



**Meeting Date:** May 14, 2014

**Location:** Airport

In Attendance: Committee Members – Ken Boudin, Bryan Buck, Pam Brackett, and Kevin Sprague

**A. Minutes** from March 12 and April 10, 2014 were read and approved (4-0 and 4-0).

**B. Manager’s Report**

**1. Budget**

- a. FY2014: Through the end of April 2014 the airport’s budget is at the 83% mark for the fiscal year. Expenses are at 86% and revenue is at 69%. Ken asked why there is a difference between Office Rental receipts to date and project revenue. Erv indicated that there are two reasons for this. First it’s a coding issue with the Accounts Payable Clerk. The original budget was not coded correctly when they added the Hangar Land Lease budget to the Office Rental line item, but when the revenue was realized; they coded it to the Hangar and Tie Down line (note the uncollected amounts are out of balance). The second reason is because we never found an A&P Mechanic to rent the maintenance hangar. Erv did note that revenue projects will fall short of our budgeted amount, possibly as high as \$30,000. A more accurate number will be available next month. The reason is primarily because we will not realize the amount we predicted in aircraft excise taxes, the maintenance hangar rent shortfall, and jet fuel sales that are way below projections. The FY2015 budget takes all three into account.
- b. FY2015. Next year’s budget is just about ready to go. The Board of Selectman and Budget Committee are scheduled to vote on the amounts before they go the voters on May 31. The budget if it stands will be \$315,782 in expenses and \$323,415 in revenue.

**2. FBO Operations**

- a. Fuel Sales – Fiscal Year (July – May)

**Fiscal Year 2013-2014 Fuel Sales**

Month	100LL		Jet A		Total	
	Gallons	Revenue	Gallons	Revenue	Gallons	Revenue
Jul	4,913	\$27,131	0	\$0	4,913	\$27,131
Aug	6,583	\$36,314	610	\$3,501	7,193	\$39,815
Sep	5,806	\$21,668	943	\$5,484	6,749	\$27,152
Oct	4,014	\$21,668	350	\$2,045	4,364	\$23,713
Nov	1,832	\$9,618	258	\$1,509	2,090	\$11,127
Dec	578	\$3,034	0	\$0	578	\$3,034
Jan	1,056	\$5,545	0	\$0	1,056	\$5,545
Feb	1,095	\$5,750	0	\$0	1,095	\$5,750
Mar	1,155	\$6,125	0	\$2	1,155	\$6,127
Apr	2,295	\$12,621	158	\$922	2,453	\$13,543
May	2,905	\$15,978	185	\$809	3,090	\$16,787
Jun						
<b>Total</b>	<b>32,232</b>	<b>\$165,452</b>	<b>2,504</b>	<b>\$14,271</b>	<b>34,736</b>	<b>\$179,723</b>
<b>Estimated Profit</b>		<b>\$16,116</b>		<b>\$3,130</b>		<b>\$19,246</b>



**b. wProject Status Update**

- **Master Plan.** Board of Selectman vote scheduled for June 3.
- **Runway Repairs.** On track. Expect project to begin in late June or early July. Airport will be closed for a minimum of 2 days. At least 5 days advanced notice will be provide via email and Notams.
- **Environmental Assessment.** Draft EA was sent to FAA for review and comment, which they did. Stantec is now making the recommended changes and will present it to the public on June 3. A newspaper notice will be published in the Wiscasset Newspaper and the public will have until July 7 to comment, after which it goes back to the FAA, with comments for their final review and determinations.

**3. Old Business**

- Falvey LLC Land Lease.** Erv and Steve met and ironed out changes to the draft document. Erv will submit to Falvey for review and comment.
- MacDonald Lease.** The Board of Selectman approved the MacDonald lease on April 15. The town manager and the lessee both signed the document, 2014 payment received and processed. Construction is slated to begin in late June or July.
- New Rates and Fees.** The Board of Selectman approved the new rates and fees on April 15.

**4. New Business**

- Harry Crooker and Sons offered the airport between 2,000 and 4,000 cubic yards of clean, free fill. After discussion with Ken Boudin, it was decided to place the fill between Runway 25 and Route 144. It will be used to raise the ground level up to and on plane with the runway end and the road.
- Airport consultant selection should be conducted not later than early fall. Erv will put together a draft Request for Qualifications.

**5. Public Comments – None**

**6. Adjourn – The meeting adjourned at 6:37 pm**

Submitted:  
Ervin Deck  
Airport Manager

**Committee Membership**

<b>Member</b>	<b>Term Expires</b>
Bryan Buck	December 31, 2015
Kevin Sprague	December 31, 2015
Ken Boudin	December 31, 2015
Steve Williams	June 30, 2014
Pam Brackett	June 30, 2014