



TAUNTON MUNICIPAL AIRPORT  
COMMISSION

**MINUTES OF MEETING**

September 28<sup>th</sup>, 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- Present

Bill Manganiello- Absent

Jan Boboruzian- Present

John Correia- Present

Fred Terra- Present

John Correia- Present

Jim Madigan- Absent

**Jan: Before we get started tonight, the airport engineer was on his way here, and he had a little incident, so he will not be able to make it tonight. We do have his report, Dan is going to hit a couple of the highlights, and we will get that report to the rest of the commission.**

Airport Engineers Project Update

1. Airport Solutions Group

Dan: ASG reports that the MassDOT project close out documents packet was provided by ASG after numerous outreach attempts. The required lean waivers from all sub contractors have been provided to ASG. ASG will now prepare the final invoice paperwork for the close out of the project. Wildlife management: Epsilon conducted the initial wildlife survey, this is the first step by Epsilon in the data-collecting phase. The consulting team of ASG and Epsilon will be working closely with the FAA and MassDOT. Under miscellaneous: FAA requested copies of the completed project documents, which we have available. ASG will be sending to the Taunton Airport Commission the pre-app for the self-fueling station. Once the pre-app and documentation has been signed we will mail the documents to MassDOT headquarters. On September 21<sup>st</sup> ASG met with members of the Airport Commission, FAA and MassDOT to go over the proposed Taunton 5 year CIP plan. At the meeting FAA requested that Taunton prioritize the amount of oil separators to be included in the FY 2017 project, and to keep the project costs within the available budget. ASG received comments from MassDOT inspector Drew Mihaley. regarding Taunton’s SOPP document. There were several minor edits requested including adding a reference for drones, changing several agreements, and updating the contact number for the FAA operations center. Chris Willenberg from ASG requested edits into the documents and sent the pages up to MassDOT for resubmittal. ASG provided project documents to the airport manager regarding the public records request filed by JH Lynch earlier in the month.

**Jan: Like I said, I will have Dan give that out to the rest of the commission. Next up secretary’s report. Is there a motion to accept the last meeting’s minutes.**

John Correia: Motion made.

John Correia: Second.

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

Treasurer’s Report

Joe: We have the September Treasurer’s Report.

Income for the Month	\$24,391.15
Expenses	\$38,580.02
Negative Cash Flow	\$15,188.87
Account Status	
25 General Account	\$117,079.21
22 Grants Account	\$218.05
City payroll Account	\$6,330.00

**Jan: Any questions?**

Fred: I make motion to accept the Treasurer’s Report

Bob: Second

**Jan: All In Favor, Unanimous. Motion carries. Airport Manager’s Report.**

Airport Manager’s Report

1. Fuel Survey

Dan: Since the last meeting we received a load of fuel, 7,000 gallons of fuel. The price has dropped 5 cents, the price is now \$5.15 for house accounts, checks, and credit cards, \$5.00 cash at the pumps. In respect to other airports there are some lower and some higher.

## 2. Airside Inspections

Dan: Everything seems to be working well right now, we did a repair on a tank at the fuel farm. The automatic reel teeth wore out and was replaced.

## 3. 9/12/16

Dan: There was some illegal dumping after dark, at about 7:40pm. We were able to video record the truck, and realized that they dumped 2 or 3 mattresses and box springs. We captured it on video, we did not know what will come of it.

## 4. 9/21/16

Dan: On September 21<sup>st</sup> 2016 the annual CIP meeting was held at MassDOT in Boston. It was attended by the commissioners and representatives of MassDOT and the FAA.

## 5. MAMA Conference

Dan: On October 16<sup>th</sup> to 18<sup>th</sup> the annual MAMA conference is being taken care of in Burlington Massachusetts. The 16<sup>th</sup> which is on a Sunday, at 8 or 9 in the morning there will be a commissioners seminar that the commissioners are all invited to attend. The conference will be on Monday all day and Tuesday all day. I have received the answers as to whether people are going, I submitted the request to the MAMA conference and they will make an invoice accordingly to what the costs are, and that's all I have.

Fred: You didn't mention that when we went up to the CIP meeting the engineers were also there.

Dan: Oh I'm sorry. Yes, ASG was there.

John Correia: I didn't attend the meeting, I'm not sure if it's in the report and I don't mind waiting until next month, but there are two things I wanted to know. Is the fuel survey, and the clearing of the brush on the approach to the runway in the engineers report from that meeting? We can bring it up later, I just thought it was part of this.

Dan: The engineers report is that they submitted the paperwork for the funding for the self-fuel. As far as the brush clearing, that will be done by StanTec engineering. They will be doing some evaluating and will be presenting that to us.

**Jan: As far as the incident with the mattresses, we did get that vehicle on camera, we have some pretty good video evidence there and have submitted it to the police. I want that to be followed up on.**

## Old Business

### 1. Create a Tree/Brush Clearing Plan

**Jan: That is something that is on going, we have been working on that with Dan. Per our last discussion we are going to reach out to a tree company.**

Bob: As we do it in sections, can we ask them to put together a price for each section? And then we would have that in front of us.

Fred: I think that is jumping ahead until we know what StanTec comes up with, and then we will fill in the gaps.

Bob: That's fine.

### 2. Self-fueling Installation Update

**Jan: Dan kind of touched on that, we are working on the paperwork, we submitted the formal application. We are waiting on the approval from MassDOT, it is in their hands.**

3. SOPP Update

**Jan: Dan already mentioned that as well, some corrections were made, those were sent back to our Engineers, they made comments, and now it has been sent back to MassDOT. Now we are waiting, we should get that hopefully soon.**

4. SOPP Plane on Floats Launch Procedure

**Jan: We don't really have anything on that. We are still working on it. It is a work in process, we will save it for the next meeting.**

Fred: I'd just like to remind everybody about the TAA Pig Roast on October 16<sup>th</sup> at 1:00 pm. Same date as MAMA, but I'm hoping we will get out of there in time and be able to be back.

**Jan: Last I heard it was 9 to 1.**

5. Summer Fueling Hours

Dan: in front of you, you have the year to date report

**Jan: So here you can see that the total gallons after 5:00pm 355.8. We have had no new customer gallons have been sold, and our cost has been \$360. 51 late fuel operations, for the season being at the end of May. 1250 gallons and only 40.6 were sold to outside customers, for a total of \$1530.**

Fred: It is getting dark at 6:00pm now, so I make a motion that we suspend this for the winter season, because there is no fueling after dark.

**Jan: All In Favor, Unanimous. Motion carries.**

John Correia: I just have a few things I'd like to talk about, I'm looking to see for next months meeting if you could have prepared for us a list of the number of tiedowns we have, and the number that are in disrepair or cannot be used at this time. And a list of those ready to be used, because as you know we have a new marketing group that will be marketing more of the airport and I think this information will help us.

Dan: I think that basically most of the tiedowns are ready to be used, we just don't keep ropes on them because they either disappear or get ruined.

John Correia: I don't have to have answers tonight, but if we could look at it in next months meeting. I know some of them have 110 volts and some don't have any power, so if I could just get an answer on how many do and how many don't, that would be helpful. Can I make that a formal motion?

Fred: That's fine, Dan will just do it.

John Correia: I'd like to add a line item to the agenda every month. I'm looking for our tenants to have a representative. I know we have public input, but I would like to see us meet on a monthly basis with a representative of our tenants. Someone who would come to the table, and that individual would tell us what transpired throughout the month. It would be on our regular agenda, that we listen to the people who pay our bills.

Fred: I think we have public input and that encompasses the whole airport and if you have one person representing a certain group now you are going to get a narrow perspective. They are welcome to do it in public input, but I think you are narrowing the scope.

John Correia: But not everybody can attend these meetings.

Fred: But that particular person can get up and express opinions of other people at public input. I can ask Jan to say certain things in my place. But to have it narrowed down to 1 or 2 specific groups, I'm not in favor of it.

John Correia: What I'm trying to establish here is an individual to speak for the tenants, it would be a representative for not one group; it would be a representative for the tenants of the airport who would answer to this board. We don't have all the answers, the tenants don't have all the answers, but if we put it together we can get a good answer.

Fred: but that is what the public input is for.

Bob: One thing that comes to mind is a subcommittee that could have hours every Saturday, whatever time we want, that reports back to the commission and we take it under advisement. Then we can get the answers, and report back to you and the subcommittee. This meeting is more to pay the bills and review things. We aren't going to sit in our meeting and dish out all the little issues and try to educate everybody. But if we did a subcommittee and sat down with it, you're trying to zero in on a certain group to answer questions.

Joe: The concern I had would be the selection of the representative, one could select a certain group and that would do disservice to the other group. I think what we are leading up to is another forum where we can have a group discussion with the tenants of the airport. But to just select a person to sit at the table with the commission may do a disservice to others, because there is a selection process.

John Correia: To answer some of your questions, that individual would be selected by the tenants to represent the tenants. We would invite them into the chambers, they would sit down and they would share the report with us. We don't want to pick the individual who represents our tenants. What I'm trying to say, bring it to one individual they want to represent them, and have that individual bring it to us. Let it be resolved in their forum with their representatives.

Fred: I don't see other people sitting in on the council meeting to be a productive thing. We have the system set up, it's just a matter of using it.

John Correia: I can read the votes on the floor, I'd like to move on to my next topic. Dan, I'd like to know if you could look to see what it would take on the east and west gates, you scan your card coming in and out of the airport. Going in makes a lot of sense, but coming out to me makes no sense at all.

Dan: I have had incidents, it gives us accountability of who's coming and who's going. When something goes down [a security breach] it falls on me, they are going to ask who came in and who came out, and I don't want to say that I don't know. You talk about leaving, the gates will be closed so you'll have to stop anyway, whether or not you use the card or not. I don't see the difference. As long as I'm here I don't think that's going happen.

John Correia: Just an example but Mansfield doesn't do it.

Dan: when we put the system in, it was the best system you can buy. We don't have problem with the system - we have a problem with some people who don't like it. It works out well for all of the people who want it work - and who respect it.

John Correia: Of course we care who comes in, but don't we have cameras?

Dan: The cameras are focused from the top not the gates. They don't identify what would be replaced by taking away the badges.

Fred: I've seen people piggy back in, but if they do something and don't have a card to get out, we've got them. The chances of piggy backing in are better than piggy backing out. We don't want him to get out if he comes in on a piggy back he should not be able to get out, because he is supposed to be escorted per MassDOT rules.

John Correia: How can it be okay in Mansfield but not in Taunton?

Dan: it's all about accountability, and the situation we have now is the best way for having accountability.

John Correia: I'm going to let this go by, and bring it up at a later date.

**Jan: Call for Public Input! - None**

Fred: Motion to Adjourn

John Correia: Second

**Jan: All in Favor *Unanimous* Meeting adjourned (7:34pm)**

Next meeting ***October 26th , 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

<b>TO:</b>	Daniel J. Raposa, Airport Manager	<b>FROM:</b>	Bob Mallard
<b>LOCATION:</b>	East Taunton, MA	<b>LOCATION:</b>	Burlington, MA
<b>SUBJECT:</b>	Monthly Status Report – Misc. Projects	<b>DATE:</b>	September 28, 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**

- ASG is pleased to report to TAN that FAA and MassDOT have approved the project close-out documentation package provided by ASG.
- After numerous outreach efforts by ASG, TAN, and the FAA over the past two months, Walsh Contracting has provided the required lien waivers for Walsh’s subcontractors to ASG.
- ASG will now prepare the final invoice paperwork and closeout the project.

### **WILDLIFE HAZARD ASSESSMENT & WILDLIFE MANAGEMENT PLAN – FY2016 AIP PROJECT**

- Amanda Atwell of Epsilon conducted an initial field visit and wildlife survey at TAN earlier this month. This is the first step by Epsilon in the data collection phase of the study. 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**

- Attended / participated in monthly Airport Commission meeting.
- As requested at last month’s TAN Commission Meeting, ASG contacted FMA requesting copies of completed project documents including preliminary site plans be sent to the TAN Airport Commission. FMA informed ASG that they will be printing the plans and will mail hard copies of the project documents directly to the TAN Airport Commission.
- ASG will be sending the TAN Airport Commission for signatures next week the ASMP FY 2017 pre-application grant request for an Avgas self-fueling dispenser unit. Once the pre-application documentation has been signed, the TAN Airport Commission should mail in the documents to MassDOT Aeronautics Division.
- ASG finalized the TAN Five Year CIP last month following outreach and coordination with TAN Airport Commission and Airport Manager Raposa. On September 21<sup>st</sup>, ASG and members of the TAN Airport Commission and Airport Manager Raposa met with the representatives from the FAA and MassDOT to review the proposed TAN Five Year CIP at the Logan Office Center. At the meeting, FAA requested TAN to prioritize the number of Oil/Water Separators to be included in a FY 2017 project and keep the project costs within the available non-primary entitlement AIP funds.

- ASG received comments from MassDOT Aeronautical Inspector Drew Mihaley last week regarding TAN SOPP's document. There were several minor edits requested including adding a reference for drones, changing several acronyms, and updating a contact number for the FAA Operations Center. Chris Willenborg of ASG will incorporate those requested edits into the document and will send updated pages to MassDOT and TAN.
- ASG provided project documents to Airport Manager Raposa regarding the public records request filed by J.H. Lynch earlier this month.
- Provided miscellaneous assistance to the Airport.