

Meeting Minutes

Airport Committee Wiscasset Municipal Airport

Meeting Date: December 7, 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)

The Meeting was called to order at 6:00 pm

A. Approval of Minutes. Minutes from November 2, 2011 special meeting were approved (5-0)

B. Public Comments

1. Willard Morgan, Executive Director, Chewonki Foundation discussed the footpath running along between the Foundation and Airport. This path was addressed several years ago, but never moved forward. The Foundation is now interested in getting it back on track and Willard wanted to make sure the Airport was aware of it and to see if there were any issues. The Committee agreed that there were none given its current location. The Airport Manager indicated that it would require Town's approval and probably would also require FAA approval. Willard will return at a later date with more details.

C. FBO Report - None

D. Manager's Report

1. FBO. Manager informed the committee that Ocean Point Aviation has submitted its official notice that they will be closing the FBO on January 31, 2012. The Town Manager was notified and the Board of Selectman will be briefed at a later date. The Committee discussed this issue at length and decided to recommend to the Town that the Airport operate without an FBO. The Airport Manager will brief the Town Manager. The Committee needs to review and recommend a rate and fee schedule to the Town.
2. Budget. At the 42% point of the fiscal year (through November 2011), expenses are at 45% and revenue is at 35%. Land lease statements were mailed by the Town, which will bring revenue back into alignment with the FY.
3. Project Updates. The Airport Manager briefed the Committee on the status of the Master Plan and Fence/Gate Project. The Master Plan alternatives were presented to Stantec, who indicated that the next Chapter of the report (Alternatives) should be ready by late January. The Fence/Gate project is nearly complete. There's a bad circuit board in one of the gate card readers and the contractor has ordered a new one. The Airport Manager will not sign off on the project and will not activate the gates until the systems is at 100%.

E. Miscellaneous/Other

1. None

The meeting was adjourned at 7:25 pm.

**MEETING MINUTES
AIRPORT COMMITTEE
WISCASSET MUNICIPAL AIRPORT
DECEMBER 7, 2011**

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