

Meeting Minutes



Airport Committee Wiscasset Municipal Airport

Meeting Date: August 5, 2009

Time: 6:00 pm

Location: Airport

Attendees:

Committee Members Ken Boudin (Chair), Bryan Buck, Pam Bracket, Steve Williams

Others: Ervin Deck (Manager), David Stapp (Ocean Point Aviation)

I. Public Comment: None

II. Manager's Report

a. Budget

- Month 1 (July) 8% of Fiscal Year. Expenses are 17% and Revenue is 4%. High revenue to period is because we paid off the mower and insurance for the year.
- Revenue shortfall from previous fiscal year goes to town vote on September 9.

b. Maintenance

- **Grass mowing.** Committee briefed by manager on concerns over higher hourly rate for grass mowing. \$10/hr for airport while the town average is \$8.75/hr for part time help. Town manager suggested we check next year on what the Recreation Department is paying. Airport Committee feels \$10/hr is justified given the nature and demand of mowing on an active airport. They see no reason to lower it.
- **Snow Plowing.** Manager indicated that the snow clearing plan is nearly complete and that he will present it to the committee at the next meeting. With their approval the plan will be presented to the Road Commissioner for comment.
- **Maintenance Building.** Need to work on winterizing the maintenance building, in particular putting storm protection over the two side windows, which are only single pane. Manager has for action.
- **Fuel Tanks.** Bryan Buck indicated that the fuel tanks need a good cleaning and possibly another coat of paint. Committee does not want to paint this year, but suggested manager ask Sean Quinn (mowing contractor) if he would like to clean the tanks as part of his duties. Manager has for action.

III. FBO Report. David Stapp updated the committee on the FBO.

- a. Fuel sales are up. Sold 2200 gallons in June and slightly over 4000 gallons in July.
- b. Fly-In is slated for October 4
- c. Mechanic is onboard and will be operating as a sub to Ocean Point Aviation. David Warmack is starting to develop a client base. Good relationship with local pilots.
- d. Ocean Point will add the maintenance building to the oil contract (set up through the town).

IV. Open Issues

- a. **Consultant Reselection.** Stantec Consulting Services was selected by the airport committee (4-0) and approved by the Board of Selectmen (4-0). Manager will contact Stantec and direct them to prepare the five-year General Consultant Selection contract for the Maine DOT.
- b. **FAA Land Release.** Manager hired an appraiser and provided them copies of the deeds and other relevant information. Manager suggested we seek FAA release of the easement parcel

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separate from the fee simple parcel because the rightful owner is looking to speed the process up and because of the small size, an appraisal should not be required. Committee agrees and directed the manager to write a letter to the FAA requesting release. Manager will provide the Town Manager with the letter for his signature.

c. Land Leases.

- Hewitt Lease: Complete and executed. Approved by the Board of Selectmen (4-1). Sue Varney has copy of lease and has submitted a partial year's bill to the leasee.
- Williams Lease. Manager spoke to Donna Witte of FAA who was not please about the idea and indicated that the plan was not on the ALP. Manager added the hangar to the ALP and submitted it to the FAA for approval on August 7, 2009.
- Falvey Lease. No action taken. Manager is waiting for confirmation that the SRE building will be constructed, and will then take action to revise this lease.

d. SRE Building

- Bids were advertised on July 28 with bids due on August 11, 2009. Review and selection committee will be the airport manager, town manager, and possibly one selectmen. Manager obtained approval from Board of Selectmen to open bids before normal selectmen meeting and then presents the findings and recommendation.

e. Long-Term Parking. No action taken since last meeting. Manager to finalize document wording and forward to Selectmen for approval, with a planned start date this fall or winter.

V. New Business

- a. Crack Sealing.** Manager indicated that there is approximately \$68K in the fund for runway crack repair. He would like to discuss with Town Manager to see if funds are still available and if so move forward with a small crack sealing project with some assistance from Stantec.

I. Next Meeting. September 2, 2009

Adjournment – The meeting adjourned at 7:15 pm