



Airport Advisory Committee Regular Meeting Minutes

8:00 AM, Tuesday, July 11th, 2017

1. Attendance

Linwood Dall chair called the meeting to order @ 0800hrs.

AAC Members present: Bob Thuet vice chair, Dianne Connolly, Jan Murray, Stuart Miller

AAC Members Absent: Vernon Cox

Others present: Allison Rogers, Jim Knowles

2. Minutes of:

- a. June 1st, 2017 Special Meeting, accepted with amendments: moved Murray, 2nd Connolly, unanimous
 - i. Steve Buck, former Town Manager of Caribou, now Sanford City Manager; large pothole on Airport Road at the entrance to the terminal building
- b. June 20th, 2017 Special Meeting, accepted as written: moved Murray, 2nd Connolly, unanimous

3. Public Participation

None.

4. Airport Manager's Report

a. Budget Process & CIP: Discussed FY 17/18 budget and capital improvement plan. Airport Maintenance Supervisory position currently vacant, to be advertised soon. CIP includes: Gate 3 repairs, line driver and grinder for pavement markings, surplus army truck retrofit into new plow truck, money for renovation to the airport restaurant area in January 2018, \$5k for emerging opportunities in surplus equipment acquisition
Caution on unfunded liability that exists for both insurance deductible and employee benefits paid upon severance

b. Solar Update: Environmental permit work continues. Additional land owned by the City, Sewerage District land and privately owned land being added to maintain the 50MW due to the displacement caused by environmental constraints.

c. SRE Building Update: Working on borrowing entitlement funding from other airports to meet the eligible amount for the FAA share of the building.

d. Advertising Co-op: Progressing well. Will be brought before the City Council at the next meeting for approval for Sanford to champion the project in its first year. The Maine Aviation Business Association plans to adopt the program in 2018.

Motion to support the plan for Allison Rogers to be the project manager for the 2018 Maine Airport Co-Op advertising program. Moved Thuet, 2nd Connolly, unanimous.

g. Hanger W59 (formerly "City Hangar"): Closing scheduled for later this month. Money from the sale of the building will be set aside in a special revenue account to offset the design and construction of the airport's new maintenance shop and office building.

5. Old Business:

- a. **Airport Playground:** Update provided by Thuet, volunteered to move the item to

the end of the agenda to allow the other items to get through quickly and allow the airport manager to get to another meeting at City Hall.

6. New Business:

- a. Application for Flying Club: Sanford Soaring Club
Paperwork for official non-profit status making progress; will wait until that is received to bring the official recognition to the City Council, likely 2nd meeting in August
Discussion of SSC request for reduced tie down rate. Mowing and snow removal are not the only considerations when it comes to the fee for parking and tie downs, the administrative time and effort must also be taken into consideration as well. A 50% reduction in the parking rate for the first year, to be reviewed annually was recommended.
Any increased liability with glider operation? Rogers stated the Airport has general liability coverage and the club also has extensive coverage for their club its aircraft and their operations; greatest risk from airport manager's viewpoint is for runway incursions and the club has met with her multiple times to discuss best practices, communications procedures and access.
Motion to accept the Sanford Soaring Club as a Flying Club per the airport's Minimum Standards with a reduction of 50% for the first year on glider parking and tie downs, moved Thuet, 2nd Miller, unanimous.
- b. IAC Aerobatic Practice Day: August 19, rain date August 20
Review of the request letter and FSDO submission. Knowles was asked if the event has impact on the FBO, positive or negative. Knowles responded that they do usually purchase fuel and give business to the Cockpit Café.
Motion to approve the Aerobatic Practice Day on August 19th, rain date August 20th, moved Thuet, 2nd Connolly, unanimous.
- c. Review and Comment: Environmental Assessment Sanford Solar Project
Rogers provided a summary of the document and read questions and comments received online so far. The comment period will remain open through the end of the month. General discussion and agreement among the group in support of the document and project.

7. Other

- a. **Wildlife:** Connolly curious if airport personnel have seen a rise in wildlife activity due to the logging taking place in areas surrounding the airport. Rogers has not noted anything unusual. Turkeys and deer continue to be a challenge and

8. Agenda items for next meeting

Airport Manager Request: Special Meeting(s)

- i. Public Meeting to review and discuss Airport Rules and Regulations
 - ii. Executive Session to review Request for Proposals for Restaurant Space
- Airport Advisory Committee Special Meeting set for Tuesday July 25th at 1700 at Suite C, 167 Airport Road, Sanford, Maine.

9. Adjourn: by Chair @ _____ hrs

Respectfully Submitted

Stu Miller, Stand-in Secretary, typed by Allison Rogers

Next regular meeting: 8:00 AM, Tuesday, September 12th, 2017

*NOTE: Regular meetings to take place at the Airport
North Hangars, 167 Airport Road, Suite C*