

Meeting Minutes

Airport Committee Wiscasset Municipal Airport

January 6, 2011



Meeting Date: December 1, 2010

Time: 6:00 pm

Location: Airport

In Attendance: Airport Committee - Ken Boudin (Chair), Bryan Buck, Pam Brackett, Steve Williams; Others - Ervin Deck (Airport Manager); Laurie Smith (Town Manager); David Stapp (FBO); Steve Langlais (Stantec); Kate Schleh (Northeast Security)

The Meeting was called to order at 6:00 pm

A. Approval of Minutes – Minutes from November meeting were approved.

B. Public Comments – None

C. FBO Report (David Stapp – Ocean Point Aviation)

1. Fuel sales are down as expected this time of year.
2. Cory no longer works at the airport; looking for additional part time help
3. Explored the idea of not opening on Sundays during winter months. This idea was not well received by the committee or manager who would prefer expanded hours, not less.
4. Has new rental car agreement with Newcastle Chrysler Dodge Jeep. No longer using Enterprise because of rising insurance demands.

D. Manager's Report

1. Budget Update – We've completed 5 months (42%) of the Fiscal Year
 - a. Expenses are at 38.2%
 - b. Revenue is at 45%. Hangar lease payments are arriving.
 - c. 2011-2012 Budget development process underway. Erv will prepare preliminary draft budget for review next month.

E. Project Updates

1. Building Renovations – As members can see, the FBO renovations are underway with an expected completion of the end of December pending availability of volunteer labor. Erv walked the Members through the work completed and plans for the rest of the building. Contract for the Maintenance Building roof replacement was executed and a notice to proceed will be sent out within the next 30 days.
2. Master Plan – Janice Bland (Stantec) indicated to Erv that she hopes to have the first meeting in late January pending full acceptance of survey data into the FAA Airport Geographic Information System (AGIS).

**MEETING MINUTES
AIRPORT COMMITTEE
WISCASSET MUNICIPAL AIRPORT
DECEMBER 1, 2010**

3. Fence/Security Project – Kate Schleh (Northeast Security) and John Carmichael (IQ Vision) provided an overview and presentation of various video camera installation options. Committee members discussed the options and offered ideas and suggestions to optimize the system. Based on the input Kate will update the specifications and send them back to Erv. Steve Langlais (Stantec) also present and offered some suggestions and ideas. David Stapp did as well and suggested the gate near the FBO be moved closer to the building to avoid eliminating so many parking spots. The Committee agreed. Steve and Ken will hold preliminary scoping meeting with FAA on 12/2/2010.

F. Miscellaneous

1. Laurie Smith discussed long-term budget goals and together with the Committee, airport manager, and FBO, developed a preliminary list (attached).

The meeting adjourned at 7:45 pm.

Next Meeting January 5, 2010

Submitted:

Ervin Deck
Airport Manager

Committee Membership

Member	Appointed	Term Expires
Steve Williams	January 2009	June 2011
Ken Boudin, Chair	August 2009	August 2012
Pam Brackett	August 2009	August 2012
Bryan Buck	July 2010	July 2013
Vacant	2-year term	