



TAUNTON MUNICIPAL AIRPORT  
COMMISSION

MINUTES OF MEETING  
February 28, 2013

Commissioners: Charlie Menard, Chairman/Treasurer  
Carolyn Basler, Vice-Chairman  
Bob Adams (absent)  
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 Miklas: Airport Solutions Group: Director of Aviation Planning  
Deanna King: Atlantic Aviation  
Doug Cooper: Airport Tenant  
Ted Porada: Airport Ground Services  
Paul Patenaude: Earth Services

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 project specifics). Bob reported that Jim Miklas will be reporting on the updates from now on. Bob updated the commission on a couple of items and turned the remainder of the updates to Jim. Jim reported on the projects under the EA/EIR and the scoping meeting of the Master Plan with the FAA, MassDOT, and airport representatives Commissioner Basler and Airport Manager Raposa in attendance at the FAA office in Burlington on February 12th. Jim feels it was a very positive meeting. After discussions, there were no questions from anyone in attendance. Charlie thanked both Bob and Jim for the information and their continued efforts on behalf of the airport.

Charlie asked for a motion to revert from the regular order of business to address a visitor so as not to make him wait through other commission business. **Bill: motions to revert from the regular order of business. Carolyn: second. All in favor, unanimous. So voted.**

4-17-13

RECEIVED  
CITY CLERK'S OFFICE  
2013 APR 17 P 12:10  
TAUNTON, MA  
CITY CLERK

Paul Patenaude of Earth Services addressed the commission on behalf of his client Mr. Frenette. This property has been before the Planning Board and the Zoning Board of Appeals for 2 years. The petitioner was again before the ZBA on February 14<sup>th</sup>, and Carolyn and Bill were in attendance as representatives of the airport. Paul presented and explained the plan for 4 larger lots and a 5<sup>th</sup> lot buffer area that was approved by the ZBA as a no build zone. After discussions and confusion of the 5<sup>th</sup> lot being no touch or no build, and that there is a difference between the two, it was determined to table further discussions and wait for the final wording in the ZBA decision. Charlie stated that his main concerns are the construction of the fence and the 15' strip of land to be deeded back to the airport and that these items have a higher priority than the other in that we have two agencies waiting over a year for a final close out document that says these items have been completed. Charlie is fearful that one of the agencies will void the agreement for lack or failure of Mr. Frenette to complete the items in the MOU.

**Bill: motions to revert back to the regular order of business. Carolyn: seconds. All in favor, unanimous. So voted.**

**Secretary's Report for January 30, 2013 – Carolyn: motions to accept as presented. Fred: seconds the motion. All in favor: unanimous, so voted.**

**Treasurers' Report for February 2013 – Income \$22,079.34, Expenses \$12,190.97 for a Positive Cash Flow of \$9,888.37. Fred: motions to accept the report subject to audit and authorize the processing of the bills for payment. Carolyn: seconds the motion. All in favor: unanimous, so voted.**

Carolyn noted that at the scoping meeting it was mentioned that we spend a lot on fence repair and asks Dan to look into how much we have spent on fence repair in the past years.

**Airport Managers' Report** – Dan reported on the following:

1. **Fuel Survey** – Dan conducted a fuel survey on February 26 and our fuel prices are still one of the lowest around. Our current fuel price is \$5.65 for credit, checks and house accounts and \$5.48 cash. Due to the weather, fuel sales are slow.
2. **Airside Inspections** – *Tie Downs, Lights and Fuel Farm*: **Tie downs** are holding their own. Lights are becoming a problem and have been leaving them on during the storm. We received shipments of parts and lights and will see the bill in the next months' report. We have been out repairing the lights to keep them up and running. We're 100% okay on the runway lights at this time and there are a few taxiway lights out and will be repaired shortly. Dan noticed that the **rotating beacon light is out and issued a NOTAM**. With the recent snow storms we incurred expenses from equipment repairs. **Fuel Farm** is still being monitored. **Rope** is available for anyone needing new rope for their tie down.
3. **1/31/2013** – Dan attended the meeting at Epsilon Office.
4. **Trees on Bettsy Road/Fence Repair** – the work has been completed.
5. **2/12/2013** – Attended FAA.MAC Master Plan Scoping meeting in Burlington.
6. **House Account Compliance Letter** has been sent out. Dan has had communication with every person and has received some or all of the money and it's a work in progress and we're not too far outstanding from what we're looking to collect.
7. **Atlantic Aviation lease is due for renewal** this month and Dan has updated the lease for another 2 years and presented to Deanna King for review. Other than that there is no other change to their lease.

Fred asks to go back to past due accounts and asks Dan if the accounts of the people who are consistently past due more than 90 days have had their credit accounts shut down? Dan responded, yes that there are a couple and Dan will post this with the linemen that the accounts are shut down for the time being.

Carolyn asks Dan to update the list of Commissioners, their term expiration, and contact information.

getting stuck and having to remove snow that private contractors plowed into areas that the airport staff is responsible for and stating they did the best they could and reopened the airport when it was appropriate to do so.

With regards to the NOTAM's, Deanna Kings stated that when coming in for a landing the runway was wider at one point and narrowing and that the information in the NOTAM's could have been more detailed. Charlie asked if she or anyone else reviewed the NOTAM's and felt they needed to be further explained or detailed, and we talked about this at the last commission meeting, it was agreed then, that a call to Dan or Joe to put more information into the NOTAM or to notify him of an issue that needs to be addressed. Charlie asked Deanna if she notified Dan of this. Deanna stated that she didn't want to step on Dan's toes and did not notify him of this because he is the manager, this is his job and he should have the ability to do this. Charlie said that it is not stepping on his toes by notifying him of something that she or anyone else recognizes that needs attention and this was agreed upon at the last meeting, that Dan or Joe would be called in such events and the calls are appreciated and if Charlie wasn't clear at the last meeting, he stated again, if anyone see something that needs to be addressed or changed please let us know right away. If it is something that Dan or Joe missed it can be rectified with a phone call. They both have the authority to amend, change, add and clarify NOTAM's. We are only as good as we are, but we are better when we have others who can see something from a different perspective and let us know and we can address those issues, and we can't if it is not given to us.

Charlie also stated that we had many people who praised the efforts at the airport and who also noted that Taunton Municipal Airport was open before some other nearby airports. There are also a few people, no matter what the efforts are, who are not happy but Charlie and the airport commission believes our airport manager and the volunteers who help us with the equipment they have, they worked like hell to do the right job and get the airport open and we should be more in tune with supporting them than finding excuses and reasons why they didn't do it the way some would like. There is always going to be something that isn't done 100% to someone's liking and we all need to be more tolerant because 22" was a quite a lot of snow. After addressing the many questions and concerns submitted, Charlie stated that he hopes that the answers given to Mr. Cooper to convey to Mr. Dupont addressed his concerns and issues. Doug Cooper thanked the commissioners and manager for entertaining Mr. Dupont's questions.

Fred Terra on behalf of the TAA stated that they have not as yet finalized a date for the Spring Cookout.

Fred would like Dan to send letters to lease holders with regards to their contractors plowing snow that they not plow the snow onto areas that the airport staff and volunteers are responsible for and to keep snow from leased areas on leased areas. Carolyn offers the suggestion of having a conversation with the owners of the leased areas about where is their designated area for snow storage. Commissioners are in agreement that this is a good idea to consider.

**Fred: motions to adjourn at 8:35. Carolyn: seconds. All in favor, unanimous. So voted.**

**Bill: motions to enter into executive session at 8:40 for the purpose of discussion employee status. Fred: seconds. All in favor, unanimous. So voted. Carolyn: motions to end executive session at 9:20 with no votes being taken. Fred: seconds. All in favor, unanimous. So voted.**

Next meeting March 27, 2013 at 7:00 p.m. in the Leonard F. Rose SRE Building.

#### ACTION ITEMS

- Pavement Inspection – Report Received?
- Security Lights – TMLP troubleshoot problem?

## 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:** February 27, 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/EIR – FY2012 AIP PROJECT

- Continued coordinating with ASG sub-consultant *Epsilon Associates* in the development of EA/EIR project;
- Completed refining development alternatives including conceptual wetlands impacts associated with two preferred alternatives; the *South-Side* and *East-Side* development areas pose the greatest challenge as both require extensive wetlands impacts for grading & vegetation clearing in order to comply with FAA design standards;
  - South-Side & East-Side development also require at least two FAA *Modifications to Standard*
    - Taxiway Safety Area (49' TSA) – for grading impacts
    - Taxiway Object Free Area (89' TOFA) – for grading and vegetation clearing impacts
  - East-Side development poses greater environmental permitting challenges
- Conducted meeting with Airport, FAA & MassDOT at Epsilon's office to review progress and discuss strategy for advancing *South-Side* and *East-Side* alternatives.
- Prepared *Project Briefing Paper*, submitted to Airport, FAA & MassDOT for review and internal discussion purposes;
- FAA is currently deliberating on a request for modification to two design standards ("Mods", see above);
- During February 12, 2013 Airport Master Plan Update (AMPU) scoping meeting (see below), the FAA noted that all airport "Mods" must be reviewed within the context of the AMPU. As such, FAA requested that additional analysis for the requested "Mods" be included in the FY2013 AMPU;
- Previously submitted *Archeological Report* to the Mass. Historical Commission, waiting for comments;
- Continued with project management & contract administration, including DBE participation.

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

- In process of closing out project;
- Continued with project management & contract administration;
- Anticipate project close-out in March 2013, once *Delphi e-Invoicing* issue is resolved.

### 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 (potential) MassDOT funding.

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

- Conducted project scoping meeting at the FAA on February 12, 2013;
- Per FAA request, AMPU scope will include detailed analysis for modification of two design standards ("Mods", see above) associated with the EA/EIR project; FAA suggested that analysis be conducted in early stages of AMPU to harmonize both planning efforts.
- Currently developing a draft scope of work per outcome of project scoping meeting;
- Project Grant Applications anticipated for submittal to the funding agencies by the May 1, 2013 deadline.

### MISCELLANEOUS ITEMS

- Airport to finalize registration for use of federal *Delphi e-Invoicing* process & procedures – *Delphi e-Invoicing* is required for submitting invoices and receiving funds to/from FAA;
- City / Airport to renew SAMS (System for Award Management) registration re:DUNS – required for submitting grant application(s);
- Updated CIP plan of past and future projects;
- Attended / participated in Airport Commission meeting;
- Provided miscellaneous assistance to the Airport.

Due to My daughter being Inducted to the National Honor Society this evening I am unable to attend the Commission meeting, however I have some questions that I wish to get answers to before they get stale.

1. After the last major storm (NEMO) February 8-9<sup>th</sup>, why was it so long before snow removal operations began? It stopped snowing on the Morning of February 9<sup>th</sup> and plowing which consisted of the parking lot did not commence until late afternoon that same day. The SOPP's say that "Normally" snow removal operations will commence when there is 1" or more accumulated snow on the runway. If the Driving ban was the issue, it obviously did not apply to people responsible for plowing snow. The Manager was out during the driving ban doing his own plowing jobs so this should not have been an issue.
2. Why were the access roads not done earlier? I could not get to my building. Had there been an emergency in my building it would not have been possible to get access. Also when the road was finally opened as poorly as it was, why did the manager stop clearing the road at the rear of my building? This is not a private road and is no different than the road leading up to this point.
3. Why were the access roads so poorly done? There was no room for two cars to pass which meant when two vehicles met head on one had to back up a long distance. The roads were never followed up and made wider after the major plow work was finished.
4. Why is there no communication with building owners as to the plan for removing snow and the time table for clearing snow?
5. Why are the NOTAMS so incorrect for the conditions at the airport after plowing?
6. Why did snow removal stop on Sunday February 10<sup>th</sup> with at least several hours of daylight left?
7. Why was there no clean up work being done on Monday and Tuesday. I was unable to work due to the condition of the airport until mid day on Tuesday because I could not shuffle aircraft to and from my building
8. Why is it that two and a half weeks after this storm there are still snow banks higher than the SOPP's allow and there are still several areas where yellow taxi line does not guarantee wing clearance?
9. Is there a speed limit for plowing snow at the airport?
10. When will the berm that has been destroyed from snow removal going to be repaired? It is located between AAS and K&K
11. How was the damage to an airport employee's vehicle that was caused by snow removal equipment repaired and paid for? If the Commission paid for it shouldn't it have been brought up as a motion and voted on in a public meeting?
12. Why are the guidelines regarding snow banks and other snow removal Operations not adhered to as outlined in the SOPP's page 106 PAR3? Snow removal Operations
13. What is the fueling hours and if they are 8AM to 5 PM why are the pumps normally closed long before 5PM?
14. Is there a schedule for the linemen to follow for a daily routine? If so why do the linemen spend most of their time in the line shack watching movies?



15. Is there actually enough work to warrant two full time employees? Wouldn't one full time employee be more fiscally responsible? With both employees rarely leaving their respective buildings it seems one would be more than enough.
16. Why is plowing at night a problem when the rest of the municipal plowing takes place mostly at night on city streets with vehicles moving?
17. What training is required for an airport employee to operate a vehicle on an active runway?

### Old Business

1. **Furmanik/Airport Property Update** – Bill reported that the ZBA granted a variance for 4 lots versus 5 and the ZBA stipulated that the MOU would be adopted as a condition to their final decision, meaning that before any building permits would be issued the conditions within the MOU would need to be complied with. With regard to what Mr. Patenaude was talking about on the no touch zone, we understood that to be a no build portion of the parcel.
2. **Employee Status (Executive Session)** – Charlie stated that the commissioners will enter into executive session at the end of the meeting.

### New Business

1. Charlie asked for a motion to allow Vice Chairman Carolyn Basler to allocate funds on behalf of the commission as we have in the past. **Fred: motions to allow Commissioner Basler to allocate funds on behalf of the commission. Bill: seconds.** Bill asks for clarification by asking if Carolyn will be acting in the absence of the Chairman? Charlie responded, in the Chairmans' absence or to sign documents submitted for grant applications. **All in favor: unanimous. So voted.**

Carolyn wanted to mention that the East Taunton Crime Watch will be holding their first meeting on Thursday evening March 14 at the Hold Family Parish Center. Dan will be putting this notice in the newsletter.

### Public Input

Deanna King asked Charlie if he has talked with the City Solicitor with regards to issuing NOTAM's? Charlie said that he did send him an email and has not heard back and has not followed up and will make an effort to do.

Doug Cooper addressed the commission on behalf of Mike Dupont of American Aero with questions, issues and concerns Mr. Dupont has with the snow plowing at the airport. (List of questions/concerns/issues is attached) Dan and the commissioners responded to the questions explaining breakdowns of equipment, running for parts and many issues they came upon with ice,