



TAUNTON MUNICIPAL AIRPORT
COMMISSION

MINUTES OF MEETING
March 26, 2014

Commissioners: Fred Terra, Chairman
Bob Adams, Vice-Chairman
William Manganiello
Jim Madigan
Burton Schriber
Charles Malo
Jan Boboruzian

Airport Manager: Dan Raposa
Treasurer: Joe Lawlor
Recording Secretary: Gwendolyn Borden
Airport Ground Services: Ted Porada

Others in Attendance: Jim Miklas: Airport Solutions Group
Airport Users/Tenants: Toby Baird, Joe Souza, Joe Mortland, Nicole Frasier, Bill Frasier, Mike Dupont, Doug Cooper, Jerry Field, Don Almeida, Charlie Pickett, Dick Griffith, Carl Abers, Ron Mahan, Dick Rodier, Dick Crowell

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

Airport Engineers Projects Update – Jim Miklas submitted ASG’s Monthly Status Report on projects they are working on for the airport. (See attached report for specifics) After Jim’s update on the status of the projects, Fred commended Jim on his presentation at the Project Advisory Committee meeting specifically that Jim presented a lot of good information and a lot of input was received from those in attendance.

Secretary’s Report February 26, 2014. Jim: motions to accept as presented. Charlie: seconds the motion. All in favor: unanimous. So voted.

Treasurers’ Report for March 2014 – Joe reported on airport finances reporting **INCOME** of \$19,015.44 and **EXPENSES** of \$13,671.69 for a **Positive Cash Flow** of \$5,343.75. **Jan: 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** – our prices remain the same at \$5.72 for cash sales and \$5.90 for credit card and house accounts and our fuel prices are still one of the lower prices around.
2. **Airside Inspections – Tie downs, fuel farm and lights.** We're keeping up with repairing runway lights as quickly as possible as time and weather permits. Fuel Farm is still functioning well. We are keeping up with the daily maintenance of the airport, and as always, rope is available for anyone needing rope for their tie down.
3. **Obstruction Lights on South Precinct and Caswell Streets** – The photo cells have been installed by TMLP and the lights are functioning properly. Many thanks to the TMLP foreman.
4. **Unauthorized Vehicle Movement on the AOA** – Dan reported that since the gates have been closed he has noticed many vehicles traveling from one end of the tarmac to the other in their vehicles. An announcement on this matter was put in the newsletter notifying everyone if motor vehicles continue traveling on the tarmac and taxiway, we will be taking away their privilege of having vehicle access through the gates. Dan is keeping a daily log of people he sees using the AOA for unauthorized travel.
5. **On 3/18/2014** Rob Goodick of Sealcoating visited the airport regarding cracksealing for 2014. They have been awarded the MAC bid for this work. Dan showed them around the airport and this project should be coming around in April and 100% funded by MAC. The sealcoating will encompass the runway and taxiway areas and there is a possibility other areas needing immediate attention could be addressed.
6. **On 3/20/2014** Dan attended the AMPU Project Advisory Committee Meeting as talked about and reported on in ASG status report.
7. **3/21/2014** Dan met with Chris Willenborg, Executive Director of MassDOT Aeronautics Division, Tom Mahoney, MassDOT Airport Engineer, Andrew Mihaley, MassDOT Chief Aeronautical Inspector and Bob Mallard, President and Founder of Airport Solutions Group, our airport consulting engineer. The meeting was in regard to what we have for security and how we handle it. One item that was elaborated on was the gates and that they need to be closed at all times and entrance is to be made by security badges and access codes and to be on the AOA, a person needs to have an ID badge. They also insisted that vehicle traffic be kept off the AOA other than vehicles that were loading or unloading or an FBO working on a plane and if we had any problems doing this to let them know, and the person(s) will be violated and their right to have a vehicle access through the gates will be taken away. Fred informed all in attendance that the above statement came directly from the MassDOT representatives. They recommended that we do away with the pager and get a cell phone for the airport manager. They also said that Mass Highway will make any signs we may need to put on the gates and along the roadway to remind people that they are not to be on the AOA. Security cameras were talked about and it was mentioned that sooner or later all airports would be getting them.

There is a possibility we could be getting 7 cameras strategically placed throughout the airport and a monitoring system.

8. Dan reported that he will be on vacation April 3rd through April 17th. Commissioners Bob Adams and Fred Terra will be handling the daily operations of the airport in Dans' absence. Charlie asks what daily operations they will be covering. Dan explained they will be coming in to check the answering machine, Joe will have the new phone if we have it or will have the pager, and they will handle any issue that may arise.

Old Business

1. **Frenette/Airport Property Update** – Bill reported that he, Fred and Dan attended the Planning Board meeting with the petitioner requesting release of Lot 1. The board voted to release Lot 1, provided that, but not before the completion of the transfer of the 15' strip of land back to the airport and the completion of the fence. Until the deed is recorded and received and the fence is erected, the lot will not be released. Dan stated that he received a call from Mr. Frenette this afternoon and he would like to sit down with the commissioners and talk about what needs to be done so that everyone is on the same page and everything is done right. He's ready to get started on the fence. After discussion, Dan will set up a time with Mr. Frenette and inform the commissioners.

New Business

1. **TAA Request** for use of the SRE Building on June 8th, for their Annual Cookout and request for Commission to co-sponsor the event. Dan noted that the airport co-sponsoring the event relieves the burden of the TAA providing insurance for the event and insurance coverage will fall under the airports insurance. **Jan: motions to approve the request and co-sponsor the event. Jim: seconds the motion. All in favor: unanimous. So voted.**
2. **Cement Markers, Runway 4-22** – Ted reported that the tires marking the corners of Runway 4-22, the gravel runway, have been removed and has temporarily placed covers from 5 gallon buckets to mark the corners. Ted has contacted JR Precast and investigated the prices for placing concrete pads flush with the ground to mark the corners. The price would be \$620.00 for 5' x 18" x 3 1/2" thick and to be placed to make L's for each corner and we would have to do the prep work. The area would need to be dug out and stone dust put down and tamped. Ted has approached the TAA and they are interested in paying for the project. We now need volunteers to do the prep work. Mike Dupont of American Aero stated that he would like to donate \$100.00 to the TAA to go toward the project. Fred thanked Mike for his generous offer and appreciates the financial assistance. Charlie suggests that Ted investigate 6" thick concrete instead of the 3 1/2". Commissioners in agreement that 3 1/2" seems a little thin and instead of having to do this again if the concrete were to crack, lets pay a little more and do it once. Ted will contact JR Precast to investigate the cost of 6" concrete. Dan will contact Mansfield airport to see what thickness their corner markers are.

Public Input

Doug Cooper asked the commission if they can provide airport users notification when ID badges are about to expire. He has had a couple of friends come to the airport to discover that their badges had expired and not been able to get through the gates. Doug stated that he get notices from the Registry of MV, NRA, EAA, AOPA and other places when his memberships and registrations are about to expire and asks that the commission do the same for ID badges and that it would be a great courtesy to the airport users by way of automatic renewal or post card notification so that the airport users are not caught by surprise. Dan reported that he has over 500 ID badges in our system. Burton stated that would be about \$250.00/year to send out post cards. Discussion followed and Dan noted to have automatic renewal and have some people decide not to renew creates unnecessary work. Charlie suggests that Dan put notices in the newsletter reminding people to periodically check the expiration date on your ID badges. Dan stated that he has done that on several occasions over the past year. Badges are good for 3 years and most are renewable on a persons' birthday, but not all are like that. Fred stated that we are adults, we should be acting as adults and taking responsibility for what each of us needs to do. Burton is going to look into programming and sending e-mail notices.

Burton: motions to adjourn at 7:45. Jan: seconds. All in favor, unanimous. So voted.

Next meeting April 30, 2014 at 7:00 p.m. in the Leonard F. Rose SRE Building.

Individuals with disabilities, who require assistance or special arrangements to attend, please contact the Airport Manager at 508-821-2973. We request that you provide a 48 hour notice so that the proper arrangements may be made.

MEMORANDUM

TO:	Daniel J. Raposa, Airport Manager	FROM:	Bob Mallard
LOCATION:	Taunton, MA	LOCATION:	Woburn, MA
SUBJECT:	Monthly Status Report – Misc. Projects	DATE:	March 26, 2014

This memo describes the current status of miscellaneous engineering and planning projects at the Taunton Municipal Airport as of the date indicated above.

EA/NPC – FY2012 AIP PROJECT

- Based on previous meetings and direction from the funding agencies – the project scope of work was changed from an Environmental Impact Report (EIR) to a Notice of Project Change (NPC) and additional permitting elements that potentially could be incorporated within current effort.
- On November 6, 2013 ASG coordinated with its geotechnical and environmental sub-consultants to perform soils testing and environmental analysis for proposed development areas. Several borings were taken in the area of the proposed taxiway and wetlands mitigation site, and observations were taken regarding the seasonal high groundwater elevation.
- ASG completed a draft set of drawings for the Notice of Intent (NOI) submission and performed an internal QC review. ASG also edited the drawings per comments received from Epsilon.
- ASG completed a draft stormwater management report and edited per an internal QC effort.
- Epsilon completed a draft NOI document and edited per review and comment from ASG.
- A draft copy of all NOI documents was submitted to the funding agencies for review and comment; no comments or proposed edits were received.
- A complete set of NOI documents was submitted to the Taunton Conservation Commission on 11/20/2013. The public hearing was scheduled for December 9, 2013. At that meeting, the Taunton ConComm unanimously voted to issue an Order of Conditions approving the project.
- The Order of Conditions has been issued and permit has been finalized.
- On February 13, 2014 MEPA issued certificate for the NPC.
- Epsilon issued final DRAFT EA on March 18, 2014 with two weeks for final review.
- Project is expected to be closed out in April 2014.
- Continued with project management & contract administration, including DBE participation. ASG up-to-date on invoicing for project.

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

- Continued with project management & contract administration.
- ASG previously submitted the final invoice; ASG is still waiting for reimbursement.
- Anticipate project close-out to follow payment.

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

- ASG has completed data collection for Inventory and Forecasting efforts.
- Forecasts are nearing DRAFT review and work has begun on Facility Requirements.
- First Project Advisory Committee (PAC) was conducted on March 20, 2014 at the City of Taunton Council Chambers. There were 22 attendees.
- The online Airport Stakeholder Survey website remains www.surveymonkey.com/s/2013_TAN_AMPU_Survey. Announcement has been included in monthly airport newsletter mailing; and a notice has been placed on the town website. Survey remains active and we have had 53 responses to date.

CONSTRUCT TAXIWAY B – FY2013 AIP PROJECT

- Per previous agreement at the September 19, 2013 CIP meeting, ASG initiated a new TAN project to construct Taxiway B to the so-called *East Side*. A pre-design meeting was held on December 5, 2013 at 10:00 a.m. at the FAA Airports Division in Burlington, Mass. The meeting went very well and the FAA will be funding the project as anticipated.
- ASG continued coordination with Jacobs regarding access control and security cameras for new gate. Future cameras and controls are anticipated in a future MassDOT project.
- ASG completed the final design.
- ASG advertised the project in the Central Register and local newspaper.
- ASG is conducting a pre-bid meeting on Wednesday March 26, 2014.
- ASG is conducting a bid opening at the airport on Wednesday April 2, 2014.
- ASG will prepare the grant application upon contractor verification after the bid opening.
- The Airport should expect to sign contracts shortly after receiving the FAA and State grants.
- Initiated project management & contract administration.

MISCELLANEOUS ITEMS

- ASG assisted TAN on registering the airport in the SAM system.
- Attended / participated in Airport Commission meeting.
- Provided miscellaneous assistance to the Airport.