.
3. **Airside Inspections** – normal routine and maintenance is ongoing normally, no vandalism to report, bulbs being replaced periodically, but nothing extraordinary taking place. Joe reported an area needing attention with the sweeper.
4. **Veederroot Monitoring System** – We're still kicking this around and believe there is a faulty underground wire between the terminal building and the pump manhole. It will be a matter of the weather cooperating with us, which determines when we can have this completed. Since Dan last reported on this we had Kennedy Company come out, they checked some lines and came to the same conclusion as we did. We need to decipher where the break in the line is.
5. **Segmented Circle Repair** – Is up and running but is not lighted. Hole has been dug to determine if we have continuity between each side of the runway, if we do we will run a new line. The water table in this area is still high, preventing any further investigation, so the project is still pending.
6. **Fuel Cabinet Update** – Reported on earlier in JE&K written report. Dan has nothing further to report.
7. **No Snow Bids Recorded for the 2008-2009 season.** Back in October we solicited snowplow bids and received none on time. In the past few years, we have not needed to go outside the airport for snowplowing contractors.
8. **Jack Cruz Way Street Sign** – The sign is ready and is awaiting delivery/pick up. The person who installs street signs has retired. So we can install ourselves if no one is available. Carolyn suggests having a dedication ceremony.
9. **Windsock Repair near terminal building** – The repair is complete, is up and running and lighted and it looks good and compliments go out to Ted who diligently worked on the lights

and completed the project along with other volunteers Bill Frasier, Fred Terra, Dick Rodier and a bunch of people involved working on it, painting it and, installed new bearings.

10. **John Deere Tractor 500 Hour Repair** – has been completed and is up and running but will not be needed till spring.
11. **Main Entrance Sign** – Dan expected a report from Ye Ole Standish Sign, but we have not received it as yet. The old sign rotted and fell off during a previous windstorm.
12. **Terminal Building Cellar** - with the high water table we have, we've encountered a problem with a continuous flow of water into the basement. It is our opinion that the water is coming in from different places. Dan and Ted replaced a sump pump and they have taken 3,000 pounds of debris to the dump and the basement is basically cleaned out. A fan is being run to try and dry out the area but the water is still coming in and will until the water table goes down. What was removed was a compilation of Wagner Airways Christmas decorations and stuff left over from King Aviation. What is down there now is a furnace, a freezer and some shelving. Deanna King mentioned her concern of black mold that she noticed down there and Dan said that he has been using a spray chemical to combat the mold and hydraulic cement to try and seal areas where the water seeps in. We will continue to monitor and work on.
13. **Roller** – we do have the possible use of the City roller for Runway 4/22 if it becomes feasible. Not sure what they have for a roller, when it could come, how it would get here and who would operate it.
14. **City Inquiry for Temporary DPW Storm Depot across from Runway 22** – They asked about it in the fall, and the Conservation Agent was to come out to check the land. The Conservation Agent did call Dan, and he told her to come out anytime. Dan checked with her, and she hadn't been out because she said they probably would not be going ahead with the depot this year. The depot would be for the stock piling of materials used for the roads in the winter.
15. Dan had a brief conversation with A.J. Marshall of the Taunton East Little League with regard to land available on Middleboro Avenue opposite the dirt runway that the little league may be interested in using for little league fields for disadvantaged kids. Dan informed Mr. Marshall to

put ideas/proposal in writing and present to the commission for review. Charlie noted that a fair amount of that area is considered a safety zone and there can be no construction at all. Clearing and using it is okay, but no construction. Also that area is under an active runway.

16. The Jack Cruz Taunton Aero Hangar, property and other stuff has been sold and we have a new tenant on the field, we have entered into a new 20 year lease with Jeffrey Fallon Associates, a father (Fred Fallon) and son (Jeffrey Fallon) who each have airplanes. They are happy to have purchased this hangar and happy to be here. Dan has known these people for a long time and it is a dream come true for them. Jeff Fallon is a former commissioner at Mass. Aeronautics and Dan wants to welcome them to the field and wishes them a long successful stay. Dan has informed them of what they need to do if they wish to convert to a business.

Deanna King asked if there is a contingency plan if the plow truck breaks and the airport needs plowing. She is concerned with the loss of business should the airport not get plowed in a timely manner. Dan responded, were that to happen, he would have to hire someone to plow and it would be a matter of calling people who have expressed an interest and what Dan feels we need at the time to get the job done.

Old Business

1. **GSM Contract** – Charlie is happy to say that the contract has finally been completed. It has almost been a year since we started this. The first month of the contract began December 2008. Hopefully it will be a smooth transition, and with the submittal of the voucher for payment to the employee, will tell if all is running well with the contract.

New Business

1. **Review/Set Rates and Fees for 2009** – Charlie noted that everyone has a copy of the Fee Structure that has been in place for 2 years. Charlie asks for comments or suggestions on the fee structure either as a group of items or individual items. Joe is of the opinion to maintain the current fee structure because of the economy. Maryan is in agreement with Joe. Carolyn asks if

a fee comparison has been done with other airports. Charlie stated that he did a survey a few months ago and that we are on the low end of the fees compared to others. After discussions **Maryan motions: that all fees remain as is for 2009. Carolyn: seconds. All in favor, unanimous. So voted.** Dan asked to speak and noted that he agrees 120% in keeping the fee structure as is for the 3rd year in a row but somewhere along the line we're trudging along at getting the next project on the books. The 4/22 is a 2-year project so somehow we need to get the word out that the fee structure can't stay like this forever if we want to get our share of the money needed to complete projects. Charlie asked Dan to notify users via the newsletter of the vote of the Commission that there will be no increase to the fees for 2009.

2. **Review Fuel Discount Programs** – Charlie stated both programs, volume or cash, have worked well and we review the programs every 6 months and we've been doing this for about 2 ½ years. Both programs serve us well as well as the users who invest their money here. **Carolyn: motions to maintain the fuel discount programs as is for another 6 months. Maryan: seconds. All in favor, unanimous. So voted.**
3. East Coast Helicopter is trying to sell his building and feels he'd have a better chance of selling if he had electricity available to the building. Dan has talked to him about the two options possible. 1. Run a conduit underground to Middleboro Avenue. 2. Is to negotiate with the TELL to acquire a waiver/easement or permission to TMLP to install maybe 3 poles on little league property and one pole on airport property, thereby having electricity available to the existing building or future buildings in that area of the airport. Dan is not sure if this person will pursue the options available.

Public Input

Deanna King questions how the NOTAM was issued for patchy thin ice when in fact the conditions were full thick ice and they lost 2 days of business because of parking lot conditions. She feels that NOTAMS have to identify accurate conditions. Deanna stated that she has read the Snow Removal procedures. Charlie explained the reasoning for not plowing at night, too much damage taking place,

and also explained that every reasonable effort is made to get the airport cleared in a reasonable amount of time and open for business. Deanna stated she understands this was a unique storm, and resources and manpower available to the airport, and is willing to help in anyway she can. So if help is needed in determining weather and such, feel free to contact her. Dan gave a rundown on the events of the storm and believes that anything they could have done was not going to remove the slush, just push it around. Charlie noted that he has contacted other airports and they were not in any better shape than we were. Deanna was happy to have dialogue with the commission and a better understanding of how the airport is treated during storms. Joe stated that we will take a closer look at the NOTAMS and they need to be a little more descriptive.

Carolyn's report on the Airport's Web Page was inadvertently omitted from the minutes of November 2008. The following should have been reported in the November 2008 minutes. Carolyn talked with Kevin Shea of Community Development who gave Carolyn some background on the Town Hall website. Kevin got the \$18,000.00 funding to begin the project and contract with the Virtual Town Hall people, but that ended his oversight of the project and was turned over to the City's Automation Department. Carolyn presented our argument that our information is up but we don't have a password to maintain and keep it current and that we would like to update it monthly and that we were denied a password. Kevin stated that the City has purchased 25 passwords for the initial \$18,000.00 and is now paying the company \$6,500.00 to maintain the website and that he didn't see any reason why we couldn't get a password from some of the departments that are not utilizing the website or that the city should buy more. So he is going to try to use his leverage as the person who gained the funding for the project, to pursue us getting a password. The other thing he brought up was that if you go to the web page that there is a page for the airport but all of our information is buried under departments and there is no link that sends you from the initial page to where our SOPP's and our Security Plan is. Hopefully at the next meeting she will have more information.

Maryan: motions to adjourn at 8;40 p.m. Carolyn: second. All in favor, unanimous. So voted

Next meeting Tuesday January 28th, 2009 at 7:00 p.m.

Action Items

- ⇒ **Main Entrance Sign – Dan**
- ⇒ **Sign for Jack Cruz Way – Dan**
- ⇒ **Brick Memorial – Joe**
- ⇒ **Use of City Roller – Dan**
- ⇒ **Segmented Circle Repair – Dan**
- ⇒ **Veederoot Monitoring System - Dan**
- ⇒ **Virtual Town Hall - Carolyn**

Project Status

Taunton Airport Commission Meeting
December 30, 2008
Jacobs Edwards and Kelcey's Update

1. Replacement of the Existing Fuel Farm Pumping Cabinet

On October 31, 2008, Kennedy (the distributor) fixed the problem the cabinet was experiencing. Since then there have been no reported problems.

2. Design and Permitting for the Rehabilitation of Runway 4-22 and Connector Taxiway

The proposed scope of work and fee has been reviewed by the Airport and the Airport's Independent Estimator. A final scope and fee has been submitted to the Airport to present to FAA and MAC. Submission of the grant application is scheduled for February 6, 2009 to maintain the overall project schedule.

3. SRE Truck

The proposed scope of work and fee to procure a new Snow Removal Equipment (SRE) truck for the airport has been reviewed by the airport. JEK has submitted the information to MAC and FAA for their review. It is anticipated that the truck will be purchased through the state procurement process. Submission of the grant application is scheduled for February 6, 2009 to maintain the overall project schedule.