

**AIRPORT COMMITTEE
MEETING MINUTES
WISCASSET MUNICIPAL AIRPORT**



Meeting Date: September 11, 2013

Location: Airport

In Attendance: Committee Members - Ken Boudin, Bryan Buck, Pam Brackett, Kevin Sprague; Others - Kim Powers, FBO Manager.

Ken Boudin, Chair, called the meeting to order at 6:05 pm

A. Minutes from August 14, 2013 meeting were read and approved (4-0)

B. Manager's Report

1. Budget. Erv reviewed the current year's budget and indicated that there are no issues. Expenses are slightly above the monthly timeline, however this is expected early in the fiscal year. Revenues are on target. The FY2012-2013 budget had an approximate \$11,000 surplus, with final numbers pending the town's audit.

2. FBO Operations

- a. Staffing – FBO is now open 4 days per week (Fri-Mon, 8 am to 5 pm) and will remain so until further notice
- b. Fuel sales

| Period | 100LL | | Jet A | | Total | |
|-------------------|---------|-----------|---------|----------|---------|-----------|
| | Gallons | Revenue | Gallons | Revenue | Gallons | Revenue |
| SEPT 2012 | 3,076 | \$17,688 | 397 | \$2,184 | 3,473 | \$19,872 |
| SEPT 2013 | 3,801 | \$21,456 | 666 | \$3,863 | 4,467 | \$25,320 |
| FY 2012-2013 | 36,137 | \$199,226 | 6,255 | \$34,448 | 42,392 | \$233,674 |
| FY2013-2014 (YTD) | 15,298 | \$84,902 | 1,276 | \$7,364 | 16,574 | \$92,266 |

c. Ramp and Other Fees. Kim provided a brief overview of other revenue sources.

3. Project Status Updates

- a. Environmental Assessment. The town accepted the FAA grant offer and signed a contract with Stantec who has begun work on the EA.
- b. Master Plan. Janice Bland has returned to work and is planning on presenting the final draft to the committee at the next meeting in October.

C. Old Business

- 1. Jet Fuel Sales. Erv noted that he mentioned the lackluster jet fuel sales this year at the last meeting and asked committee members to think about our options. He also noted that sales have picked up slightly, but until we find a way to provide "full service", sales may continue to lag behind projections. He also noted the cost of having the fuel tested over the summer (\$2400). The committee would like to continue with jet fuel sales until further notice.
- 2. Crack sealing. While funds are available for a small sealing job, Erv indicated that the state may have fund available for a cost sharing project. Thus he prefers to wait until they make a decision. He will speak with MaineDOT about this.



D. New Business

1. Peregrine Turbine Technologies Lease Modification Request. Erv briefed the committee that PTT (David Stapp) approached him about adding the Aircraft Maintenance Hangar to his lease. Erv and David discussed possible terms and conditions and Erv in turn briefed the town manager who is in favor of having PTT continue their work at the airport and within the Town. The Committee asked questions and members are unanimously not in favor of it, particularly at the proposed lease rate of \$500/month. The committee agreed to table the discussion until the October meeting, during which time committee members will check on comparable lease rates in the area (Ken) and CMP costs and commitments to run 3-phase power (Kevin). Erv will extend the search for an A&P.

E. Public Comments - None

F. The meeting adjourned at 7:30.

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 |