

**AIRPORT COMMITTEE
MEETING MINUTES
WISCASSET MUNICIPAL AIRPORT**



Meeting Date: April 10, 2014

Location: Airport

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

A. Minutes from last meeting were not available

B. Manager’s Report

1. Budget

- a. FY2014: Through the end of March 31 the airport’s budget is at the 75% mark for the fiscal year. Expenses are at 86% and revenue is at 66%.
- b. FY2015. Ery met with interim town manager, Don Gerrish and made some minor adjustments to next year’s budget. Expenses increased from \$315,981 and revenue decreased from \$334,000 to \$323,000 for a revised net difference of \$6,990. The next step will be a workshop with the Board and Budget Committee on April 19. Town vote will be via a town meeting on June 10.

2. FBO Operations

- a. Fuel Sales – Fiscal Year 2013-2-014

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	1,155	\$6,125	0	\$2	1,155	\$6,127
Apr						
May						
Jun						
Total	27,032	\$136,853	2,161	\$12,540	29,193	\$149,394

- b. Revenue (Through March 2014)

Source	Budget	Actual	Uncollected
Office Rental*	\$27,590	\$7,400	\$20,190
Fuel Flow	\$268,000	\$158,111	\$109,888
Aircraft Excise	\$10,000	\$2,107	\$7,892
Hangars & Tie Downs*	\$10,200	\$21,590	(\$11,390)
Miscellaneous	\$2,025	\$1,187	\$837
Totals	\$317,815	\$190,398	\$127,417

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



c. **Hours of Operation.** Erv published the proposed hours of operation for the FBO.

- January – As needed; on call
- February – As needed; on call
- March – As needed; on call
- April - Saturday & Sunday: 8 am - 5 pm
- May - Friday, Saturday, Sunday: 8 am - 5 pm
- June – Seven days a week: 8 am – 5 pm
- July – Seven days a week: 8 am – 5 pm
- August – Seven days a week: 8 am – 5 pm
- September - Friday, Saturday, Sunday: 8 am - 5 pm
- October Saturday & Sunday: 8 am - 5 pm
- November As needed; on call
- December – As needed; on call

d. **Project Status Update**

- **Master Plan.** Board of Selectman vote to approve signing delayed until May 6 or 20th.
- **Runway Repairs.** Erv updated the Committee on the status of the statewide project. Wiscasset can use its FY 2014 AIP entitlement (up to \$150,000) toward the project. We should get all cracks repairs and/or sealed (runway, taxiway, apron).
- **Environmental Assessment.** Gregg Cohen of Stantec briefed the Committee on the draft finds of the EA. The report was submitted to the FAA for review. The FAA must comment on it before it can be released to the public. Erv is trying to set up a workshop with the Board, which will serve as a public meeting as well.

3. **Old Business**

- a. **Falvey LLC Land Lease.** Erv provided the Committee with an update on the status of the lease and suggested that to help streamline the process and negotiations with the leaseholder that the Committee appoints one member to act as their representative. The Committee appointed Steve Williams.
- b. **MacDonald Lease.** The Committee reviewed the draft lease with David MacDonald and with a couple minor amendments, approved it 4-1 (Pam voted no). The amendments allowed for septic tie in to the SRE Building and his with the provision that he run a drain line to the opposite end of his building for connection to the next hangar. The second condition was that exterior lights be on motion sensors. The lease will be presented to the Board on April 15
- c. **New Rates and Fees.** The Rates and Fee changes approved by the Committee last month will be presented to the Board on April 15.
- d. **The Board approved the new rates and charges on**
- e. **Town Report.** Erv prepared and submitted the report to the town (copy attached).
- f. **Committee Member Renewal.** Contrary to Erv’s report last month, only Pam and Steve’s membership on the Committee expires this June. All new appointments run through the end of the year in which they expire.

4. **New Business - None**

5. **Public Comments** – None, Lisa wasn’t at the meeting.

6. **Adjourn** – The meeting adjourned at 7:30 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