

Meeting Minutes

Airport Committee Wiscasset Municipal Airport



Meeting Date: November 2, 2011

Time: 6:00 pm

Location: Airport

In Attendance: Airport Committee - Ken Boudin (Chair), Bryan Buck, Pam Brackett, Steve Williams, Kevin Sprague; Others - Ervin Deck (Airport Manager); David Stapp (FBO)

The Meeting was called to order at 6:00 pm

- A. Special Announcement: The Board of Selectman appointed Kevin Sprague as committee member on October 5.
- B. Approval of Minutes. Minutes from October 18, 2011 special meeting were approved
- C. Public Comments. None
- D. FBO Report
 - 1. Flight training is doing exceptionally well
 - 2. Fuel sales last month were 4,000 gallons, considerably higher than normal this time of year
 - 3. Will return to winter hours on Sunday (1:30 – 5:00 pm)
- E. Manager's Report
 - 1. Budget. At the 33% point of the fiscal year, expenses are at 38% and revenue is at 23%. Revenue should increase to normal levels once land lease invoices are processed and paid later in the year.
 - 2. CIP. The CIP was reviewed with MaineDOT. We are currently scheduled for an Environmental Assessment in 2012 and Runway Reconstruction in 2013. In addition, the state continues to have a land acquisition project on tap for 2014-2015. The EA might be delayed or cancelled pending the outcome of the master plan. The land acquisition project is for possible purchase of one of three lots that adjoin the airport; however, there are no immediate needs for any of the property.
 - 3. Snow Pusher. Was received and will be modified by Machinery Services Company to fit our front-end loader. This modification will be paid for out of the Fence/Gate grant.
 - 4. Airport Goals. The airport goals prepared in concert with the town manager last spring need to be updated to show any outcomes. The committee reviewed each of the goals and made several recommendations. The airport manager will make the changes and present them at the next meeting.
- F. Miscellaneous/Other
 - 1. Recommended change to scheduled meeting dates. The airport manager recommended changes the date of the airport committee meeting from the first to the second Wednesday of each month. This extra week will provide time to obtain monthly budget information from the town, which is usually not available until the 4th or 5th working day of the month.

**MEETING MINUTES
AIRPORT COMMITTEE
WISCASSET MUNICIPAL AIRPORT
NOVEMBER 2, 2011**

The committee discussed and agreed to change the date starting in January 2012. The manager will notify the town clerk.

Submitted:

Ervin Deck
Airport Manager

Committee Membership

Member	Last Appointed	Term Expires
Ken Boudin, Chair	July 1, 2009	June 30, 2012
Steve Williams	June 21, 2011	June 30, 2014
Bryan Buck	July 6, 2010	June 30, 2013
Pam Bracket	June 21, 2011	June 30, 2014
Kevin Sprague	November 1, 2011	June 30, 2013