



TAUNTON MUNICIPAL AIRPORT
COMMISSION

MINUTES OF MEETING

July, 27th 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:

Jacquelyn Dent

Airport Ground Services

Ted Porada

Airport Solutions Group

Bob Mallard

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

Roll Call of Commission: Bob Adams- Absent Bill Manganiello- Present
Jan Boboruzian- Present John Correia- Absent
Fred Terra- Present John Correia- Present
Jim Madigan- Present

Jan: Before we get started tonight, I wanted to introduce our new secretary, her name is Jacqie Dent. She will be our secretary going forward, and taking the minutes of the meeting, so a nice warm welcome to you Jacqie, Thank you.

Fred: And on behalf of the commission I'd like to thank Ted for all of his past work as a volunteer, recording the minutes, Ted, thank you very much! ! !

1) Airport Engineers Project Update

Jan: Moving on, the Airport Engineers project update. ASG is not here tonight, but there is an update sheet in the packets that I handed out to you, read that at your leisure.

2) Secretary Report

Jan: Going forward to the Secretary's Report, is there a motion to accept the minutes?

Bill: I make a motion to accept the secretary's report.

Jim: Second

Jan: All in favor? , *Aye Unanimous*, Jan: Motion passes.

3) Treasurer's Report

Jan: Our treasurer's report, Joe Lawlor our treasurer is away this week, so we are going to ask Dan to give us a quick highlight of the treasury report.

Dan: Okay thank you, you have it in your packet. - Joe prepared the packet before he went on vacation . . .

Income for the Month \$28,621.63

Expenses \$36,647.04 * Including 25,000 expense for av gas delivery

Net Loss \$8,025.41

Account Status

25 General Account \$74,673.82

Vegetation Management Set aside \$40,000

22 Grants Account \$218.05

City payroll Account \$9,000

Jan: is there a motion to accept the Report?

Fred: I make a motion to accept the Treasurer's Report

John: I second that motion

Jan: All in favor? , *Aye Unanimous*, Jan: Motion passes.

4) Airport Manager's Report

Jan: Now onto the Airport Manager's Report

a) Fuel Survey- Dan: Thank you, you have somewhere in there a fuel survey taken over the weekend, our fuel prices are to the middle to the higher side right now. We have had a fuel drop that we are paying, we have about 4,200 gallons of useable fuel left right now. I have noticed that the price at the auto pumps is going down for the regular gas, I haven't noticed the price of high-octane. Hopefully when we receive another drop of fuel, we might be able to get in on the lower end on buying the fuel.

- b) Airside Inspections- Tiedowns, Lights, Fuel Farm- Report- Dan: We have had a major undertaking this past month on lights, we think 100% of our lights are up and working as they are supposed to. We are constantly monitoring them because we have had six go out, repaired and the next day, they burn out. I have received reports about two lights that have been knocked down over the past 7 or 8 days, we are taking care of that.
- c) 6/30/16- MassDOT Inspector Drew Mihaley conducted the FAA 50-10 and MassDOT Inspections, everything was inspected. We have not received a written report yet, but everything that we have done was in good shape. We also received some new decals for our fuel farm, the original ones were getting worn down hard to read.
- d) 7/8/16- Met with DPW Re: Administrative Bldg. Requirements - Dan: I was part of a team that met with DPW regarding the administration building requirements. We met at DPW headquarters.
- e) 7/13/16- Met with ASG Re: Self Service Installation- Dan: We met with ASG, they visited the airport and went over the self-fuel situation to turn our pumps into self-fuel as we discussed at past meetings. We are in line to get funding from MassDOT when we apply for a grant, we also have it on the books from our fuel supplier that he will be giving us that donation, so they will be putting that together for us and we will be able to move along on that.
- f) 7/21/16- Met w/ Stantec, Randy Christensen, ASG, VMP- Dan: I met with Randy Christensen, He sent an updated thank you email within the last day saying that we had a beneficial meeting at the Taunton Airport. There was myself and Jan, Nate Rawding from MassDOT aeronautics, and Craig Schuster from ASG. They are going to let us know the best approach to take to keep the vegetation under control for the approach and side surfaces for runway 12-30. We will be able to put that into a package that will keep our vegetation management plan updated, and it will be on a YOL yearly operational plan that they put out at 5 year periods. We are going to try to approach it and slash down certain vegetation that does not belong.
- g) **Jan: Again if I can add on that, also that 5 year plan, it will not start the day that we get the paperwork it will start when they essentially start work. The plan will not go into effect until the day they start cutting. Any questions?**

Fred: Just one thing Dan to bring up, when we met with ASG on the self fuel, one of the things to make it a little bit clearer is that they are going to put in the application.

Dan: Yes they are going to create the grant application. MassDOT states that we are eligible for an ASMP grant and we can request it in fiscal 2017, and hopefully we will get it by the end of the program.

Fred: And that was one of the things we talked about when they were down here, not just to look at the pumps but to put the grant together.

Dan: One other thing that is now on your agenda, is that tomorrow there will be a conference call in my office, with the people from FM Architect in regard to the administration building. They are wrapping up their design grants for the buildings that they were contracted to do for the next three airports in Massachusetts. That ended June 30th. They are conducting a wrap up conference call and will be presenting us with final up-to-date drawings. Not the final drawings of what we are going to do, but the final of what they did.

Fred: When we have that meeting on Thursday, there are going to be several things on the to-do list, because there are three airports that are involved. They were supposed to finalize it by June 30th, but none of these three airports have been finalized, so basically they had to submit what they achieved to MassDOT by June 30th. Every airport has a to-do list and this will be part of the discussion on Thursday, it will be the Building Committee and Jan. Now we only have two people on the building committee, and if Jan is going to be the chair now, I'd like to make a motion to have Jan go on to the building committee.

Bill: I second that.

Jan: All in favor? , Aye Unanimous, Jan: Motion passes.

Fred: Basically it's the building committee, and Dan will be there Thursday to discuss the list that came down of the things to do. They still need to go for coordination with DPW to get the water, sewer, and electric. There are several things on the to-do list, and we need to discuss them all on Thursday to make sure we have everything and we don't leave anything out, so that when funding comes in we have time to coordinate everything. While we are waiting for the funding we will be coordinating things like the city utilities, etc.

Jan: Any other questions? Alright moving on to old business.

5) Old Business

- a) Create a Tree/ Brush Clearing Plan to Clear Along Perimeter Fence- **Jan: I think that already falls under what you (Dan) already discussed with Stantec.**
- b) Self Fuel Installation –Update –**Jan: You (Dan) have just given an briefing on that as well - that ASG did a site visit and they are drawing plans to submit.**

Dan: Yes, to be submitted as an ASMP.

New Business:

- c) TAA Request for Pig Roast 10/16/2016 **Jan: I have a TAA request for a Pig Roast on October 16th, do I have someone here who would like to speak to that or bring it up, or should we just move on? State your name and address for the record.**

Dick: Dick Griffith, 10 Sheridan St, Taunton. On October 16th we have a pig and chicken roast planned, like we do every fall. This is why we submitted the paper work request. The details will be worked out within the next few weeks, but every year it has been a big success. We hope this year will be a big success, and that it doesn't rain!

Fred: And you submitted the insurance papers?

Dick: Yes, the insurance is also submitted - you should have them on file, we should be set with that. Tickets will be coming out shortly.

Jan: Is there a motion on the floor?

Bill: Motion to approve.

John Correia: I second the motion

Jan: Any Discussion? All in favor? , *Aye Unanimous*, Jan: Motion carries.

Jan: Any other new business? Okay, next public input.

6) Public Input – Public Comment Period on Items Appearing on Agenda

a) **Jan: Any input for tonight? – No input . . .**

Fred: make a motion to adjourn

Jim: I second that motion

Jan: All in Favor? *Aye Unanimous* Meeting adjourned (7:13 pm)

Next meeting ***August 31st , 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:	July 27, 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.

WILDLIFE HAZARD ASSESSMENT & WILDLIFE MANAGEMENT PLAN – FY2016 AIP PROJECT

- FAA notified ASG and TAN that the TAN AIP Project # 026-2016 grant offer (2 copies) was sent via FedEx to the Airport for signatures. The grant applications are due back to FAA by Monday, August 22, 2016.

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.