

AIRPORT PUBLIC ADVISORY COMMITTEE

Monday – January 8, 2018

District #1: Maynard Curtis	South Thomaston: Mike Florance	Environmental: Vivian Newman
District #2: Roger Peabody	FBO's: Shane Burns (absent)	Commercial Pilot: Katie Shaw (absent)
District #3: Dick Witherspoon	Flying Club: Ron Vanosdol	Business: Greg Peet
Owls Head: Adam Philbrook		

Also present: Jeff Northgraves, Carol Maines, Wayne Meserve and Jan Gaudio

CALLED TO ORDER: 4:34PM.

RECOGNIZE GUEST: Guests were recognized and had no comments.

APPROVED November 13, 2017 MINUTES: Ron Vanosdol moved and Dick Witherspoon seconded to approve the minutes as amended: **Approved 6-0-1**

SUB-COMMITTEE FEEDBACK:

Safety, Operation and Administration Sub-Committee: Meeting Minutes from October 30, 2017 meeting provided and attached.

COMMITTEE APPOINTMENT TIMETABLE AND PRESS RELEASE (attached): Ron Vanosdol recommended passing the drafts (as corrected) to the County Commission for release to the public. Adam Philbrook seconded. **Approved 8-0-0.**

AIRPORT BUDGET 2018 (attached): Final airport budget for 2018 was presented.

2018 AIRCRAFT ARRIVAL/DEPARTURE REPORT (attached): Airport Manager reported IFR movements for 2018 (8,734) and 28 movements during our voluntary curfew. Of the 28 (.32%), 8 were Life Flight arrivals/departures and 5 were Wiggins Air early arrivals.

PUBLIC COMMENT/QUESTIONS:

SET NEXT MEETING: Next meeting is scheduled for March 12, 2018 at 4:30 pm.

ADJOURNED AT 5:40 P.M.

Safety, Operations and Maintenance Sub-Committee Meeting
Minutes
October 30, 2017

Members: **Chair Katie Shaw**, Roger Peabody, **Ron Vanosdol**, **Shane Burns**, James Cloud, Dale Flint, Chuck Hartman, Jan Gaudio, **Kevin Waters**, **John Newcomb**

Chair called the meeting to order at 4:30pm

OPEN ISSUES DISCUSSED:

Plowing Concerns: Next meeting should include a review of winter operations and should be presented to the In-the-Fence stakeholders as well

Projects for Next Summer: 2018 Project will be the completion of the Runway Extension project (FAA equipment relocations, fence line changes and grooving the new section of the runway)

AWOS area – trees are blocking the NE side. Airport Manager will coordinate with FAA Facilities to ensure the AWOS specifications and clear areas are adequate.

Obstruction Tower lights have been out for an extended time. 2 of 4 lights have been repaired, Airport will follow-up on the status of the others.

New Runway Extension and Lighting: Lighting is operational and flight-checked, Runway still needs to be grooved.

VASI/PAPI for 21 and/or GPS approach to 21. FAA is scheduled to install PAPIs on 21 in 2019. GPS approach to 21 is not currently in the Master Plan and FAA nor MDOT have plans to develop an instrument approach to 21.

NEW BUSINESS:

- a. We should begin again investigating bringing Customs to RKD
- b. We should add winter operations plans to the website and facebook

ADJORN: 5:30pm

Time Table for Appointment of APAC Members

Commission Calls for Nominations/Approves timeline	02/13/18
News Release	02/13/18
Towns & Orgs Post/Solicit	Feb and Mar
Knox County Chambers (times 2)	for Business Seat
Sierra Club	for Environmental Seat
Georges River Land Trust	for Environmental Seat
Friends of Midcoast Maine	for Environmental Seat
Friends of the Weskeag	for Environmental Seat
Island Institute	for Environmental Seat
Owls Head	for District #1 Seat
Rockland	for District #1 Seat
South Thomaston	for District #1 Seat
Thomaston	for District #1 Seat
Appleton	for Dist #3 Seat
Camden	for Dist #3 Seat
Hope	for Dist #3 Seat
Isle Au Haut	for Dist #3 Seat
Matinicus	for Dist #3 Seat
North Haven	for Dist #3 Seat
Rockport	for Dist #3 Seat
Vinalhaven	for Dist #3 Seat
Nominations from Towns & Orgs to APAC	03/09/18
APAC sends nominees to Commission	03/12/18
Citizen Inputs Direct to Commission	04/10/18
Commission Appoints	04/10/18
APAC Annual Meeting/Install new members	05/14/18

<u>SEAT:</u>	<u>Name</u>	<u>Term Expiration</u>
Owls Head	Adam Philbrook	2019
District #1:	Maynard Curtis	2018
District #2:	Roger Peabody	2020
District #3:	Dick Witherspoon	2018
Environmental	Vivian Newman	2018
South Thomaston	Mike Florance	2020
Business:	Greg Peet	2018
On-Airport Business	Shane Burns	2020
Flying Club:	Ron Vanosdol	2019
Commercial Pilot:	Katie Shaw	2019



February 13, 2018: Press Release: Airport Public Advisory Committee (APAC) Vacancy

The Airport Public Advisory Committee (APAC) is designed to provide a real and visible link between the mid-coast communities, the airport manager and the County. The ten-seat committee was specifically tasked to facilitate airport communications flow, to and from local communities and citizens, as well as provide aviation, environmental and business advice for airport management. Committee members are appointed to the 10 seats, with staggered terms. The terms for the District #1 seat (representing Owls Head, Rockland, South Thomaston and Thomaston), District #3 seat (representing Appleton, Camden, Hope, Isle Au Haut, Matinicus, North Haven, Rockport and Vinalhaven); the Business seat; and the Environmental seat expire this year. The County Commission will fill these seats, for three-year terms, during their April 10, 2018 County Commission meeting.

The Commission is asking for nominations. Nominations should be sent to the Airport Manager, Jeff Northgraves (jnorthgraves@knoxcountymaine.gov) or any current member of the APAC by March 9, 2018. The APAC will compile these nominations for the County Commission. Citizens interested in becoming a member of the APAC should notify their town office, Chamber of Commerce or environmental organization.

The APAC normally meets every other month, on the second Monday, in the airport manager's office, at 4:30PM. There are three standing sub-committees (Environmental/Public Relations, Operations/Maintenance and Business Plan) which meet as needed. The meetings are open to the public and anybody interested in serving on one of the sub-committees should contact the airport manager or any of the APAC members:

District #1 Seat: Maynard Curtis, Owls Head (term expires: 2018)

District #2 Seat: Roger Peabody, Warren (term expires: 2020)

District #3 Seat: Dick Witherspoon, North Haven (term expires: 2018)

Environmental Seat: Vivian Newman, South Thomaston (term expires: 2018)

Owls Head Seat: Adam Philbrook, Owls Head (term expires: 2019)

South Thomaston Seat: Mike Florance, South Thomaston (term expires: 2020)

Business Seat: Gregg Peet, South Thomaston (term expires: 2018)

Airport Business Seat: Shane Burns, Appleton (term expires: 2020)

Flying Club Seat: Ron Vanosdol, Camden (term expires: 2019)

Commercial Pilot: Katie Shaw, Owls Head (term expires: 2019)

Additional information, APAC Charter, By-Laws, meeting agendas and meeting minutes can be found at <http://www.knoxcountymaine.gov/airport>

County Administrator Andrew L. Hart
Commission Carol Maines, District 1
Commissioner Richard Parent, District 2
Commissioner Sharyn Pohlman, District 3

Department: Airport Maintenance

Line Number	Description	Projected 2016 EOY	Projected to 2017 EOY	Budget
Personnel Services		1.090909091	1.090909091	
416003	53610 Airport Manager	\$66,681	\$68,466	\$71,240
416003	53611 Maintenance Supervisor	\$40,061	\$39,368	\$38,230
416003	53612 Maintenance Employee	\$28,862	\$29,818	\$34,050
416003	53613 Admin Assi - 32--40 hours	\$36,328	\$37,589	\$39,125
416003	53615 Part Time Maint Employee	\$5,067	\$3,306	\$12,645
416163	53710 Security Coordinator	\$51,213	\$39,166	\$54,350
416163	53711 Security Officers	\$23,362	\$33,984	\$27,030
416003	53800 Overtime	\$6,680	\$11,118	\$11,613
Sub-Total Salaries and Wages		\$258,254	\$262,815	\$288,283
Total Headcount - 5				
Total Headcount - 4				
416003	53900 FICA	\$20,526	\$20,482	\$22,054
416003	53910 Health Insurance	\$30,821	\$37,615	\$52,228
416003	53920 Workers' Compensation	\$7,001	\$8,962	\$8,552
416003	53940 Resignation/Termination Benefits	\$11,946	\$8,500	\$7,510
	Sick	\$2,182	\$1,155	\$1,054
416003	53950 Flexible Benefits	\$128	\$115	\$115
416003	53960 ICMA Qualified & Deferred Comp.	\$13,183	\$11,623	\$15,213
Sub-Total Benefits		\$85,787	\$88,451	\$106,726
Total Personnel Services		\$344,041	\$351,266	\$395,009
Contractual Services				
416004	54055 Legal Fees	\$1,695	\$10,341	\$1,000
416004	54110 Meals	\$170	\$119	\$125
416004	54115 Lodging (-300)	\$281	\$1,116	\$350
416004	54120 Other, Tolls, Parking, etc.	\$26	\$84	\$25
416004	54315 Telephone	\$4,171	\$4,034	\$4,500
416004	54326 Internet Access	\$2,568	\$2,954	\$2,940
416004	54354 Runway Maintenance	\$9,500	\$7,668	\$4,000
416004	54421 INSURANCE	\$1,000	\$1,000	\$1,000
416004	54510 Advertising +700	\$151	\$911	\$250
416004	54515 Dues & Registration	\$402	\$600	\$790
416004	54520 Postage & Shipping	\$468	\$936	\$650
416004	54525 Printing +200	\$971	\$882	\$900
416004	54545 Training & Seminars	\$525	\$1,070	\$500
416004	54555 Electricity -3355	\$27,662	\$29,387	\$30,000
416004	54565 Water	\$3,311	\$3,889	\$3,000
416004	54570 Copier Lease & Maintenance	\$914	\$2,000	\$1,824
416004	54575 Equipment Repairs & Maintenance	\$5,000	\$2,208	\$2,500
416004	54590 Ground Maintenance -1500	\$22,572	\$13,100	\$13,600

416004 54591 Janitorial Service
 416004 54595 Building Repairs & Maintenance
 416004 54610 **Heating Repairs & Maintenance**
 416004 54615 Plumbing Repairs & Maintenance
 416004 54650 Mo Gas
 416004 54655 **Auto Repairs -500**
 416004 54750 Hangar Owners Electricity
 416004 54765 Hangar Owners Liability
 416004 54770 Property Taxes-10 Benner Lane

Total Contractual Services

Commodities

416005 55104 Water - Bottled
 416005 55205 Heating Fuel
 416005 55310 Automobile & Equipment Supplies
 416005 55315 Cleaning Supplies
 416005 55325 Maintenance Supplies
 416005 55335 Office Supplies
 416005 55345 **Copy Machine Supplies**
 55385 **Computer Supplies**
 416005 55405 Uniforms
 416005 55510 Books, Subscriptions, Etc.

Total Commodities

416007 57335 Equipment

416007 57336 AIP

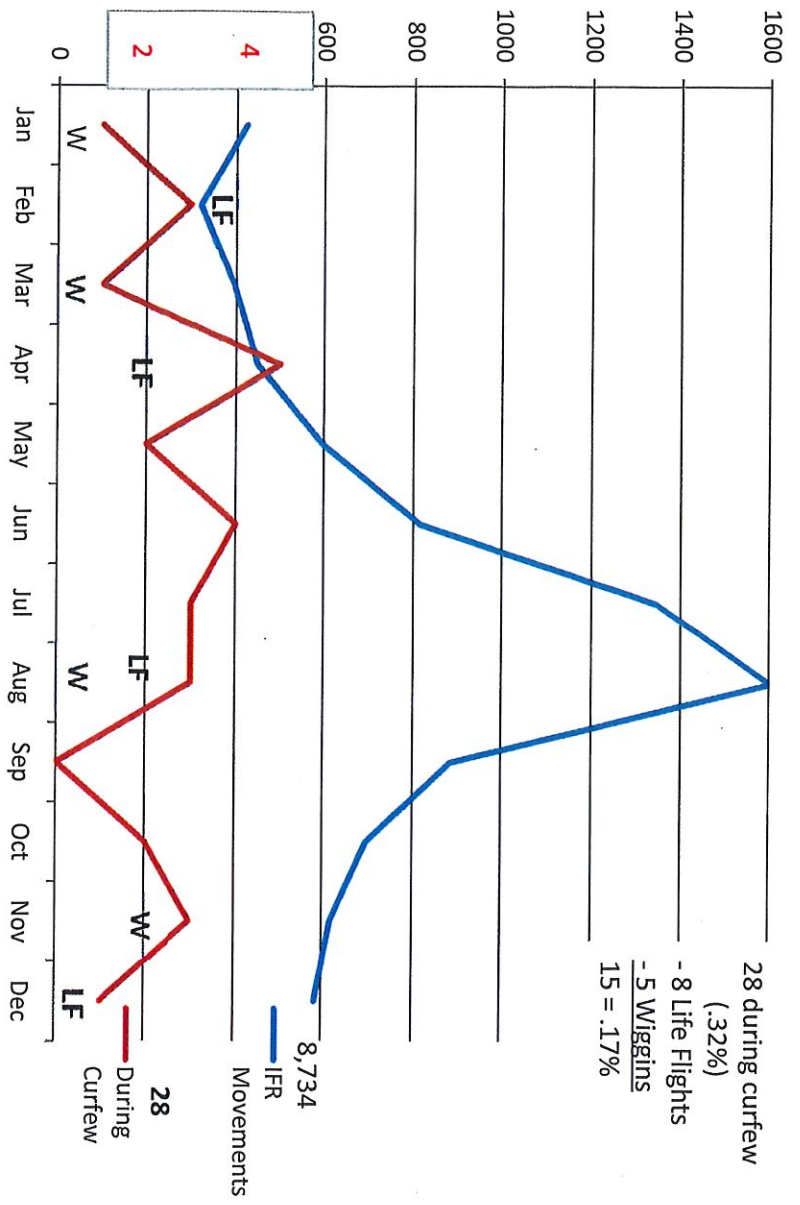
Total Expenditures

Revenue

416001 46110 Aircraft Excise Tax
 416001 46113 Runway Access
 416001 46114 PIA House Rental -10 Benner Lane
 416001 46115 Downeast Air %
 416001 46116 Downeast Air Land Lease
 416001 46119 Hangar Owners Land Leases
 416001 46120 Hangar Liability Reimbursements
 416001 46121 Hangar Electricity Reimbursements
 416001 46122 Aeronautical Radio
 416001 46123 Budget Car Rental (dba Chambers)
 416001 46124 Owls Head Transportation Museum
 416001 46125 Ronald Lussier Access Fee
 416001 46126 Enterprise Car Rental
 416001 46127 Penobscot Island Air Land Rent
 416001 46128 Aircraft Parking
 416001 46129 Vehicle Parking
 46131 Advertising
 416001 46132 Airport Miscellaneous
 416001 46133 Late Fees
 416001 46135 TSA Federal Reimbursement
 416001 46136 Steve Turner
 416001 46137 Cemetery

\$22,056	\$22,056	\$22,056
\$31,216	\$27,319	\$19,570
\$750	\$447	\$450
\$0	\$0	\$50
\$10,165	\$12,000	\$14,000
\$2,000	\$2,406	\$2,000
\$6,149	\$6,000	\$6,000
\$2,568	\$2,568	\$2,570
\$1,087	\$1,089	\$1,100
\$157,379	\$156,185	\$135,750
\$303	\$450	\$250
\$8,383	\$7,805	\$9,000
\$6,819	\$2,473	\$5,000
\$66	\$50	\$50
\$6,282	\$3,523	\$5,000
\$3,460	\$2,000	\$2,000
\$99	\$266	\$110
	\$163	\$0
\$500	\$500	\$350
\$634	\$170	\$175
\$26,547	\$17,400	\$21,935
\$12,040	\$13,131	\$15,000
\$20,000	\$26,500	\$26,500
\$560,007	\$564,483	\$594,194
\$72,761	\$88,200	\$80,000
\$3,624	\$3,716	\$3,789
\$2,520	\$2,608	\$2,660
\$17,030	\$17,951	\$18,500
\$13,325	\$13,792	\$14,067
\$22,688	\$23,255	\$23,720
\$2,568	\$2,568	\$2,700
\$5,904	\$6,309	\$5,700
\$2,006	\$2,051	\$2,092
\$30,000	\$31,500	\$31,500
\$3,891	\$3,997	\$4,076
\$992	\$1,017	\$1,039
\$1,871	\$3,142	\$3,000
\$1,826	\$1,889	\$1,917
\$4,000	\$5,146	\$5,500
\$33,712	\$30,217	\$33,000
\$1,500	\$875	\$2,200
\$500	\$730	\$500
\$200	\$200	\$200
\$53,747	\$54,750	\$54,750
\$45	\$25	\$25
\$787	\$802	\$818

416001	46138	Cape Air Electricity Reimbursement	\$7,020	\$7,020	\$7,020
416001	46140	Penobscot Island Air %	\$18,047	\$16,326	\$19,000
416001	46142	Cape Air Rent	\$40,027	\$40,173	\$40,976
416001	46143	Cape Air Enplanements	\$58,716	\$58,002	\$53,844
416001	46144	Switchback Hangar Lease	\$2,841	\$2,884	\$2,976
416001	46146	Café %		\$5,801	\$10,000
	46148	Blue Yonder Rent	\$720	\$720	\$720
416001	46149	Blue Yonder %	\$1,012	\$1,000	\$400
	46153	Cape Air Security Reimbursement	\$72,000	\$72,000	\$74,000
	46154	Fuel Sales	\$1,595	\$1,906	\$700
Total Revenue			\$478,077	\$500,570	\$501,390
				\$564,483	\$594,194
Grand Total (Net Budget)			\$81,930	\$63,913	\$92,804



2017