

# TAUNTON MUNICIPAL AIRPORT COMMISSION

## MINUTES OF VEGETATION MANAGEMENT SUB-COMMITTEE MEETING

February 17, 2016

Commissioners:

- Jan Boboruzian – Absent
- Burton Schriber
- William Manganiello

Treasurer:

- Joe Lawlor

Meeting called to order at 6:50 p.m. by Treasurer Joe Lawlor

Treasurer Lawlor reviewed the purpose of the sub-committee....which is to establish a vegetation management set-aside in the airport general operating funds for ongoing vegetation control effecting security, animal control and aircraft operations.

Reviewed in this process were the status of the Airport February 2016 Balance sheet, specifically the 25 General Ledger account and a spreadsheet indicating the airport net income for the past three years (see attached). Joe discussed the need for the airport to maintain a \$50,000 to \$80,000 cash reserve for unexpected contingencies as the airport must remain a self-sufficient enterprise, however, the airport can afford to set aside a small amount of funds for this necessary program.

The commissioners present acknowledged that vegetation management is a long term program that needs a systematic effort in its control. Both the recent Airport Master Plan and Airport Solutions Group (Airport Engineers) show strong need for vegetation management and the Finance Sub-Committee was asked to provide a financial mechanism to make this work on a continuing basis.

The Finance Sub-Committee makes the following recommendations:

The 25 Account-General Ledger will have \$40,000.00 set-aside for Vegetation Management.

The Finance Sub-Committee will meet annually at the end of fiscal year to recommend fund replenishment.

The Commission must establish a vegetation control plan that spans 10 years in sufficient detail so airport management may execute vegetation control projects regularly.

Airport Management may execute vegetation control projects in the amount of less than \$10,000.00 through the exercise of sound business practices (MGL 30B Uniform Procurement Act, Section 4 (c).) not to exceed the amount of funds remaining in the Vegetation Management

set-aside. For amounts exceeding \$10,000.00 the Commission as a whole (and it's agents) will follow the process as indicated in the Uniform Procurement Act, MGL 30B, Section 4 & 5.

**Burton Schriber: Motions to accept the recommendations and authorize the submission of the minutes to the Commission. Bill Manganiello second the motion. Discussion : none. All in favor: Unanimous. So Voted.**

**William Manganiello: motion to adjourn at 8:00 p.m. Burton Schriber: seconds. All in favor: Unanimous. So voted.**



## Taunton Municipal Airport

<u>Operating Expenses</u>	FY-2013	FY-2014	FY-2015
Treasurer	\$0.00	\$0.00	\$0.00
DJ Raposa Enterprises LLC	\$73,562.38	\$89,851.08	\$89,851.08
Line Person	\$11,448.86	\$12,309.60	\$9,836.00
Clerical	\$974.14	\$1,126.94	\$1,119.10
Fuel Assistance (0.20 - 0.35)	\$408.38	\$0.00	\$0.00
Fuel AVGAS	\$180,173.04	\$139,291.85	\$147,070.27
Ascent CC Transaction Cost	\$4,580.27	\$3,192.51	\$3,027.68
Fuel - Equipment	\$4,346.17	\$5,912.48	\$4,646.21
Insurance	\$0.00	\$0.00	\$0.00
Maint Building(s)	\$1,105.68	\$3,830.04	\$2,100.69
Maint Grounds	\$3,847.04	\$7,438.88	\$3,838.94
Maint - Grass	\$315.86	\$0.00	\$0.00
Maint - Lights	\$855.53	\$1,933.21	\$2,499.14
Maint - Snow	\$7,071.94	\$0.00	\$0.00
Maint - Vehicle(s)	\$2,833.69	\$17,001.48	\$5,067.49
Office Supplies	\$5,278.79	\$3,196.32	\$3,262.64
Oil/Propane (heat terminal/SRE)	\$417.22	\$6,457.54	\$5,576.38
Post Office	\$327.25	\$119.47	\$131.22
Rubbish Removal	\$800.40	\$885.04	\$819.59
Telephone/Pager	\$3,589.26	\$1,937.73	\$551.14
TMLP	\$12,261.58	\$12,537.09	\$12,642.35
Misc.	\$1,347.71	\$2,002.52	\$1,194.17
<b><u>Total Monthly Operating Expenses</u></b>	<b>\$315,545.19</b>	<b>\$309,023.78</b>	<b>\$293,234.09</b>
<b><u>TOTAL Operating Income</u></b>	<b>\$293,546.54</b>	<b>\$332,769.72</b>	<b>\$320,931.01</b>
Annual Income (net profit)	<b>\$21,998.65</b>	\$23,745.94	\$27,696.92