

Meeting Date: December 12, 2012

Time: 6:00 pm

Location: Airport

In attendance: Ken Boudin (Chair), Bryon Buck, Pam Brackett, Steve Williams, Kevin Sprague, Ervin Deck (Manager)

- A. The Chair called the meeting to order at 6:00 pm
- B. Minutes from October 10, 2012 meeting were approved (5-0) with one minor change
- C. Manager's Report
 1. FY 2012-2013 budget is at 74% expenses and 70% of projected revenue.
 2. FY 2013-2014 budget is due to town manager in mid-January. Draft will be ready for board to review at next meeting
 3. FBO Operations
 - a. Fuel sales are right at projections. Since July 1 we've sold 26,069 gallons of fuel (\$145,125 in sales)
 - b. Manpower/Hours of Operations. Will close FBO from Jan 1 through March 31.
 4. Project Status Updates
 - a. Airport Improvement Program Projects
 - (1) Master Plan Update is pending manager's review
 - (2) Runway Reconstruction on hold until 2014/2015 at the earliest pending obstruction management
 - (3) Obstruction Management
 - (a) Manager met with Town Manager & Chewonki Campground
 - (b) Environmental Assessment is the next step and will be a 2013 project (funded by grant through Airport Improvement Program).
 - b. Building Modernization Second Floor is complete enough for Peregrine occupancy of second office space. Further changes will wait until next fall.
- D. Old Business
 1. Peregrine Lease modified and presented to lessee
- E. New Business (Board Action Required)
 1. Airport Access
 - a. Some complaints received over who is authorized access. Board by 5-0 vote wants to restrict access to based aircraft and hangar owners and others who have presented a valid reason to the airport manager.
 - b. Gates will be open for the winter to help with snow plowing and to minimize potential damage to gates. Kevin Sprague indicated he would look into manufacturing a guard for the sensor and will look at Gate 3 (reader/key pad is not working).

2. The Board would like to explore the possibility of finding a new A&P mechanic and possible flight training business to lease the maintenance building. Airport manager has this for action.
3. Airport manager has established baseline electric use in Terminal Building of 1,000 kWh. The difference to be paid by second floor lessee.
4. The committee reviewed the Airport Goals & Objectives. Manager will prepare memo to Town Manager.

F. Miscellaneous/Other

1. Obstruction Lights – CMP will repair obstruction lights at the campground and along Route 144.

G. Public Comments - none

H. Adjourn

Submitted:

Ervin Deck

Airport Manager

Committee Membership

Member	Term Expires
Bryan Buck	June 30, 2013
Kevin Sprague	June 30, 2013
Ken Boudin	June 30, 2014
Steve Williams	June 30, 2014
Pam Brackett	June 30, 2014