

Meeting Date: March 14, 2012

Time: 6:00 pm

Location: Airport

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. Susan Cash, Wiscasset Resident, and her daughter Casandra presented an idea for a Dining at the Airport function to raise funds for various charities. The committee like the idea and suggest she move forward with more details and present them again at a later date. Tentative start would be May or June.

III. MANAGER'S REPORT

A. Budget

1. 2012 Budget status was addressed
2. Amended 2012 Budget was addressed and discussed. Manager will present to Budget Committee and Board of Selectman for approval and town vote in June.
3. 2013 Budget will be presented to Budget Committee and Board of Selectman in early April.

B. FBO Operations

1. Town officially took control of fuel account with World Fuels. Took delivery of 7,200 gallons of 100LL; set price at \$5.40/gallon. Sales in February and so far in March are slightly above 3 year average and within manager's projections.
2. Have received no official responses to FBO RFP. Have discussed with Flight Level, Inc. at Brunswick, but no indication if they will submit.
3. Will plan on hiring line person in May for a schedule employment start date of late May or early June.

IV. Project Updates

- A. Master Plan. Stantec continues to work on Alternatives. Manager presented airside and landside concepts to Janice Bland. Hope to have something ready in April.

- B. Fence & Gate. Gates are fully operational. Should have computer data entered and ready for full implementation in early April. Landscaping will be completed as soon as weather permits. Contractor hired Bryan Buck to do the work. Stantec should schedule FAA acceptance inspection soon.
- C. Work on kitchenette nearly complete. Will get conference room painted and ceiling tiles replaced.
- D. There will be no FAA AIP project in 2012. Will save entitlement funds for runway project in 2013.
- E. Runway rehab project is still scheduled for 2013/2014 timeframe. Requested and received updated cost estimate from Stantec (Steve Langlais). Steve estimates project cost at around \$1M. Will work with town Budget Committee and Board of Selectman to ensure it's part of the town's short-term capital improvement project list.

V. Miscellaneous/Other

- A. **Building Leases.** Spoke with both David Stapp and David Warmack about signing leases. Committee recommends a lease rate of \$1000 triple net for the second floor of the Terminal Building (\$500 for each of the two office areas). The rate for the Maintenance Building is \$300/month triple net. Wiscasset Chamber of Commerce has expressed some interest in leasing space.
- B. **Line Dancing.** Request from private citizen to use airport for line dancing was disapproved.
- C. **Airport Sign.** Manager indicated he's working on concepts for a new airport sign and will present ideas to the committee in the coming months. Will also look for ways to fund the sign through private donations.
- D. **Committee Terms.** Manager reminded Ken Boudin that his term expires on June 30.

The meeting adjourned at 7:15 pm.

Submitted,

Ervin Deck
Airport Manager

Committee Membership

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