



TAUNTON MUNICIPAL AIRPORT
COMMISSION

MINUTES OF MEETING
May 29, 2013

Commissioners: Fred Terra, Chairman
Bob Adams, Vice-Chairman
William Manganiello
Jim Madigan, newly appointed (Pilot and airport user)
Burton Schriber, newly appointed (Pilot and Tenant)
Charles Malo, newly appointed (Pilot and Tenant)
Jan Borboruzian, newly appointed (Pilot) (absent)

Airport Manager: Dan Raposa
Assistant Airport Manager: Joe Lawlor, newly appointed Treasurer
Recording Secretary: Gwendolyn Borden

Others in Attendance: Bob Mallard and Jim Miklas: Airport Solutions Group
Ted Porada: TMA - Airport Ground Services
Charles and Margaret Menard: Former Commissioner and Wife
Carolyn Basler: Former Commissioner
Jerry Field: Airport Tenant – Wood Hangar
Mike Dupont: Airport Tenant, FBO American Aero
Ron Nation: Airport Tenant, FBO Raven Storage
Robert Haselmann:
Doug Cooper: Pilot, Airport User
Charlie Pickett: Airport Tenant – Wood Hangar
Ron Mahan: Aerial Skyvertising
Ted Jula: Airport Tenant – Tailwinds Hangar
Steve Golden: Airport Tenant – Metal Hangar
Frank Nowak: Airport Tenant – Metal Hangar
Dick Griffith: Airport Tenant – JPN Hangar
Dick Rodier: Airport Tenant – JPN Hangar

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

Special Order of Business – at this time Fred welcomed all the newly appointed commissioners and stated he is looking forward to working with everyone for the good of the airport.

Election of Officers – Positions of Chairman, Vice-Chairman and Treasurer were voted on last month on an interim basis with Fred as Chairman, Bob Adams as Vice-Chairman and Joe Lawlor as Acting Treasurer, and are again on the table. Fred stated that elections are done on a yearly term and instead of voting again next month for the yearly positions, we will vote tonight for a 13-

month term. **Bob: motions to keep positions as is. Jim Madigan: seconds. All in favor, Unanimous. So voted.**

Jim: motions to appoint Joe Lawlor as Treasurer. Bob: seconds the motion. All in favor: unanimous. So voted.

Bill: motions to give Signatory Authority to the Chairman, Vice-Chairman and Treasurer. Jim: seconds the motion. All in favor: unanimous. So voted.

At this time Fred acknowledged the presence of former airport commissioners Charlie Menard and Carolyn Basler and expressed appreciation for their dedication and many years of their time they both have devoted to this airport. Fred, on behalf of the entire commission, presented plaques of recognition of dedication to Charlie and Carolyn and thanked them for their efforts to make the airport a better place.

Airport Engineers Projects Update – Jim Miklas and Bob Mallard of Airport Solutions Group (ASG) submitted the status report on projects they are working on and gave a run down on where each project stands (see report attached) and explained the potential development areas for everyone in attendance. After discussions, Fred thanked Jim and Bob for their attendance and update and for all the work they are doing for the airport.

Secretary's Report for April 24, 2013, and Minutes of Special Meetings May 6 and May 22, 2013 compiled by Dan Raposa. Jim: motions to accept as presented. Bob: seconds the motion. All in favor: unanimous. So voted.

Treasurers' Report for May 2013 – Joe reported on airport finances noting **INCOME of \$36,237.55 and EXPENSES of \$52,218.39 for a Negative Cash Flow of \$15,980.84.** The reason for the high expenses is the fuel delivery. **Jim: motions to accept the report subject to audit and authorize the processing of the bills for payment. Charles Malo: seconds the motion. All in favor: unanimous. So voted.**

Airport Managers Report – Dan reported on the following:

1. **Fuel Survey** – Our current price is \$5.96 for cash sales and \$6.15 for credit card and house accounts. Our prices are still comparable to prices of other airports.
2. **Airside Inspections** – We had a 50-10 inspection last Friday and met with Andrew Mihaley and Katie Servis. They completed their inspection and a report will be forthcoming, but nothing out of the ordinary was mentioned. **Tie downs, fuel farm and lights** are in good shape. Rope is available for anyone in need of rope for their tie down.
3. Dan met with Tom Noonan of Bay State Skydiving. Tom was planning on starting up this past weekend, but the weather wasn't cooperating. All of his paperwork and insurance are in order.

4. 6/4/2013 there is a meeting at the Worcester Airport for a statewide airport pavement management system overview if anyone is interested in going. Representatives from TAN will be attending.
5. Bill inquired of house accounts and asked Dan for an update. Dan responded stating that the accounts are pretty good. A few are delinquent, paying as they go rather than paying the balance. A few accounts have been shut off. We received payment on a lien that we had on an aircraft for 6 or 7 years.

Old Business

1. **Furmanik/Airport Property Update** – Bill stated that from what he understands the petitioner is not required to bring the water line from Middleboro Avenue down the lane to the proposed houses. Carolyn Basler questioned why the commission did not appeal the Planning Board decision to approve the Frenette subdivision plan because only an abutter could appeal. The appeal should have been based upon the fact that the water line from Middleboro Avenue to new lot #1 (the existing farm house) was not shown on the submitted plan and that the subdivision was approved without tying into city water and having adequate fire protection. Bill stated that after speaking with the city solicitor he was under the impression that appealing the decision would be in violation of the MOU and was advised by the city not to. Carolyn questioned where in the MOU that language appears? Charlie Menard addressed the commission and stated that considering the commission has a time limit, the petitioners have not met one requirement of the MOU so the commission should not be concerned about breaking the MOU when we've been several years past the due date of completion of the items on the MOU. The commission owes it to the airport to seek whatever remedy it has to seek with or without the permission of the city.

New Business

1. Fred reported that the commission met in Executive Session at Special Commission Meetings on May 6 and May 22, 2013 and approved a contract with DJ Raposa Enterprises, LLC, as voted and the contract has been signed.
2. We have received **reimbursement** from MAC for the 2012 **Emergency Tarmac Repair** in the amount of \$12,316.00. Bob Mallard and Charlie Menard were instrumental in helping to receive this reimbursement.

Mike Dupont addressed the commission and asked how the contract with DJ Raposa Enterprises LLC works? Fred stated that it is a management contract and is basically the same as before - it is just a different form of payment. Charlie Menard addressed the commission and stated that each new business to the field is subject to the same fees as everyone else and believes this is what Mike was trying to ask. Fred responded that DJ Raposa Enterprises LLC will be paying the fees as required.

Public Input

1. Doug Cooper addressed the commission and suggests a walk of the airport with the new commissioners and the users of the airport to talk about different things the users notice or have concerns about. A time was set for Saturday, April 27th, at 1:00 p.m.
2. Steve Goldin asked if Through the Fence Operation is allowed if someone wanted to purchase the Frenette property. Fred responded that Through the Fence Operation is not allowed.

Jim: motions to adjourn at 8:22. Charlie: seconds. All in favor, unanimous. So voted.

Next meeting June 26, 2013 at 7:00 p.m. in the Leonard F. Rose SRE Building.

MEMORANDUM

TO:	Daniel J. Raposa, Airport Manager	FROM:	Bob Mallard
LOCATION:	Taunton, MA	LOCATION:	Woburn, MA
SUBJECT:	Monthly Status Report – Misc. Projects	DATE:	May 29, 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 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* (dated February 9, 2013), 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) as well as other considerations included in the *Project Briefing Paper*;
- 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;
- ASG met with FAA on April 7, 2013 to clarify interpretation of several design standards (including TSAs, TOFAs, EATs, among others) associated with the newly released FAA AC150/5300-13A, *Airport Design*. It is anticipated that the FAA will solidify its position with respect to these standards in a formal response to the *Project Briefing Paper*;
- In anticipation of FAA response, ASG established an additional design alternative on the east side, and have conducted some limited coordination with Epsilon on its potential viability with respect to the permitting agencies.
- Previously submitted *Archeological Report* to the Mass. Historical Commission (MHC). MHC issued their finding on 03/27/2013 indicating no further testing is required, but added that future construction should not affect the nearby historic cemeteries;
- Continued with project management & contract administration.

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

- In process of closing out project; currently assisting Airport with state grant offer paperwork as well as *Delphi e-Invoicing* for processing federal payments.
- Anticipate project close-out in June 2013.
- Continued with project management & contract administration;

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 included 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 which was approved on April 5, 2013.
- ASG produced and submitted Draft Fee Estimate on April 16, 2013.
- 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. Fee was approved on April 18, 2013.
- 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); New expiration date is April 26, 2014.
- Assisted Airport by coordinating with FAA regarding the use of FY2013 non-primary entitlement funds.
- Updated CIP plan of past and future projects;
- Attended / participated in Airport Commission meeting;
- Provided miscellaneous assistance to the Airport.