



TAUNTON MUNICIPAL AIRPORT
COMMISSION

MINUTES OF MEETING
April 24, 2013

Commissioners: Bob Adams
Fred Terra
William Manganiello

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

Others in Attendance: Jim Miklas: Airport Solutions Group: Director of Aviation Planning
Ted Porada: TMA - Airport Ground Services
Mike Dupont: Airport Tenant, FBO American Aero
Deanna King and Maryan Gonzalez: Airport Tenant and FBO
Atlantic Aviation
Ken Gibson: Airport Tenant Crosswind Hangar
Ron Nation: Airport Tenant and FBO Raven Storage
Manny Gonsalves: Airport Tenant and Vice President of Crosswind
Hangars

Meeting called to order at 7:00 p.m. by Bob Adams

Special Order of Business

Bob assumes the chairman position as senior member to get the meeting going, and acknowledges the resignations of Charlie Menard and Carolyn Basler as commissioners. Bob stated that both Charlie and Carolyn put in thousands of hours on the commission and it's going to be a tough battle making up for the time they put in. We will be welcoming new commissioners as soon as they are appointed.

Election of Officers – Positions of Chairman, Vice-Chairman and Treasurer are open and need to be filled in order to keep the business of the airport going. Bill: motions to nominate Bob as Interim Chairman until such time that a full commission is onboard and a new election takes place. **Bob declined the nomination and motions to nominate Fred as Chairman. Bill withdrew his nomination and seconded Bobs' nomination of Fred as Chairman. All in favor: unanimous. So voted.**

Bill: motions to nominate Bob as Vice-Chairman. Bob accepted the nomination. All in favor: unanimous. So voted.

Bill: motions to appoint Joe Lawlor Interim Treasurer and give him Signatory Authority to sign on behalf of the commission as appropriate. Bob: seconds the motion. All in favor: unanimous. So voted.

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

Airport Engineers Projects Update – Jim Miklas 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) Jim reminded those in attendance of the meeting on Saturday, April 27th, at 10:00 a.m. for public input and share ideas into the direction of the airport for the next 10 years for the creation of the New Airport Master Plan Update. Airport users began asking questions with regard to the meeting, some noting they couldn't make it. After discussions and questions, Jim informed all that these questions will be discussed at Saturdays' meeting and there will be other meetings if someone can't make it on Saturday. Maryann Gonzalez asked that Dan develop a way to inform airport users by way of email of important things like the Master Plan meeting. Dan noted that the meeting was reported in the monthly newsletter. Maryann asks that an email be in addition to the newsletter. All in attendance stated that they would also like to have important notices sent via email.

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

Treasurers' Report for April 2013 – Joe reported on airport finances because he took this on to help out in the absence of a treasurer. Joe also reported that not all income and expenses made it into this report and will show up on next months' report. **INCOME \$26,417.48 and EXPENSES \$6,519.57 for a Positive Cash Flow of \$19,897.91. 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** – We had a delivery in the middle of the month and the price of fuel had gone up, and we had to increase our price to \$5.96 for cash sales and \$6.15 for credit card and house accounts.
2. **Airside Inspections** – *Lights, Tiedowns, Fuel Farm* are all in good shape and up and running. Conducting maintenance on the field as needed. Rope is available for tie downs if anyone is in need of rope.

Old Business

1. **Furmanik/Airport Property Update** – Bill reported that he attended the Planning Board meeting and the board voted to approve the project for 4 buildable lots and having an area of lot 4 (formerly lot 5) designated as a No Build Zone. Included in the Certificate of Final Action were all of the items that were previously agreed to in the Memorandum of Understanding. In addition to that, we were able to have the Planning Board highlight a few of those items and make them individual conditions in case there are any issues with the MOU, one being the Confirmatory Deed be presented to the Commission for recording for the piece of land in contest and the deeding of the 15' strip of land to the airport and to erect the 8' fence. Also all the items in the MOU would need to be addressed before any building permits are issued. More recently the Planning Board had discovered an error in the plan in that it did not depict a water stub down Westcoat Drive and it looks like the Planning Board is going to re-open the public hearing to force a correction of the plan and re-visit the potential of extending the water line down the common driveway. We may need to send an administrative appeal to the Planning Board if necessary **and motions: that the commission give him the authorization to file this appeal prior to the close of the 20-day appeal period. Bob: seconds the motion. All in favor: unanimous. So voted.**
2. **Employee Status (Executive Session)** – Fred stated that the commission will enter executive session at the end of the regular meeting business.

New Business

1. **Designate e-delphi Representative** – Commissioners agreed to table this until the next meeting when we hope to have a full commission.
2. **Master Plan – Review Independent Estimate Comparison** – Dan stated that we have received the independent estimate for the ASG cost comparison from Larry Gallo.

Dan asks Jim Miklas to look into funding for clearing along the fence. Dead trees keep falling on the fence causing money to be spent on repairs. Jim will look into it.

3. Bill asks what or if anything has been done to recover keys and badges of former commissioners?
4. Bill asks Dan to post the time of the commission meeting in the newsletter.
5. Bill would like to establish an email distribution list to notify users of upcoming meetings and events.
6. Bill asks that Dan compile a schedule for airport cleanup and to repair of lawn areas and berm damaged by plow activity.

Public Input

1. **Manny Gonsalves** asked to address the commission and read a letter with regards to a request of Crosswind and Tradewind hangar owners for the closure of the East Access Gate at Jack Cruz Way 24 hours a day. (Letter is attached) Discussion on the topic, it was noted that the problem isn't getting into the airport if you have your badge and the gate is closed, the problem is if you don't have your badge when you want to get out. Ken Gibson noted how he went flying with someone else and left his badge in that aircraft and didn't have his badge to get out. After discussions it was agreed to look into other ways to activate the gate if you don't have your badge with you.

Bill: motions to adjourn at 8:00. Bob: seconds. All in favor, unanimous. So voted.

Bill: motions to enter into executive session at 8:10 for the purpose of discussions on employee status. Bob: seconds. All in favor, unanimous. So voted. Bob: motions to end executive session at 8:25 with no votes being taken. Bill: seconds. All in favor, unanimous. So voted.

Next meeting May 29, 2013 at 7:00 p.m. in the Leonard F. Rose SRE Building.

ACTION ITEMS

- Pavement Inspection – Report Received?
- Security Lights – T`MLP troubleshoot problem?

Crosswind and Tradewind Hangar owners have requested the East Gate of Jack Cruz Way be closed twenty-four hours a day, seven days of the week. They have substantial investment in their hangars and aircraft and they desire their property be secure.

Several unauthorized people drive down the road and park their cars adjacent to Jim Gotovich's maintenance hangar and watch the takeoffs and landings of aircraft. Jim Gotovich does his best to tell the individuals that they should return to the safe area of the parking lot, sit at the picnic tables and watch the aircraft perform takeoffs and landings in safety. This advice is not heeded by all. There is an individual that persists in the practice of parking his car in that same spot, sitting for hours watching takeoffs and landings. So far no damage to person or property has occurred. However, the potential is there.

Closing the gate twenty-four seven does necessitate that all owners and close associates must use their badges to gain entry and leave the hangar area. This is an inconvenience, however, it tracks who is in the hangar area and for what length of time.

The heaviest impact would be to Jim Gotovich. He has vendors, FedEx, UPS, and Emory that deliver parts. These vendors could be issued a permanent vendor code, possibly different for each vendor. They would key the code at the gate and gain access. They would again key the code to egress. Note: Again the system tracks the vendors coming and going.

Jim Gotovich also has customers who fly in and deliver their aircraft for maintenance. The maintenance often spans several days. These customers can be issued a temporary code to operate the gate. This code would only be valid for a short period of time.

We respectfully request that the Airport Commission consider this change for the safety and security of the hangar owners.

*Submitted and read for the record
by Manny Gonzalez, Vice President,
Cross Wind Hangars.*

MEMORANDUM

TO:	Daniel J. Raposa, Airport Manager	FROM:	Bob Mallard
LOCATION:	Taunton, MA	LOCATION:	Woburn, MA
SUBJECT:	Monthly Status Report – Misc. Projects	DATE:	April 24, 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*.
- 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, 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 May 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;