



TAUNTON MUNICIPAL AIRPORT  
COMMISSION

MINUTES OF MEETING  
June 26, 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

Others in Attendance: Jim Miklas: Airport Solutions Group  
Ted Porada: TMA - Airport Ground Services  
Jerry Field: Airport Tenant – Wood Hangar  
Mike Dupont: Airport Tenant, FBO American Aero  
Dick Rodier: Airport Tenant – JPN Hangar  
Gene Ribiero

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

**Airport Engineers Projects Update** – Jim Miklas of Airport Solutions Group (ASG) submitted the status report on projects ASG is working on and reported where each project stands (see report attached) After Jim's report, Fred asked if anyone had any questions? There no questions for anyone in attendance and Fred thanked Jim for the update.

**Secretary's Report for May 29, 2013, and Minutes of Special Meetings June 11, 2013 compiled by Dan Raposa.** Bill asks that copies of the minutes be made available for people in attendance so that they may confirm that statements they may have made at a previous meeting are correct. Bill stated that his recollection of exactly what was said may not be all that good and he's sure the rest of us are like that. There is nothing that would prevent us from allowing them to see the minutes knowing that the minutes are not official until we approve it. Fred stated that if someone feels a statement recorded in the minutes was not correct or as intended, they can speak up to ask the Commission to amend the accepted minutes, if they so move. **Jim: motions to accept May 29, 2013 and June 11, 2013 minutes as presented. Bob: seconds the motion. All in favor: unanimous. So voted.**

**Treasurers' Report for June 2013** – Joe reported on airport finances noting **INCOME of \$23,249.90 and EXPENSES of \$11,483.62 for a Positive Cash Flow of \$11,766.28. Jim: motions to accept the report subject to audit and authorize the processing of the bills for payment. Charles: seconds the motion. All in favor: unanimous. So voted.**

Joe reported on the Operating Statement showing the cash flow in and out for the year and reporting a year to date net loss of \$23,272.03. Joe explained that this is due to costs and services, supplies and costs of doing business have increased on average about 3% per year. We have kept our income steady for the past 4 years, so where we had a cash surplus about 4 years ago, it has slowly eroded down to a cash deficit. We have money in our account, probably around \$80,000.00, but that will also erode over the next few years unless we do something to change the income revenue and he just wants the commission to be aware of it.

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

1. **Fuel Survey** – We received a fuel delivery and we were able to reduce the price of fuel. Our current price is \$5.92 for cash sales and \$6.10 for credit card and house accounts. Our prices are still comparable to prices of other airports.
2. **Airside Inspections** – *Tie downs, fuel farm and lights* are in good shape. Rope is available for anyone in need of rope for their tie down. We've been on the field trying to remove some of the broken berm and repairing the grass areas, and will be sweeping east (Jack Cruz Way) and west access roads soon.
3. Dan attended the meeting at Epsilon with ASG, the FAA and MassDOT along with Commissioners Jan Boboruzian, Jim Madigan and Fred Terra.
4. Met with TSA representative Sarah Gray on 6/12/2013 and walked the ramp and showed her around.
5. Received correspondence looking for status of planes on the field who have not filed for registrations with MAC this year. Dan responded with information as he knows it.
6. The runway was closed Monday morning for striping, it was part of the MAC program, and it looks pretty good.
7. Pavement management report has been received and copies given to each commissioner.

Bill asked where are we with the repair of the plow damage to the runway and taxiway safety areas? Dan reported that the areas have been raked down, rolled and mowed.

### **Old Business**

1. **Furmanik/Airport Property Update** – Fred asked Bill for a status report. Bill stated that the City Solicitors' office is in possession of the proposed deed for the parcel to be conveyed back to the airport and the easement document for Westcoat Drive. Fred stated that, as part of that deed, they are supposed to be giving up rights to land that they previously claimed ownership. Bill stated Fred is correct in his statement of what is to happen with the deed. The solicitor is looking everything over to confirm that it is the correct piece of land. Fred asked what is going on with regards to the fence? Bill stated that the issue of the fence has been addressed twice with the Zoning Board of Appeals in their decision as well as the Planning Board and

essentially we've been pushing to get the fence up, but right now they are still in a purchase and sale agreement stage and funding hasn't come through just yet. But the big issue will be, and he's trying to work this through Kevin Scanlon's office as well as the Building Department, reminding them that no building permits will be issued until the fence is complete. Fred stated that the whole thing is that the MOU is with the land owner, not with the purchaser, so the fence should be up now and should have been done a long time ago. Bill will inquire with the solicitor to look into the enforcement of the MOU.

2. **Update on Delinquent Accounts** – Dan stated that we're doing quite well on collections. Received partial payment on 3 and full payment on 1, and received payment on 1 that had a collections agreement from court. Right now any delinquent accounts are paying slowly but surely.
3. Bob stated that we had a request to keep the east gate closed and asked Bill if he had completed his survey. Bill stated he does not have the list with him but will send it to Dan.

### New Business

1. **Fuel Discount Program Review** – Dan explained the program for those in attendance noting that the price of fuel is set and if you pay cash at the pump you immediately get a 3% discount. Also we have a progressive fuel discount program, meaning that, if by volume you purchase over 100 gallons of fuel but not over 500 gallons and you pay the bill before the 15<sup>th</sup> of the following month, we will create an invoice for a 3% discount, is basically the same as cash. 500 gallons to 999 gallons receives a 5% discount, and 1000 to 1500 gallons per month receives a 7% discount. Over 1500 gallons per month receives a 10% discount, all subject to bill being paid by the 15<sup>th</sup> of the following month. The program has been in effect for many years, people take advantage of it and it works well. Dan feels we should continue with the program. Fred feels that it is a good incentive for our customers and also of the opinion we should continue with the program. **Charlie: motions to continue the fuel discount program. Jan: seconds. All in favor: unanimous. So voted.**
2. Fred stated that he and Dan will be **visiting all leased properties** in the near future to make sure people are staying in compliance of their leased areas. If people want or need additional area, the request should be submitted to the commission.
3. Joe addressed the commission relative to his position as treasurer and stated that the work involves about 4 hours of his time on the weekend to process the paperwork. This time takes away from other things he wants to do and also consuming a fair amount of office supplies such as paper and ink cartridges. Joe is looking to be compensated about \$12.00 per hour for his time to cover for expenses to do this. Fred asked for comments of the commissioners. Charlie asks if the treasurer's position has ever been compensated. Fred responded, no, that the position has always been held by a commissioner, an unpaid position. Bill asked Joe what he feels his expenses are as far as toner and paper. Dan has expressed to Joe that the supplies associated with the job can be obtained in-house through the city's vendor. Fred asked if there was any further discussion. **Charlie: motions to table for further consideration.** Bob suggests the commission get together for further discussion. Charlie suggested that maybe a commissioner would take on the position. After discussion Bob will ask Burton Shriber if he would like to take on this position. Bill feels that based on 50 weeks a year, \$2,400.00 is

minimal compared to what we would have to pay someone else. Bill expressed that he does not want the position. **Charlie: motions that if Burton does not want to assume the treasurers' duties, that we give Joe \$200.00/month. Jim: seconds. All in favor: unanimous. So voted.**

#### Public Input

1. Mike Dupont of American Aero addressed the commission and questioned the expenses for the management team for the airport went from \$68,000.00 to \$88,000.00 and asked what the extra \$20,000.00 was for? Fred explained that Dan is now running a business and it is part of the overhead costs to do so, providing workers comp, liability insurance, accounting and payroll services and incorporation of the business.

Bill informed the commission that he has been approached by people with regard to access to the terminal building for handicapped individuals and we need to look into the potential of being in compliance. Fred asked if Bill could disclose the name of the interested party. Bill stated that it was Atty. Joe deMello who represents individuals who are handicapped like himself. And Atty. deMello stated that he had been approached by someone with the question of accessibility of the terminal building, but they did not want to take any action at this time. So we should take some action to avoid potential problems. Fred noted that will look into it, but in the meantime we can post in the minutes, the airport webpage and the airport newsletter, that accommodations can be made for handicapped individuals to attend meetings. After discussions it was determined that the commission will look into what we need to do to get into compliance and Fred stated that we are slated to get a new terminal building through one of the MassDOT programs with MAC/TAN funding, so we do not want to get too involved with compliance at this point because the new building would need to be handicapped accessible.

Charlie asked if anyone has entertained the idea of a web site for the airport. Fred said it has been talked about. Charlie suggested people could advertise on it, we could post fuel discounts to draw in revenue. After discussions the commission decided that it will look into the feasibility of getting a website going.

Charlie talked about the airport getting on the list to obtain surplus equipment from the state. Ted stated he knows of towns that have picked up HumVees and other equipment and will look into getting on the list for surplus equipment.

**Bob: motions to adjourn at 8:07. Jim: seconds. All in favor, unanimous. So voted.**

**Next meeting July 31, 2013** at 7:00 p.m. in the Leonard F. Rose SRE Building.



### **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;
- MassDOT funding has been approved; ASG assisting TAN in finalizing reimbursements.

### **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.
- Attended March 20, 2013 meeting regarding TAN Standard Operating Policies and Procedures (SOPP) update;
- Submitted Draft Scope of Work to Airport, FAA and MassDOT Aeronautics on March 25, 2013;
- Received minor comments to Draft Scope of Work from TAN, FAA and MassDOT Aeronautics.
- ASG produced Final Scope of Work and Draft Fee Estimate.
- Airport contracted for Independent Fee Estimate (IFE) of Final Scope of Work, required for Grant Application. IFE was within 2 percent of ASG Fee Estimate.
- ASG prepared Project Grant Applications for submittal to the funding agencies by the May 1, 2013 deadline.
- ASG attended the Airport Tenant Meeting on April 27, 2013, and produced the meeting notes for distribution to attendees.

### **MISCELLANEOUS ITEMS**

- Airport has completed 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 has renewed its SAMS (System for Award Management) registration re: DUNS (SAMS is 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.