



TAUNTON MUNICIPAL AIRPORT
COMMISSION

MINUTES OF MEETING
July 2010

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: Gwendolyn Borden

Others in Attendance: Eric LeGuelaff: Jacobs Engineering
Ron Nation: Airport Tenant

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 discussion of items on the project status list, Eric asked if Dan had received any letters of interest for hangar space from anyone as discussed at the last meeting to back up our demand forecast projections as reported to the FAA and MassDOT? Dan responded that we had several inquiries for hangar space and did not document the names of interested people, but since then it has quieted down. Dan will keep information on anyone else making inquiries. Charlie thanked Eric for the update and for his attendance and was excused.

Secretary Report/ Minutes – June 30, 2010 – Maryan: motions to accept as submitted. Bob: seconds. All in favor, unanimous. So voted.

Treasurers' Report – Income \$24,763.07, Expenses \$ 9,962.24 for a Positive Cash Flow of \$14,799.83. Fred: motion to accept the report subject to audit and authorize the processing of the bills for payment. Maryan seconds. All in favor, unanimous. So voted.

Airport Managers' Report – Dan reported on the following:

1. **Fuel Survey** – we received a new fuel delivery this past week. The price of fuel will be increasing \$0.10/gallon starting Friday morning. The new price of fuel will be \$4.60/gallon for credit purchases and \$4.46 for cash purchases. We are still in the lower end on prices for fuel around.
2. **Airside Inspections** – Nothing major to report. Everything is working fine. Coneco Phillips sent a representative out to the fuel farm for tests on our fuel. They made note of minor impurities at the time and sent the report in noting nothing dramatic, reporting the fuel quality as pure blue, not cloudy. At most, there could be something in the fuel cabinet or line that may be rusting, but the impurity is gone after a flush of the sump area inside the cabinet. Charlie asked about the fuel coming out of the nozzle? Dan reported that testing showed it to be very clean. Charlie asked if there is a report that we will be getting a copy of? Dan responded that the company had stated if there is anything wrong with the results of the report, that we would hear from them.
3. **Verizon Pole Update** – Dan asked Bob to report on this item. Bob was supposed to talk with an electrician who is to move the wires off the pole and relocate them so that TMLP can come and remove the pole. Bob stated that the electrician wants to know who will be paying for his services because he cannot do it for free. Charlie asks that 3 quotes for the services be obtained so we can get this done. Also get permission, preferably in writing from Crosswind Hangars, to allow the electrician to connect wires to those buildings for the purpose of supporting the overhead cable.
4. **BETA Group Tank Testing Scheduled by August 8** – Dan has been in touch with BETA Group for testing and compliance of our septic tank. The testing of our tank will be included with the City's testing and should be completed by August 8.
5. **Perimeter Fence Damage on Caswell Street** – Dan has spoken with the fence company and they have been very busing, but repairs will be forthcoming.
6. **Met with URS and Airport Solutions representatives RE: Consulting Engineer RFQ** – Dan advertised in the Central Register and the Taunton Gazette for engineering services. He had 15 to 20 inquiries. The information was sent electronically to everyone requesting who requested it. From that we have received responses from 3 interested companies.

7. **Improper Business Activity Investigation** – Dan has heard from the individual involved and this person reported that there is no activity being done by anybody coming onto the field that is not already part owner of the aircraft.

Charlie spoke on Item 6: Consultant Review and asks the commissioners to review the 3 proposals, prioritizing them by ranking them, and then meet possibly before the next meeting to review our selections, see what we come up with and determine if we want to bring them in for interviews or make a decision on what you know from the review. Be prepared when we meet to discuss the ranking of the proposals and to decide how we want to handle it, because we don't have to interview at all if we choose not to. The commissioners decided to meet August 18 at 6:30 to discuss the proposals.

Old Business

1. **Furmanik / Airport Property Update** – Charlie reported that everyone has a copy of the letter we waited for from the FAA on this matter. Charlie feels the letter is significantly strong enough to detail what we are jeopardizing. To put a number on their future funding it could be \$2.2 million. Charlie has given copies of the letter to Maryan, he will bring the copies to city hall for the Mayor, Law Department, City Council and the Committee on the Needs of the Airport. MAC has received the FAA letter and will be submitting a letter supporting the FAA letter. Carolyn said she was reading the minutes of the Airport Needs Committee and one thing that came to mind was that the Committee missed among other information that night was the fact that it is not just the Airport/Commission that is at risk and/or prohibited from selling airport property. The Committee missed the point that the Mayor and City Solicitor sign our Grant Assurances in addition to the commission. Maryan reported that he went to the Law Office and asked for a copy of the plan or deed of the property that former City Solicitor Steve Torres negotiated. Maryan has not received an answer yet. He doesn't think there is any such plan, a deed or a claim in writing on this whole process and it will be interesting to see if anything is provided for the next Airport Needs Committee meeting. Maryan will let everyone know if we will be meeting with the Committee next Tuesday. Carolyn stated that the original executive session minutes described the presentation by the City Solicitor states "move to approve the settlement agreement as recommended by the City Solicitor and to authorize the exchange of the parcels as shown on the plan attached to the settlement and presented by the

City Solicitor”. So the plan and the settlement should become a part of the executive minutes and they are nowhere to be found.

2. **Request of Conflict of Interest Waiver / Update** – final approval document has not yet been received.
3. **Jet Fuel Feasibility and Availability / Update** – Charlie asked Ron Nation to report on what he has done so far. Ron reported that he has priced tanks and they are very expensive but available. Ron will bring the tank specs in and Charlie will take to the Risk Manager to find out what impact it will have on our insurance. Ron needs to consult with the Fire Department to see if specs meet Fire Department standards.

New Business

1. **Review CAP Building Plan** – The commissioners discussed the plan submitted and will consult with the Conservation agent for her input in case there is something that needs to be revised. CAP will fill out all the paperwork on filings and permits and we will help with the process because when the building is complete it will be deeded to the airport.
2. **Airport Manager Review Report** – Charlie stated that based on the meeting that was held to discuss the Airport Managers performance, (Minutes attached) the report was favorable and a recommendation was made and adopted by the committee to recommend here at an open public commission meeting that an increase in the Airport Managers salary be made from \$37,190.00 to \$38,305.00. It is now before you for a vote. **Maryan: motions to increase the Airport Managers salary to \$38,305.00. Bob: seconds. All in favor, unanimous. So voted.**

Dan reported that it was approved by the Mayor to increase the pay of the lineman by \$0.25/hour and he will process the paperwork to do so.

Public Input – None

Maryan: motions to adjourn at 7:55 p.m. Fred: second. All in favor, unanimous. So voted

Next meeting August 25, 2010 at 7:00 p.m. in the Leonard F. Rose SRE Building

Action Items:

- > **TMLP Pole removal**
- > **Conflict of Interest / Signed Approval Document**
- > **Fuel Tank Testing / BETA Group**
- > **Fence Repair Update**

Project Status

Taunton Airport Commission Meeting

July 28, 2010

Jacobs Engineering Update

1. Ultimate ALP and Demand Forecast Update

As part of the Ultimate Airport Layout Plan update, FAA and MassDOT requested an update to the airport's demand forecasts to show need for the proposed hangar space.

A revised draft of the document was submitted to Katie Servis (MassDOT) for review in early July. Positive comments were received and minor changes are being made for an official submission to FAA and MassDOT by August 2.

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

Upon acceptance from FAA and MassDOT of the new projects proposed in the ALP update the ENF document can be revised and resubmitted to MEPA. These new projects include:

- Southside Development
- Southside Connector Taxiway
- Westside Turf Apron and Hangars
- Westside Connector Road

The submission of the revised ENF document will include a Phase One Waiver for the Rehabilitation of Runway 4-22 and Construction of Connector Taxiway A. The waiver will allow the runway project to progress through final design and construction. The remaining proposed projects would require additional environmental review under an EIR. Jacobs anticipates submission of the revised ENF one month after the ALP and Demand Forecast is approved (Estimated Mid-September).

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

Upon MEPA review of the revised ENF, Jacobs anticipates the proposed projects, except for the Runway 4-22 Rehabilitation, to require an EA/EIR. We anticipate comments 6 weeks after the ENF is resubmitted. The EA/EIR will begin shortly after the ENF comments as to the scope of the EA/EIR from MEPA are received (Estimated Early-November).

ATTACHMENT
B

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 July 14, 2010 Special Meeting
Airport Manager's Annual Review

On the evening of Wednesday, July 14, 2010 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 Basier 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 and ability to oversee the operations of the airport. Mr. Raposa was congratulated on his ability to maintain the airfield during continued 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 \$37,190.13 to \$38,305.83 (payable in twelve monthly installments of \$3,192.15) beginning on August 1, 2010.

This proposal will be reported, discussed and voted upon at the July 28, 2010 Commission meeting.

Respectfully submitted,
Charles R. Menard, Sr.
Charles R. Menard, Sr., Chairman
Taunton Municipal Airport Commission