

Meeting Minutes

Airport Committee Wiscasset Municipal Airport

Meeting Date: July 7, 2010

Time: 6:00 pm

Location: Airport

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



- A. Call to Order – The meeting was called to order at 6:00
- B. Pubic Comments – Pam Brackett, representing Chewonki Campground, spoke for a group of about 15 people expressing concern that the airport was going to revise the Runway 25 traffic pattern from “right” to “left” traffic. As a result of discussion between the board members and public, the board indicated that there were no plans to change the pattern. The group left quite happy.
- C. Minutes from June 3 meeting were reviewed and approved 4-0.
- D. FBO Report
 1. Fuel sales approximately 4,600 gallons in June, one of the best months on record.
 2. The Young Eagles event on Saturday, June 19 was a huge success.
 3. Plans underway for the next Young Eagles / Open House scheduled for October 2. The theme of this year’s open house will be the airport’s 50th anniversary. Erv indicated that he would work with Ocean Point in preparing for this event, including development of a series of newspaper articles discussing the history of the airport. Erv suggested that the August Airport Meeting be cancelled and that instead we discuss the open house event and how we can promote it. The committee agreed in a 4-0 vote.
- E. Manager’s Report
 1. Budget Update
 - a. Discussed failed budget vote last month and the steps he’s taken toward the next vote slated for September 14. Revised budget with Town Manager from \$60,365 to \$55,865. The difference coming from funds now available because of the revised “Runway Capital Improvement Fund” approved by voters on June 8.
 - b. FY 2009-2010 budget will end in the black, with a slight surplus of funds (approximately \$1,000).

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- c. The Airport Special Project fund will have a surplus once the final FAA reimbursement is received for the SRE building. This fund should not have a surplus, but should instead break even; however, there may have been an accounting error carried over from previous years. If this balance (approximately \$4500) holds up, manager will recommend using it to pay part of the \$5000 performance bond to Machinery Service Company.
- 2. Airport Capital Improvement Plan. Erv is slated to meet with Maine DOT on July 8 to discuss the airport's CIP. He requested permission to adjust the 2011 project (fencing) from \$50,000 to \$150,000 and to include a grub, grade, and seed project (under a forced account with the town's highway department). Committee voted 4-0 to approve the change. The current CIP is as follows:

<u>Year</u>	<u>Project</u>	<u>Total Cost</u>	<u>FAA</u>	<u>MDOT</u>	<u>Local</u>
2010	Master Plan Update	\$157,800	\$149,910	\$3,945	\$3,945
2011	Fencing	\$50,000	\$47,500	\$1,250	\$1,250
2012	EA for Master Plan	\$150,000	\$142,500	\$3,750	\$3,750
2013	None				
2014	None				
2015	Land Acquisition	\$157,850	\$149,958	\$3,946	\$3,946
2016	None				

- 3. Excise Tax. Continue to look into based aircraft owners who have not registered their aircraft at KIWI.
- 4. Mowing bid came in at \$1950 and does not including collecting the hay. This is a concern for the committee for a couple reasons. First, it's a waste of good feed and second, what will become of the hay after its left on the ground? Erv and Ken will contact the Road Commissioner and discuss.
- 5. Erv indicated that Sean Quinn was no longer available to cut the airport grass and that he hired a new person to mow the airport grass (Cory Krolfifer) at the rate of \$9.00/hour.
- 6. Erv has the results of the MMA safety inspection. Most items are easy to correct and some have already been addressed. Erv will handle those items the town is responsible for and will discuss FBO related items with same and report back to town code enforcement officer.
- 7. Bryan Buck's application to remain on the committee was approved for a new three year term and now expires June 30, 2013.

F. Projects Update

- 1. SRE Building. Final reimbursement request was submitted to the FAA.

2. Master Plan. Awaiting FAA approval of the grant.
3. LPV Approach. Erv indicated that MA Engineering Consultants was at the airport and completed their survey effort. He will monitor the progress and keep the board updated.

G. Open Issues

1. Edgecomb Land Lease. Awaiting publication in the Federal Register. Erv will contact Donna Witte for an update.
2. Falvey Lease. Falvey is in compliance with the terms discussed at the June 3 meeting.

H. New Business

1. Ken indicated that a hangar owner was observed holding what appeared to be an informal party on the apron in front of his hangar. Committee asked Erv to approach the owner and reiterate airport policy.
2. Pam asked if anyone knew of hangar owners who were sleeping in their hangars; none of the committee members or manager know of any such incidents; however, if it happens, it will be stopped.

I. Adjournment. The meeting adjourned at 7:40 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	July 2010	July 2013
Steve Williams	January 2009	June 2011
Vacant	2-year term	