



Meeting Date: February 8, 2012

Time: 6:00 pm

Location: Airport

DRAFT

Attendance:

- Committee Members: Ken Boudin (Chair), Bryan Buck, Pam Brackett, Steve Williams, Kevin Sprague
- Others: Ervin Deck (Manager)

Ken Boudin called the meeting to order at 6:00 pm.

I. **Minutes.** January 11, 2012 meeting minutes were approved (5-0)

II. Public Comments

A. None

III. MANAGER'S REPORT

A. Budget

1. 2012 Budget. At the end of January 2012 (58% of the fiscal year), expenses are at 47% and revenue at 85%.
2. Amended 2012 Budget. Amended 2012 budget was reviewed and presented to both the town manager and Board of Selectman. Approved tentative revisions, which primarily include adjustments for fuel purchases between now and June 30.
3. 2013 Budget. Forwarded to Town Manager for review. Will go through several reviews and meetings in next few months before town vote in June. The current 2013 budget is:

Expenses	\$281,382
Revenue	<u>\$274,626</u>
Surplus (Deficit)	(\$6,756)
Property Taxes.....	<u>\$22,000</u>
Surplus (Deficit)	\$15,244

B. FBO Operations

1. Town took over FBO operations as scheduled on February 1. Ocean Point Aviation presented its invoice for fuel inventory, which was reviewed by airport manager and approved for payment.
2. A Request for Proposals was published in several national magazines. We've received three interested inquires, but no formal statements, which are due March 31.
3. Town does not have control of fuel account with World Fuels. Indications are this will take between 4-6 weeks to finalize. Airport Manager is working with World Fuels and

town manager to complete this transaction. In the mean time, fuel transactions are going through Ocean Point Aviation's account, but will transfer over to the town once our account is set up with World Fuels.

IV. Project Updates

- A. Master Plan. Stantec is working on the alternatives, but cannot meet the middle of February timeline they wanted to make. It looks like it will be the middle to late March.
- B. Fence & Gate. Continue to work with the contractor and Stantec to finalize installation of software. In the mean time the contractor completed the installation of the gates and fence. Landscaping will be completed in the spring. The contractor is looking for a local person to handle this. Airport manager will look for one or two businesses.
- C. Work will begin in the next week or so to install a kitchenette in the conference room. All work to be performed by the airport manager.

V. Miscellaneous/Other: None

The meeting adjourned at 7:10 pm.

Submitted,

Ervin Deck
Airport Manager

Committee Membership

Member	Last Appointed	Term Expires
Ken Boudin	July 1, 2009	June 30, 2012
Steve Williams	June 21, 2011	June 30, 2014
Bryan Buck	July 6, 2010	June 30, 2013
Pam Brackett	June 21, 2011	June 30, 2014
Kevin Sprague	November 1, 2011	June 30, 2013