

Meeting Minutes



Airport Committee Wiscasset Municipal Airport

Meeting Date: May 5, 2010

Time: 6:00 pm

Location: Airport

In Attendance: Ken Boudin (Chair), Bryan Buck, Pam Brackett, Steve Williams, Ervin Deck (Manager), Kerri Stapp (FBO)

- A. Call to Order – The meeting was called to order at 6:00
- B. Public Comments - None
- C. FBO Report
 1. New fuel terminal faceplate ordered
 2. Pancake breakfast events on first Saturday in June, July, September, and October 2
 3. Young Eagles Rally June 19 and October 2
- D. Budget Update
 1. 2009-2010; as of April 30, 2010 (83% of fiscal year)
 - a. Expenses: 68.4% (estimated end of year is 75.2%)
 - b. Revenue: 80.8% (estimated end of year is 84.4%)
 2. 2010-2011. Final budget proposal set at \$60,500.00. Vote set for June 8.
 - a. Special warrant on ballot to transfer “runway repair” funds to “airport repairs.” If passed it would provide approximately \$78,000 for capital improvements and repairs. Manager must
 - (1) Get committee approval for each project/purchase
 - (2) Get estimates and bids
 - (3) Obtain Board of Selectmen approval for each expenditure
- E. Projects Update
 1. SRE Building. Waiting for final documents from Stantec.
 2. Master Plan. Ken provided an update on the fee negotiation process, indicating that Stantec, the state, and he came to an agreement on the final project cost. Erv indicated that he presented the grant to the town manager for signature and submission to FAA.

F. Open Issues

1. Edgecomb Land Lease. Erv updated the committee on the status of the release request and indicated that the FAA wanted some additional information from the town's attorney.
2. Nicole Easement. Boothbay Regional Boatyard paid the lease up to date (\$2,880).
3. BRMS Lease. BRMS paid the final installment of the lease. This lease is now invalid and the land available for a new lessee.
4. Falvey Lease. Discussion was held concerning the lease; in particular the terms of the lease concerning several issues.
 - a. Payment schedule, which was never officially reduced by the Board of Selectmen from \$12,000. This issue needs to be officially addressed. Erv indicated that Falvey provided him a draft revision to the lease approximately two years ago, but he has not taken official action on it. However, the committee did agree to unofficially lower the annual payment first to \$6000 and then again to \$1000 last year.
 - b. Insurance and bonding. Does the lessee have adequate coverage per the agreement?
 - c. Mining and mineral rights. Erv indicated the lease does not contain any clause for removal of material. However, the committee agreed that the material taken so far was probably in excess of what was needed, and that most of the dirt was not needed. However, there is concern about the remaining crushed rock. Pam made a motion that the lessee should finish the grade according to his plans and then ask the committee to reassess. The committee voted in favor of this motion 4-0, and directed Erv to notify the leaseholder.

G. New Business

1. Bryan Buck asked Ocean Point of their intended hours of operation on Sundays. Kerri Stapp said they intended to open at 1:00 pm. The committee discussed this and suggested that they reconsider and open earlier on Sunday's, particularly in the summer because of increased transient traffic. Kerri said she would discuss with David.
2. Erv suggested a "Transient Pilot's Log" be kept. It would provide valuable information about the number and frequency of flights. Erv said he would either purchase one or have one produced and asked that the FBO make an effort to have pilots fill it out.

3. Vending Machines. Erv wants to explore having vending machines reinstalled in the lounge. He indicated that he would have a special electric circuit installed that would bypass the FBO circuit (airport would pay for the cost of operation and could share proceeds with FBO). Committee agreed. Erv will address it with David Stapp.

H. Adjournment. The meeting adjourned at 7:30 pm

Submitted:

Ervin Deck
Airport Manager

Committee Membership

Member	Appointed	Term Expires
Ken Boudin, Chair	August 2009	August 2012
Pam Brackett	August 2009	August 2012
Bryan Buck	August 2009	August 2010
Steve Williams	Jan 2009	June 2011
Vacant	2-year term	