



**Airport Advisory Committee Meeting
MINUTES**

8:00 AM, Tuesday, January 9, 2018

1. Attendance

Present: Linwood Dall, "Bob" Robert Thuet, Stuart Miller, Dianne Connolly.
Airport: Allison Rogers (Airport Manager), Richard Jackson (Ops and Mx Supe)
Public: Jim Knowles (SMA)
Absent: Vernon Cox, John Tuttle, Greg Pargellis

2. Nominations:

- a. Chair - Linwood
- b. Vice Chair - Thuet
- c. Secretary – Vernon (not present but has been doing an excellent job)

3. Minutes of:

- a. December 5, 2017 Meeting

4. Public Participation – comment from Knowles that the FBO is optimistic looking into 2018

5. Airport Manager's Report

- a. Based Aircraft Update –
 - i. Going through the system based on aircraft excise tax billing and receipts from hangar leases; balance remains largely the same as some have left, others have come
- b. YTD Snow Removal
 - i. Update from Jackson – has been a good season thus far with no major breakdowns or incidents
- c. Operations and Maintenance Update
 - i. Jackson provided an update – Ridley has been showing ingenuity working on an electrical tester for diagnosing signs problems; steps have been taking to work on utilities efficiency in the mx shop building; we were able to obtain through the police department via surplus a 6 wheel UTV Gator, Ridley will be fixing it up to get it drivable and it should prove very useful for airport ops and mx; CV41, the retrofitted army truck now a plow truck, is an extremely capable piece of equipment and could likely handle a much bigger plow should we ever need it
- d. 2018 CPI Escalation
 - i. Rogers explained that this is the year many of the airport land leases were due for Consumer Price Index (CPI) escalation. This is the second one she has done at SFM. Looking back, she discovered that not all CPI escalation clauses are the same in every lease: some use the Boston area while others use the Northeast region. Five years ago one metric was used to adjust all of them and therefore it was done incorrectly. A letter was drafted explaining the error and sent to all effected tenants. Tenants were credited the overage for the past five year period (in most cases less than \$100) and the new rate was explained.
 - ii. Rogers explained this is a good reason to have a standalone policy of Rates and Fees much like we have a standalone parking policy. All the leases would refer to the Rate and Fee Policy rather than each having different time tables



and metrics. This is a planned change for the mid-2020s when many of the land leases expire.

6. Old Business:

- a. Update: Life Flight
 - i. Rogers provided an update that progress is slow, but it does still look like Life Flight will be building a hangar on the west side of the airfield
- b. Update SRE Building
 - i. Permits – submitted to MDEP, should be forthcoming
 - ii. Bidding Schedule – bids due at the end of February and will determine the amount of a bond needed to complete the project
- c. Update Sanford Solar
 - i. Permits – not all submitted yet; very complex project with a “no one has ever done that before” at every turn
 - ii. Acreage reduced from 400 to 140 due to environmental concerns from State EPA
- d. Cockpit Café Lease Amendment – general discussion of a plan and schedule; the Café is operating on a month to month basis currently with a directive from the City Council to continue with that arrangement until December 31, 2018. The tenant after that point will have to be selected through an RFP process so we will take a 3rd go at it.
 - i. Rogers suggested that the AAC has already spent a considerable amount of time and effort on this process and should not be put in a position to do it again. Several members echoed that sentiment and added that the end result added insult to injury when it went sour with personal attacks.
 - ii. Rogers will draft up a new RFP document and bring it to the City’s Municipal Property Subcommittee for review and approval. Either that group or another group will be in charge of the review and recommendation to the City Council. There was consensus that at least three City Councilors should be on the review board so they are intimately familiar with the process.

7. New Business:

- a. Rogers gave a brief overview of the celebrations and plans throughout the City in 2018 for the 250th anniversary. She is on a planning committee for the events, merchandise, and general oversight with Sherry Lord, Lorisa Ricketts, and Rick Stanley.
- b. Rogers provided an update on obstructions and possible removal work. More is yet to be determined through further study and conversations with FAA.

8. Other

9. Agenda items for next meeting

- a. Airport Flight Day/ Open House
- b. Discussed Alton Bay Ice runway raffle

10. Adjourn – 9:00am

Next regular meeting: 8:00 AM, Tuesday, March 13th, 2018
*Note: All future meetings to take place at the Airport
North Hangars, 167 Airport Road, Suite C*