



TAUNTON MUNICIPAL AIRPORT
COMMISSION

MINUTES OF MEETING
August 26, 2009

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

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

Others in Attendance: Eric LeGuelaff, Jacobs Engineering
Dick Rodier, Dick Griffith

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

Eric LeGuelaff of Jacobs Engineering submitted a written Project Status report (see Attachment A for report specifics) and read the report for all in attendance. After the reading of the report, no one in attendance had any questions for Eric and the commission thanked him for his update and was excused.

Minutes: July 29, 2009 – Bob: motions to accept as submitted. Maryan: seconds. All in favor, unanimous. So voted.

Treasurers' Report – Income \$17,177.26, Expenses \$31,913.35 for a Negative Monthly Cash Flow of -\$14,736.09. Maryan: motions to accept the report subject to audit and authorize the processing of the bills for payment. Fred: seconds. All in favor, unanimous. So voted.

Airport Managers' Report – Dan reported on the following:

1. **Fuel Survey** – Fuel prices for TMA are currently \$4.36/gallon for credit purchases and \$4.23 for cash purchases. Even with the \$0.30 cent increase we still have one of the lowest fuel prices around. July sales were very good.
2. **Airport Users' Forum** – next meeting scheduled for October 28, 2009 at 6:45 p.m.
3. **Airside Inspections** – as of last week all lights were up and running, and ordered ceramic plugs for lights maintenance. No problems at present with the fuel farm. All in all, we're doing okay.
4. **Veederroot Monitoring System** – repair has been completed and Dan is monitoring the repair. It has been repaired for about 12 hours now and everything seems to be functioning properly. The test proved to be the wire that was suspected.
5. **Segmented Circle Repair** – we're ready to get out there and try to do the work. It's been dry but may need to be dug out a bit.
6. **Visited by Thomas Ohlson, Spec. Agent – Homeland Security Immigration, Customs** – came down for a routine visit and told Dan he was available for help with anything that Dan feels may be suspicious at the airport.
7. **Attended Exhibit at the Old Colony Historical Society** – with regard to aviation in Taunton at the King Field from 1919 up until present time. The exhibit was basically a documentary on Henry King and his partners and family. The display included photographs and artifacts such as goggles, a leather helmet, a taxiway light, log books and other items. The documentary itself was almost an hour long and well put together and recommends people take the time to check it out. Dan will put the information on this exhibit in the newsletter.
8. **Met with Eric from Jacobs Engineering** – and two sub consultants who came down to re-visit some of the runway work they had done.
9. **8/24 visited by Steven McKay of Real Estate Research Consultants** – regarding Personal Property Re-evaluation. He was here to visit the businesses on the airport to do property re-evaluation. He has been hired by the City Assessors office and presented a letter from the Assessors's office.

10. **8/24 was visited by FAA regarding VASI Cone Replacements** – Dan does not have the names of the people that were here but they were doing some measurements because the VASI Cone stanchions are going to be replaced. This will be going out to bid and suppose to be around a \$25,000.00 project. The cement foundation will be replaced with what they call a Helio tube where it will screw into the soft ground.
11. **The new Ford Truck has arrived and is being stored in the Leonard F. Rose SRE building.**
12. Dan noted that he has been in contact with the gate company. Sometimes we have problems with the gates, and Dan doesn't have an explanation for it. Company seems to think the relays are sticking and he is going to order relays and will be in touch with Dan.
13. Dan has been approach by Ted Jula who is a pilot on the field and affiliated with Stonehill College public relations. Mr. Jula has been in touch with Artic explorer Art Mortvedt and Art will be in the area October 17 and will be visiting the Taunton Airport. Mr. Jula is trying to put together a seminar, sponsored by Mike Dupont of American Aero, for this man to speak on his adventures of flying his Cessna to the South Pole and in the near future will be flying to the North Pole. Art tests different equipment related to aviation and space travel and makes notes of his findings. If this event comes to be it should be very interesting and informational for pilots who attend. When information is available, Dan will put it into the newsletter.
14. Dan spoke with regard to a weathervane bought by Ted Porada. The weathervane is a cutout of the Curtis Jenny, which was shown on the previous sign. Dan reimbursed Ted and the weathervane will be installed at the new sign on Middleboro Avenue.
15. Dan spoke with regard to an aircraft being parked outside a hangar and outside leased area. When Dan first noticed the plane he figured it would be moved soon. When it hadn't moved for 2 days Dan approached the owner and told him that the location of the plane was not allowed. The owner didn't understand why he had to move it. The man went to his lawyer and to Dan's office again and stated that he still sees no reason why the plane needs to be moved, they have a lease and they can use the area as they want. Dan invited the owner to this commission meeting but he is not present and he didn't send a representative. After

discussions, Charlie stated that if the plane is still there tomorrow, Dan is to contact the owner and ask him to move it immediately and inform him that tie downs are available but it cannot stay where it is and send a printed memo to confirm the conversation with both the aircraft owner and the hangar association.

Old Business

1. **Atlantic Flight Center Lease Update** – Charlie stated that he has not contacted the Law Department with regard to the lease and hopefully we will hear something soon but until then everything is going well as is.
2. **Airport CIP Plan Review** – Charlie said that we heard Eric talk about the September 9th meeting at MAC on the CIP. In front of the commissioners are the CIP plan as we know it and the letter from MAC showing what they have on their CIP plan for Taunton for the next few years and a list of items that were collected in the last review (2005) of all the airport users. We ranked the items in order of importance and generated the list we've been working on for the last 4 years. We've completed a fair number of these projects and now we're at a point where we now have to update and add to our CIP list. Charlie asks everyone to give the list a look, form your own opinions and meet to review and discuss the items that we'd like to add to the official list. We have the opportunity on September 9th to present those and have them included in our future plan. We want to get the items in the works because if it's in the works now we can get funding for it later. If it's not on the list we cannot bring it to the table unless it's an emergency.

New Business

1. **CIP Plan** – Meeting at MAC, 10 Park Plaza, Boston, September 9 at 10:30. Everyone is welcome to attend.
2. **Ford Truck Off Airport Usage** – Charlie noted that discussion on this was started at the end of the last commission meeting regarding whether we would be registering and insuring the vehicle for use off airport property. As a result of that discussion Charlie was asked to look into the cost to register and insure the vehicle. Charlie spoke with Carol Sousa, Risk Manager

for the City and she informed Charlie that the city just negotiated a new insurance contract and if we provide copies of the sales slip for the truck, and all the receipts and an RMV2 form completed by us, she will give the information to the insurance company and the truck will be included in the city's fleet insurance and given a registration at no cost. The insurance will cover all drivers as identified by us, with copies of their drivers' license and they need to pass a safe driving review. We need to identify the drivers of the vehicle up front and restrict usage of the vehicle on or off the airport to those drivers only. Discussion followed with regard to whether we want to have the vehicle registered and insured and have the ability to take it onto the street. After discussion **Fred: motions to register and insure the new Ford truck for off airport usage. Bob: seconds the motion. All in favor: Fred and Bob. Opposed: Maryan. Motion passes. So voted.**

3. **Airport Manager Review/Recommendation** – Charlie submitted the minutes from of the meeting on the Airport Manager's Annual Review. He asks the commissioners to review the minutes and if they are in agreement with the contents he will entertain a motion. **Fred: motions to accept the recommendation to increase the managers' annual salary from \$36,106.92 to \$37,190.16 beginning August 1, 2009. Bob: seconds the motion. All in favor, unanimous. So voted.**

Jonathan Fillmore, 2nd Lt. with the Civil Air Patrol is here this evening to update the commission on CAPs' plan to erect a building. Jonathan presented a plan showing the proposed building location. He also explained that CAP does not want to own the building and after its' erected, CAP would donate the building to the airport in lieu of a 100 year plus 1 day lease. Charlie explained that according to our charter only a 20-year lease is allowed with the first option to renew. Jonathan asked that renewing after the 20-year lease wouldn't be an issue? Charlie responded that it wouldn't be a problem unless there was an issue preventing the renewal. The commissioners reviewed the plan and are in approval of the conceptual plan and allows CAP to go forward and a presentation will be made at the next commission meeting of all the documentation and pertinent facts. Jonathan informed the commission that the CAP is planning on working with Bristol-Plymouth construction program to have the building erected. Charlie noted that the entire project is the responsibility of CAP, the plans, Conservation

approval, construction and permitting. When the project is complete and the building is ready for occupancy, the building can be turned over to the airport and leased to CAP with the understanding that the CAP is responsible for the maintenance and upkeep of the building and leased grounds area.

Public Input – Dick Griffith reported that the Pig Roast is on schedule for September 27th at noon. Tickets are available for \$20.00 and we're looking forward to a good turnout and a good time.

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

Next meeting September 30, 2009 at 7:00 p.m. in the Leonard F. Rose SRE Building

Action Items:

- ⇒ **Segmented Circle Repair – Dan**
- ⇒ **Gate repair - Dan**

TAUNTON MUNICIPAL AIRPORT

Westcoat Drive

P.O. Box 441

East Taunton, MA 02718-0441

Phone (508) 821-2973

Fax (508) 821-3723

Office of the Commission:

**Minutes of August 5, 2009 Special Meeting
Airport Manager's Annual Review**

On the evening of Wednesday, August 5, 2009 the Taunton Municipal Airport Commission met for the purpose of the annual review and re-negotiation of the Airport Manager's Contract. In attendance were Charles R. Menard, Sr., Commission Chairman, Maryan Nowak, Commission Vice Chairman and Commissioners Robert Adams, Carolyn Basler and Fred Terra.

Discussion ensued about the manager's performance. In general, none present were aware of any negative issues and were highly complementary of Mr. Raposa's relationship with the neighbors, ability to multi-task the various assignments and oversee the operations of the airport. During the review, it was agreed that Mr. Raposa had satisfactorily addressed issues as they were identified. Mr. Raposa was congratulated on his ability to maintain the airfield during recent economic times and constraints..

After the review portion of the meeting was completed, it was recommended to propose an increase to Mr. Raposa's annual salary from \$36,106.92 to \$37,190.16 (payable in twelve monthly installments of \$3,099.18) beginning on August 1, 2009.

This proposal will be reported, discussed and voted upon at the August 26, 2009 Commission meeting.

Respectfully submitted,

Charles R. Menard, Sr.

Charles R. Menard, Sr., Chairman

Taunton Municipal Airport Commission

Project Status
Taunton Airport Commission Meeting
August 26, 2009
Jacobs Engineering Update

1. Design and Permitting for the Rehabilitation of Runway 4-22 and Connector Taxiway [FAA AIP No. 3-25-0047-19-2009]

Beta Group has performed a wetland and topographic survey for the "southside" area on behalf of the City of Taunton. Beta Group submitted plans and a report that will be incorporated into the ENF documents. The ENF submission to MEPA is anticipated for September 15.

2. SRE Truck with Plow [FAA AIP No. 3-25-0047-18-2009]

The SRE Pick-up Truck with Plow and additional Pusher Plow have been delivered. Jacobs has prepared and submitted the appropriate reimbursement forms for MAC and FAA.

3. CIP Meeting

The annual meeting regarding the airport's 5 year Capital Improvement Plan (CIP) has been scheduled for September 9th, 2009 at 10:30 A.M. in the MAC office. Jacobs will be updating the airports CIP in preparation of the meeting.