



TAUNTON MUNICIPAL AIRPORT
COMMISSION

MINUTES OF MEETING
December 29, 2010

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

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

Others in Attendance: Eric LeGuelaff: Jacobs Engineering

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

Charlie reported that **Eric of Jacobs Engineering** will be a little late and is on his way. **Bob Mallard of Airport Solutions Group** will not be here this evening but has submitted a draft copy of the scope of work for the FY2011 project and asks that the commissioners review and provide comments and/or proposed edits.

Eric arrived and Charlie welcomed him to give his updates. Eric submitted his projects report and made his verbal report for all in attendance. (See Attachment A) After Eric's report he asked if there were any comments or questions from the commission? No one having any questions, Charlie thanked Eric and other involved at Jacobs for doing a great job putting the projects and all the submittals together, noting it was like pulling teeth from a dragon. At this time, Charlie mentioned the project on the obstructions lights on top of the poles that was a project Jacobs worked on for the commission and noted that one of the lights is out and we need to know the type of bulb and the height of the pole and asked Eric to get the information from the specs for Dan. Eric will do and forward electronically. Charlie thanked Eric for coming when he wasn't feeling well.

Secretary Report/ Minutes – November 24, 2010 - Carolyn: motions to accept as submitted.

Maryan: seconds. All in favor, unanimous. So voted.

Treasurers' Report for December – Income \$22,318.66, Expenses \$9,184.00 for a Positive Cash Flow of \$13,134.66. 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** – Current prices are \$4.80 for house accounts (credit) and \$4.66 cash. Our fuel prices are still in the lower end versus other surrounding airports prices.
2. **Airside Inspections** – *Tie Downs*: many are covered with snow. *Lights*: we'll see what we end up with once we find them. Most should be in good shape but Dan has noticed some out. *Fuel Farm*: once in a while will come up with an alarm and the sumps have to be pumped. Other than that nothing more to report. Charlie asks if it is fair to say that we have not had any of the interruptions that we were having before the major repair? Dan responded that we have not had any down time problems with the pumps but is having a problem with the reel chain with the wind-up hose. We had bought 2 sprockets and one is just about shot and will be replacing it. Dan reported that there is one light out at the end of runway 30 on top of the pole. Dan will issue a NOTAM on this to pilots and will contact the TMLP to see if they can assist with replacing the bulb. Dan will ask Eric to look into what type of bulb is needed and the height of the pole. Charlie suggested that Dan look at the project plans for the lights, that the information should be in the plan specs. Carolyn suggests keeping this information on file in a handy spot if and when we need it again. Joe noted that Dan should order another windsock so we always have a replacement on hand.
3. **Bristol County Mosquito Control** – no updates since last meeting.
4. Dan noted that on 12/18/2010 he attended the MassDOT Open House in Boston.
5. **Cluster Box** – the pad has been installed and we will proceed as time and weather conditions allow. Dan will get in touch with the Post Office and ask about how to obtain the unit, do they install it or do we and how keys are distributed. Charlie told Dan we already agreed how the keys will be distributed, that it would be between the post office and the tenant.

Old Business

1. **Furmanik / Airport Property Update** – Charlie asked Maryan to update the commissioners on his inquiry on this item. Maryan reported that he talked with the Mayor to see if he has received any updates from Asst. City Solicitor Jordan Fiore. The Mayor stated that he had not, but offered to speak with him for a status report. The Mayor also has not heard anything from Atty. Strojny. Maryan pointed out to the Mayor that Donna Whitte will be retiring at the end of January and it might be in the best interests of all, to get something accomplished before she does because she is familiar with what has transpired so far. He also reminded the Mayor that the City could possibly lose grants, particularly transportation grants, if there is unresolved business. It appears that Atty. Strojny is not going to give anything up until he gets the development of the property settled with the planning board and then he will be in a position to negotiate. Maryan asked Jordan specifically, what has been agreed to officially? Jordan responded that his conversation with Atty. Strojny was that he was amenable to some of the provisions that were outlined in the FAA list of requirements. So in essence, there is nothing definite. Charlie suggested that based on Maryans' comments and waiting to see what Jordan is crafting and sending for our approval, maybe we are better served to approach the Mayor, make him aware and ask him to light a match to establish a deadline for the legal department to respond to so that we are done in a timely manner to craft a Memorandum of Understanding which would address the issues that need to be addressed. Charlie volunteers to compile a draft of the document and send it to Jordan to help him understand what we're trying to get and in the format that is acceptable to the FAA and MassDOT. The MOU must be submitted by the middle of January so that if we get concurrence from Atty. Strojny for his clients, the city for the work they need to do and the airport, a list of who's responsible, and a done/complete column, and expected date of compliance that we need to have done, and signed by the three entities no later than the end of the third week to be able to forward it to the FAA while Ms. Whitte is still there and get her concurrence and signature. By the end of January if we have an MOU signed by all 5 interested parties: Atty. Strojny for his clients, the City of Taunton, the Airport Commission, the FAA and MassDOT, Charlie believes that this will give us a tool to go forward with. If we don't have this, he is somewhat skeptical about who's going

- to pick up the ball for the FAA. Today we have someone who is familiar with the situation, tomorrow who knows. So there is a rationale to get an MOU signed and circulated, approved and accepted by the end of January. Maryan will again approach the Mayor and reiterate the importance of getting an MOU in circulation. Charlie will try to get on the Airport Needs Committee meeting for Tuesday night.
2. **Conflict of Interest Waiver** – Recording Secretary reports that she talked with City Solicitor Jane Estey with regard to this and Ms. Estey was not familiar with the submittal. Gwen has re-submitted copies of the letter from the commission and her letter. The issue is still pending receipt of signed approved document.
 3. **Jet Fuel Update** – Ron Nation – Dan has spoken with Ron and gave him a list of the information we're looking for so that we can submit the application to the fire department. We are also looking for him to have the engineer or manufacturer submit a spill-prevention/containment plan and the engineering for the installation of the tank. Dan has a drawing of the land and soil analysis for Ron.

New Business

1. **Discuss and Approve Fuel Discount Programs** – Charlie stated we review the programs at six month intervals. This interval will run from January to June 2011. Charlie believes it works well for us and it helps those who are supporting us when they purchase their fuel here. More and more people are taking advantage of the programs we offer on fuel. It is up to the commissioners if they want to continue to programs for another six months and asks that they seriously consider doing so. **Maryan: motions to continue the two fuel discount programs offered for another 6 months.** Fred Terra stated that he will abstain from voting on this item. **Carolyn: seconds the motion** and asks Dan if people are taking advantage of the program. Dan stated that it goes up and down with the price of gas and the weather, but yes, more people are getting in on the programs. **All in favor: Maryan and Carolyn. Abstain: Fred. Motion carries, so voted.** Maryan suggested publishing the continuing of the fuel discount in the airport newsletter. Dan will do. Charlie also suggested giving a brief description of what the fuel discount programs are about.

Carolyn asks Dan if he has heard anything from the CAP since we made suggestions on the plans for the building? Dan responded, no.

Charlie reported that he had asked Joe to update the SOPP's and clarifying some items since the environmental impact requirement and laws have changed. Some of our SOPP's didn't go into great detail but covered us adequately. We also realize today that people are putting them in and not coming before the commission, they're just doing it. We're looking to get the language specific to reinforce the requirement that all airport tenants know that permission needs to be obtained from the commission before the installation of any major change such as a heating system. So that is one piece we need to clarify and make stronger. The bigger issue is, in yesterdays' world, the airport was not held accountable or responsible for an individuals fuel containment systems, today we are. This is the piece we're waiting for from Bob Mallard. With the new environmental law, when the airport gets rated and tested for meeting our objectives and requirements, in the old days it was just what we had. With the new law, we are responsible and that means that every oil tank on this airport will have to have a containment system so that if there is a leak, it will be contained. At some point in the near future, ASG as part of a new task, will be going around the airport with Dan inspecting all of the businesses and hangars to determine what our exposure is for fuel containment systems. If they do fine, if not, then we need to notify them that a leak prevention system needs to be installed. Carolyn asks, if in the inspection process it is discovered that someone put in a heating system without getting commission permission or permits what will the commission do? Charlie responded that they will be asked to get the appropriate permits and inspections to prove that the system is in compliance with all applicable laws.

Public Input – Fred reported for the TAA stating they are having a meeting next week. They are planning something for the spring but haven't put any specifics together yet.

Charlie thanked Dan and the crew for the work they did on the snow plowing and getting the airport open in a timely manner.

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

Next meeting January 26, 2010 at 7:00 p.m. in the Leonard F. Rose SRE Building

Action Items: → **Cluster Box for mail – progress**

Project Status

Taunton Airport Commission Meeting
December 29, 2010
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]

Upon receiving direction from FAA and MassDOT, Jacobs has revised the ENF to demonstrate all alternatives for the proposed projects including areas on the airport that could accommodate hangar development and different routes for the Southside Taxiway. The projects were revised to show Short-Term and Long Term Projects as follows:

Short-term:

- Rehabilitate Runway 4-22 (Turf Runway) and Realign Connector Taxiway (Turf Taxiway)
- Construct Additional Hangars and Aprons
- Grade the Southside Parcel For Future Development

Long-term:

- Construct Taxiway Access to the Southside
- Develop the Southside Parcel for Hangars

The ENF includes a Phase One Waiver for the Rehabilitation of Runway 4-22 and Realignment of Connector Taxiway A. The waiver will allow the runway and taxiway project to progress through final design and construction when funds become available. The remaining proposed projects would require additional environmental review under the EA/EIR.

The revised ENF document was approved by FAA and MassDOT on December 23rd. The ENF will be submitted December 30, 2010. Jacobs anticipates MEPA certificate by February 11, 2011.

2. Preparation of an Environmental Assessment (EA) / Environmental Impact Report (EIR) for Airport Improvement Projects [FAA AIP No. 3-25-0047-20-2010]

The EA/EIR will continue to study the alternatives selected in the ENF. Preferred options will be selected based on environmental impacts vs. amount of developable hangar space for each area. The EA/EIR will begin shortly after the ENF comments from MEPA are received regarding the scope of the EA/EIR document (Estimated Mid-February).