



TAUNTON MUNICIPAL AIRPORT
COMMISSION

MINUTES OF MEETING
January 20, 2013

Commissioners: Charlie Menard, Chairman/Treasurer
Carolyn Basler, Vice-Chairman
Bob Adams
Fred Terra
William Manganiello (absent)

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
Mike Dupont: American Aero
Charlie Pickett: Airport Tenant
Deanna King: Atlantic Aviation

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) EA/EIR – FY2012 AIP Project: ASG modified the plan to the south side development access road by adding a bump-out to the road enabling an aircraft to move over so another can pass, added a typical roadway cross section and a table showing the areas (s.f./acre) affected by the development (access road, wetlands) . At this time Bob interrupted his presentation to introduce Jim Miklas, a new member of the ASG team. Bob has known Jim for many years and is well respected in the aviation industry and is the Director of Aviation Planning at ASG and he will be taking the lead on the Master Plan Project for Taunton Municipal Airport. Jim has been doing this for a many years working nationally and is one of the best and that's why he's now working for ASG. Jim said that he is looking forward to working on the Master Plan for the airport. After further update on the projects, there were no questions from anyone in attendance Bob and Jim concluded their update. Charlie extended his welcome to Jim and looks forward to working with him.

At this time Charlie Pickett questions how much is it costing for the study of the south side development (how much is the airport paying ASG) and feels there are more negatives than positives to this proposed development. Bob Mallard stated that the airport would like to put a taxiway to the south side and develop that area for hangars and ASG is doing the best they can to help the commission navigate the process. There are challenges with wetlands and performance standards that have to be met. Commissioner Menard interjected and stated that, any project at this or any airport has its' challenges and the process is to work through them and successfully get the project accepted and completed. Charlie Pickett stated that if it doesn't, then good money was spent for nothing. Commissioner Menard informed Charlie Pickett, that this is the way the world works and he appreciates what he is saying, but if we don't try and we don't go after it and we don't do anything we wouldn't have put \$7,000,000.00 to \$8,000,000.00 worth of investment into this airport in 10 years. The projects were all done with the same goal, the same objective and the same concept of making it a better for the users of the airport.

Secretarys Report for December 26, 2012 – Carolyn: motions to accept as presented. Fred: seconds the motion. All in favor: unanimous, so voted.

Treasurers' Report for January 2013 – Income \$21,790.79, Expenses \$43,960.27 for a Negative Cash Flow of -\$22,169.48. Fred: 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** – Dan conducted a fuel survey on January 28. Our fuel prices are on the lower end of other nearby airports. 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:** On January 14, 7 – 10 *taxiway lights* appeared to have been kicked down and have since been repaired or replaced. This happened during a weekend when there was not much flying going on due to fog and the weather, so not sure how this happened. Dan will be ordering stock to replace what was used.

Fuel Farm still being monitored. The light on the *windsock* has been repaired by TMLP.

Rope is available for anyone needing new rope for their tie down.

3. **1/31/2013 – Meeting at Epsilon Office** for scoping of the Master Plan. Dan is going if anyone would like to go along, leaving around 9: a.m.
4. **Trees on Bettsy Road/Fence Repair** – Dan reported that the Jeff Costa of Heritage Fence had an accident and is not able to get to the area at this time to do the work, but will get to in the next week or so.
5. **Windsock Light Repair** – has been completed by the TMLP.
6. **Pavement Inspection Report** – Dan talked with the company who did the inspection and they will send a copy of the report when completed.
7. **Veederroot Inspected by Kennedy Company** – the alarm has been going off and Dan called for an inspection. Kennedy feels that they have found the problem and will return to fix what they feel is the problem.

Charlie asked Dan if he has a report of outstanding accounts that was requested for this meeting. Dan responded that he has compiled the information and distributed the report to the commissioners for their review and noted that we have had a lot of people pay up. Right now there are 7 different accounts that are over 90 days outstanding, 2 of which Dan has spoken to and have worked out a payment agreement with Dan. One was an oversight and will be sending a payment. A payment was received on another account this morning. There are liens on some aircraft. Dan spoke to one person who paid up their entire amount. Charlie stated that his concern is that there is a little more than \$8,700.00 outstanding and \$2,700.00 of that is over 90 days which is outside of the payment policy. Historically we have allowed some of this to happen because we have just tried to work with people and enable people to do good and for the most part they catch up. Unfortunately because of the economy we have been stuck with some accounts because it was too late to put a lien, it was too late to go after them and assets had been distributed. Charlie feels we need to take some action to come back to our policies and in effect implement our policies and procedures and stop being the extra good guy, it's costing us money to do that. Carolyn asks Dan on the accounts past due, does the balance reflect the service charge? Dan responded, yes.

Carolyn also asked Dan if he is adhering to the practice of sending out certified letters on accounts that are 90 days past due? Dan stated he has never sent out a certified letter on past due accounts.

Charlie stated that he knows of 3 letters that have been sent asking to get accounts in order.

Carolyn said if we are going to have it stated in our SOPP's that at 90 days a notification will be sent, we need to start doing that, it should be adhered to fairly and across the board. **Carolyn:**

motions that as of tonight any accounts that are 90 days past due, that the current SOPP's be adhered to and that certified notices be sent. Fred: second. All in favor, unanimous.

Carolyn asks that Dan keep the commissioners apprised of accounts past due when he does his monthly report.

Old Business

- 1. Furmanik/Airport Property Meeting Update** – Charlie reported that commissioner Manganiello is not here this evening to give an update but we have been notified of the Zoning Board of Appeals meeting on February 14th at 5:30. Charlie has calls in to Bill and Marion to find out if our previous correspondence would suffice for this meeting or do we have to submit something new. Carolyn informed all that because the case number has changed, she feels we should re-submit our position. After discussions Charlie is of the understanding that we are going to oppose this plan as it stands based upon the completion of the MOU outstanding items. Carolyn stated this has been our position all along and its' been stated over and over again. We have just let them slide on it hoping that the conditions would get done. It has come to the point where we have to take a real stand. Charlie will craft a letter for the meeting and file it before the 14th and send a copy to Atty. Strojny and Mr. Frenette so they are aware of our stance before the meeting.
- 2. Employee Status (Executive Session)** – Charlie stated that commissioner Manganiello not being here tonight we will postpone executive session so he can talk with Bill to set a time for a meeting to discuss the items we should have discussed tonight. Charlie will notify all commissioners of the date.

New Business

1. Delphi Registration – Charlie reported that we were sent the registration forms from DOT to utilize the Delphi payment procedure. We filled them out, City Hall filed out their respective pieces and sent them back. The paperwork was lost and we are in the process of filling out the paperwork and re-submitting. Carolyn asks that the Delphi payment process be explained because this was not talked about at the last commission meeting. Charlie stated that the Delphi process as best as he can describe it is the old process is that our consultants would send us the bills, we would take them and manually process the application for reimbursement or payment from the FAA and MAC. We would compile all the information and put in a format that is acceptable to them and certify it, sign and send to the FAA. FAA signs and sends part of it to MAC. MAC signs and sends back to the FAA. It's a process that typically takes from 4 to 8 weeks to process just the paperwork. Once it's approved we receive a hard copy notice and e-mail saying that the paperwork has either been approved, disapproved or adjusted our request for payment and that a check should be sent within 30 days. MAC will send us a notification saying that they have received the work and is under review and they typically pay in 60 to 90 days. So the payment/reimbursement process for us with the old method would normally take from 2 to 6 months, to process, submit, review and receive payment of the grant money. Then we pay the vendor. The Delphi payment process is putting in a bill that says we would at the beginning of a project, fill out a 3 page form, sign an authorization and have certified/notarized that the signators are proper, the city solicitor signs that he has reviewed the documents to be submitted and concurs for each project and those documents get forward to Chris Wallenborg at MassDOT. When payments are due we would get them electronically, we get 4 pages that give us the project title, the description of work done, the amount paid to date and the amount that is being billed. It is a synopsis of the pack of stuff we use to do manually, and is compiled into 4 pages. It is basically a more streamlined process of the entire project submittal and payment process. Once we get it electronically, we sign it, scan it and send it back to MassDOT and they process all the paperwork for us. They process the FAA piece and their MassDOT piece. They tell us that if everything works properly payment should be received between 30 to 60 days opposed to 3 to 6 months.

Carolyn would like to set a date to review the SOPP's. Charlie suggests that everyone review the latest edition of the SOPP's and be ready to discuss at the meeting tentative scheduled for March 20 and subject to change.

Public Input

Deanna King addressed the commission with regards to her talking with Dan on issuing NOTAM's and submitting more accurate information on NOTAM's in a timely manner. Deanna stated that she sometimes gets to the airport early and Dan is not there yet and she notices issues/conditions that should be addressed by issuing a NOTAM and asks if she or someone else could be authorized to do so. Charlie informed her of the liability involved if information posted caused an accident and that this has been brought up in the past. After discussions, Charlie asked Deanna or anyone noticing an issue, to contact Dan or Joe by paging them immediately if they are not at the airport.

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

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

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

ACTION ITEMS

- Fence Repair – Bettsy Road
- 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:	January 30, 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;
- Continued 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
- Submitted the Archeological Report to the Mass. Historical Commission;
- 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]

- **Confirmed project stoppage with Airport, FAA and MassDOT; coordinated stoppage with sub-consultants;**
- Continued with project management & contract administration;
- Anticipate project close-out in February 2013, once *Delphi e-Invoicing* issue is resolved.

POWER RAKE AND ROLLER ATTACHMENT – FY2012 ASMP PROJECT [PROJECT IS NOW CLOSED OUT]

- Coordinated final payment processing between Equipment Vendor and Airport;
- Project can be closed-out pending final payment to Handy Hitch.

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.