



TAUNTON MUNICIPAL AIRPORT
COMMISSION

MINUTES OF MEETING
July 30, 2008

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: Steve Flecchia, of Jacobs Edwards & Kelcey
Fred Terra, Ed Duncan, Jim Maddigan, Dick Rodier

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

Airport Engineers Jacob, Edwards & Kelcey, Projects Update – Steve Flecchia submitted a status report on pending projects, and read for all in attendance. (See Attachment A for report specifics)

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

Treasurers' Report – Ed reported **Income of \$59,806.62** and **Expenses of \$21,383.61** for a **Positive Monthly Cash Flow of \$38,423.01**. Charlie stated that he wanted to make note of something before a vote is made for acceptance of the financial report and reported that the Treasures' report reflects the income of Change Order #1 for the Fuel Farm. Still outstanding is \$6,535.00 which represents the fuel truck rental and the LD's that were charged and because that exceeded the agreed upon amount JE&K had to send in paperwork justifying/supporting the additional amount and is awaiting approval from the

main office before they can process the reimbursement of the balance of \$6,535.00 to us. **Maryan: motions to accept the report, subject to audit, 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** – There are not many airports that are selling fuel cheaper than us at the present time. That's because we've been sitting on the price that we have. It is coming close to getting another fuel delivery and Dan will be ordering a delivery of 7,200 gallons for Friday or Saturday morning. The price of fuel last week was \$0.15 gallon more than what we paid for what is in the ground now, so he doesn't know what to expect price wise, but the price has been coming down a little bit.
2. **Airport Users' Forum** – Next meeting will be October 29, 2008 at 6:45 p.m. prior to the regular commission meeting.
3. **Airside Inspections** – nothing unusual to report. A couple of lights have been banged and bulbs and couplings have been replaced as needed.
4. **Veederroot Monitoring System** – No status change. Still on hold waiting for satisfactory completing of the fuel farm.
5. **Segmented Circle Repair** – No status change, but we're still hoping to get this up and running as time allows.
6. **TMLP Pole Relocation on East Road** – Waiting for installation. Location has been marked.
7. **Investigating 2 complaints of incidents on the field** – is ongoing. Dan has been waiting for a written report but has not received it as of this meeting and Dan will follow up on this.
8. **Main Gate Repair** – stopped working, and Dan called for repairs and before contractor could get here, a couple of days later it started working again. So Dan let the repairs go and it stopped working again. The card reader was not reading. When the contractor looked at it, it was not the card reader but the line that runs underground from the main gate in up to the terminal building. The line was replaced, it's up and running and there was no visible damage on the line that was removed. Approximate cost to fix was quoted at \$750.00.

9. **East Gate Repair** – the gate stopped working and the contractor diagnosed the problem as the card reader. A new card reader was installed. The actual problem is a chip in the circuit board. The circuit board will either be repaired or a new board will be provided. Carolyn asks if there are any other airports have the same system and problems? Dan doesn't know. Dan will make inquiries with the company with regard to water in the line. Charlie asks Dan to open the gate until it's repaired.
10. **Fuel Pump Change Order #1 Reimbursement from JE&K** has been received in the amount of \$23,467.23.
11. Dan informed everyone that **Jack Cruz** has passed away and talked a little about Jack always being a great supporter of Taunton Municipal Airport. Jack had been here a long time, even back to the groundbreaking the Municipal Airport. Dan considered him a good personal friend and there wasn't a time when you could ask Jack for something and be denied. He'd always be willing to help with anything. He's been absent from the airport quite a bit in the last couple of years, and the airport and flying was his whole life and we're going to miss him. Dan informed all of the visiting hours and services for Jack. The commission discussed some sort of recognition for Jack at the airport. It was decided to wait and see if the family has any ideas. Carolyn asked Dan about the **windsock** and whether or not we need to have it lit? Dan stated that we put a new sensor in last year, and we put new bulbs in. It isn't working and Dan is going to ask Tony to take a look at the sensor again. Carolyn suggested installing an energy efficient bulb. Carolyn also asked about the **A/C in the terminal building** and if we have any say in energy consumption there, because tonight the A/C is running and the building is empty and Carolyn noticed this one night last week when she was here. Dan explained that when he and/or the linemen leave and the building is empty, they will turn off the unit. If someone is in the building when Dan or the linemen leave, then the last person out should turn the unit off. Charlie suggested to Dan to check to see if it can be programmed to shut off at a certain time.

Old Business

1. **Virtual Website Access** – Charlie stated that thanks to the efforts of Commissioner Basler, the Chairman of the Airport Needs Committee was re-approached as to the status of the website. The Chairman of the Committee made a phone call and our understanding is that the person who is in charge of the process will be getting back to Commissioner Basler with an access code. Commissioner Basler will follow up.
2. **Correspondence Regarding May meeting** – Charlie reported that who were not present at the May meeting, Commissioner Adams addressed what he perceived to be a problem concerning airport access and egress after or before open hours. This was reported in the minutes and since then we have received a letter of explanation from the individual who was later identified as the person in this particular instance. We responded to his letter and thanked him for taking the time to share his point of view with us. We also received a letter from Mike Dupont who also offered his opinion as to the issue discussed and the comments in the minutes. In addition, we also received two other communications, one that spoke of the airport on Cherokee Pilot Chat website on the internet stating that Taunton Municipal Airport is “a nice little airport, everyone is friendly”. And the other, expressing interest in starting a flight school operation here. The person interested is currently running a flight school in New Bedford and is looking to investigate the possibility of opening a satellite office in Taunton. Dan has responded on behalf of the commission for further details from the interested party. Dan has not received a response. Ed suggests requiring a performance bond from future businesses to protect the airport from holding the bag on money owed to the airport when businesses leave/go belly up. Discussion continued on this subject and the commission will take this under advisement for consideration.
3. Ed talked about the **sign out front on Middleboro Avenue** stating that it is looking pretty shabby. After discussion Dan to get 3 quotes and a sample of what will be proposed.

New Business

1. **Airport Manager Contract Review Recommendation** – The Commissioners met July 9 in a special meeting to review and discuss the annual airport managers’ performance review and as a result of this meeting, minutes were distributed to the commission and a recommendation was made. **Ed: motions to adopt the recommendation and the minutes of the July 9, 2008 meeting for the increase of the airport managers’ salary from \$35,055.24/year to \$36,106.92/year effective August 1, 2008. Maryan: second. All in favor, unanimous. So voted.**
2. **Annual Linemen Review** – Dan recommends that the linemen receive an increase of \$0.25/hr noting that the men have been reliable and dependable and it’s not much of an increase but it is something to go in the right direction. The current rate for the weekend linemen is \$8.75/hr. and weekday linemen \$10.00/hr. **Maryan: motions to approve the recommended increase. Carolyn: second. All in favor, unanimous. So voted.**
3. **Airport Ground Lease Approval** – Dan reported that we have received a request from Aerial Skyvertising to bring in a mobile unit to be used by his pilots in the course of their business. Dan is not sure what type of vehicle this would be, office style trailer, camper, etc. He is looking to lease space for this vehicle. Dan and Bob Adams have walked the area and compiled a plan of the area needed for the vehicle and marked the area. Dan suggests a 3-year lease to go with this area so as to not have a trailer park type atmosphere where it would be placed and removed in the slow times and place and removed again. Dan stated that there are pros and cons with this type of vehicle being here. Charlie stated that the required amount of insurance and other requirements would have to be adhered to as required in our SOPP’s. After further discussion Charlie asked Dan to inquire exactly what type of vehicle the person is proposing, and noting to this person that the vehicle will need to be anchored (permanently vs movable) and that liquid and/or solid discharge from the vehicle will not be allowed. Also that if he is proposing to have electric, it is up to the person to make their arrangements with TMLP. Charlie stated that assuming all requirements are met and Dan gets the appropriate answers, Dan may proceed with the lease.

Minutes: July 30, 2008 – continued

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Public Input – None.

Maryan: motions to adjourn at 8:30 p.m. Ed: second. All in favor, unanimous. So voted.

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

Project Status

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

1. Replacement of the Existing Fuel Farm Pumping Cabinet

Efforts from the Airport, TMLP, Bay State, and JEK have occurred over the past several weeks to try to determine the cause of the fuel cabinet failing. Bay State Regional Contracting company's electrician conducted a site visit on July 21st to trouble-shoot the problem with the fuel cabinet, and is certain as to the cause of the problem. Bay State's electrician is scheduled to return to the airport the week of July 28th to correct the problem which is believed to be caused by the starter for the cabinet motor.

2. Perform Environmental Study for Future Airport Projects

A meeting is scheduled for Tuesday, August 5, 2008, at 10 A.M., at MAC, to discuss the airport's next project as well as elements of the CIP.