

# Meeting Minutes

## Airport Committee Wiscasset Municipal Airport

**Meeting Date:** January 5, 2011

**Time:** 6:00 pm

**Location:** Airport

**In Attendance:** Airport Committee - Ken Boudin (Chair), Bryan Buck, Pam Brackett, Steve Williams; Others - Ervin Deck (Airport Manager); David Stapp (FBO)

The Meeting was called to order at 6:00 pm

A. Approval of Minutes – Minutes from December 2010 meeting were approved.

B. Public Comments – None

C. FBO Report (David Stapp – Ocean Point Aviation)

1. Fuel sales unseasonably high in December
2. Looking into acquiring more rental/training aircraft (low cost C150 and turbo arrow).  
Already have access to twin Comanche (Bailey Bullet)
3. Soup Sunday January 30
4. Chili Cook-off and Safety Seminar March 19

D. Manager's Report

1. Budget Update – We've completed 6 months (50%) of the Fiscal Year
  - a. Expenses are at 43%
  - b. Revenue is at 27% and won't hit 100% because of an over estimate in excise tax receipts.
  - c. Presented draft 2011-2012 budget of \$44,400 (9% less than 2009-2010 budget of \$49,298. Committee approved as presented and authorized manager to make minor adjustments as necessary. Budget will be presented to town manager later in the month.
  - d. Steve asked for an update the Capital Improvement fund. After discussions with committee, it was decided to table the security camera project until other more critical projects are either completed or better costs are developed. The plan is to ensure that this fund will cover long-term capital projects, such as the runway reconstruction planned for 2012 – 2013.
2. Reviewed long term budget/airport goals developed with town manager the previous month.

E. Project Updates

1. Building Renovations. Updated committee on FBO and Maintenance Building renovations.
2. Master Plan – Janice Bland (Stantec) indicated to Erv that she plans on having the first working paper ready by the end of the month and wanted to know when to schedule the first meeting. The committee discussed and decided they want to review this and future



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working papers before they are submitted to the Planning Advisory Committee. Erv to notify Stantec.

F. Fence/Security Project – Ken indicated that he participated in the scoping meeting with FAA and Stantec at Knox County Regional Airport. Project is moving forward as planned.

The meeting adjourned at 7:00 pm.

Next Meeting February 2, 2011

Submitted:

Ervin Deck  
Airport Manager

**Committee Membership**

<b>Member</b>	<b>Appointed</b>	<b>Term Expires</b>
Steve Williams	Jan 2009	June 2011
Pam Bracket	Aug 2009	Aug 2011
Ken Boudin, Chair	Aug 2009	Aug 2012
Bryan Buck	Jul 2010	Jul 2013
Vacant	2-year term	