

**AIRPORT COMMITTEE
MEETING MINUTES
WISCASSET MUNICIPAL AIRPORT**



Meeting Date: June 13, 2013

Location: Airport

In Attendance: Ken Boudin, Bryon Buck, Pam Brackett, Steve Williams, Kevin Sprague

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

A. Minutes from May 10, 2013 meeting were read and approved (5-0)

B. Manager's Report

1. Budget

- Current (Through May 30, 2013): 92% of the fiscal year, 93% of expenses have been expended and revenue is at 97%.
- FY 2014 (July 1, 2013 – June 30, 2014). Voters approved the budget. Expenses of \$298, 000 and Revenue of \$315,800 (rounded).

2. Wings Over Wiscasset. Manager briefed the committee on the WOW event, scheduled for August 6.

3. FBO Operations

- a. Staffing – FBO open 5 days per week until July 1. Winston (Greg) Smiddy hired as Kim's assistant.
- b. Fuel sales for fiscal year through May 30:

Type	Gallons	Gross Revenue	Est. Profit
100LL	32,574	\$179,260	\$16,287
Jet A	6,068	\$33,374	\$6,068
Total	38,650	\$212,678	\$22,355

4. Project Status Updates

- a. Environmental Assessment. Ken worked with the town manager, Stantec, FAA and MaineDOT in finalizing the scope of work and fee for the project. The next step will be to submit a grant application to the two funding agencies.
- b. Master Plan. Committee not happy with the time it's taking to get the master plan finalized. Instructed airport manager to "get it done!"

C. Old Business

1. Crosswinds Maintenance lease was officially terminated. Lessee to vacate building by June 30, 2013.
2. A&P Request for Proposals advertised.
3. Previous tax lien on hangar owner lifted (back taxes paid in full).

D. New Business

1. Hangar and based aircraft owner Nick Knobil would like to disassemble old airport beacon and refurbish the lens section as a display. He proposes creating two separate wall mounted units, one for his hangar and one for the airport. The Committee approved and recommends a 99 year lease at no cost. Manager will prepare said document for signature.

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E. Public Comments - None

F. The meeting adjourned at 6:55.

Submitted:
Ervin Deck
Airport Manager

Committee Membership

Member	Term Expires
Bryan Buck	June 30, 2015
Kevin Sprague	June 30, 2015
Ken Boudin	June 30, 2014
Steve Williams	June 30, 2014
Pam Brackett	June 30, 2014