



## TAUNTON MUNICIPAL AIRPORT COMMISSION

### MINUTES OF MEETING

October 28, 2015

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

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

Others in Attendance/  
Airport Tenants/Users Bob Mallard and Jim Miklas: Airport Solutions Group  
Jerry Field, Charlie Pickett, Doug Cooper, Melinda Payne-Dupont,  
Don Almeida, Toby Baird, Steve Proffetty, Bill Frasier, Juanita  
Gallagher, and former Airport Commissioners Carolyn Basler,  
Maryan Nowak and Charles Menard

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

Fred began by stating that Gwen Borden the commission's recording secretary has been with us for more than 20 years and this will be her last meeting and we are grateful for all the work and attention she has given to the airport. Fred presented a plaque from the commission for her years of service and devotion to the airport.

Jim Miklas of ASG submitted a status report of projects they are working on for Taunton. (see attached ASG report for specifics). With regards to the Draft updated SOP, Bill asks if the document is available to the commission in PDF format so that we can post to our website? Dan responded, after it's approved. Bill stated that for the approval process, which is generally under the Massachusetts Administrative Procedures Act, is subject to public comment. This draft should be made available to the general public for comment, not after it's been approved. Bill stated that he has noticed something with regard to insurance and what we're missing is a definition of a self-fueler. Who is a self-fueler? It's these kinds of items that I think our airport community needs to look at and I really think it would be in the best interest of the commission to put this document out there for public view and comment and conduct a hearing on the document not just on the comments of the commission. **Bill: motions that the commission make available to the public, the draft SOP for comments by posting the document to our website, and before approval of the document, conduct a special meeting pertaining to the document. Charlie: seconds the motion. All in favor: Unanimous. So voted.**

Jim said that he will provide a PDF copy to the commission. Fred would like to have the document ready for signing at the next commission meeting and the commissioners are in agreement to allow 2 weeks for comments once the document is posted to the website.

Fred noted that he just found out that this will be Jims' last meeting and expressed the commissions' appreciation for his tireless efforts on projects at our airport. You have done a great job as our engineer and you have done everything we have requested and more. And again Thank You! Bob Mallard also thanked Jim and stated that Jim has been with ASG for 3-years and he has done a great job in everything he does. I think he's the absolute best planner out there and we're going to miss him. He's not going anywhere in the short term and I think his ultimate plan is move out to Colorado. We will be using Jim as a sub-consultant as opposed to an employee. Bob also noted that there have been many emails expressing good comments on the Taunton Master Plan that Jim put together for Taunton. The Master Plan was recognized specifically by the FAA as being a wonderful document, the public participation, how well written it was, how well the plan itself is. Bob has talked with the person who made the comments and she had many complimenting things to say about Jim, all of which I already knew about Jim. But I wanted the commission to know that the document is thought of very highly by the FAA and hopefully will be used for continued growth for the airport.

**Minutes of September 30, 2015 – Jim: motion to accept as presented. Burton: second. All in favor: unanimous. So voted.**

**Treasurers Report** – Fred reported on the finances in Joe's absence noting **Income of \$18,206.95** and **Expenses of \$38,705.34** and a **Negative Cash Flow of -\$20,498.39**. **Jim: motion to accept report subject to audit and process the bills for payment. Bill: second. All in favor: unanimous. So voted.**

### **Airport Managers Report**

1. **Fuel Survey** – Our fuel prices are one of the lowest around and our current prices are \$4.90 for cash sales and \$5.05 for credit card, checks and house account sales.
2. **Airside Inspections** – everything working fine and in good shape. Fuel farm working pretty steady. We're getting ready for winter and tagging the lights so we can find them once it snows. We just put a new cutting edge on the plow and we got 4 years use on the old one. We're plowing 3,500 feet each swipe of the runway.
3. **Complaint Received** – Dan informed the commissioners that everyone has a copy of the report he compiled on the complaint he received via a phone call on October 15<sup>th</sup> from Dr. Breda with regards to his dissatisfaction of snow removal operations at the Crosswind Hangars and that because of high snow piles he is not able to taxi his plane to the common area. He is asking that the TMAC to lower the grade of the land adjacent to the Crosswind leased property so that the snow can be easily piled in that area. Dan visited the area and found no problem with the area and explained to Dr. Breda that if he has a problem with

egress and access during a snow storm, he needs to remedy the situation with the Crosswind Hangar Association. Dr. Breda became agitated in our conversation and put me on notice that this is the first step in his lawsuit against the airport. On October 17<sup>th</sup> or 18<sup>th</sup> Dan spoke with the president of Crosswind Hangar Association and informed him of the conversation with Dr. Breda and related to him that, snow removal operations rests with the Crosswind Hangar Association. I am making the commission aware of this due to the threat of litigation.

4. On 10/21/2015 Dan attended a deposition hearing in the case of the lawsuit being brought against the city in regards to the incident in June 2012 at our open house. Dan had 2 hours of preparation here at the airport and the hearing lasted 3 full hours. He just wants everyone to know how involved something that is relatively a different type of issue can become intense and involved.
5. Dan will be on **vacation** from 11/4 to 11/18. Dan has secured coverage of the airport with Joe Lawlor and coordinated with Fred Terra and Bob Adams.
6. **USDA Wildlife Program** – Dan was contacted by Eric Shafer recommends coming back to the airport after the foliage drops and re-assess the situation. Dan has received numerous reports of deer sightings on the airport. Charlie commented that unless the airport can put up a fence 20 feet high the deer are going to keep coming back. Fred stated that he agrees. Dan noted that he, Jim and Rich Lason had a conference call which was a pre-meeting for the environmental assessment that we need to do for the projects that the airport has in line for the next 5 years and one of the projects that we have on the agenda is the FAA Wildlife Assessment Plan. Part of that is raising some of the fences that were constructed at 4', 6', some fences have issues that have a stream or culvert underneath and are not low enough. These issues will be addressed in the Wildlife Assessment Plan that will be forthcoming within the next year or two.

#### **Old Business - none**

#### **New Business**

1. Request of Taunton Airport Association requesting use of the SRE building Tuesday November 17<sup>th</sup>, from 7 to 9 p.m. to host an FAA seminar and also requests that the Commission co-sponsor the event. The seminar will cover the ASDB on the upcoming mandate that we have to do by 2020. **Charlie: motion to approve the request. Bill: second. All in favor: unanimous. So voted.**
2. Dan informed the commission that he advertised for **snow plow bids** as he does each year. Tonight was the night advertised for the bid opening, but we did not receive any bids. Fred commented that Dan and Ted have done such a great job with the plowing, even with all the snow we had last year we didn't need to go off field for help.

**Public Input - none**

Burton: motions to adjourn at 7:21. Jim: seconds. All in favor: unanimous. So voted.

Next meeting November25, 2015 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.**



**AIRPORT SOLUTIONS GROUP**

Innovative Airport Development Specialists

**MEMORANDUM**

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|------------------|--|------------------|------------------|
| <b>TO:</b>       | Daniel J. Raposa, Airport Manager      | <b>FROM:</b>     | Bob Mallard      |
| <b>LOCATION:</b> | Taunton, MA                            | <b>LOCATION:</b> | Woburn, MA       |
| <b>SUBJECT:</b>  | Monthly Status Report – Misc. Projects | <b>DATE:</b>     | October 28, 2015 |

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

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

- The TAN AMPU document, the signed TAN Airport Layout Plan (ALP), and the TAN Airport Security Plan document have been delivered.
- A DRAFT updated Standard Operating Procedures (SOP) manual has been produced and distributed to the TMAC for review. ASG requests that responses/comments be provided to Dan Raposa or Joe Lawlor by November 13.

**CONSTRUCT TAXIWAY B – FY2013 AIP PROJECT**

- Taxiway construction and wetland mitigation is complete.
- Reconstruction meeting to occur at TAN on October 29, 2015 with anticipated construction (including installation of a slide gate and pedestrian gate with access controls, and road paving) starting the week of November 2, 2015. Anticipated eight (8) work days to complete.
- Continued with project management & contract administration.

**MISCELLANEOUS ITEMS**

- "NA at Night" status – ASG continued to coordinate with FAA Flight Procedures and FAA Airports Division regarding the status of removing the "NA at night status". FAA has effectively rejected our case to remove the obstruction from their database. Therefore, the Airport must remove the obstruction in order for it to recover its night minimums.
- Attended / participated in Airport Commission meeting.
- Provided miscellaneous assistance to the Airport.

