

Meeting Date: January 11, 2012

Time: 6:00 pm

Location: Airport

Attendance:

- Committee Members: Ken Boudin (Chair), Bryan Buck, Pam Brackett, Steve Williams, Kevin Race
- Others: Ervin Deck (Manager), David Stapp (Ocean Point Aviation), Peter Eichleay (Flight Level Aviation)

Ken Boudin called the meeting to order at 6:00 pm.

I. **Election of 2012 Chair.** Bryan Buck nominated Ken Boudin, Steve Williams seconded the motion. No discussion. Ken approved as 2012 chair (4-0, with Ken abstaining).

II. **Minutes.** December 7, 2011 meeting minutes were approved (5-0)

III. Public Comments

- A. Peter Eichleay introduced himself and indicated he would be willing to take over FBO operations at the airport. He provided his background and a general plan on how he envisioned the FBO operating at Wiscasset. The committee asked several questions and thanked Peter to taking the time to discuss the issue with them. Ervin Deck said that based on discussions with the Board of Selectman, the town would be issuing an RFP soon and that he would forward Peter a copy for consideration.

IV. FBO Report

- A. David Stapp addressed the committee and indicated that he will be closing down the major part of Ocean Point Aviation's business at the airport, but that he would like to remain as a flight training and aircraft rental business, working from the second floor office. David thanked the committee, manager, and the town for working with him during the past four years and that he would work with Erv to ensure a smooth transfer of the business. The committee thank David for his willingness to give it a try and wished him well.

V. Manager's Report

- A. FBO. Erv informed the committee that he's been discussing the FBO situation with the town manager and briefed the Board of Selectman on January 7. The Board asked several questions about fuel supplies, cost estimates and the need for an employee at the airport. The Board agreed (5-0) to allow the town to pick up the FBO operation with two conditions. First, Erv needs to return in two weeks with a business plan and cash flow projections through the rest of the fiscal year. Second, the airport should prepare and advertise a RFP for a new FBO. This caveat is a fall back plan incase the first the option does not work. We'll obviously have a good feel for it by the middle to end of June.

- B. Current Budget. At the end of December, 2011 (50% of the fiscal year), expenses are at 51% and revenue at 35%. The expense line will be increased within the next week or two to reflect the rollover amount from the master plan line item from 2010, estimated at this time to be around \$3200.
- C. Revised 2012 Budget. As directed by the Board, Erv is working on a revised budget that will show a cash flow analysis that among other things, will show the cost and potential revenue for fuel.
- D. 2013 Budget. Erv provided the Committee with his proposed draft budget for FY-2013. It contains three options that include bringing on a new FBO, running the airport without an FBO, and hiring a full-time manager. The Committee approved all three (5-0).
- E. Proposed Fee and Rate Schedule. Erv presented a draft fee and rate schedule to the Committee, who approved them (5-0). The proposed rates are:
- Tie Down: \$20.00 month
 - Hangar fee: \$200.00
 - Overnight Parking: \$0.00
 - Ramp Fee: \$0.00
 - Fuel: Avgas \$0.50 above wholesale; Jet A \$1.50 above retail

VI. Project Updates

- A. Master Plan. Stantec is working on the alternatives and should have a draft ready by the middle of February.
- B. Fence & Gate. Waiting for the contractor (Round Hill Fence & Security) to repair a defective card reader, install correct cabling for the computer, align one gate, and finish landscaping. The first three should be taken care of within the next 30 days. Landscaping will have to wait until spring.

VII. Miscellaneous/Other: None

The meeting adjourned at 7:25 pm.

Submitted,

Ervin Deck
Airport Manager

Committee Membership

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