



**Meeting Date:** September 11, 2014

**Location:** Airport

In Attendance

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

Others: Frank Costa (FBO)

**Minutes** from June 11 were read and approved (5-0). There was not meeting in July and August.

#### **A. Manager's Report**

##### **1. Budget**

###### **a. Through August 31 (17% of fiscal year)**

- Revenue 21%
- Expenses 17%

##### **2. FBO Operations**

###### **a. Fuel Sales**

- Final sales for FY-2014

Type	Gallons			Revenue		
	Projected	Actual	Change	Projected	Actual	Difference
Jet A	8,000	2,681	-66.5%	\$48,000	\$15,423	-67.9%
100LL	40,000	37,138	-7.2%	\$220,000	\$203,445	-7.52%
Total	48,000	39,819	-17.04	\$268,000	\$218,868	-18.33%

- FY-2015 (July 1 – August 31)

Type	Gallons		
	Projected	Actual	Performance
Jet A	5,000	2,102	42.04%
100LL	45,000	11,521	25.60%
Total	50,000	13,623	27.25%

- b. Actual fuel sales in 2014 fell 18% short of the budget goal of \$268,000. Erv indicated there were a number of reasons for this. First, jet sales were well off our target of 8,000 gallons, resulting in a difference of \$32,000. In addition, 100LL sales also fell short of our target of 40,000 gallon primarily because of an abnormally cold and snowy winter where sales fell way short of the previous year. In addition, revenue projections were also off because of an increase in credit card fees, which went from an average of just under 2% per transaction to 3%.

##### **3. Old Business**

- a. **Falvey LLC Land Lease.** The committee discussed the proposal by Falvey to place a lien on the lease area as way to offset his expenses to date. The committee voted 5-0 to recommend not adopting the proposal. Erv will discuss with the new town manager.
- b. **MacDonald Lease.** Construction underway.
- c. Master Plan Update. Pending FAA approval of the revised ALP.



- d. Runway Repairs. Erv noted that the project is finished and that the total cost of repairs came to about \$147,000 with no cost to the town. The project used 355 gallons of sealant, 80 tons of hot-mix asphalt, and 6,800 feet of filler cord. The pavement now needs to be restriped, which was not included in the repair project. Erv will obtain bids from qualified companies.

**4. New Business**

- a. **Unauthorized Access.** A series of hangar break-ins and thefts from several hangars in addition to an attempted break-in of the FBO. A suspect was videotaped looking through the FBO front door and running across the apron and checking for keys in the tee hangar area. A copy of the tape was turned over to the town police for investigation. In addition, a copy of the suspect's photo was distributed via an eNotice.
- b. **Fuel Hoses.** Both fuel hoses were replaced after an inspection discovered frayed and kinked lines.
- c. **Flight Training Opportunity.** George Allan, President of Aeroventure Institute located at Southbridge Municipal Airport (3B0) in Southbridge, MA gave a video conference presentation at his company and tentative plans to expand to Wiscasset. George noted that he sees the possibility of a satellite option to start at IWI, with 2-3 CFIs and 2-3 aircraft (Cessna's preferred). He would need desk space, with the future need of office space, and would have a local rep on location. His company has a board meeting on September 22 where he will discuss and present additional ideas and information at our next meeting in October.
- d. **Route 1 Signs.** Erv noted that the state notified the town that the airport sign on Route 1 did not meet their standards and contrary to their approval two years ago, the sign would have to be removed. The state will prepare two new signs and have them installed. At that time we will have our sign removed.

**5. Miscellaneous/Other**

- a. **Conflict of Interest.** Erv discussed potential conflicts of interest as we move forward with easement acquisition over the course of the next 1-2 years. His concern is that the committee cannot discuss the process in the presence of Pam Brackett, co-owner of Chewonki Campground. Primarily because the campground has obtained legal counsel and unless we have equal representation, any and all discussions should be referred to the town manager, board of selectman, and our consultant.
- b. **Airport Manager.** Erv notified the Committed that he will be resigning as airport manager sometime this fall/early winter so that he can pursue other interests. He noted that the job was fairly easy and straight forward until the town took over the FBO. He cannot keep up with the added workload and feels that in all fairness to the airport and town; he will resign within the next 3-6 months. He will give the town ample notice and assist in hiring his replacement, if so desired.

**6. Public Comments – None**

**7. Adjourn – The meeting adjourned at 7:28 pm**

Submitted:  
Ervin Deck  
Airport Manager



## **Committee Membership**

<b>Member</b>	<b>Term Expires</b>
Bryan Buck	2015-06
Kevin Sprague	2015-12
Ken Boudin	2015-12
Steve Williams	2016-12
Pam Brackett	2016-12