



WISCASSET MUNICIPAL AIRPORT ADVISORY COMMITTEE



ERVIN DECK
AIRPORT MANAGER

NOVEMBER 12, 2014 / 6 PM
AIRPORT TERMINAL

KEN BOUDIN
CHAIRMAN

MINUTES

1. **Call to Order.** The meeting was called to order at 6:03 pm
2. **Attendance**
 - a. Committee: Ken Boudin, Bryan Buck, Pam Brackett, Kevin Sprague
 - b. Others: Marian Anderson, Town Manager, Royce Rankin (Gale Associates) and Ray Soule, resident.
3. **Minutes.** October 16, 2014 minutes were reviewed and approved (4-0) without amendment.
4. **Airport Manager's Report**
 - a. Budget Update. Through October (33% of fiscal year)

2014-2015	Budget	Actual	Percent
Revenue	\$318,840	\$137,954	43%
Expenses	\$316,271	\$159,018	50%

- b. Fuel Sales. Through October 2014/

Type	Budgeted Gallons	Sold	Percent
100LL	45,000	17,900	40%
Jet A	4,000	2,452	61%
Total	49,000	20,352	42%

- c. FBO Staffing. FBO open Friday 10:00 - 2:00 pm; Saturday and Sunday 8:00 to 4:00 pm. Anticipate closing for the season on or about December 31.

- d. 2015-2019 Capital Improvement Plan. The CIP was discussed and was 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. Winter Operations. Erv and Frank conducted a winter operations briefing with the Highway Department on November 12. Snow stakes were installed. SRE was inspected and routine maintenance performed on our equipment.
- f. Resignation Status. No update on the contract termination date. Erv still anticipates leaving at the end of January or February.

5. Old Business

- a. Aeroventure Institute Update. Erv was notified by Aeroventure of Southbridge that they would not be expanding in Wiscasset at this time. The company feels that they could not fully support us consistent with their business model.
- b. MacDonald Hangar. Electricity should be on within the next few days.
- c. Master Plan Update. The plan is complete. Copies were distributed to committee members. Erv agreed to provide Pam Brackett with an electronic copy. He will also get the ALP to Marian for her signature and forwarding to the state and FAA.
- d. Consultant RFQ. The consultant RFQ was prepared and published to the public on the town's website, MaineDOT's website and a copy sent to all consultants on the MaineDOT mailing list. Statement of Qualifications are due November 17. Ken said he would be contacting committee members interested in serving on the selection team. Pam indicated that she wanted to be on the team.

6. New Business

- a. Tractor Cost Estimates/Bid Schedule. Erv and Frank obtained cost estimates from two local dealers: Chad Little (John Deere) and Wallendorf (Kubota). Marian confirmed that because of the estimated cost that this would have to go out to bid and offered to help. Erv will provide Marian with bid specifications.

7. Adjournment. The meeting adjourned at 6:55 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				