



TAUNTON MUNICIPAL AIRPORT
COMMISSION

MINUTES OF MEETING
March 27, 2013

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

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

Others in Attendance: Jim Miklas: Airport Solutions Group: Director of Aviation Planning
Ted Porada: TMA - Airport Ground Services
Dick Griffith: Airport Tenant, TAA Member
Dick Rodier: Airport Tenant, TAA Member
Mike Dupont: Airport Tenant, FBO American Aero
Manny Gonsalves: Vice President, Cross Wind Hangars, Airport
Tenant

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

Jim Miklas of Airport Solutions Group addressed the commission and others in attendance and submitted a status report on projects ASG is working on for the airport. (See attached report for project specifics). After Jim's report there were no questions or concerns from anyone in attendance and Charlie thanked Jim for his attendance and continued efforts on airport projects and was excused.

Secretary's Report for February 27, 2013 – Fred: motions to accept as presented. Bill: seconds the motion. All in favor: unanimous, so voted.

Treasurers' Report for March 2013 – Income \$16,677.78, Expenses \$14,730.89 for a Positive Cash Flow of \$1,946.89. Bill: 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 March 23 and as far as competition goes we're still one of the lowest around. Our current fuel price is \$5.65 for credit, checks and house accounts and \$5.48 cash.
2. **Airside Inspections** – *Tie Downs, Lights and Fuel Farm*: **Tie downs** are holding their own. **Lights** have been repaired and are up and running except for two or three that we're having ground trouble with and we will be checking this out as soon as weather permits. Dan contacted Tom Mahoney at MAC on the **rotating beacon light**. MAC has a program for rotating beacon repair. A representative of Kobo, (formerly Fruen) came out and took a look. Dan gave him a bulb that he thought was a replacement bulb for the beacon. The bulb was put in and worked. Dan asked if we could order another bulb to have in stock and hasn't heard back from them as yet. But we didn't have to climb up there or clean it up. The rep said everything looked okay with the beacon and he greased it up and it is much quieter and much brighter. **Fuel Farm** is still being monitored. Kennedy Company was out to repair a faulty sensor on the Veeteroot. Since the repair, it's been 100%. **Rope** is available for anyone needing new rope for their tie down.
3. Dan completed the **Atlantic Aviation lease** for a new 2-year lease, submitted to Deanna King for her review. Deanna signed and returned the lease to Dan and Dan submitted to the Law Department for their review and approval and has it has not been returned to us as yet.
4. **Fence Repairs List** – Dan compiled the information as requested and submitted to the commission.
5. Dan **updated the list of Commissioners** along with their contact information and term expiration dates as requested.
6. **MassDOT Pavement Inspection from the fall** – Dan reported that he still has not received a report on the inspection results.

7. **TMLP Security Lights** – no update.
8. **Dan reported that he will be on vacation from April 3 -15, 2013.** He has secured coverage of the airport in his absence. Charlie asked Dan to put out a notice to the FBO's on who will be the contacts for airport coverage.

Dan also reported that he issued a NOTAM on the NDB. Dan called MAC and they sent someone out to repair. There was a broken wire and the NDB is up and running.

Old Business

1. **Furmanik/Airport Property Update** – Bill reported that the commissioners attended the ZBA hearing in February and granted a variance for 4 buildable 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. With the current plan showing the 5th lot (lot 4 on the plan) as not a buildable lot, which is not consistent with the ZBA decision and that would need to be addressed at the planning board meeting on April 4th and also with the city planner to let them know that we have an inconsistent plan based on the letters and notes of decisions. Beyond that, it is moving in the direction we want it to, but the fence still needs to be constructed and the conveyance of the land to the airport. Carolyn's concern with the plan going before the planning board is that with the reconfiguration of the lots and the moving of the cul-de-sac, there is no access to the last lot and if there is ever a grass fire the area would not be accessible. This would need to be addressed at the planning board meeting.
2. **Employee Status (Executive Session)** – Charlie stated that the commissioners will enter into executive session at the end of the meeting. Charlie informed all that in an open environment for the sake of everyone, to understand that things will be okay. There is nobody that is going to be penalized or caught in a shuffle and things will be worked out and that is all he can say outside of executive session on this matter.

3. **NOTAM's issue request** – Charlie reported that the commission has sent a couple of requests to the City Solicitor for information and guidance on the request to issue NOTAM's by an FBO. We have not received a response from the City Solicitor as yet. Also the Delphi review and signature pages have yet to be reviewed and completed by the Solicitor but he hopes to get to it soon.

New Business

1. **Annual Open House** – Charlie has received inquiries with regard to the event we hold here every year. In view of the incident that took place last year Charlie in his own opinion, seriously doubts that we will get strong support of people willing to participate in the event. Charlie recommends that we temporarily suspend the event pending further action, good, bad or indifferent, until the issue is resolved and we can determine the future of the event and get some clarification from the law department. Fred stated he agrees with Charlie's recommendation. Dan stated for the record that any organization that requests to use this building for their meetings needs to sign a basic waiver that was given to us by the law department. Anyone requesting to conduct an activity on the airport needs to have insurance for that particular event. Carolyn mentioned that the city has been re-examining their overall insurance policy, so until the review is complete and the city determines their liability for events such as ours, we couldn't hold the event anyway. After discussions it was determined to seek an opinion from the law department on liability with regard to individuals or groups holding an event or activity such as a cookout on their own leased property.

Public Input

1. **Manny Gonsalves** asked to address the commission and read a letter with regards to snow plow operations at the airport. (Letter is attached) Manny stated that this letter is his own personal viewpoint as a pilot on this field and his personal experiences. Manny also stated that during the association meeting of the Crosswind and Tradewind hangars, it was the consensus of all that they would like the East Gate at Jack Cruz Way closed and not open during the day. Mike Dupont asked how to accommodate deliveries of FedEx, UPS and others? Manny said

that this could be figured out. Charlie asks that the association put the request in writing. Manny will do. Charlie thanked Manny for coming this evening and taking the time to share his feelings with us, noting it is always appreciated to hear something good once in a while.

2. **Dick Griffith** addressed the commission on behalf of the TAA and donated 4 flags for use at the airport. Dick as President of F&P Hangar Association also asked to read a letter with regard to snow plow operations at the airport and seasonal maintenance. (Letter is attached) Charlie also thanked Dick and the association members for their letter of support.

Bill: motions to adjourn at 7:35. Fred: seconds. All in favor, unanimous. So voted.

Bill: motions to enter into executive session at 7:40 for the purpose of discussions on employee status. Fred: seconds. All in favor, unanimous. So voted. Carolyn: motions to end executive session at 8:20 with no votes being taken. Fred: seconds. All in favor, unanimous. So voted.

Next meeting April 24, 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: March 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.
- Attended March 20, 2013 meeting regarding TAN Standard Operating Policies and Procedures (SOPP) update;
- Submitted Draft Scope of Work to Airport, FAA and MSDOT Aeronautics on March 25, 2013;
- Received minor comments to Draft Scope of Work from FAA and MSDOT Aeronautics on March 26, 2013. Pending Airport comments, ASG will issue Final Scope of Work and Draft Fee Estimate.

- Independent Fee Estimate (IFE) must be conducted for Grant Application.
- 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.

On Friday March 15th I attended the Crosswinds T-Hangars annual meeting. I was very much surprised to hear that there was dissatisfaction with the snow plowing that had occurred after the latest northeaster. The storm exceeded the expectations of the Weather Service. It dumped much more snow than had been forecast.

As soon as the snow stopped falling, the Taunton Airport manager, Dan Raposa, and his assistant, Ted Porada began the snow removal. They cleared the runway and the taxiway. The contract hangar snow removal team cleared the hangar space. As a result of their effort the Taunton Airport was the first in the area to become operational.

When I say the first, I mean before Logan International, before Norwood, before Plymouth, before New Bedford, before Mansfield.

Ron Nation, a pilot at the Taunton Airport launched his aircraft in Virginia and flew up to Taunton. He was the first to use the plowed runway. Let's think about that for a second. Ron Nation had no qualms about flying out of Virginia in the wake of the storm. He had utter confidence that Dan Raposa and Ted Porada and the hangar snow removal team would make Taunton Airport serviceable. Ron Nation's decision is not a light decision, for if Dan Raposa and Ted Porada did not do their job, Ron would have been stranded in the air with no place to land. Note the other fields were not open. Not only was Ron able to land, he was able to taxi to his hangar and park his plane. Since Ron was the first to land on the plowed runway, Ted Porada asked Ron the condition of the runway. Ron reported it was fine.

We pilots take a lot for granted. I know that I have no concern about snowstorms or any other kind of adverse condition. I know the airport management team will always make the field serviceable and I will be able to fly. We pilots have become complacent. I think it is time for all of us, not only the pilots, but all users of the field to acknowledge the tremendous benefit we enjoy because our airport management team is so diligent.

Dan Raposa treats all of us with the same calm even handed temperament. He is always there for us advising us when we have to perform corrective actions, registering our aircraft, getting ready for the annual open house and numerous other functions.

Ted Porada goes beyond his assigned duties. Take a look at the SRE building. He has displayed the recorded history of the field within the building. The First Family of Taunton airport have come to see the display because it depicts the First Family commitment to aviation.

Yes, I think it is high time that we thank our management team for a job well done!!!!

*Submitted and read by
Manny Gonsalves 3/27/2013*

March 19, 2013

This 2012-2013 winter season has reached snowfalls of historical proportions. Our schools, public offices, and private businesses have been closed for days at a time due to the snowfall. Throughout this season, Dan Raposa and his crew have kept the Taunton Municipal Airport consistently plowed and easily accessible. The Taunton Municipal Airport was always open hours, even days, ahead of neighboring airports.

We, the members of F&P Associates, Inc., would like to take this opportunity to commend Dan Raposa and Ted Porada for all the fine work they have performed during this arduous winter. We would also like to mention how well groomed the airport is throughout the four seasons.

It is always a pleasure to deal with Dan. He and Ted are always approachable. They both go above and beyond to meet our needs and concerns.

Please extend to Dan and Ted our thanks and appreciation for all they do throughout the year, and especially for what they've done these past few months.

Sincerely,

F&P Associates, Inc.

*Submitted by Dick Griffith
and read for the record.
3/27/2013*