



Airport Advisory Committee Regular Meeting Minutes

8:00 AM, Thursday, March 29th, 2018

1. Attendance

Chair - Linwood Dall, Vice Chair - "Bob" Robert Thuet, Secretary - Vernon Cox, Members: Stuart Miller, Dianne Connolly.

2. Minutes of:

January 9, 2018 Meeting – not prepared for approval at this time; set for next meeting

3. Public Participation

Allison Rogers, Airport Manager; Richard Jackson, Airport Operations and Maintenance Supervisor; Jim Knowles, Southern Maine Aviation

4. Airport Manager's Report

a. YTD Snow removal update A record of Life Flight snow calls was maintained that will provide 5 year data for lease renewal.

b. Budget Process FY 18/19 The Budget process of Airport Manager's Preparation in Oct-Meet with City Manager-Budget committee -City council- Voters vote June 12 has changed. After 5 years of low (less than 25) Voters at Council Budget Public hearings the voters will no longer vote on the budget. Allison will represent SFM on Tue April 4th.

c. Sanford's 250th Anniversary Allison shared that the celebration includes a [website](#) with [Events](#) throughout the year including the [SFM Fly In](#), [Merchandise](#), and promotions including a [250th Coin](#).

Fly In June 8 and 9th, 2018 Tenant's appreciation night will be in the Curry Hanger instead of a tent. Jim Knowles will search for a vendor for Pancake Breakfast .

Overnight aircraft arrivals 8th . Open house 9th for public, touch a truck to benefit the Sanford cadets. Static display of aircraft to include Collings Foundation WWII F4B Corsair with local and regional aircraft airplanes, Gliders, helicopters along with a Skydive demonstration. Area business displays, vintage car show display, Combat Veterans Motorcycle Association – Me chapter .

5. Old Business:

a. Update: Life Flight Meeting with City Council for June 30th deadline. \$26,00 to run utilities to Hanger site. No long term plans from Life Flight at this time.

b. Update SRE Building

i. Permits

1. MDEP in hand

2. City Site Plan pending

ii. **Bid Results** T.P.D. Construction non standard contract

iii. **Contract, Value Engineering and Change Order 1** Phase 1 \$20,000 for Stantech Bond.

iv. **Funding** See attached Financial Statement MARCH 26,2018

v. **Construction Schedule** fabrication will begin June 1st-June 13th, 2018

c. Update Sanford Solar Tue April 2nd lease Amendment: approximately 140 acres \$1050 per acre for 10 years before the first CPI escalation

i. **Environmental Permits** 3 permits (1) multiple properties (1) NERPA fences, (1) NERPA mitigation



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1. Public Information Meeting 3/14/2018 shared

100-150 employees for construction. SFM Maintenance contract for plowing and mowing around the inverters.

ii. Construction Schedule Sept 2018 to May 2019

6. New Business:

a. SFM Airport Fly In June 8th and 9th was covered in Airport Manager's Report above in 4. c..

b. Ultimate Airport Layout Plan review and comment. Planning in advance for Master Plans. Planning committee needs methodology for long term planning. Allison is consulting with Plymouth Mass model for planning. This model offers choices through "Prospector" (an information tool for leasing hangers in the future.) Bob Thuet made a motion to accept the Stantec plan for approval by the City Planning Board, motion seconded by Stuart Miller, motion passed.

c. New 6-unit Hangar Construction Jim Knowles of SMA share that we are out of Hanger Space. Although a T hanger is usually the most efficient design due to tight space a 6 unit hanger with a slope to the back is recommended by the FBO. Fire codes updates will require fire separation between the units.

d. Restaurant RFP #3 Jim Knowles will assist in the RFP process

i. **Timing** April RFP May closed June for renovations

ii. **Content** 5 year lease - hours 7-2 - accept credit

e. Capital Improvements 2018: Terminal Building \$2,500 Maint lighting with 1.5 year pay off

i. **SMA Hangar Door**

ii. **Terminal Roof** Tue April 2nd Council meeting

iii. **Restaurant Renovation** \$3,000 Cockpit Cafe' lighting with 10 month pay off. \$50,000 renovation.

7. Other None

8. Agenda items for next meeting Allison may call an April special meeting if necessary.

9. Adjourn: Motion to Adjourn by Robert Thuet seconded by Dianne Connolly @ 09:27 per Linwood's watch.

Respectfully Submitted
Vernon L. Cox, Secretary

Next regular meeting: 8:00 AM, Tuesday, May 8th, 2018

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