

Meeting Minutes

Airport Committee Wiscasset Municipal Airport

Meeting Date: March 2, 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 January 2011 meeting were previously approved by email. There was no meeting in February.

B. Public Comments – None

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

1. Fuel sales seasonally low totaling only 587 gallons.
2. David Stapp elected as VP of the newly formed Wiscasset Chamber of Commerce (WCOC).
3. WCOC would like to use the vacant upstairs office as a backdoor location for its operation. The main office will be on Route 1 across from Maine Heritage Village. Airport Committee agrees with this idea.
4. Chili Cook-off and Safety Seminar March 19

D. Manager's Report

1. Budget Update – We've completed 8 months (66%) of the Fiscal Year
 - a. Expenses are at 51%
 - b. Revenue is at 79%. All hangar land lease payments have been received and posted.
 - c. 2011-2012 draft budget of \$47,362 was reviewed with town manager who subsequently reduced it to \$41,962. Next step will be a review with the budget committee slated for March 8 and again on March 29. Manager will review and make recommendations to the BC if deem necessary.
2. Presented Capital Improvements list to Budget Committee and Board of Selectman. Projects include:
 - a. Runway rehabilitation slated for 2013 at an estimated cost of \$1,050,000 (town share of \$26,250 based on current FAA and Maine DOT cost sharing).
 - b. Obstruction removal in 2013 at an estimated cost of \$350,000 (town share of \$8,750).
 - c. Hangar development in 2013 at an estimated cost of \$1.5 million (no cost sharing).

E. Project Updates

1. Building Renovations. Updated committee on FBO and Maintenance Building renovations.

- a. Maintenance Building light project
 - b. Need for light replacement in FBO hangar/building
 - c. Insulation in FBO building. Walls completed on first and second floors; will get estimate to insulate ceiling.
 - d. Still plan on painting Maintenance Building in spring.
2. Snow Plowing. Manager updated committee on meeting with town manager and road commissioner on snow plowing issues. Highway Department will modify clearing procedures this season; otherwise long term solution is deferred until after this snow season when all parties, including union workers can sit down and discuss.
 3. Master Plan – Stantec submitted draft working paper to airport committee members with recommendation to hold first Planning Advisory Committee meeting on April 6. Committee concurred and set the time at 6 pm. Erv to notify Stantec and other PAC members.
 4. Fence/Gate Project – Stantec has preliminary plans prepared which include lift gates. Committee recommended that large boulders be installed as a barrier in lieu of fencing between FBO and T-hangars. Erv will notify Stantec. Stantec will contact Ken with draft scope.

F. Miscellaneous

1. Phone and Internet Service. Erv updated committee on town's plans to switch all Internet and phone service to contract with Time Warner and that he received preliminary approval to include airport. Plan is to switch the airport to town sponsored service that will then be billed to the FBO. The plan will save the FBO approximately 20% off current service costs. Committee wants to include basic cable television service as well to the FBO pilot lounge/conference room. Erv will notify Time Warner to proceed.
2. Looking for someone to mow the grass this summer; someone we can trust and depend on.

The meeting adjourned at 7:00 pm.

Meeting Schedule

- April 6 – Master Plan PAC Meeting
- May 4 – Airport Committee
- June 1 – Airport Committee

Submitted:

Ervin Deck
Airport Manager

Committee Membership

Member	Term Expires
Steve Williams	June 2011
Pam Bracket	Aug 2011
Ken Boudin, Chair	Aug 2012
Bryan Buck	Jul 2013
Vacant	