



WISCASSET MUNICIPAL AIRPORT ADVISORY COMMITTEE



ERVIN DECK
AIRPORT MANAGER

OCTOBER 16, 2014 / 6 PM
AIRPORT TERMINAL

KEN BOUDIN
CHAIRMAN

MINUTES

1. **Call to Order.** The meeting was called to order at 6:02 pm
2. **Attendance.** Ken Boudin, Bryon Buck, Pam Brackett, Kevin Sprague
3. **Minutes.** September 11, 2014 minutes were reviewed and approved (4-0) without amendment.
4. **Airport Manager's Report**
 - a. **Budget Update.** Through September (25% of fiscal year)

2014-2015	Budget	Actual	Percent
Revenue	\$318,840	\$105,217	33%
Expenses	\$316,271	\$110,694	35%

- b. **Fuel Sales.** Through September

Type	Budgeted Gallons	Actual Gallons	Percent
100LL	45,000	14,873	33%
Jet A	4,000	2,448	61%
Total	49,000	17,321	35%

- c. **FBO Staffing.** FBO now open Friday – Sunday, 8 am to 5 pm, through the middle of December.
- d. **2015-2019 Capital Improvement Plan.** The CIP was discussed and will be presented to the state and FAA on October 22. The current plan is attached, but is subject to modification by the state and/or FAA depending on their own priorities and funding availability.

- e. **Tractor Cost Estimates/Bid Schedule.** Voter's approved \$17,000 for a new tractor for the purpose of towing aircraft and as an auxiliary mower and snow blower. Committee recommended the manager obtain cost estimates and prepare for a bid later in the year.
 - f. **Loaner Car.** The loaner car needs in excess of \$2,000 worth of work to pass inspection; an amount that was not budgeted for. Thus, Erv has pulled the car from service on public roads.
 - g. **Resignation Status.** Erv informed the committee that he will be leaving sometime after the first of the year. An exact date has not been determined, but he will in fact give the town ample notice and will assist in the turnover.
5. **Old Business**
- a. **Aeroventure Institute Update.** Erv has not heard back from George Allan and does not know what their current plans are. He will continue to try and contact the organization.
 - b. **MacDonald Hangar.** The hangar is up, but no electricity to date. This impacts our SRE building because the power line had to be taken down to make room for the new hangar. New lines will be buried to both buildings.
 - c. **Master Plan Update.** The plan is essentially complete; Stantec is waiting for final FAA and state comments on the ALP.
 - d. **Pavement Repairs and Striping.** Erv noted that the repairs are complete, but that bids for striping did not go as planned. Because of miscommunications, only one bid was presented to the Board of Selectman and it was way too high for consideration. Erv has discussed the possibility of a state funded project next year. As a result, he recommended to the town manager that the bids be withdrawn and we wait until next summer. The estimated cost of striping (between \$5,000 and \$5,500) should be put into next year's budget just in case the state does not come through with funding.
 - e. **Consultant RFQ.** Ken will contact MaineDOT and get a Request for Qualifications put together. Ken will contact the town manager about putting together a selection committee.
6. **New Business.** None
7. **Adjournment.** The meeting adjourned at 6:40 pm.

Airport Committee Term Expiration Dates

Member	Term Expires
Ken Boudin	December 2015
Bryan Buck	June 2015
Pam Brackett	December 2016
Steve Williams	December 2016
Kevin Sprague	December 2015

Attachment A – 2015-2019 Airport Capital Improvement Plan (as of October 1, 2014)

FFY	Description	Entitlement/ Year	Total Project Cost	Entitlement	State Share	Local Share
	Entitlement per year	\$150,000				
	Current entitlement balance	\$407,935				
2015	Easement acquisition – Phase I (east end) and permitting for obstruction removal	\$557,935	\$100,000	\$90,000	\$5,000	\$5,000
2015	Obstruction removal – Phase I		\$100,000	\$90,000	\$5,000	\$5,000
2016	Easement Acquisition – Phase II	\$527,935	\$150,000	\$135,000	\$7,500	\$7,500
2016	Obstruction removal – Phase II		\$150,000	\$135,000	\$7,500	\$7,500
2017	Design and Permitting for Runway 7-25	\$407,935	\$150,000	\$135,000	\$7,500	\$7,500
2018	Reconstruct Runway	\$422,935	\$1,200,000	\$422,935	\$60,000	\$60,000
2019	Expand Fuel Apron & Crack Seal Apron	\$150,000	\$165,000	\$148,500	\$8,250	\$8,250
2020		\$151,500				
2021		\$301,500				