



TAUNTON MUNICIPAL AIRPORT
COMMISSION

MINUTES OF MEETING
February 25, 2009

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

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
Ed Duncan, Howard Rose, Dick Rodier

Meeting called to order at 7:10 p.m. by Chairman Menard.

Eric LeGuelaff of JE&K submitted a written Project Status report (see Attachment A for report) and read the report for all in attendance. Joe talked about having a rough plan in place for a new terminal building should money become available. After discussions Eric will investigate the terminal building at Marshfield for what information he can obtain.

Minutes: January 28, 2009 – Carolyn: motions to accept as submitted. Maryan: seconds. All in favor, unanimous. So voted.

Treasurers' Report – Income \$9,624.68, Expenses \$34,432.77 for a Negative Monthly Cash Flow of -\$24,808.09. The large amount of expenses was due to a fuel delivery. Maryan: motions to accept report subject to audit and authorize the processing of the bills for payment. Carolyn: seconds. All in favor, unanimous. So voted.

Airport Managers' Report – Dan reported on the following:

1. **Fuel Survey** – Fuel prices for TMA have us in the bottom of the top 1/3 compared to prices of other airports with our last fuel delivery and our new price came into effect a couple of weeks ago. Our current price for fuel is at \$3.88/gallon for credit purchases and \$3.76 for cash purchases.
2. **Airport Users' Forum** – Next meeting will be April 29, 2009 at 6:45 p.m. prior to the regular commission meeting.
3. **Airside Inspections** – conducted some tie down maintenance, a couple of lights were tipped over, a couple of lights burned out, so Dan put in an order for globes and lights to stock up. There are no incidents to report on the fuel farm. The main vehicle gate card reader works some days and not others. Dan spoke with the gate people and it was recommended that another wire be run, it may be ground water related. Dan will get an estimate for the work.
4. **Veederroot Monitoring System** – Still pending and waiting for good weather to determine the location of faulty wiring.
5. **Segmented Circle Repair** – The unit is up and running but is not lighted. The remaining work is still pending good weather. The 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. **Attended MAC Airport Eco. Recovery Meeting in Mansfield 2/12/09** – It was a pleasure to be there with different people. The information was enlightening, and covered items that need to be filled out for grants etc., such as DBE and qualified disadvantage businesses, but we're already up on that information.
7. **Jack Cruz Way Street Sign** – The sign is ready and is awaiting delivery/pick up. Dan will see if they can attach it to a pole for us. A time for a dedication ceremony and to invite the Cruz family has yet to be determined, but it was suggested to have at the same time as the Neighborhood Appreciation Day.
8. **Main Entrance Sign** – Fred stated that he dropped off some graphics to Ye Olde Sign Shoppe and we should have a rendering soon.

9. **Terminal Building Cellar** – cellar is being monitored, nothing further to report at this time.
10. **Pilot Lounge Center Renewal** – the people involved in the center did not renew the lease at this time but thanked us for our cooperation in helping them get the center going. They have vacated the room, Dan has received a set of keys and more keys need to be turned in. Dan will change the security code.
11. **Interest in Land for Small Hangar in 4-22 Area** – This new interest in land area came in this past month.
12. **Attended MAC meeting February 18th** – a couple of small items to share. Since this meeting the governors' office has announced that MAC will be incorporated into another agency. But they have formed a subcommittee and they are working on the formula for funding and the consensus was that it would remain at 2.5% for the local share, 2.5% for the state share and 95% for the federal share. Also, an e-mail was received called a "Civil Debt Brochure". It was reported by one of the MAC commissioners that the PSA is very eager to enter into general aviation airports as funding comes available. There is talk about certain weight aircraft coming into general aviation airports. Also, the report of all aircraft on this field, whether air-worthy or junk, is just about complete and ready to submit to MAC. Charlie asked if pilots are aware that their registration is now coming through the Registry of Motor Vehicles and not MAC? Dan responded that he does not know if most pilots are aware of this unless they found this out when they went to register their planes. Charlie instructed Dan to address this in the next newsletter.

Carolyn asks if we need to create a policy/procedure on the permission slip for airport equipment plowing in leased areas? And do we need to incorporate this into our SOPP's or at least vote on it? Charlie asked everyone to review and if there are no objections to the content or changes, vote to accept it and Joe will include it in the forms on the website. After review **Maryan: motions to accept the form as prepared for Emergency Assistance with Snowplowing on Leased Property to be adopted and entered into our SOPP's. Carolyn: seconds. All in favor, unanimous. So voted.**

Old Business

1. **Virtual Town Hall** – Joe stated he went for training at City Hall on the system, received a password and started cleaning up our website. Our website is now current. Joe will be adding in the fee sheet and forms and come springtime will start taking the minutes from the commission meetings and adding them in, starting with the most recent and working backwards. Charlie asks Joe to add a link for forms and other information.
2. **Brick Memorial** – Joe reported that the last time we talked about this, the commissioners thought it was a great idea, but Joe thought we put it on hold until such time there was a greater demand or a more specific plan for a memorial.

New Business

Atlantic Flight Center – Charlie stated to Dianna Kings and Maryann Gonzales that hopefully they have enjoyed their stay here and found it of interest and now we're at a point where they need to decide if they are staying or what is their intent at this point in time. Dianna knew they were getting near the end of the trial period and approached Dan stating the need to talk. They never intended to stay this long but as time went on, more and more people came in, so they had to meet the demand. They just tried to keep up with the demand and not to take advantage of the hospitality offered. They had a great stay here and there is definitely a market to be had. There were people from Brockton, Braintree, South Boston, Attleboro, Bridgewater and Rhode Island coming in. Maryann is going to talk more on what the plan is, but Dianna thanked the commission for the trial period and noted that everyone from all ends of the field have been very supportive. Maryann stated that they are looking for a different structure in the rental fee the reason being that the building is not insulated so the heat and a/c is going right out the window. The problem is that their margin is extremely tight and typically a flight school has the fueling concession or maintenance to supplement its' income and this is not possible here. They are looking to negotiate the rent and as it states in the rental agreement that the commission cannot discriminate against anyone on the field. They have looked into this further and there may be some leeway because they are a different entity. They also have looked into how grant assurances work and there being no other flight school on the field, the grant assurances would support a flight

school. Atlantic Aviation would be interested in renting the entire terminal building and create an area for pilots to come together and needs the extra space in order to provide the services of a high quality flight education to the students. They need an area to promote that along with a certain amount of privacy. While here they have been able to hire two part time instructors who are veteran pilots. This is a vibrant airport with a lot of potential here for them. Their only issue is the money and they wonder, because of some of the research they have done if there is any room to negotiate on the rent because the utilities are way out there. Charlie stated that he does not favor renegotiating the rent for two reasons, because it is a fee structure we've built and adopted and maintained and if we turn around now and change the rates based upon a request because of economic times next month we'll have everyone in here requesting the same citing economic difficulties. Charlie also stated that we have been able to establish our rates, believe them to be fair and they work for everyone. For us to go backwards now would defeat the entire purpose of what this commission has tried to set up over the past 18 years. We can't change the policy every time someone comes in individually or collectively and wants us to do something for their benefit. We owe a bigger allegiance to the airport and the ongoing maintenance of the airport. Fred noted that the rates have stayed the same for three years now, there have been no increases and he agrees with Charlie. **Carolyn: motions to enter into executive session for discussions. Maryan: seconds. All in favor, unanimous. So voted at 8:00 p.m.** Executive session ended at 8:12 p.m.. Charlie stated that if there are no objections from the commissioners, he will speak for the commission. Charlie noted that the commission basically discussed several points with the outcome being that the commission feels that the rates as established will stay the same and to change anything now, the ramifications of any such changes would be far reaching beyond what we would do for Atlantic Aviation, and that it would impact the airport in general. It was mentioned by Fred that should Atlantic Aviation rent the entire building and have control over the heating and a/c would help control the utility expenses. Charlie says, Atlantic Aviation knows from the trial run what the airport has to offer and now a decision needs to be made what they want to do. We are very much interested in having Atlantic Aviation here, we look forward to having a prosperous flight school here and we hope they can find here what they need to make it work for them. Maryann stated they are pretty sure they are not going to be able to make the numbers work and asked if they could pay a partial months rent for the time they are transitioning?

Charlie stated that it would not be a problem and that it would be at the current floor space rate and pro-rated for the days used. Dianna stated, so that she could understand, the issue is primarily that the lease stands as is because it would create a problem for other tenants on the airport. Charlie stated basically the lease stays the way it is because the commission has said we're not going to change it. The fee structure was created, adopted, put in place, it works and it is what we are going to support. Maryann stated that their decision to not stay is based on sound business practices and numbers crunching noting that they have brought revenue and people to the field. Carolyn stated that there are cost cutting measures that they can take in the terminal building, turning down the thermostat, making sure doors are closed, turning lights off when not in use, and whether that would make up for the cost deficit or not, Carolyn hopes that they will take more time to consider their decision. Discussions continued with Dianna and Maryann talking about repairs/improvements the building could use but Charlie stated that the building is the way it is and that repairs such as painting, insulating, etc. are items to discuss once a tenant is in a lease for the building.

Public Input - none

Maryann: motions to adjourn at 8:35 p.m. Carolyn: second. All in favor, unanimous. So voted

Next meeting March 25, 2009 at 7:00 p.m.

Action Items

- ⇒ **Main Entrance Sign – Dan/Fred**
- ⇒ **Veederroot Monitoring System - Dan**
- ⇒ **Segmented Circle Repair – Dan**
- ⇒ **Pilot Lounge – Keys/Security Code - Dan**
- ⇒ **Main Gate Repair Estimate - Dan**

Project Status

Taunton Airport Commission Meeting

February 25, 2009

Jacobs Edwards and Kelcey's Update

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

Grant applications were submitted early February to MAC and FAA. The project is scheduled to be presented for approval at the March 18th MAC Board Meeting. Contracts between the airport and Jacobs are in the process of being reviewed by all parties.

2. SRE Truck

Grant applications were submitted early February to MAC and FAA. MAC held their board meeting on February 18th where the state portion of \$1,360 was approved for funding. Contracts between the airport and Jacobs are in the process of being reviewed by all parties.

3. Stimulus Package

A meeting regarding the stimulus package was held on February 12, 2009. MAC Executive Director Chris Willenborg discussed potential scenarios for the impending bill (See attached slides). President Obama signed the bill on February 17th. Details as to how the money will be dispersed have been limited; however, if money becomes available emphasis for project section will be based on the existing airport CIP.