



TAUNTON MUNICIPAL AIRPORT COMMISSION

MINUTES OF MEETING
January 20, 2008

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: Steve Flecchia of Jacobs Edwards & Kelcey
Fred Terra, Dick Griffith, Dick Rodier, Jim Maddigan,
Bob Moore

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

Airport Engineers Edwards & Kelcey, Projects Update – Steve Flecchia handed out a status report on pending projects, and read for all in attendance. (See Attachment A for report specifics) Steve asked if anyone had any questions or comments with regards to the report. Joe asked what is the estimated time that the fuel cabinet will be out of service for the corrective work? Steve responded that it would be about a week. The fuel truck will be here and available for fuel during this time. There being no further questions, Charlie thanked Steve for his attendance and input and was excused.

Minutes: December 26, 2007 – Ed: motions to accept as submitted. Maryan: seconds. All in favor, unanimous. So voted

Treasurers' Report – Ed reported **Income of \$16,377.39** and **Expenses of \$37,753.91** for a **Negative Monthly Cash Flow of -\$21,376.52**. 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** – Fuel prices rose \$0.30/gal. And we raised our price accordingly. Current prices are \$4.70 on credit and \$4.56 cash. Our airport is about in the middle price wise for fuel with regards to surrounding airports within 100-mile radius.
2. **Airport Users' Forum** – Next meeting will be April 30, 2008 at 6:45 p.m..
3. **Airside Inspections** – report submitted noting everything is in good shape, but noting ruts due to frost.
4. **Veederroot Monitoring System** – No status change.
5. **Segmented Circle Repair** – No status change.
6. **TMLP Pole Relocation on East Road** – No status change.
7. **West Gate Repair** – The Ground Loop was replaced. The wires came up with the frost and the plow hit it and shorted it out. Sometimes the gate gets stuck open, sometimes stuck closed. So the work is ongoing.
8. **Environmental Study** – reported on earlier by Steve Flecchia.
9. **Fuel Cabinet Issues** – reported on earlier by Steve Flecchia.
10. **Pilots' Lounge Renewal for 2008** – they have renewed for another year (Feb. 1, 2008 through January 31, 2009) at the new rates established in November.
11. **ID Badges** – most all badges will come up for renewal in 2008. Dan will put this reminder in the newsletter. The renewals run on a 3-year cycle. We started in 2002, renewed in 2005 and now again in 2008. People do not have to wait until their badge expires, they can renew 2 months in advance, but the dates will cover the same dates they currently have, just the expiration year will change unless the user requests some sort of change to their use status.

Old Business

1. **SOPP Update** – Charlie stated that the revised final review of the SOPP's has been distributed. Joe made all the changes as requested and provided copies. If there are no further comments or changes, this will be the copy that will be put on line. Carolyn suggested one further change with regard to insurance noting there are 11 references in this document with regards to liability

insurance coverage carried by others, and the references are worded 5 different ways and suggests on one standard wording for each place listed. Commissioners are in agreement that the wording should be typical throughout. Joe will make the changes. Charlie thanked Joe and Carolyn and everyone for their efforts in getting this document updated.

New Business

1. **Complaint filed with Attorney General's Office** – Chaarlie spoke with regard to a distribution at a previous meeting that there was a complaint filed by an individual concerning the practice of the Airport Commission and the airport. The complaint went to MAC and MAC reviewed it and determined the complaint was unfounded and disregarded it. The individual was notified of this and insisted that the complaint be sent to the City for a response. The City is now in possession of the complaint from the AG office. Charlie has spent some time speaking with the Solicitor's office providing information and also given the Solicitor the phone number for Wayne Kirschner, head legal council at MAC, to validate that we are in good standing with rules and regs. The Solicitor will get in touch with MAC to get a concurrence and respond to the complaint to the AG's office.
2. **Request for use of SRE building** – The TAA requests to use the SRE building on April 27 for and Italian day dinner sometime in the afternoon. **Carolyn: moves approval of the request and waiver of any fees. All in favor, unanimous. So voted.**
3. Mr. Moore is in attendance this evening to discuss an invoice that he received on the balance of money owed and feels he does not owe the \$10.85 which was not paid at point of purchase with a personal check. Dan noted the issue is that a personal check is not considered a cash sale and Mr. Moore is not entitled to the cash discount. The lineman informed Mr. Moore of the price for cash and credit sales and Mr. Moore wrote out a check in the amount for a cash sale. The lineman had stated to Dan that Mr. Moore became argumentative and that he did not want to argue with him and just took the check. Mr. Moore does not understand how the airport manager expects people to carry around hundreds of dollars to purchase gas. Charlie explained to Mr. Moore that payment by any other means other than cash requires extra handling and

processing, therefore the higher price per gallon. Mr. Moore is of the opinion that the explanation of the processing is making much to do about nothing. Charlie explained all the fuel discount programs to Mr. Moore and noted that it is not a matter of whether or not his check is good and that we honor acceptance of all checks but using a check is not a cash purchase. Charlie feels it was nothing more than an oversight and miscommunication, and there is no issue here with Mr. Moore or anyone else. Upon Carolyn's suggestion, a copy of the discount programs will be provided to Mr. Moore. Dan asked to say one thing for the record, noting that he stands behind the actions that he took with regard to this matter, there was no misunderstanding on his part and he stands behind his lineman at the time of the action.

Public Input – None

Charlie spoke to MAC today and the cracksealing project and the vegetation removal project will be on their March agenda, the award will be made in March and we hope to see the fruit of those awards in May or no later than early June. We have to get this done and bills submitted by the end of June.

Maryan: motions to enter into executive session. Ed: seconds. All in favor, unanimous. So voted. After discussions in executive session, the commissioners reverted back to regular order of business at 8:35. Charlie stated that the chair would now entertain a motion on items discussed during executive session. **Carolyn: motions that the Airport Commission Chariman Charlie Menard inform the City Solicitor that based upon his recommendation we accept the offer from Bristol Aviation with regard to the outstanding litigation. All in favor, Carolyn, Bob, Maryan and Charlie. Opposition: Ed. Motion carried. So voted.**

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

Next meeting February 27, 2008 at 7:00 p.m.

Project Status
Taunton Airport Commission Meeting
January 30, 2008
Jacobs Edwards and Kelcey's Update

1. Replacement of the Existing Fuel Farm Pumping Cabinet

A meeting was held on January 15, 2008, with staff from Taunton Airport, Jacobs Edward and Kelcey, LGA Engineering, Baystate Regional Contracting, and John W. Kennedy Co., to determine a course of action to resolve the fuel cabinet issues. The objective was for the Engineer to create a scope and directives to the Contractor to resolve problems with the cabinet. Since the meeting Jacobs Edwards and Kelcey has assigned an independent engineer to perform an independent review of the issues to determine the best course of action to resolve cabinet problems. The goal is to determine a course of action to direct the Contractor to estimate and execute corrective measures by the end of February.

2. Perform Environmental Study for Future Airport Projects

JEK had a meeting at the airport on Thursday January 10th to view the site in order to establish a draft scope of work for all parties to review. This would be the next step to create a scope of work and fee to begin work on the project sometime late Spring.