



## WISCASSET MUNICIPAL AIRPORT ADVISORY COMMITTEE



ERVIN DECK  
AIRPORT MANAGER

JANUARY 14, 2015 / 6 PM  
AIRPORT TERMINAL

KEN BOUDIN  
CHAIRMAN

### MINUTES

1. **Call to Order.** The meeting was called to order at 6:05 pm
2. **Attendance**
  - a. Committee: Ken Boudin, Bryon Buck, Pam Brackett, Kevin Sprague, Steve Williams.
  - b. Others: Frank Costa (FBO staff), and Janice Bland (Stantec).
3. **Minutes.** November 12, 2014 minutes were reviewed and approved (5-0) with one amendment.
4. **Airport Manager's Report**
  - a. Budget Update. Through December (50% of fiscal year):

2014-2015	Budget	Expenses/Receipts	Percent
Revenue	\$323,657	\$166,686	52%
Expenses	316,271	\$167,686	53%

- b. Fuel Sales. Through December 2014:

Type	Budgeted Gallons	Sold	Percent
100LL	45,000	22,032	49%
Jet A	4,000	2,905	73%
Total	49,000	24,937	51%

- Sales are right on target for the year. Given we were closed for two weeks this past summer, during the peak flying (and fuel sale season), we are probably ahead of the sales curve.
  - Jet fuel sales are still slow and we should watch it carefully over the course of the next year to see how full service affects fuel sales.
- c. FBO Staffing. FBO is closed for the season. Anticipate reopening in April (date TBD).
- d. Tractor Bid. Request for bids was advertise and are scheduled to be opened at the next Selectman meeting on January 19. Erv will attend.
- e. Resignation Status. Erv confirmed what everyone already knew; he tendered his notice and will finish up on February 28.

## 5. Old Business

- a. Consultant Selection. The selection committee met and recommended to the Selectman the reappointment of Stantec. The Board agreed and Marian signed the General Consultant Agreement with Stantec on January 8, 2015.
- b. Airport Layout Plan / Airport Master Plan. The ALP was signed by Marian and forwarded to MaineDOT on January 8. The project is now complete pending final signature of MaineDOT and the FAA.

## 6. New Business

- a. FY 2016 Budget. Erv presented his draft budget to the Committee. After some discussion and one minor change, the budget (attached) was approved 5-0. Erv will forward it to the Town Manager.
- b. Peregrine Turbine Technology (PTT) Lease. Erv briefed the committee on discussions he's had with PTT concerning his desire to expand his footprint at the airport. PTT originally wanted to take over the conference room, but after meeting with the town manager, this idea was rejected. PTT would now like to expand into the hangar bay by either constructing office space on the ground level, or the preferred plan of constructing a mezzanine over the hangar bay, thus expanding the second floor. PTT would like the town to pay for the construction costs with the understanding that they would sign a long-term lease. Ken asked how much space PTT needed and Erv said that they have not specified yet. There was a general agreement that PTT should front the costs of any construction in turn for a more favorable lease. Erv noted that the hangar currently brings in about \$4000/year in hangar rental payments. Steve commented that the hangar bay is used for airport events throughout the year and that giving up floor space might not be in our best interest. Ken felt that we could easily lease out the second floor space if PTT elects to leave. Erv noted that PTT is looking at space in the downtown village area. Erv

will notify PTT that the committee is not interested in having the town fund the renovations, but would entertain a favorable lease if the undertake the work themselves.

- c. Airport Manager Replacement. Discussions between the town manager, Ken and myself on January 8 confirmed that we will advertise for a part-time manager. Frank was offered and accepted the position as interim manager after Erv leaves and before a permanent manager is selected. Erv indicated that he would provide the committee with draft ad language later this week and will forward to Marian on Monday.
7. The Committee entered into Executive Session at 6:58 pursuant to 1 M.R.S.A, Section 405; subsection (6) (C) for the purpose of discussing future avigation easements. Pam Brackett excused herself from the session because her property is subject to a possible avigation easement. The Session ended at 7:34 pm.
8. Adjournment. The meeting adjourned at 7:35 pm.

Airport Committee Term Expiration Dates

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