

**AIRPORT COMMITTEE
MEETING MINUTES
WISCASSET MUNICIPAL AIRPORT**



Meeting Date: March 12, 2014

Location: Airport

In Attendance: Committee Members – Ken Boudin, Bryan Buck, Steve Williams, Pam Brackett. Others – Lisa Reese

The meeting convened at 6:05 pm

A. Minutes from February 12 were read, discussed and approved (4-0) with one noted adjustment to the reported January revenue.

B. Manager’s Report

1. Budget

- a. FY2014: We’re at the 67% mark for the fiscal year. Expenses are at 69% and revenue is at 58%.
- 2. FY2015. Waiting for review with the town manager

C. FBO Operations

1. 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	1,095	\$5,750	0	\$0	1,095	\$5,750
Mar						
Apr						
May						
Jun						
Total	25,877	\$130,728	2,161	\$12,539	28,038	\$143,267

2. Revenue (Through February 2014)

Source	Budget	Actual	Uncollected
Office Rental*	\$27,590	\$5,800	\$21,790
Fuel Flow	\$268,000	\$151,055	\$116,945
Aircraft Excise	\$10,000	\$1,399	\$8,601
Hangars & Tie Downs*	\$10,200	\$18,990	(\$8,790)
Miscellaneous	\$2,025	\$1,170	\$855
Totals	\$317,815	\$190,398	\$139,401

* Office rental budget includes allowance for hangar land leases; however, the town credits this item to Hangars & Tie Downs

3. FBO Position Update. Hired two new employees: Paul Adams and Frank Costa. Training is underway and they will both start on or about April 5.



- ♦ FBO Hours of Operation. FBO will open for the season starting April 5. Proposed days/hours are:
- ♦ April, October, November: Saturday and Sunday (8-5)
- ♦ May and September: Friday, Saturday, Sunday (8-5)
- ♦ June – August: Seven days a week (8-5)
- ♦ December – March: Closed, but staff continues to check facility on regular basis

B. Old Business

1. Falvey Lease. Draft lease presented to the committee for review and comment, which were favorable. Committee will take another look at it at next month’s meeting. Erv to discuss with Falvey.
2. MacDonald Lease. Erv will provide draft lease to committee next month.
3. New Rates and Charges. Erv presented draft idea to committee who made some revisions, then approved by a vote of 4-0. Erv will present to Board of Selectman in April.

C. New Business

1. Runway Crack Seal & Repair. Erv briefed the committee on the status of the project and that he was able to get the FAA and state to agree to use some of our 2014 entitlement money (not to exceed \$150,000) toward a full runway repair project, to include taxiways and the apron.
2. Town Report. No action taken because of time constraints. Erv will present draft to the committee next month.

D. Miscellaneous

1. Committee terms expiring. Erv noted that several committee members’ terms were due to expire the end of June. These include Pam Brackett and Steve Williams. Both indicated a willingness to serve another term. Erv will get each member the required paperwork.

E. Public Comments - None

Adjourn – The meeting adjourned at 7:20 pm

Submitted:
Ervin Deck
Airport Manager

Committee Membership

Member	Term Expires
Bryan Buck	December 31, 2015
Kevin Sprague	December 31, 2015
Ken Boudin	December 31, 2015
Steve Williams	June 30, 2014
Pam Brackett	June 30, 2014

Wiscasset Municipal Airport
Current and Proposed Rates and Charges



Fee	Current Rate	Proposed Rate (eff. 5/1/14)
Landing Fee:	\$0	\$0
Ramp Fee (MGTOV ≥ 6,000#):	\$25	\$50
Hangar Storage (Month):	\$200	\$225
Hangar Storage (Night):	\$20	\$25
Hangar Cold Storage (not movable) (Month):	\$150	\$150
Apron Tie Down (Month):	\$20	\$30
Apron Tie Down (night):	\$0	\$10**
Conference Room Rental:	Not set	\$25/day*
Hangar Land Lease (developed site without town water/septic hookup):	\$0.18/sf	\$0.20/sf Calculated at 125% of hangar footprint
Hangar Land Lease (developed site with water and septic connection):	Not set	\$0.25/sf Calculated at 125% of hangar footprint
Hangar Land Lease (undeveloped site):	Not set	\$0.05/sf Calculated over entire undeveloped lease area
Aircraft Oil:	\$1.00 over wholesale	\$1.00 over wholesale
Aviation Gas (100LL):	\$0.50 gallon + 2% over wholesale	\$0.60 gallon over wholesale
Jet A Fuel:	\$1.50 gallon + 2% over wholesale	\$1.75 gallon over wholesale
Office Lease Rate:	\$7.20/sf (year)	\$7.50/sf (year)
Electricity Surcharge:	Town rate for service over 1,000 kWh/month	No change

* No charge for non-profit organizations and airport sponsored events

** Waived at discretion of the FBO with fuel purchase