



TAUNTON MUNICIPAL AIRPORT
COMMISSION

MINUTES OF MEETING

August, 31st 2016

Commissioners:

Jan Boboruzian, Chairman
Bob Adams Vice-Chairman
William Manganiello
Jim Madigan
John Correia
John Correia
Fred Terra

Airport Manager:

Dan Raposa

Treasurer:

Joe Lawlor

Recording Secretary:

Jacqi Dent

Airport Ground Services

Ted Porada

Airport Solutions Group

Bob Mallard

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

Roll Call of Commission:

Bob Adams-Present

Bill Manganiello- Absent

Jan Boboruzian- Present

John Correia- Absent

Fred Terra- Present

Jim Madigan- Absent

John Correia- Present

Jan: Meeting is called to order, I'd like to welcome everybody tonight. Lets get started with the Airport Solutions Group.

Airport Engineers Project Update

1. Airport Solutions Group

Bob M: Thank you Mr. Commissioner, For the Record my name is Bob Mallard, with the Airport Solutions Group. First project on the report is Taxiway Bravo, we are very close to closing this project out. The FAA and MassDot have both verbally approved close out documents. There is a change order in the works to extend contract time. It's a no cost change order, it's just to extend time and the supplemental agreement for ASG. We have been verbally approved by the FAA and MassDOT and we are circulating that paperwork. Besides that, the only outstanding item is coming from a contractor, we are waiting for the subcontractor lien waivers, we don't have them yet. We have made many inquires into the contractor, and we are hoping to get those sometime soon. As soon as those come in, we should be able to close the project out. That project will close out just under the original budget. Last Tuesday Epsilon hosted a kick off meeting for the FY16 wildlife Hazard Assessment, they are doing most of the work on that particular project. They will be studying the wildlife pursuant to wildlife criteria. That will go on for the rest of this year and will probably close out sometime early or late spring next year. Besides that we are just listing miscellaneous items, we have been quietly working behind the scenes on the terminal building. The program is on hold by MassDot but we are coordinating a few things behind the scenes. In fact Chris was just down today with folks meeting with DPW director and will continue to do what we need to behind the scenes unofficially. The self fueling gas dispenser, we are continuing to work on that, and we will be putting together a project application sometime soon. We are still collecting data and doing some coordination. We will also be coordinating with MassDot with respect to funding on that project. Other than that, we will continue to pursue a MassWorks grant application as the Commission desires. It probably wont happen this year, but in next year's cycle. We do have a CIP meeting scheduled at MassDot on Wednesday, September 21st at 10:30am. That's all I have Mr. Chairman.

Jan: Any further questions? Thank you Bob. Secretary's Report, is there a motion to accept the minutes?

Fred: I make a motion to accept the minutes as presented

John: Second

Jan: All In Favor, Unanimous. Motion carries. Treasurer's Report please.

Treasurer's Report

Joe: Everyone should have their packets.

Income for the Month	\$26,084.96
Expenses	\$12,200.70
Positive Cash Flow	\$13,884.26
Account Status	
25 General Account	\$130,208.08

22 Grants Account \$218.05

City payroll Account \$7,390

Jan: Any motions?

Fred: I make a motion to accept.

Bob: Second

Jan: All In Favor, Unanimous. Motion carries. Manager's Report please.

Airport Manager's Report

1. Fuel Survey

Dan: In your packet you have the fuel survey that was taken 8/28. The price of fuel is 5.04 cash and 5.20 for other means of payment. We accepted a load of fuel yesterday, I believe the price is going to be relatively similar, it may have gone down a nickel or so, but it is relatively steady.

2. Airside Inspections

Dan: We repaired a bracket on the fuel farm that was off for a while. We are constantly monitoring the lights and working on that. There is not much to report on Tiedowns.

3. 7/28/16

Dan: On the 28th of July I met with FM Architect on an administration building conference call, the call came in through my office. They will be submitting the final drawings as they completed them. Not the completed drawings for the building, but as they completed what they did.

Fred: How long before we get the completed drawing.

Bob: I'm not sure I would have to contact them, I would assume they could turn it right around. Would you like me to look into that for you Fred?

Fred: Yes, could you get three hard copies like we have in the past.

4. 8/2/16

Dan: On August 2nd I attended a Project Takeoff Student Gathering, it was held at the airport. They brought in students from various schools, and had speakers talking to them about carriers in aviation. They gave them pizzas and sodas. It was well attended, it was very enlightening.

5. 8/23/16

Dan: On August 23rd I attended the kickoff meeting as explained by Bob Mallard. Amanda Atwell is coordinating the wildlife part of the survey for the airport. I put out a news letter, and in that news letter I stated there will be her representatives on and about the field for the next 12 to 16 months at different times of the day. I have authorized her to be there, she has a badge and access to the airport. But she will be there at any particular time that she desires.

6. MAMA Conference

Dan: One thing coming down the line is the MAMA Conference, I believe that is October 16th-18th. That conference has an airport commissioners training. I bring that out early, In case you want to make a note of that.

7. 8/29/16

Dan: On 8/29 as noted by Mr. Mallard, I was part of a meeting with ASG on self fueling. On 8/31 I was at a meeting with ASG Chris Willenburg.

Jan: On that MAMA conference I'd like to see as many of us go as possible, especially some of the new commissioners for the commissioner training seminar on Sunday morning.

Fred: Could you send that out to the commission when you get an exact time frame on that?

Dan: Yes, I have a link. In other words, you have to go through the link yourself. I will send that out.

Old Business

1. Tree Clearing

Jan: We are working on our vegetation management program. We have met with Stantec and Epsilon. They are putting together a program right now.

2. Self Fueling Installation

Jan: We have already spoken about that, Bob is in the process of engineering and putting a package together for MassDOT .

New Business

1. Meet with Skydive Boston Officials

Jan: Bob Mallard, Bob Adams, Dan, and I met with Jimmy Mendonca. He is interested in putting something together here in Taunton. He flew up from Dallas the other day, we had a good discussion. He put together a business plan, and he has his partner here tonight to speak with us, and give us a brief outline of what's going to happen. This is Matt Benelli from Skydive Boston.

Matt: Matthew Benelli, and I reside at 54 Tubber Avenue, Sandwich MA.

Jan: So you submitted a business plan, and if you could give everybody just a general outline, a brief idea of what you were talking about.

Matt: Boston Skydive Center will be a commercial skydive operator, focusing mainly on tandem skydiving for first time skydivers. We wont limit our business to that, as there will be an FAA parachute rigor on board. Rigging facilities could be supplied for the airport if needed, but the main focus of the business will be first time skydiving. Bringing people up on a tandem parachute operation, and having them purchase the video package, that sort of thing. Bringing the skydiving industry to the Taunton Airport. Again we will be focusing on tandem skydiving, there will not be any other type of instruction for the foreseeable future.

Dan: Right now you'll be using one plane?

Matt: Yes that is correct, the business model that Boston Skydive bases itself on was run at the Skydive Cape Cod, that was based in Chatham as well as the Dallas Skydive center which utilizes the Cessna 182. We believe one aircraft will most likely suffice for the opening, the most we would ever run is 2 at a time.

Dan: April to October, is that your season?

Matt: On a warm spring April would certainly be acceptable all the way through October.

Dan: What would your contingency be as far as the lease, 1 year, 3 years, 5 years?

Matt: I think we would like between the 3 and 5 year mark.

Joe: Mr. Chairman, this is a safety question, when you have operations is there someone with the sole responsibility of safety on the ground?

Matt: Yes there will be and SNTA

Joe: Will the FAA or the USPA come in and do the inspections for the jump school?

Matt: We will be a USPA member, the USPA does not do inspections that I am aware of but we will be inspected by the FAA.

Joe: I was looking Mr. Chairman, for risk management. If we are going to have a flight school I'm looking for a third party to look at the safety operations.

Matt: MassDOT will periodically inspect operations. Skydive Cape Cod was inspected by MassDOT and the FAA a record number of times in 2013, with zero violations.

Fred: And you are looking to start this in the spring?

Matt: That's correct

Fred: We would need to put something together, and that will take time so I can't see it getting done for this year.

Matt: Nor would it be financially beneficial, the season in the Northeast is pretty much over by the end of September. The earliest start would be April of 2017.

Jan: It looks like you will need 3,000 square feet, we will work with you on that to give you the best option for both parties.

Bob: As far as PR, if there is a complaint for whatever reason could you refer them to the airport manager or the commission and let us handle it, keep us in the loop. We think that would work out a little better, come up with some kind of agreement to keep everyone happy.

Matt: Absolutely, the open communication is key.

Dan: I don't see a reason why today we would not want to entertain these people here under the same basic circumstances that we entertained the other previous business.

Jan: Is there a motion?

Fred: I make a motion to accept the concept, and all the logistics have got to be worked out.

John: Second

Jan: All in favor, unanimous. Motion carries. Thank you very much

2. Summer Fueling Hours

Jan: Basically to continue on with our hours as we have been.

Fred: I make a motion to continue them.

Bob: Second

Jan: All in favor, unanimous. Motion carries.

3. ASG

Jan: We met with ASG today regarding marketing for the airport. We really don't have anything going on, we need to get a bigger reach out there to everybody in the area. I'd like to put together a marketing subcommittee to get the word out, I've spoken to John Correia, he isn't here tonight but he is on board. John Correia is also interested in helping out with that, I also spoke with Jim Madigan, He is interested as well. I will put the 3 of you on

there and have Jim chair it because he has a little bit more experience. I would like to go forward with that if that's okay with everybody.

Fred: Second

Jan: All in favor, unanimous. Motion carries.

Fred: Motion to Adjourn

Bob: Second

Jan: All in Favor *Unanimous* Meeting adjourned (7:26 pm)

Next meeting ***September 28th , 2016*** at 7:00 p.m. in the Temporary City Hall
141 Oak Street
Taunton, MA 02780

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:	East Taunton, MA	LOCATION:	Burlington, MA
SUBJECT:	Monthly Status Report – Misc. Projects	DATE:	August 31, 2016

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

CONSTRUCT TAXIWAY B – FY2013 AIP PROJECT; CLOSEOUT PENDING

- ASG has provided FAA and MassDOT with required project close-out documentation and awaiting final approvals from each agency.
- ASG anticipates the project to closeout on budget without any requirement for a grant amendment.
- Remaining closeout paper work required from Walsh is the submission of lien waivers from Walsh's subcontractors; ASG has been requesting the lien waivers since June without success. ASG has informed Taunton Airport and the FAA of the issue, and is assisting Taunton Airport in discussion with Walsh regarding submission of waivers.

WILDLIFE HAZARD ASSESSMENT & WILDLIFE MANAGEMENT PLAN – FY2016 AIP PROJECT

- Amanda Atwell of Epsilon hosted a kick-off meeting on Tuesday, August 23rd at TAN regarding the Wildlife Hazard Assessment (WHA) Project. The project will include numerous wildlife surveys completed by certified biologists on and off airport property. The consultant team of Epsilon and ASG will be working closely with FAA, MassDOT, and TAN to complete the WHA project in December of 2017.

MISCELLANEOUS ITEMS

- ASG is part of the design team for a new Airport Administration Building at KTAN.
 - ASG submitted 100% documents to FMA by June 30, 2016 as requested. Project on hold until further direction from FMA is provided.
 - ASG provided the Airport with a draft solicitation/selection document for an *Owner's Project Manager (OPM)* and *Clerk-of-the-Works*, which is required by MassDOT and DCAM.
 - ASG is working with FMA and MassDOT on the site utilities plans specifically addressing the proposed locations of the water line, sewer line, and three phase electric power line.
 - Water Line – FMA has requested ASG to show the water line connection to South Precinct Street. There will be a follow up meetings with MassDOT, FMA, ASG, and the Airport to discuss future cost sharing of the water line installation.
 - Sewer Line – MassDOT has authorized FMA to show the proposed sewer line on the site utility plans to the jump zone area with a note that there will be a future tie-in to Middleboro Ave. There will be follow up meetings with MassDOT, FMA, ASG, and the Airport to discuss future cost sharing of the sewer line.

- Three Phase Power Line – FMA has requested ASG to show the three phase power line from Middleboro Ave. along Westcoat Drive to the proposed building site.
- ASG has met with TAN propane gas provider, Amerigas, regarding the aboveground tank locations/requirements.
- TAN inquired about natural gas in-lieu of propane, ASG confirmed the presence of natural gas on Middleborough Ave. in the vicinity of Westcoat Dr. ASG will seek guidance from FMA and MassDOT.
- Chris Willenborg of ASG is scheduled to meet with officials from the City of Taunton DPW on Wednesday, August 31st to discuss utility issues as well as potential funding mechanisms for future grants.
- Attended / participated in the monthly Airport Commission meeting.
- ASG is assisting Taunton with an ASMP grant application for FY 2017 for an Avgas self-fueling dispenser unit. On August 29th, Chris Willenborg and Rich Lasdin of ASG met with Airport Management to discuss the scope of work and cost estimate for the proposed self-fueling dispenser unit. ASG will follow up with outreach to Tom Mahoney of MassDOT on potential funding opportunities for FY2017.
- ASG has reviewed and provided comments back to TAN regarding a potential airfield equipment acquisition (tractor, boom mower, and flex-wing mowing deck).
- ASG is working closely with TAN on a future grant application for funding of the utility work associated with a future Airport Administration Building through the Executive Office of Housing and Economic Development MassWorks Program. Chris Willenborg of ASG is coordinating this effort with TAN Airport Commission Chair Jan Boborzian.
- Provided miscellaneous assistance to the Airport.