

Wiscasset Municipal Airport Advisory Committee



Meeting Minutes

September 20, 2017

Opening

The regular meeting of the Wiscasset Municipal Airport Advisory Committee was called to order at 5:00 pm on September 20, 2017, in Wiscasset Airport by Steve Williams.

Present

Steve Williams (Chair), Pam Brackett, Ray Soule, Ervin Deck, Kerry Leeman, Rick Tetrev (Interim, Manager)

Approval of Minutes

The minutes of August 16, 2017, meeting were read and approved as amended (5-0).

Open Issues

Steve Williams welcomed Rick Tetrev, Interim Manager. Rick replaced Frank Costa who resigned earlier in the month.

Manager's Report

The manager's report from August 2017 was presented to the Committee and is attached herein. Included in the report is a copy of the Aviation Technologies inspection report, which is part of the FAA's ongoing Master Record update. Erv explained that this inspection is funded by the FAA and the results will be incorporated into the FAA's Master Record, Form 5010-1. Of concern are the numerous obstructions noted, which are trees and other vegetation. Some of the smaller obstructions can be removed with help from the highway department. Others include trees on the campground which are part of an ongoing easement acquisition project.

Non-Agenda Issues

1. Rick Tetrev discussed the airport's budget and that the Board of Selectman froze all town budgets on September 19. The exceptions are services and items that are necessary for safety and operational requirements, such as electricity. Rick noted that the town manager indicated that a 10% reduction in the current budget may be required to cover a town shortfall in revenue.
2. Erv discussed the recent MaineDOT Capital Improvement Program (CIP) meeting on September 6. The major topics of discussion were the planned runway reconstruction project and snow removal equipment acquisition. The snow removal equipment project is still in the CIP for 2018. Erv explained that the town

- would like to purchase a large capacity truck (such as a Ford F550) with a dump bed and appropriately sized snowplow. The truck would be purchased using Airport Improvement Program (AIP) funds with the town's share of 5% of total cost.
3. Kerry asked for clarification of the AIP funds, and Erv explained that the town was eligible for \$150,000 per year for use in FAA-approved projects, such as the plow, runway, easements, and the runway project.
 4. Steve commented that the town of Rangeley had borrowed money from Wiscasset and was curious about the details. Erv explained that the FAA allows airports to loan a portion of their entitlement funds to another airport. This usually happens when one airport (Wiscasset in this case) has excess funds they cannot use and goes through a formal process of loaning the money to an airport that is short of funding for a project (Rangeley in this case). The money gets transferred back (on paper) at some point in the future.
 5. There was a discussion about how the town/airport could pay their 5% share of future projects given the budget shortfall the town is currently going through. There was a discussion about ensuring the town sets aside excess revenue each year for capital projects instead of rolling it into the next year's budget. One idea floated was to raise the retail price of fuel for capital projects.

Old Business

Review of draft Rules and Regulations. Erv reiterated that while there is no regulatory requirement for this, having a formal set of standards is probably a wise decision and it's possible that at some point in the future, the FAA or MaineDOT may require it. Rick noted that it might be useful for insurance purposes. The committee generally agreed that the idea was sound and that they would table it until the end of the summer and during a separate workshop, they would review the draft in detail and then submit the plan to the town manager for the Board of Selectman. Susan Johns, a reporter for the Wiscasset Newspaper, noted that a meeting of three or more would result in a quorum and that notification to the paper and public should be made. Steve agreed and pointed out that it would happen.

New Business

Review of *Maine Invites You* co-op advertisement. Rick informed the committee about an ad the airport placed as part of the statewide tourism promotion. He noted that the ad would cost \$1000 and would be in place in time for the 2018 season. Steve suggested the airport consider an ad in other trade publications.

Public Comment

Susan Johns had two questions. The first was why was the runway reconstruction project delayed. Erv stated that the runway project was slid until 2019 because the town has not been able to obtain an easement for tree clearing. And because of the lead time required for the design and permitting phase, the FAA was not comfortable that the town could complete this project in 2018. Susan also wanted to clarify what a runway construction entailed. Erv explained it included removing the old asphalt and regarding and replacing as necessary the subbase.

Agenda for Next Meeting

1. Revisit draft Rules & Regulations
2. Airport Capital Improvement Program Update
3. TBD

Adjournment

The meeting was adjourned at 5:55 pm by Steve Williams. The next general meeting will be at 5:00 pm on October 18, 2017, at the airport.