

Meeting Minutes



Airport Committee Wiscasset Municipal Airport

Meeting Date: October 7, 2009

Time: 6:00 pm

Location: Airport

Attendees: Ken Boudin, Bryan Buck, Pam Brackett, Steve Williams, Ervin Deck

I. Pubic Comments - None

- ### II. FBO Report – Ocean Point could not attend, but did brief the airport manager.
- a. Fuel Sales – near record month, selling over 4,200 gallons of fuel in September.
 - b. Fly-In Report – Early rain restricted the day to ground based activities only.

III. Manager's Report

- a. Budget through Month 3 (25%)
 - Expenses 23.8%
 - Revenue 7.8% (fuel flow fee already exceeds projections)
 - A brief discussion was held on comments at the September 29 selectmen meeting about the use of reserve funds for the SRE building and an overage in the gas budget. Manager, based on recommendations of the selectmen in late May (possibly early June) to submit invoice after July 1, which he did. How the town pays, who cuts the check, who signs the check, and who approves the warrant to pay the checks is beyond his control and that of the committee. FAA and state reimbursements were received and placed back into the appropriate town account (not the airport). Manager decided they he was not going to respond to comments published in the newspaper, but has discussed with the town manager. If the selectmen want to discuss, they should make it known to him directly or via the town manager.
- b. Maintenance
 - Maintenance Building (roof, door, paint). Manager will inspect roof and obtain costs for painting and replacing the front entry doors. Ken Boudin will obtain rubber sheets for sealing bottom of hangar door.
 - FBO Building (repairs to door seal). Ken Boudin will obtain rubber sheets for sealing hangar door.
 - Lighting Repairs
 - ◆ Manager has new on-call field electrician (Ron Cody, licensed master electrician). Ron will charge the airport \$55/hour. Manager and Ron already inspected all runway lights and have established a short list of required repairs and lights that must be replaced. In addition, Ron is servicing the hazard beacon on Whale Back Ridge. Manager noticed it out. Beacon needed service to the LED control unit, which was under warranty.
 - ◆ Rotating Beacon white light is out. Manager ordered replacement bulb and spare and will replace as soon as it arrives.
 - ◆ Obstruction lights in Chewonki Campground are out again. Manager will contact CMP.
- c. Other Business
 - Snow Removal Plan. Ken Boudin will provide a copy to the Road Commissioner, Greg Griffin for review and comment.
 - CIP Meeting with MeDOT
 - ◆ Manager agreed to host one of four annual MDOT CIP meetings at the airport on October 23.
 - Manager gave town manager approval to have snow loader moved to town garage for annual maintenance. Town manager asked if it would be okay for the town highway department to use it to move salt/sand mix. Airport manager said yes only to the extent that it's part of the servicing process; otherwise it cannot be used outside of airport snow removal work (airport

**MEETING MINUTES
AIRPORT COMMITTEE
WISCASSET MUNICIPAL AIRPORT
OCTOBER 7, 2009**

grant assurances). Bryan Buck commented that the highway department returned it covered with salt. Committee found this to be unacceptable. Ken will discuss with Road Commissioner.

IV. Old Business

a. FAA Land Release Update

- Manager briefed selectmen on the process (September 15).
- Appraisal is complete. Fair market value is \$23,500.
- Manager will prepare "Deed of Release" letter for Town Manager signature.

b. SRE Building Assembly Update

- Ken Boudin updated the committee on the SRE building progress. Frost walls (footings) are complete, backfilled, and anchor bolts attached. Water well was dug. Work started on floor, which includes laying out plumbing pipes, insulation, heating tubes, and wire mesh. Floor should be complete by end of the week. Committee gave Ken the okay to modify the restroom floor plan as necessary to make all fixtures fit. Discussed the location of the furnace fuel tank (will remain as planned). Exterior personnel doors can open inward if town's code enforcement officer agrees. Manager and Ken will lay out the access road.

V. New Business

a. Proposal to Purchase Crack Sealing Equipment

- Manager presented a proposal to purchase our own crack sealing equipment (attached). Erv saw a demonstration of the equipment at a conference in New Hampshire. Proposed equipment and supplies would cost approximately \$5,000, with shipping. Committee agreed unanimously to recommend purchasing the equipment. Erv will finalize proposal and submit to town manager for comment and/or approval.

b. Letter to Based Aircraft and Hangar Owners

- At the direction of the committee last month, Erv prepared a draft letter to all based aircraft and hangar owners, which addresses several issues, mostly the need for continued support. The committee made a few recommendations and will get back to Erv within a few days, after which a final letter will be drafted and mailed.

Submitted:

Ervin Deck
Airport Manager