



TAUNTON MUNICIPAL AIRPORT
COMMISSION

MINUTES OF MEETING
July 30, 2012

Commissioners: Charlie Menard, Chairman/Treasurer
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: Bob Mallard: Airport Solutions Group

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

Bob Mallard of Airport Solutions Group addressed the commission, submitted the monthly status report on the projects ASG is working on for the airport and gave a verbal report on the items in the report. (See attached report) Bob explained the easement/land acquisition areas for RW 4-22 and a lengthy discussion took place with regards to what has taken place in this area in past years and what needs to happen to keep the neighbors/abutters to this area informed of what the intentions are for this area. Further discussions took place with regards to the possible high rise buildings associated with the proposed casino. After discussions, Bob was excused.

Minutes: June 27, 2012 – Maryan: motions to accept as presented. Carolyn: seconds the motion. All in favor: unanimous. So voted.

Treasurers' Report for July 2012 – Income \$33,485.85, Expenses \$38,557.57 for a Negative Cash Flow of -\$5,071.72. Fred: motions 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** – Our current fuel price is \$5.60 for credit, checks and house accounts and \$5.43 cash. We have the lowest fuel price around and selling lots of fuel.
2. **Airside Inspections** – *Tie Downs, Lights and Fuel Farm*: Everything is up and running and nothing unusual to report. **Rope** is available for anyone with a tie down needing new rope. And we are conducting general maintenance on a daily basis as needed. We had a tremendous response from the FAA out of Providence on the **VASI's**. The VASI's have been fixed and are up and running.
3. **Soares Incident** – Dan has no updated information to report.
4. **Caswell Street Fence Damage** – has been repaired. The bill was received and included a full roll of fencing of which about 40 – 50% of the roll was used, so we still have some left for future use.
5. **Emergency Tarmac Repair** – The tarmac repair that was taking place during the June meeting has been completed. The cost of this repair was \$15,000. ASG is compiling information to submit to FAA/MAC for possible reimbursement. The job was well done and there were no delays. There was minimum if any inconvenience to airport users.
6. **Security System Software Upgrade** – has been completed. Bob Mallard will be looking into why the system is slower than the previous.
7. **Incident @ Open House** – Dan is compiling the information and will have further information at a later date.

Maryan: motions to accept the managers' report. Carolyn: seconds. All in favor: Unanimous. So voted.

Old Business

1. **Furmanik/Airport Property Meeting Update** – Maryan reported that he talked with Atty. Strojny who informed Maryan that the bounds are in and the fencing is in progress by way of first taking down the brush needed to access this area. Maryan reminded him that a permit was needed for the fence. Maryan asked about the deeds and he said that they would be done and as of this meeting has not heard that the deeds were completed. After the fence and deeds are

completed, we need to inform the FAA of the completion and Maryan informed Atty. Strojny of this.

2. **Frenette ZBA Hearing Case 3137** – Continued to August 2. Maryan spoke with the ZBA Secretary and informed her of the progress being made on the fence. Maryan also contacted Earth Services, the engineer on the Frenette project, and informed him as well that a permit is needed for the fence. Also, Kevin Wells, an interested party in developing the lots has been made aware of the fence requirements and the set-back requirements. Due to the plan that was submitted for the fence and that the fence of the height required is considered a structure, the continuance of the meeting to August 2 may not take place. The ZBA has tried to get in touch with Atty. Strojny to inform him of additional variances on the fence and has received no response as of this date. Maryan asks if there is anything further we need to communicate to the ZBA. Charlie responded, no. Maryan will inform the commissioners whether or not the ZBA meeting will take place as schedule for 8/2.
3. Charlie spoke with regards to placing liens on aircraft with the FAA, where people have not paid their bills owed to the airport and specifically referred to an aircraft that had a lien and was sold in 2012 without the commission being made aware of the sale or the lien settled, and asked Bob Mallard if this is typical of the FAA? Bob stated that he was not aware that the FAA was involved with this. Charlie explained how we have filed lien papers with the FAA in the past and how when an aircraft is sold and the title search is done for clear title, the bank informs the person of the lien, the lien is paid and the commission informs the FAA of the settlement of the debt and the release of the lien. In this particular case, the procedure didn't work. Fred stated that is someone pays cash for an aircraft and a lender is not involved, the lien will not show up, but the lien is now the debt of the new owner. Fred recommended that Dan send a notice to the new owner informing them of the lien and that it needs to be satisfied. Charlie also asked Dan to contact the FAA to confirm that they still have the lien on file.

New Business

- 1. Airport Manager Annual Review** – Charlie reported that the commission met on July 18 for the purpose of the annual review of the managers' performance and re-negotiation of the managers contract. The manager having received a very favorable review, it was recommended to propose an increase of the managers' salary from \$39,455.04 to \$40,638.69 to be paid in twelve monthly installments of \$3,386.56 beginning on August 1, 2012. Charlie asked for a motion on the recommendation on the increase of salary. **Maryan: motions for acceptance of the recommendation of the review committee for the increase of the above mentioned salary. Fred: seconds. All in favor, unanimous. So voted.**
2. Charlie reported with regret on a communication submitted by Commissioner Nowak informing the commission that when his tenure expires in October, he will not be seeking reappointment. Charlie expressed to Maryan that it is with deep regret that he received this letter and feels that Maryan was a great asset to this airport and to the commission. Maryan has submitted a list of 3 candidates who may be interested in the position. Charlie thanked Maryan for his outstanding service and sound judgement used during his time on the commission and wishes him well.

Carolyn asked if we want or need to comment on the Planning Board Notice of Public Hearing for the Form J Plan to split one lot into three at 828 Middleboro Avenue? At the least, a letter should be sent to the planning board stating that the petitioner will be required to file a 7460 with the FAA (airspace review) in the event the lots after being split, file for a building permit. It was agreed that the commission would send a letter to the Planning Board on this item.

Public Input

Fred spoke on behalf of the TAA noting that the TAA will be holding a Pig Roast on September 9th, and asked permission to use the SRE building and immediate area, and will also submit a letter requesting permission. **Carolyn: motion to grant permission for use of the requested area. Maryan: second. All in favor, Carolyn and Maryan. Fred: abstains. Motion carries. So voted.** Dan will put a notice of the pig roast in the newsletter.

Maryan: motions to adjourn at 8:40 p.m. Fred: second. All in favor, unanimous. So voted

Next meeting August 29, 2012 at 7:00 p.m. in the Leonard F. Rose SRE Building.

ACTION ITEMS

- ▶ Security System Software Upgrade – Update

MEMORANDUM

TO:	Charles R. Menard, Sr., Commission Chairman Daniel J. Raposa, Airport Manager	FROM:	Bob Mallard
LOCATION:	Taunton, MA	LOCATION:	Woburn, MA
SUBJECT:	Monthly Status Report – Misc. Projects	DATE:	July 24, 2012

This memo describes the current status of miscellaneous engineering and planning projects at the Taunton Municipal Airport as of the date indicated above.

SWPPP / SPCCP / RUNWAY 4-22 THRESHOLD SITING ANALYSIS – FY2011 AIP PROJECT – CLOSEOUT PENDING

- Completed the RW 4-22 obstruction analysis;
- Distributed the final SWPPP and SPCC documents to the FAA and MassDOT;
- Project is considered Closed Out.

EA/EIR – FY2012 AIP PROJECT

- Continued coordinating with *Epsilon Associates* in the development of EA/EIR project;
- Assisted Epsilon in the preparation of the draft ANRAD application;
- Completed the Draft ANRAD plans and distributed to the Airport, FAA and MassDOT for review and comment. Comments and proposed edits are due on Tuesday July 24, 2012. Once complete, the ANRAD plans will be submitted to the Taunton Conservation Commission on June 30th, pending Airport Commission review, for the August 13th monthly public hearing;
- *Epsilon Associates* continued to coordinate with *Archaeological and Historical Services, Inc. (AHS)* who is conducting the archaeological investigation in the South Side proposed development area for the EA/EIR. There is nothing new to report as of the date of this report;
- ANRAD Signature Page with Airport signature is required for submission of application to Cons. Comm.
- Continued with project management & contract administration.

PHASE 1 RW 4-22 EASEMENT/LAND ACQUISITION – FY2012 AIP PROJECT

- Finalized contract execution with project Sub-consultants (5 Subs);
- Waiting to be notified that the Airport received the respective Grant Offers;
- ASG received (MassDOT approved) contract on July 23, 2012 – consultant team can now initiate project;
- Continued with project management & contract administration.

AIRFIELD SECURITY SYSTEM IMPROVEMENTS – FY2012 ASMP PROJECT – CLOSEOUT PENDING

- Installation of the security system improvements is essentially complete. ISYS temporarily mounted the card readers to the existing junction box on the pedestals. ISYS has informed ASG that the special junction boxes with rain protection are on back-order and will be delivered soon. Once these boxes are delivered, ISYS will remount the card readers;
- ASG provided a copy of the system User Manual to the Airport. ISYS will provide initial on-site training of the new computer system during the installation. They have also offered additional tech support if needed;
- Final MassDT Payment Voucher was prepared and submitted to the Airport for execution and further processing with the MassDOT Aeronautics Division;
- Project is ready to be Closed Out; pending swap out of enclosure.

POWER RAKE AND ROLLER ATTACHMENT – FY2012 ASMP PROJECT

- The Landpride Rake was delivered to the Airport on June 8th ;

- ASG has been coordinating the production and delivery of the Handy Hitch Turf Roller with the equipment vendor – Minic Ind. Ltd. ASG was recently informed the roller fabrication is complete and the roller will be delivered to the Airport by Friday July 27;
- Coordinated contract extension with the MassDOT Aeronautics Division regarding fiscal year spending;
- Continued with project management & contract administration;

EMERGENCY RAMP PAVEMENT REPAIRS – FY2013 ASMP PROJECT?

- Participated in teleconference with the Airport Chairman and Manager regarding potential MassDOT Aeronautics Division (ASMP) funding for emergency pavement repairs in the main terminal ramp;
- Initiated coordination with the MassDOT Aeronautics Division, who requested back-up documentation from the City Purchasing Department indicating:
 - the project followed emergency procurement guidelines;
 - the cost of the work was determined to be fair and reasonable;
 - photos of the damaged area and construction repairs; and,
 - MassDOT Grant Application with above-referenced data.
- ASG will coordinate further with Airport prepare MassDOT Grant Application.

MISCELLANEOUS ITEMS

- Provided miscellaneous assistance to the Airport;
 - Airspace review – Rackemann Strategic Consulting / 15 Story Bldg near Routes 24 & 140
- Attended / participated in monthly Airport Commission meeting.