

Meeting Minutes

Airport Committee Wiscasset Municipal Airport



Meeting Date: March 4, 2009

Time: 6:00 pm

Location: Airport

Attendees: Ken Boudin (Chair), Bryan Buck, Ervin Deck (Manager), Pam Bracket, Steve Williams

I. Manager's Report

a. Budget

- Week 35: 67%
- Expenses: 68%
- Revenue: Not available

b. Maintenance

- **Snow removal.** Snow removal this season was not handled well. Runway and taxiway lights are buried in snow berm along taxiways and the aprons have created aircraft hazards. Manager NOTAMed the runway lights out of service, effectively shutting the airport down at night. Part of the problem is a personnel shortage in the town garage and the use of untrained people at the airport. Bryan indicates the need for a "plan" that will provide clear guidance to town personnel on how and when the airport is plowed. The committee agrees and directed the manager to develop a plan before next season. The committee also wants to explore the idea of using contract personnel in lieu of town employees. The issue of union intervention in this idea was addressed. Manager to discuss with town manager and selectmen. Developing a snow removal plan will be an action item.

II. FBO Report

- a. None provided this month

III. Open Issues

- a. **Consultant Reselection.** Manager suggests Ken contact MDOT for proper format and guidelines and suggests the town plan for selection in May. Ken will contact MDOT and prepare request for qualifications.
- b. **FAA Land Release.** With the FAA approval to decommission the NDB, the town can move forward with obtaining the land release. Erv contacted Donna Witte of FAA who provided him a checklist and indicated that an appraisal is required. Erv will take for action.
- c. **Land Leases.**
 - Hewitt Lease: Language nearly finalized with town attorney and will be presented to Dave Hewitt
 - Williams Lease. Erv is working with town attorney to develop acceptable language. This lease will require FAA review before execution.
 - Falvey Lease. Erv is waiting for an electronic copy from Don Falvey's attorney. Once obtained he will make some modifications and forward it to town attorney for review.
 - Airport committee established a lease rate of \$0.15 per square foot. Erv will calculate this amount in future leases.
- d. **SRE Building**

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- First of two reimbursement requests will be sent to FAA for payment to CB Concrete.
- Airport committee needs to develop plans for building construction, i.e., details concerning issues such as plumbing, electrical, etc. Committee will hold special meeting Saturday, March 7 to address.

IV. New Business

- a. Long-Term Parking Fee.** Erv suggested we adopt a long-term auto parking fee similar to the one developed at Greenville. The committee agreed. Erv will prepare and present at next meeting.
- b. Snow Removal Plan.** See item 1.b. Erv will draft plan for review by committee in time to implement before next winter.
- c. Snow Plowing.** Committee to explore use of contract personnel to plow airport. Erv will address with town manager.

V. Next Meeting

- a.** Special meeting Saturday, March 7 at 9:00 am to discuss SRE building requirements
- b.** Regular Meeting – April 1, 2009

Adjournment – The meeting adjourned at 7:05 pm