



TAUNTON MUNICIPAL AIRPORT
COMMISSION

MINUTES OF MEETING
November 28, 2012

Commissioners: Charlie Menard, Chairman/Treasurer
Bob Adams
Carolyn Basler
Fred Terra
William Manganiello

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

Others in Attendance: Bob Mallard: Airport Solutions Group
Jim Madigan: Civil Air Patrol
Deanna King: Atlantic Aviation
Charlie Pickett: Airport Tenant
Mike Dupont: American Aero
Doug Cooper: Airport Tenant

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

Bob Mallard of Airport Solutions Group – Bob submitted a status report on projects ASG is working on for the airport. (See attached report for specifics.) Bob noted that there is a meeting here at the airport November 29 at 9:30 a.m. to meet with the FAA and MassDOT to talk about the status of the EA/EIR project, where we are with the alternatives, what the wetland impacts look like and things of that nature and expand on discussions that took place at MassDOT meeting on October 18. Bob presented conceptual plans for airport development in 3 areas that will be discussed during the meeting on November 29. Bob explained the conceptual plans noting different scenarios for development and made recommendations for the best ones for the airport. After Bob's presentation Charlie thanked Bob and told him he enjoyed the presentation and the options that are available.

Minutes: October 31, 2012 – Carolyn: motions to accept as presented. Fred: seconds the motion. All in favor: unanimous, so voted.

Treasurers' Report for November 2012 – Income \$26,886.40, Expenses \$7,316.79 for a Positive Cash Flow of +19,569.61. Charlie informed all that half of the monthly bills have not been received and are not reflected on the report and to expect the December expensed to be higher. **Carolyn: motions to accept the report subject to audit and authorize the processing of the bills for payment. Fred: seconds the motion. All in favor: unanimous, so voted.**

Airport Managers' Report – Dan reported on the following:

1. **Fuel Survey** – Our fuel prices are still in the lower range on pricing as are other nearby airport. Fuel sales have been very good. Our current fuel price is \$6.25 for credit, checks and house accounts and \$6.06 cash.
2. **Airside Inspections – Tie Downs, Lights and Fuel Farm:** We are looking into a discrepancy in the meter on the *fuel farm* and are monitoring it. The light on the *windsock* went out. We've gone through 3 bulb replacements and replaced a photo-sensor. We have a call in to TMLP for repair. Rope is available for anyone needing new rope for their tie down.
3. **UST Operator Certification** – Dan has no further update to report. He is waiting to hear from Tony Abreau.
4. **FAA/Obstruction Removal** – reported on in ASG projects status report. Obstructions have been removed. A VMP will be needed for these obstructions that are taken down and then regrow especially the ones in the brook area.
5. **MassDOT Pavement Management Systems** – the inspection has been done and there has been no report received as yet to their findings.
6. **Trees on Fence on Bettsy Road** – in the last few weeks trees have fallen on the fence. Dan contacted the fence company and viewed the damage. It is in an area that is not easily accessible. An abutter has agreed to let the fence company use his property to repair the fence however his land drops off steeply. The estimate for repair will be sometime next week.
7. **November 29th meeting with ASG, FAA and MassDOT at the airport at 9:30 a.m.**

- 8. GSM Contract** – Dan reported that the GSM contract ended November 30 and after a review of Teds’ duties and performance with Ted, Dan recommends a cost of living increase of 3%. Charlie asks if there are any questions for the airport manager before we discuss his recommendation for an increase in salary. There were no questions for Dan at this time. Bill asks what a 3% increase amounts to? Dan produced the information and Charlie reported that Teds’ current salary is \$26,522.64 and that a 3% increase would amount to \$795.68/annum or \$15.30/week. **Fred: motions to accept Dans’ recommendation Bob: seconds.** Charlie stated that the issue is now open for discussions. Bill feels it would be an increased expense at a time when revenue is down and proposes no increase at this time. **Fred: motions to increase the GSM contract by 3%. Bob: seconds. All in favor: Fred, Bob and Carolyn. Opposed: Bill. Motion passes. So Voted. Increase effective December 1, 2012.**

Old Business

- 1. Furmanik/Airport Property Meeting Update** – Charlie reported that the Planning Board has sent notice that they are scheduled to meet on December 6th on the repetitive petition of Mr. Frenette. We should show up take part and protect our interests. We have submitted a letter to the Planning Board and all commissioners should have a copy. Bill informed all that he met with Maryan and went over the proposal. The commission discussed concerns they had with the letter that the City Engineer submitted to the Planning Board with regards to his recommendations for access to the land.

New Business

- 1. Election of New Vice Chairman** – **Fred: motions to nominate Carolyn. Bob: seconds.** Carolyn stated that her time on the commission will be expiring and doesn’t know if she’ll be re-appointed. Charlie asks if she will accept the nomination. Carolyn responded, “on a temporary basis”. **All in favor, unanimous. So voted.**
- 2. Review/Establish 2013 Airport Fees and Rates** – Charlie informed all that they have copies of our current fee schedule and of a comparison of rates and fees at other nearby airports. Each item will be addressed and voted on independently.

Fees/Rates – continued

- [1] **Aircraft Tie-Down Lease** – Current Rate: \$70.00/month and \$80.00/month for electrified tie-down. Carolyn noted that the last time we had an increase to the rate was in 2010. **Bill: motions to maintain the rate as is. Carolyn: seconds. All in favor: unanimous, so voted.** Doug Cooper is of the opinion that the rates should be reduced to attract more business. Charlie feels that the airport is not in good enough shape to go backwards in hopes that it will attract customers.
- [2] **Building Lease (Terminal Building Floor Space)** - Current Rate: \$7.25/s.f.. Deanna King of Atlantic Aviation, the business that occupies the building feels the rate should be decreased due to the fact that they pay 70% of the utilities and the building is not adequately insulated. Charlie explained how the commission came to determine the rate for this space. Bill thinks we should consider reducing the rate in light of the economy and to consider that having the flight school here and other businesses and as they get more business, that will attract more fuel sales and tie-down occupancy and our revenue stream, but definitely not increase the rate at this time. Carolyn reported that the last time we had an increase was 2010. Charlie explained that any increase would not affect a change until lease renewal time comes around. After discussion **Bill: motions to maintain the rate at \$7.25/s.f.. Carolyn: seconds. All in favor: unanimous, so voted.**
- [3] **Property Lease (All Ground Leases)** - Current Rate: \$0.165/s.f.. Bob and Fred informed the commission that as airport tenants with ground leases, they will be abstaining from discussions and voting on this item. **Bill: motions to maintain the current rate for the same reasons as discussed above, the economy, helping to keep the business here, attract new business and increase airport revenue. Carolyn: seconds. All in favor: Bill and Carolyn. Abstain: Fred and Bob. Motion: carries, so voted.**
- [4] **Business Registration Fee** – Current Rate: \$80.00/month. Carolyn reported that the rate has been at \$80.00 since 2009. **Bill: motions to maintain the current rate. Carolyn: seconds. All in favor: Bill, Carolyn and Bob. Opposed: Fred. Motion: carries, so voted.**
- [5] **Airport Identification Card** – Current Rate: \$25.00/card upon renewal or replacement of lost cards. The first card issued free. The cards are renewed at 3 year intervals. **Bill: motions to maintain current rate. Carolyn: seconds. All in favor: unanimous, so voted.**

Fees/Rates Continued

[6] **Self Fueler/Fuel Flowage Fee** – Current Rate: \$0.25/gallon. It was discussed that no one is using program at this time. **Bill: motions that the rate will remain as is and subject to review until such time as someone wants to take advantage of this program. Carolyn: seconds. All in favor, unanimous, so voted.**

Charlie stated that these will be the fee and rates for 2013 and asks Dan to make note of this in the monthly newsletter.

3. **Review/Discuss Fuel Discount Programs** – Carolyn asks for Dans’ input on the program. Dan stated that the people who qualify for the programs have made comments to him that they are appreciative of the programs. The programs work very well for people who purchase lots of gas and pay by cash. Dan is not aware of any other airports offering this type of fuel discount or house account charge program. Fred informs the commission that he will be abstaining from discussions and voting being that he is a pilot and purchases his fuel here. **Carolyn: motions to maintain the current program as is. Bill: seconds. All in favor, Carolyn, Bob and Bill. Abstain: Fred. Motion carries, so voted.**
4. **Employee Contract Status** – Charlie reported that the commission is currently in discussions with the city to have the airport employees become city employees and no independent contractors. We have met with the Human Resources department, the Mayor and Budget Director on this and believe we have come to a resolve and waiting for a final answer.

Public Input - none

Fred: motions to adjourn at 9:00 p.m. Bill: second. All in favor, unanimous. So voted

Next meeting December 26, 2012 at 7:00 p.m. in the Leonard F. Rose SRE Building.

ACTION ITEMS

- UST Certification - Update
- Pavement Inspection – Report Received?

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: November 28, 2012

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

EA/EIR – FY2012 AIP PROJECT

- Continued coordinating with ASG sub-consultant *Epsilon Associates* in the development of EA/EIR project;
- Previously completed the Draft Archeological Report and submitted to Airport/FAA/MassDOT for review and comment; there have been no comments from the Client Group as of this date;
- Continued refining development alternatives including conceptual wetlands impacts associated with each scenario;
- Continued with project management & contract administration.

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

- Coordinated project status, environmental scope and schedule with Epsilon Associates;
- Coordinated with Appraiser & Review Appraiser regarding appraisal work, project status and schedule;
- ***Confirmed project stoppage with Airport, FAA and MassDOT; coordinated stoppage with sub-consultants;***
- Continued with project management & contract administration.

POWER RAKE AND ROLLER ATTACHMENT – FY2012 ASMP PROJECT [CLOSEOUT PENDING]

- The Roller was delivered to the Airport on August 2, 2012 – hose fittings were found to be incompatible;
- Airport coordinated directly with third-party Vendor to acquire the proper couplings, which were installed on 10/24/2012; Airport connected the Roller to the John Deer tractor - everything is working properly;
- Previously coordinated W-9 Form and payment to Handy Hitch;
- Previously prepared final project invoice paperwork; submitted to Airport for processing with MassDOT;
- Continued with project management & contract administration;
- Project can be closed-out pending final payments.

EMERGENCY RAMP PAVEMENT REPAIRS – FY2013 ASMP PROJECT

- ASG previously 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;
- Previously prepared MassDOT Grant Application paperwork for TAN execution and submittal to MassDOT;
- Project currently on hold pending MassDOT funding.

GEORGE YARDLEY / FAA EASTERN FLIGHT PROCEDURES TEAM RE:20:1 AIRSPACE PENETRATIONS AT TAN

- George Yardley of the FAA Eastern Flight Procedures Team in Atlanta, GA sent an email to ASG asking to verify if certain airspace penetrations still exist for Runway 12-30; coordinates and map were provided;
- TAN Chairman Charlie Menard coordinated to have a local person locate the points provided by FAA and verify current conditions; Airport confirmed trees were removed and/or obstruction light status;
- ASG followed-up with George Yardley of the FAA via email on 11/13/2012; task completed.

PHASE 2 LAND / EASEMENT ACQUISITION – FY2013 AIP PROJECT [PROJECT HAS BEEN POSTPONED]

- Previously prepared MassDOT Pre-Application, hand delivered to Airport on 09/26/2012;

- Airport/FAA/MassDOT agreed to postpone this project to a future date pending results of a new Airport Master Plan Update scheduled for FY2013 (to replace this Phase 2 land/easement project).

PERMITTING FOR HANGAR DEVELOPMENT FROM EA/EIR – FY2013 AIP PROJECT

- Previously prepared MassDOT Pre-Application, hand delivered to Airport on 09/26/2012;
- Initiated project coordination with the FAA and MassDOT
- Scope and fee will be advanced after finalizing proposed development under EA/EIR project.

AIRPORT MASTER PLAN UPDATE – FY2013 AIP PROJECT [REPLACES PHASE 2 LAND/EASEMENT PROJECT]

- At the 10/18/2012 CIP meeting the FAA and MassDOT expressed concern over investment in rehabilitating Runway 4-22, indicating money is not currently available for this project until *after* FY2017 as indicated in MassDOT's annual CIP letter to TAN dated 08/27/2012; the FAA suggested a master plan be conducted to further evaluate the runway in the context of the current demand for hangar facilities;
- ASG coordinated and confirmed that a new Airport Master Plan Update will replace the Phase 2 Land / Easement Acquisition project in FY2013;
- Initiated project coordination with the FAA and MassDOT.

MISCELLANEOUS ITEMS

- Initiated preparation of DBE goals / accomplishments reporting to the FAA;
- Provided miscellaneous assistance to the Airport;