



TAUNTON MUNICIPAL AIRPORT
COMMISSION

MINUTES OF MEETING
December 18, 2013

Commissioners: Fred Terra, Chairman
Bob Adams, Vice-Chairman
William Manganiello
Jim Madigan
Burton Schriber (absent)
Charles Malo
Jan Boboruzian

Airport Manager: Dan Raposa
Treasurer: Joe Lawlor
Recording Secretary: Gwendolyn Borden
Airport Ground Services: Ted Porada

Others in Attendance: Jim Miklas: Airport Solutions Group
Gerald Rosen: Pilgrim Aviation
Mike Dupont, Mike Bruzzi, Joe Sousa, Doug Cooper, Jerry Field,
Don Almeida, Charlie Pickett, Bill Fraser, Frank Nowak, Ron
Nation, Luis Gonzalez, Toby Baird, Steve Golden

Meeting called to order at 7:00 p.m. by Fred Terra

Airport Engineers Projects Update – Jim addressed all in attendance and reported on the status of airport projects. (See attached ASG Report for specifics) After review of the report there were no comments or questions from anyone in attendance.

Secretary's Report for November 27, 2013. Jan: motions to accept as presented. Jim: seconds the motion. All in favor: unanimous. So voted.

Treasurers' Report for December 2013 – Joe reported on airport finances noting **INCOME** of \$27,947.96 and **EXPENSES** of \$20,622.25 for a **Positive Cash Flow** of \$7,325.71. **Jan: motions to accept the report subject to audit and authorize the processing of the bills for payment. Bob: seconds the motion. All in favor: unanimous. So voted.**

Airport Managers Report – Dan reported on the following:

1. **Fuel Survey** – Our current price is \$5.72 for cash sales and \$5.90 for credit card and house accounts. Our fuel prices are one of the lower prices around.
2. **Airside Inspections – Tie downs, fuel farm and lights.** We've had various lights going down, this is the time of the year and they are getting wet and they tend to burn out more frequently and we try to stay on top of fixing them. Some of the lights needing attention in the ground are not going to get it because of ground conditions. However, Dan believes that all the lights at this time are up and running. The fuel farm is working quite well. We are keeping up with the daily maintenance of the airport, and as always, rope is available for anyone in need of rope for their tie down.
3. **Obstruction Lights on South Precinct and Caswell Streets** – Dan stated that he has good news to report and informed that the lights are now up and running. Right now they're being run by a hot circuit which means they're on all the time and believes we need 2 or more photo-cell sensors. Dan has put in a call for them and should be coming soon and hopefully TMLP will help us get them installed.
4. On 12/9/2013, Dan attended the NOI Hearing at the Conservation Commission and was reported on in the ASG report (attached). After that meeting, an Order of Conditions was issued and was delivered to the airport with instructions to file them at the Registry of Deeds and return the receipt of recording to the ConComm. Dan reported that this has been done.
5. **12/20/2013** Dan will be meeting with Agent Cioffi, an inspector with the TSA. They have called and scheduled an inspection and are interested in the conditions of the airport, get a feel for what we have here, get a feel for security and just about everything and Dan will have more to report at the next meeting.
6. **Gate Access** – Dan will be putting a notice in the newsletter that as of February 1, 2014 the gates will be closed at all times – 24 hours a day, seven days a week. Access through the gates to the AOA will continue to be via your active TAN/MassDOT issued photo identification card – this will not change. Informational signage with the business name and telephone numbers of each FBO will be posted near Gates 3 and 5 for any vendor and/or persons needing access to the FBO businesses. Each FBO will be assigned a 4 digit entry code that they may grant to any persons and/or vendors needing access thru the gates on Monday thru Friday from 8:00 am to 5:00 pm. Fred stated that the FBO's should be informing their delivery people of the new procedure.

Dan informed everyone that he has been approached by Gerald Rosen of Pilgrim Aviation, currently operating out of Plymouth. Mr. Rosen is interested in opening a flight school here and preliminary talks and lease preparation has begun. Mr. Rosen is here this evening and Dan welcomes him to our airport. Fred also welcomes Mr. Rosen here on behalf of the entire commission.

Old Business

- 1. Frenette/Airport Property Update** – Bill has nothing to report other than he has referred the matter to the City Solicitor’s office and asked them to take it over because he is getting nowhere with Atty. Strojny. Fred reported that at the ConComm meeting Mr. Frenette was there with the proposed new owner of the property. Fred met with both of them after the meeting and talked with the new owner about the MOU. He stated that he was aware of the MOU and the items in it. He will get in touch with Dan and set up a time to go over everything and will start to rectify items that need addressing. Fred stated he seems to be an honest person and it’s great to be making some progress.

New Business

Gerald Rosen asked to say a few words to the commission. Fred again welcomed Mr. Rosen and his business to our airport community. Mr. Rosen addressed all in attendance and shared his story of how he got into the aviation business and what he envisions his business can bring to the airport.

Public Input

Doug Cooper stated that he has met Mr. Rosen and his business partner Joe and thinks they are great people and feels we have lucked out here and they will be a great asset to the airport.

Charlie Malo has been to Plymouth and witnessed Mr. Rosens’ operation and stated that it is top shelf.

Mr. Rosen asked to add something else noting that he has concerns with the fuel situation and that his operation runs very long hours. In Plymouth in the summer hours they are in the office from 8 a.m. until at least 8 p.m. and expects to operate the same hours at Taunton. He would like to work out something that could extend the hours for obtaining fuel. He doesn’t want to steal the revenue of the airport, but would like some type of revenue sharing to support the help and work something out that would be to everyone’s benefit. Pilgrim Aviation has an aircraft that will be used for air taxi service and will need fueling at all hours of the day. Mr. Rosen respectfully requests that he sit and talk with someone on the commission for brainstorming of what we could do to accommodate extended fueling hours. Fred suggested to Mr. Rosen that he talk with Dan.

Charlie proposes that we sign over the operation and responsibility of the fuel farm to Pilgrim Aviation and in consideration of this we will have to determine a percentage of a dollar figure discount to give them for fuel for their aircraft in consideration of their running the fuel farm. This way we will have fuel from dawn to dusk and take care of a lot of our headaches. Bill agrees and stated it would alleviate the burden of having to staff for extended hours and we should explore the possibility of this proposal. Fred noted that leases and fuel sales are our biggest revenues. It was agreed that the commission will continue to explore this with future discussions.

Joe Sousa addressed the commission and asks if anyone has given any thought to the question he asked at the last meeting, how a visiting pilot gets back to his airplane? Joe presented an aviation magazine noting that 12,000 people a day visit AirNav.com and he talked about a review he read in the magazine about Taunton Municipal Airport and about a pilot visiting the airport to try the new food vendor. The food truck wasn't open even though the hours posted indicated it should have been. The sign on the gate said to page a certain phone number and someone would return the call to supply the gate combo to get back on the ramp. No one called back and the person thought he would need to climb the fence to leave, but found an open auto gate to get back in. The commenter stated "What a lousy system." Joe said this is a national magazine and how many people have read this and would want to come here. Joe feels the commission needs to find a solution. The recording secretary has visited this site and read the review and reports that there is a response to the commenter in the magazine from Commissioner Boboruzian stating that "the Commission appreciates his feedback and is looking for ways to improve user experience and that the Commission is working on a solution to this issue".

Jerry Field feels that having Pilgrim Aviation here is good for us and the commission needs to put some meat on the bone for them by giving them a discount.

Doug Cooper feels anything we can do to encourage them to bring airplanes here is good and we should give them a break. By them being here we'll have more planes here, more fuel sales, students and more interest in general aviation.

Ron Nation agrees fuel accessibility is a problem and agrees that a lot of flight schools operate fuel sales.

Bill would like to set a meeting time for a special meeting in executive session to discuss incentives for pumping fuel basically to make things easier for them and to make fuel more available to them and others. If we manage the fuel all by ourselves we've got the limitations from 8 – 5 and may still be stuck with the issue of Ted having to stop what he's doing elsewhere on the airport to come pump fuel. We should work together to see how we can help the flight school and at the same time see how they can help us. Fred agrees we should have discussions but feels we should let them get up and running first. Charlie feels we should have the discussion ASAP. Jan also agrees we should begin discussions and get a feel for what we can potentially do, but no decisions have to be made right away. Mr. Rosen stated that we should strive to have the least impact on the airports revenues. It doesn't do them any good if you don't have an airport to operate. After discussions it was agreed that the commission will start to gather information on what they are allowed to do and have answers to questions that may come up in future discussions so that everything could possibly be ready for when Pilgrim Aviation is here full time, which is not expected to happen at least until the Spring.

Mike Dupont asks where he can get a copy of the airport security plan. Dan stated that it is not a document that we relinquish to the public. Fred responded that he will look for the plan and inquire whether or not that can be given out. Mike asks when he can expect an answer. Fred stated that he has to find the security plan first.

Jan: motions to adjourn at 7:55. Jim: seconds. All in favor, unanimous. So voted.

Next meeting January 29, 2014 at 7:00 p.m. in the Leonard F. Rose SRE Building.

Individuals with disabilities, who require assistance or special arrangements to attend, please contact the Airport Manager at 508-821-2973. We request that you provide a 48 hour notice so that the proper arrangements may be made.

MEMORANDUM

TO:	Daniel J. Raposa, Airport Manager	FROM:	Bob Mallard
LOCATION:	Taunton, MA	LOCATION:	Woburn, MA
SUBJECT:	Monthly Status Report – Misc. Projects	DATE:	December 18, 2013

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

EA/NPC – FY2012 AIP PROJECT

- Based on previous meetings and direction from the funding agencies – the project scope of work was changed from an Environmental Impact Report (EIR) to a Notice of Project Change (NPC) and additional permitting elements that potentially could be incorporated within current effort.
- On November 6, 2013 ASG coordinated with its geotechnical and environmental sub-consultants to perform soils testing and environmental analysis for proposed development areas. Several borings were taken in the area of the proposed taxiway and wetlands mitigation site, and observations were taken regarding the seasonal high groundwater elevation.
- ASG completed a draft set of drawings for the Notice of Intent (NOI) submission and performed an internal QC review. ASG also edited the drawings per comments received from Epsilon.
- ASG completed a draft stormwater management report and edited per an internal QC effort.
- Epsilon completed a draft NOI document and edited per review and comment from ASG.
- A draft copy of all NOI documents was submitted to the funding agencies for review and comment; no comments or proposed edits were received.
- A complete set of NOI documents was submitted to the Taunton Conservation Commission on 11/20/2013. The public hearing was scheduled for December 9, 2013. At that meeting, the Taunton ConComm unanimously voted to issue an Order of Conditions approving the project.
- The Order of Conditions has been issued. If there are no appeals filed by December 26, 2013, the project is approved.
- Continued with project management & contract administration, including DBE participation. ASG up-to-date on invoicing for project.

PHASE 1 RW 4-22 EASEMENT / LAND ACQUISITION – FY2012 AIP PROJECT [CANCELLED; TO BE CLOSED OUT]

- Continued with project management & contract administration.
- ASG previously submitted the final invoice; the Airport is still waiting for reimbursement from MassDOT. ASG has inquired to MassDOT but is still waiting for a response of the status of this payment.
- Anticipate project close-out to follow payment.

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

- ASG conducted Project Management Team (PMT) Kick-Off Meeting with representatives of TMAC, FAA and MassDOT Aeronautics on September 19, 2013.
- ASG has started collecting data for Inventory and Forecasting efforts.
- ASG has been working with TAN to establish a Project Advisory Committee (PAC). PAC meeting date target is the week of January 13, 2014
- The online Airport Stakeholder Survey website remains www.surveymonkey.com/s/2013_TAN_AMPU_Survey Announcement has been included in monthly airport newsletter mailing; and a notice has been placed on the town website. Survey remains active and we have had 53 responses to date.

CONSTRUCT TAXIWAY B – FY2013 AIP PROJECT

- Per previous agreement at the September 19, 2013 CIP meeting, ASG initiated a new TAN project to construct Taxiway B to the so-called *East Side*. A pre-design meeting was held on December 5, 2013 at 10:00 a.m. at the FAA Airports Division in Burlington, Mass. The meeting went very well and the FAA will be funding the project as anticipated.
- Initiated project management & contract administration.

MISCELLANEOUS ITEMS

- ASG is making an effort to identify TAN security needs to assemble a package for potential funding. This could include the loop modifications to the main gates. ASG needs additional TMAC input to complete package.
- Attended / participated in Airport Commission meeting.
- Provided miscellaneous assistance to the Airport.