



**Meeting Date:** February 12, 2014

**Location:** Airport

In Attendance: Committee Members – Ken Boudin, Bryan Buck, Steve Williams, Pam Brackett, and Kevin Sprague

**A. Minutes** from last meeting were not available

**B. Manager’s Report**

**1. Budget**

- a. FY2014: We’re at the 58% mark for the fiscal year. Expenses are at 65% and revenue is at 61%
- b. FY2015. Submitted and initially reviewed with the town manager. We made a few minor adjustments (additions and reductions) changing expenses from \$316,131 to \$315,517 (a \$614 reduction). Further adjustments will probably have to be made.

**2. FBO Operations**

a. Fuel Sales

**Fiscal Year 2013-2014 Fuel Sales**

Month	100LL		Jet A		Total	
	Gallons	Revenue	Gallons	Revenue	Gallons	Revenue
Jul	4,913	\$27,131	0	\$0	4,913	\$27,131
Aug	6,583	\$36,314	610	\$3,501	7,193	\$39,815
Sep	5,806	\$21,668	943	\$5,484	6,749	\$27,152
Oct	4,014	\$21,668	350	\$2,045	4,364	\$23,713
Nov	1,832	\$9,618	258	\$1,509	2,090	\$11,127
Dec	578	\$3,034	0	\$0	578	\$3,034
Jan	1,056	\$5,545	0	\$0	1,056	\$5,545
Feb						
Mar						
Apr						
May						
Jun						
<b>Total</b>	<b>24,782</b>	<b>\$124,978</b>	<b>2,161</b>	<b>\$12,539</b>	<b>26,943</b>	<b>\$137,517</b>

b. Revenue (Through January 2014)

Source	Budget	Actual	Uncollected
Office Rental	\$27,590.00	\$5,800.00	\$21,790.00
Fuel Flow	\$268,000.0	\$151,055.36	\$116,944.64
Aircraft Excise	\$10,000.00	\$1,398.82	\$8,601.18
Hangars & Tie Downs	\$10,200.00	\$18,990.36	(\$8,790.36)
Miscellaneous	\$2,025.00	\$1,169.90	\$855.10
<b>Totals</b>	<b>\$317,815.00</b>	<b>\$178,414.44</b>	<b>\$139,400.56</b>

c. FBO Position Update. Looking to fill two positions (Kim – FBO Manager and Greg - Lineman). Will hold interviews in late February – early March.



**3. Old Business**

- a. Peregrine Turbine Technologies Lease – New lease signed and executed. Valid through December 2014
- b. WOW 2014- Plans continue for August 8-9 event.

**4. New Business**

- a. Falvey LLC Lease. Discussion with Don Falvey and his attorney, Jim Gallagher. Draft lease presented to Committee for review. Committee has some reservations concerning the lack of a time limit for development (open ended) and the need to come up with a different rate structure. Committee feels \$1,000 is too low. Erv will review lease language and present a modified version at the next meeting, along with his recommendation for updated lease rate.
- b. MacDonald Hangar Land Lease. Erv presented an overview of the MacDonald's proposal to lease a lot near the former Soule property.
- c. New Rates and Charges. Erv discussed the need to review the current rate and fee schedule and to have it approved by the Board of Selectman. He will present his ideas in March.

**5. Public Comments - None**

**6. Adjourn** – The meeting adjourned at 7:10 pm

Submitted:  
Ervin Deck  
Airport Manager

**Committee Membership**

<b>Member</b>	<b>Term Expires</b>
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