

## TAUNTON MUNICIPAL AIRPORT COMMISSION

MINUTES OF MEETING  
May 28, 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, Ed Duncan, Dick Rodier, Steve Manchester

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) With regard to Item 1 – Fuel Farm Pumping Cabinet, Dan stated for clarification that the Weights and Measures Inspector determination was that 5 gallons being pumped into the container showed a reading on the meter of 5 gallons, that hasn't changed since it was last checked in September. Dan called him back because of the considerable amount of work done. As far as anything else, it is not within his scope of work. He validates the volume in accordance with what the pump reads. Steve explained the variations of price reading vs calibration of the meter and that it is possible to add another dial that is capable of reading to the hundredth. Dan has instructed the linemen to continue to use the calculator to insure correct billing to customers. After discussions, the possibility a digital head meter will be investigated. The commissioners thanked Steve for his input, and was excused.

**Minutes: April 30, 2008 – Ed: motions to accept as submitted. Carolyn: seconds. All in favor, unanimous. So voted**

**Treasurers' Report – Ed reported Income of \$15,966.73 and Expenses of \$84,878.75 for a Negative Monthly Cash Flow of –68,912.02. 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** – Fuel prices have increased considerably since our last fuel delivery. We are in the price range as other airports with our current prices being \$5.35 on credit and \$5.20 cash.
2. **Airport Users' Forum** – Next meeting will be in July 30, 2008 at 6:45 p.m.. There is not much interest in this anymore and we are at the point to let this go by the wayside.
3. **Airside Inspections** – nothing unusual to report. The fuel farm has been worked on, is being used and arrangement has been made for the fuel truck to be picked up. Fuel farm will be inspected on June 3. There are discrepancies with the meter and Dan has been keeping a log of these discrepancies.
4. **Veederroot Monitoring System** – No status change. Waiting for fuel farm final inspection before proceeding with the Veederroot work.
5. **Segmented Circle Repair** – No status change.
6. **TMLP Pole Relocation on East Road** – Waiting for installation.
7. **TMLP High Speed Internet Connection Installation** – we are at the final stages of implementation. The SRE building and most of the airport has been wired. Dan hopes that the system is up and running this week.
8. **Open House June 21<sup>st</sup>** – Operational overview and work party (folding and stuffing, letters, flyers, and neighborhood notices) for the event is scheduled for June 2. Dan has been getting a lot of favorable response on the event.
9. **Enrolled Terminal Building Security with Amcest effective 5/4/**

10. **West Gate further problem** – Dan announced last month that the gate was up and running but we are having more problems with it. A couple of parts have been changed, and more are expected to be changed. Dan does not have an answer of what the problem is but the people trying to fix it are also perplexed.
11. **May 25<sup>th</sup> Sport Pilot Exhibition** – There was an event put together by a pilot on the field and there was a pretty good turnout.
12. **Investigating 2 Complaints of Incidents on the field.**

**Old Business**

1. **Ground Services Manager Contract** – the format for the contract has been approved and we are waiting for resolve of basic liability coverage. Hoping to have resolved this week or next.
2. **Commissioner Adams** addressed the meeting in response to an e-mail-letter sent by Mike Dupont on badges/ID passes for entrance and exit to the airport. Bob stated that while he was covering for Dan he received a call to let someone out of the airport who had been working on an aircraft at Mike's business. Mike allowed this person to stay in his business and work on his aircraft and advised him to call the manager to let him out. Bob feels this practice needs to stop. The commissioners are in agreement that all business owners are responsible for individuals they allow to be at their business after hours. Joe stated that our Security Booklet talks about people visiting the FBO's and the FBO's responsibility for escorting such visitors. Joe feels we can say to Mike that he had that person at his business and left him to his own accord and left the premises. That is a violation of what is stated in the Security Booklet, and Joe feels it would be perfectly appropriate to charge a service fee (\$25. - \$50.) for airport management coming to the airport to open security gates, allowing visitors to exit the AOA. Charlie stated that it seems to be an appropriate time for Dan to issue a memo to all FBO's and users of the airport advising them that they should be and are responsible for their guests at all times. And they should not allow their guests to roam the airport freely or be left in an FBO, or at a tie down location on the airport unescorted. If this should happen in the future and the

manager is called maliciously, that a service charge will be applied. Dan will issue a memo to all FBO's to remind them of their responsibility with regard to guests and the necessity to wear ID badges in a visable location on their person and that a service fee will be applied for such calls as mentioned above. The police need to be followed up with. When the police are called for lock ins, to please get some pertinent information from these people.

### **New Business**

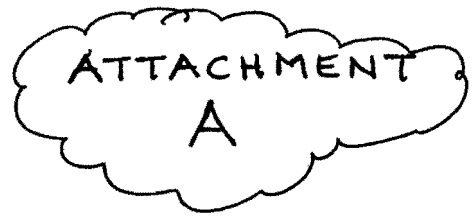
- 1. Review Scope of Work – 2008/09 CIP Environmental Study** – Charlie reported that last month we made copies of the submittal by JE&K, which is a revised version. We were able to whittle out some items that were not really necessary. The revised scope is half the size of the original. Dan delivered a copy to the Conservation Commission Agent and asked her to review and determine if it was appropriate for the projects identified. The answer we received today was that the projects would touch each one of the items and it needs to be done. Charlie asked if anyone has comments with regard to the scope of work? In an effort to go forward we will call JE&K and tell them the scope of work is okay and we will begin the process of talking to FAA and MAC. Ed asked if funding would be available? Charlie responded after January of 2009 maybe sooner, it depends on Congress giving FAA their discretionary funds. We need to prepare and be ready for the projects as they come.

Dick Rodier and Fred Terra reported on the Italian Dinner noting that 61 people attended, the food was great and everyone had a good time. The TAA purchased tables so they would have them for future events.

### **Public Input – None**

**Ed: motions to adjourn at 8:15 p.m. Bob: second. All in favor, unanimous. So voted.**

**Next meeting June 25, 2008 at 7:00 p.m.**



## **Project Status**

Taunton Airport Commission Meeting

May 28, 2008

Jacobs Edwards and Kelcey's Update

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

Bay State Regional Contracting's (BSRC) vendor, John W. Kennedy Co., replaced the reset motor on the totalizer for the cabinet the first week of May. Since the reset motor was replaced the fuel cabinet has been operating properly. The weights and measures inspector checked the cabinet the week of May 19<sup>th</sup> and determined it was pumping properly.

A final inspection for the project has been scheduled for Tuesday, June 3, 2008 at 10:30 AM.

### **2. Perform Environmental Study for Future Airport Projects**

JEK has submitted a revised scope of work to the Airport Chairman on May 14<sup>th</sup>. As soon as the airport has had a chance to review and approve this latest scope of work a meeting can then be scheduled with the agencies (FAA & MAC) to continue progress with the project. Some major key elements of the project include the reconstruction of Runway 4-22, the extension of the Runway 4 safety area, a connector taxiway between the runway and apron, and an access taxiway to the south development area

The FAA is still postponing a grant application submission for this project at this time. It is anticipated that by January 1, 2009, if not sooner, a grant application could most likely be submitted (assuming AIP is re-authorized from Washington D.C.).