

# Meeting Minutes

## Airport Committee Wiscasset Municipal Airport



**Meeting Date:** September 15, 2011

**Time:** 6:00 pm

**Location:** Airport

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

The Meeting was called to order at 6:00 pm

A. Approval of Minutes – Minutes from August meeting were approved.

B. Public Comments – None

C. FBO Report (David Stapp – Ocean Point Aviation)

1. Fuel sales at 7,400 gallons total.
2. New staff member (Tomas) fills in mostly on weekends and weekdays as needed
3. Hours of operation expanded to include Sunday from 8 am to 5 pm. Will reassess winter hours.

D. Manager's Report

1. Budget Update – Through week 8 (15% of the Fiscal Year)
  - a. Expenses are at 21%
  - b. Revenue is at 23%.

E. Project Updates

1. Next Master Plan meeting slated for October/November. Stantec needs input from town concerning desired airside and landside improvements.
2. Fence/Gate Project – Sections of fence and gates installed on west end of airport. Contractor has order gate control units for remaining sections and will install when received. Anticipate early October.

F. Miscellaneous

1. Maintenance hangar door safety cable failed and the door closed without warning. Ken returned it to service. The door needs a new drive system; one that will prevent the door from closing with force. Erv will look into a new system.
2. Mid-Coast Air & Land Family Festival and Air Show scheduled for October 1. Planning committee meeting on regular basis.
3. Maine DOT is scheduling ACIP meetings. Committee approved Erv to attend and address our capital plans (see attached).
4. Kevin Sprague, resident of Wiscasset, has volunteered to be the committee's fifth member. Committee members talked to Kevin and voted 4-0 to recommend his appointment. Erv

**MEETING MINUTES  
AIRPORT COMMITTEE  
WISCASSET MUNICIPAL AIRPORT  
SEPTEMBER 15, 2011**

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will provide Kevin with necessary paperwork and have his name placed on the Selectman's agenda.

5. FBO Lease Agreement. Lease discussions and negotiations still underway with Ocean Point Aviation. Erv and David Stapp have met several times and agreed to wait until after the summer flying season to address details.

The meeting adjourned at 7:15 pm.

Meeting Schedule

- October 5
- November 2
- December 7

Submitted:

Ervin Deck  
Airport Manager

**Committee Membership**

<b>Member</b>	<b>Appointed</b>	<b>Term Expires</b>
Vacant	2-year term	
Ken Boudin, Chair	Aug 2009	Aug 2012
Steve Williams	Jun 2011	Jun 2013
Bryan Buck	Jul 2010	Jul 2013
Pam Bracket	Aug 2011	Aug 2013



STATE OF MAINE  
 DEPARTMENT OF TRANSPORTATION  
 16 STATE HOUSE STATION  
 AUGUSTA, MAINE  
 04333-0016

JOHN ELIAS BALDACCI  
 GOVERNOR

DAVID A. COLE  
 COMMISSIONER

January 14, 2010

Mr. Ervin Deck  
 Airport Manager  
 Wiscasset Municipal Airport  
 51 Bath Road  
 Wiscasset, Maine 04578

Dear Erv:

The Bureau of Transportation Systems Planning (BTSP) and the Federal Aviation Administration (FAA) have jointly developed the 2010 – 2014 Airport Capital Improvement Plan (ACIP). Below you will find your airports (5) year Capital Improvement Plan.

2010	<b>Airport Master Plan Update</b>	<b>\$157,850</b>
2011	<b>Fencing</b>	<b>\$50,000</b>
2012	<b>Environmental Assessment for Master Plan Projects</b>	<b>\$150,000</b>
2013	<i>RUNWAY RECONSTRUCTION</i>	<i>\$975,000</i>
2014		
2015	<b>Land Acquisition</b>	<b>\$157,850 ✓</b>

If you have any questions or concerns about your five (5) year ACIP, please feel free to contact me by e-mail at [stacie.haskell@maine.gov](mailto:stacie.haskell@maine.gov) or by telephone at (207) 624-3243. I will be the first point of contact for you to resolve any questions about the ACIP.

Sincerely,

Stacie L. Haskell  
 Aviation Coordinator and Study Manager  
 Bureau of Transportation Systems Planning

cc: Arthur Faucher, Town of Wiscasset  
 Janice Bland, Stantec



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