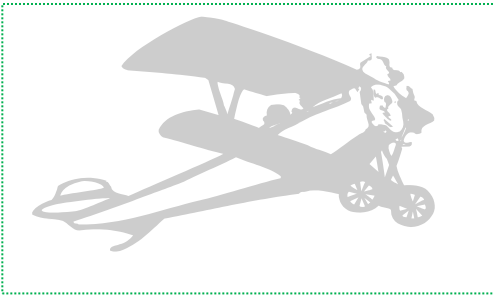


Taunton Municipal Airport Commission  
MINUTES OF MEETING  
June 28, 2023



Commissioners:

- Kenneth Gibson - Chairman
- Steve Rogers- Vice Chairman
- Steve Turner
- Jonathan LeMaire
- Craig Foley
- Burton Schriber
- Zena Shivers

Airport Manager: Interim Andrew Estus

Treasurer/Secretary: Zena Shivers

Meeting called to order at 7:00 P.M.

- 1. Roll call taken:**
- Kenneth Gibson - present
  - Steve Rogers - present
  - Craig Foley - present
  - Steve Turner - present
  - Jonathan LeMaire - present
  - Zena Shivers- present
  - Burton Schriber- present

**2. No Public Input**

**3. Airport Engineers: Airport Solutions Group – Craig Schuster**

1. The Fuel farm permitting on hold until they do Taxiway A permitting for next fiscal year
2. Aeronautical study for Runway 12-30. Grant is in, will be issued grant offer around mid-July.

**Chairman Gibson Mentions Additional Happenings**

- a. Commissioner Adams resignation letter is read by Chairman Gibson- sent on May 25
- b. Chairman Gibson expresses his remarks for former commissioner Adams
- c. A thank you letter to Commissioner Adams written by Mayor O’Connell is read by Chairman Gibson

**3. Secretary Report –**

- a. Chairman Gibson entertains a motion to accept may secretary report as distributed.
- b. Commissioner Schriber puts forward a motion to accept
- c. Vice Chair Rogers seconds the motion
- d. All in favor- yes

The above represents the author’s recollection of the meeting discussed and agreements made. Please notify the author of any errors or omissions within one week of issuance, otherwise this record shall stand as an accurate Representation of the meeting.

## 5. Treasurer's Report –

### March

Monthly Income - \$41,894.91  
Monthly Expenses - (\$6,408.64)  
Cash Flow \$35,486.27

### April

Monthly Income - \$21,036.60  
Monthly Expenses - (\$35,354.53)  
Cash Flow (\$14,317.93)

### May

Monthly Income - \$33,643.95  
Monthly Expenses - (\$6,693.70)  
Cash Flow 26,950.25

Vice Chairman Rogers makes a motion to approve the Treasurers report  
Commissioner Turner seconds the motion  
All in favor- yes

## 6. Airport Manager's Report:

Interim Airport Manager Estus Speaks

1. Getting Acquainted with policies and procedures
2. Met with commissioners and other airport managers
3. Grass cutting going well
4. Took full load of Avgas to prepare for busy season
5. Plans to order more jet fuel soon
6. AnswerFirst service operational- helped resolve potential aircraft incident
7. Plans to implement monthly safety meetings. Records will be on file
8. New building has gotten its occupancy permit
9. Aviation medical examiner discussing possible occupancy in a tenant office
10. Temporary signs with airport manager cell phone number posted at entryways
11. Renewed Massachusetts Airport Management Association Membership
  - a. Planning to attend October 2023 annual conference
  - b. Commissioner workshop for new commissioners wishing to participate

## Old Business

Update on American Aero septic system

1. Chairman Gibson entertains a motion to invite the parties to the table.
2. Vice Chair Rogers puts forward a motion to invite the parties
3. Chairman Gibson seconds the motion
4. All in favor- yes
5. The commission discusses with Mr. and Mrs. DuPont about the status of obtaining accurate diagrams of the septic system
6. Mrs. DuPont states that the septic plans are with the board of health, and the contractor has to pick them up
7. Vice Chair Rogers makes a motion to excuse the parties
8. Commissioner Foley Seconded the motion

Grant Application for cold storage asset purchase at 16 Westcoat Dr. formerly known as Terra Hangar Association

1. 6 T-hangars with two end units that can be used as cold storage facilities
2. There was a previous vote to approve the purchase to help increase revenue streams
3. MassDOT agreed to the grant, the city will be reimbursed on an 80-20 split.
4. City Law department asked to confirm that Chair and Vice chair have signatory authority for all executions of contracts.
5. Chairman Gibson entertains a vote to confirm that the chair, and in his absence, the vice chair has signatory authority going forward
6. Steve Turner Seconds the vote
7. All in favor- yes

### **New Business**

Open meeting laws- review and sign

1. Packet provided to commissioners to confirm and sign their understanding of Massachusetts open meeting laws

Commissioner Foley mentions how commissioners and the airport manager must take the state ethics online course. The link will be sent to Interim Airport Manager Estus so it can be forwarded to commissioners.

Commissioner LeMaire in contact with City legal department to fill out appropriate paperwork and non-disclosure form after becoming president of Tailwind Hangar Assn.

Grant assurance review

1. Grant assurance document will help non-aviation people to understand how to interact with the state and the federal entities for grants.

Hangar 9 restoration plan

1. Steve Turner will be able to assist in getting that area to be buildable again

Tenant Rental

1. Dr. James Ross- aviation medical examiner is interested in renting a tenant office in the new terminal building
2. He services 700-800 pilots per year
3. Wants to lease the closest office to the pilot's lounge
4. Waiting on FAA approval and license change from RI to MA. Expected by mid to late summer.
5. Chairman Gibson entertains a motion to move forward with this
6. Vice Chair Rogers makes the motion to accept
7. Craig Foley seconds the motion
8. All in favor- yes

State of the airport address within the last year, stated by Chairman Gibson

1. New LED beacon
2. New solar wind sock
3. Installed new PAPIs for runway 30 GPS approach system
4. New administration building is 98% complete with an occupancy permit.
5. New parking lot and roadway
6. New utilities such as natural gas, sewer, and three-phase electric
7. Opportunities to expand into the east and west for the runway and taxiway project coming up next
8. Backup generator installed that is connected to both buildings and all gates. This makes the airport an additional shelter in place facility

9. New cost-effective jet fuel truck that has surpassed the first-year annual sales of AVGAS 100LL by almost 50%
10. Increased staffing by 15%
11. Invested in giving the maintenance workers their hydraulic licenses. Two out of three workers are certified.
12. Registered two construction vehicles so they can take raw materials off site
13. Obtained a city vehicle for administrative staff to use for city travel
14. Adjusted Standard airport lease agreement to correlate with FAA policy
15. Purchased tools for maintenance and administrative staff to conduct their duties efficiently and effectively
16. Established an airport purchasing card for immediate purchases thanks to Commissioner Shivers
17. Established a bank account for credit card purchase visibility
18. Commissioner Schriber installed a 24hr answering service installed for constant coverage of phones. This helped us during a previous incident.
19. Rerouted power cable to operate the automated weather station thanks to Commissioner Foley
20. Completed the final oil/water separator chamber to comply with environmental regulations for storm water runoff
21. Runway and taxiway resurfacing and crack-sealing done thanks to MassDOT
22. Obtained environmental permits for the buildable areas by hangar 9
23. Increased revenue stream by 12% as a result of hangar 16 purchase
  - a. Noted to Craig Schuster from Airport Solutions Group about checking this off on the master plan as a completed project
24. Approved James Ross as a new airport tenant
25. Airport tracking system that does accurate tracking of airport operations, types of aircraft, and instrument approaches
26. New runway/taxiway increased separation project as a result of new regulations

Chairman Gibson additionally states: All of this was done with the total cost to the airport users being less than 1% and City of Taunton less than 7% of the current spend. This is a significant accomplishment achieved in the span of one year. I will provide a written correspondence of these details to the mayor's office for distribution as they see fit in the coming weeks/months. Our hope is the next leadership that takes over strives to match and/or exceed what has been accomplished as stated above. I am interested to see what is next to continue modernizing the airport with the volunteer hours we continue to invest in this community.

#### **Election of officers**

1. Vice Chair Rogers nominates Commissioner Turner for chairman
  - a. Commissioner Foley seconds the nomination
  - b. Commissioner Turner accepts the nomination with the condition that he is assisted in increasing his airport knowledge.
2. Commissioner Shivers nominates Commissioner Schriber for chairman
  - a. Commissioner Schriber declines the nomination
3. Commissioner Gibson entertains a vote to accept Commissioner Turner as chairman
  - a. All in favor- yes
4. Commissioner Foley nominates Vice Chair Rogers to remain the vice chair
  - a. Commissioner Turner seconds the nomination
  - b. All in favor- yes
5. Chairman Gibson entertains a vote to give the commission chair and the vice chair in his absence signatory authority for all purchases approved by the commission
  - a. Commissioner Schriber makes the motion
  - b. Commissioner LeMaire seconds the motion
  - c. All in favor- yes
6. Vice Chair Rogers makes a motion to go back to monthly meetings.
  - a. Commissioner LeMaire seconds the motion
  - b. Discussion: Commissioner Turner would appreciate having monthly meetings

- c. Those in favor: Commissioners Schriber, Shivers, Foley, Rogers, LeMaire, Turner
- d. Those opposed: Chairman Gibson
- e. Motion carries

**1. Adjourn**

- 1. Vice Chairman Rogers motion to Adjourn
- 2. Commissioner LeMaire seconded the motion
- 3. All in favor- yes

**Next Regularly Scheduled Meeting: July 26, 2023 at 7:00 P.M.** in the Taunton City Council Chambers, 15 Summer Street, Taunton, Massachusetts 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.