

## **EASTERN SLOPE AIRPORT AUTHORITY**

### **QUARTERLY MEETING**

**Thursday, January 14, 2021**

5:00 pm via Zoom

At 5:05 pm, the quarterly meeting of the ESAA Board of Directors was called to order with the following present: Chairman Don Thibodeau, Vice Chair Carl Thibodeau, Gene Bergoffen, Elbridge Russell, Ron Briggs, Eric Meltzer, Consultant Matt O'Brien, Airport Manager Dave Cullinan, and Recording Secretary Krista Day.

- Approval of Quarterly Minutes of Oct. 8<sup>th</sup>, 2020

**Mr. Briggs moved, seconded by Mr. Thibodeau, to adopt the minutes from minutes from the October 8, 2020 quarterly meeting as written. The motion carried unanimously.**

- Executive Committee

Chairman Thibodeau explained that the crack sealing was complete. He reminded the Board that they had requested that the company come back and complete the job as it was satisfactory. He noted that they had received a bill for that work.

Chairman Thibodeau explained that he had contacted the company because he did not feel that they should be paying for the second visit as it was to complete the originally agreed upon work. He has not heard back from them.

Chairman Thibodeau stated that the environmental permitting process is ongoing.

Chairman Thibodeau noted that they were completing background work regarding what was done to the property next to the airport and Mr. O'Brien was putting together a rebuttal.

Mr. O'Brien noted that they are going to reach out to the Town, Fire Department, and Natural Resource Conservancy Group to try and coordinate a controlled burn this Spring.

The plan would then be to reach out the Maine DEP to show the progress that had been done.

Chairman Thibodeau stated that he had signed the lease for the aviation academy. He noted that they had spend \$350 on a roof repair, but had made it clear that moving forward, the Academy would have to maintain it.

Chairman Thibodeau noted that they are holding back on using the flight simulator until the Spring due to COVID-19.

In terms of the Access Road improvements, Mr. Thibodeau had reached out to the Northern Borders Regional Commission and was able to confirm that the access road is eligible for funds.

Mr. O'Brien had been tasked with working the with Town of Fryeburg to progress this project and he was waiting on a couple documents from Town Manager Ms. Haley.

It was stated that the initial request had been to get the design bid for construction in 2021. However, after speaking with Ms. Haley, the Town did not have this projected budgeted in their current 5 year plan. The Town of Fryeburg plans to finish their current 5 year plan and add this project into their next plan.

There was clarification that if the if they go the North Borders route, McFarland Johnson would be tasked with the design, however, if it is considered a Town project, the Town already has a consultant that they use which may cost less.

Mr. O'Brien stated that wants to bring in Mr. Briggs for discussions regarding the minimum requirements, etc.

- Quarterly Operations Update

Airport Manager Dave Cullinan explained that fuel sales are up. He attributed this in part to the runway conditions due to the mild winter weather.

Mr. Cullinan explained that that their new modem had crashed over the holidays so he will take a look at the camera in order to get an accurate activity report for the Board.

Mr. Cullinan noted that he was redoing his underground tank certification.

Mr. Cullinan stated that he will get a count out to the Board regarding the number of open hangar spaces; he believed that there were possibly three.

Mr. Cullinan explained that he is getting a lot of calls about runway conditions.

Mr. Cullinan noted that they had two new tenants; Mr. Meltzer and Major Randy Chapman. He added that Major Chapman planned to propose a reconstruction of his hangar.

Mr. Cullinan stated that he had been approached by Mr. Bender who had visions of leasing.

Mr. Cullinan noted that the upgrade for the filtration system was complete.

He added that they had patched some of the liner in the fuel take and someday this would need to be cleaned out. He explained that everything else passed very well.

Mr. Cullinan noted that the website is working very well.

He added that the Civil Air Patrol Squadron is starting to come alive again.

Chairman Thibodeau inquired as to when Mr. Cullinan believed they would need to do some work to the jet fuel tank. Mr. Cullinan believed that they should be looking to do this in 2022.

Chairman Thibodeau asked Mr. Cullinan to get a quote for this.

It was stated that the emergency services training that had occurred at the airport had been a success.

It was also noted that Red Baron is done for the year.

- Financial Update

Mr. Bergoffen explained that he was waiting for a final report for the end of the year, however, the key point is that they finished 2020 in the black, specifically at least \$50,000 net positive.

**Mr. Bergoffen moved, seconded by Mr. Briggs, to approve the proposed 2021 budget with an approximate total revenue of around \$174,000, total expenses around \$146,000, and a net operating income of around \$28,000.**

Mr. Bergoffen stated that he expects a good year going forward. He noted that the capital accounts are looking pretty decent and is hoping for an additional \$8,000 from the Mulford Fund.

Mr. Thibodeau questioned the numbers presented by Mr. Bergoffen as it did not match his version.

Mr. Bergoffen reviewed his information and withdrew his original motion.

**Mr. Bergoffen moved, seconded by Mr. Briggs, to approve the proposed 2021 budget with an approximate total revenue of around \$198,000, total expenses around \$143,000, and a net operating income of around \$54,000. The motion carried unanimously.**

There was brief discussion regarding the potential for the airport to receive more stimulus money with the new proposed package. Mr. O'Brien noted that from their perspective, this package was geared more towards the commercial airports. However, he noted that it doesn't necessarily mean there would be no money for the airport, but it was unclear at this point.

Mr. Bergoffen noted that as soon as their accountant finished the year end analysis, he will send it out.

He added that they had engaged the same audit firm for this year, and they would also be taking on the analysis of their capital accounts.

Mr. Bergoffen explained that they have almost all their funds transferred to NBT and were not working out the details for the remote management of funds.

He added that they are beginning to implement the recommendations from the auditors.

Mr. Bergoffen explained that the 990 had not been submitted, but will be presented and approved by the Board first.

Mr. Briggs questioned the process of how the contractor will be paid in regards to the hangar project.

Mr. O'Brien explained that they would discuss that later on.

Mr. Bergoffen noted that for all payments, they need Board approval of project activity. In this case, they had chosen Mr. Briggs to take over the role that Mr. Bergeron had played.

There was brief discussion of the process that would require Mr. Briggs to approve payment activity before checks were being cut. Invoices would go to Mr. Briggs for approval, Mr. Bergoffen would decide

how they would pay for it, Mr. Edgeworth would pay it, and McFarland Johnson would be operating in the background getting the reimbursements.

**Mr. Bergoffen moved, seconded by Mr. Meltzer, to appoint Mr. Briggs as the point of technical approval for invoices related to the transient hangar project. The motion carried unanimously.**

Mr. Briggs stated that he thought it would be a good idea if they had a second Board member who could access the System for Awards Management (SAM) Account, which gives them authority to receive and spend federal funds.

Mr. Bergoffen suggested that Executive Committee member Eric Meltzer take on that role. The Board agreed unanimously.

In regards to the transient hangar, Mr. O'Brien stated that he had received the invoice, however, he had not received a building submission for yet. However, the contractor is still showing that the deadline will be met.

They are meeting weekly regarding the hangar project.

Mr. O'Brien explained that he had sat with the grant administrator to create a complicated spreadsheet to track who is paying, what they are paying for, and when they are paying.

They are preparing to file for their first reimbursement.

There was discussion regarding why the delay in building submission. Potential reasons included supply and demand, and that COVID-19 had caused delays, but also increased prices. Mr. O'Brien explained that the contractor may now be having trouble getting the materials for the prices that he had bid them for.

Mr. O'Brien noted that at this point, two signs had been installed, a few trees had been cut, and they had surveyed for utilities.

Mr. Cullinan added that they had begun removing the top soil today and come across an unexplained wire.

There was a discussion of the drop site for material. They are currently allowed to stock pile down the entrance road, but for more permanent stockpiling, this needed to be back past the fuel farm.

Mr. O'Brien noted that other airports are actually selling this material.

Mr. Thibodeau stated that he would not be interested in selling any material until they have decided what their plan was in terms of extended the runway.

Chairman Thibodeau noted that they should find a place for temporary stockpiling of material.

Mr. O'Brien explained that complicated process regarding the plan to extend the runway.

Mr. Cullinan confirmed that they are keeping the material separate.

Mr. O'Brien explained that he had met with his team regarding the strategic plan.

The strategic plan is set to go into effect in September of this year. McFarland Johnson plans to be done with the plan and recommendations by July so they have three months to implement it.

Mr. O'Brien noted that Ms. Navia has been a great resource for them.

There was discussion regarding weaknesses and challenges of airport management and Boards. It was stated that management statewide is very difficult to find, and finding qualified Board members was also a struggle.

Mr. O'Brien noted that the State of Maine is potentially going to become a clearing house for certifying airport managers and that it is the hope that DOT will provide some education items.

Mr. Briggs mentioned that they should probably be looking again for people who would be good to come onto the Board in the future.

Mr. Bergoffen noted that they question may be, is a volunteer, non-profit airport authority a sustainable government approach, or should they make it clear to the Towns that another form of governance for the airport is needed.

Mr. Briggs agreed, but added that when it comes time to make that argument, it would be good for them to be able to show that they put in the effort to try and find qualified Board members.

It was noted that they would plan to have a special meeting via Zoom in the near future in order to reappoint those members whose terms had expired back to the Board.

There was a brief discussion regarding how to enforce the mask mandate at the airport.

In regards to Environmental Permitting, it was reported that crews had measured the impacted area with GPS and gathered other data which is currently being processed.

It was noted that initial observations suggest that the MEDEP work in same area may have had more impact than our work.

Mr. Bergoffen noted that in regards to the Solar Project, they are moving ahead. A draft lease is in front of DIRIGO, and they have agreed to reimburse the ESAA for all costs, including legal.

Mr. Bergoffen stated that as soon as the lease gets approved and signed, the ESAA will begin to collect revenue.

Chairman Thibodeau will contact the appraiser.

- Marketing Committee

Mr. Meltzer explained that the website is up and running and seems to be getting good feedback.

In regards to the hangar, he is getting the word out the best he can.

Mr. Meltzer stated that Mr. Cullinan is one of the best tools they have at the airport and is constantly getting positive feedback about him.

Mr. Cullinan asked that if someone inquired into a year-round lease in their new transient hangar, would that be something that could happen.

Mr. O'Brien stated that he would review the language in the grant, as it was deemed a transient hangar. He added that in his mind, as long as there was room for a transient aircraft, perhaps this situation would be acceptable.

- Questions & Comments

Mr. Russell suggested getting a photo of the daily progress of the hangar to post on the website.

**Mr. Briggs moved, seconded by Mr. Thibodeau, to affirm the actions taken by the Executive Committee since the last quarterly meeting. The motion carried unanimously.**

ADJOURN

**At 6:40 pm Mr. Briggs moved, seconded by Mr. Thibodeau, to adjourn. The motion carried unanimously.**

The next ESAA Quarterly meeting will be on April 8, 2021. The Executive Committee meets the third Thursday of every month. Next meeting is February 18, 2021 at 9:00 am.

Respectfully Submitted,

Krista Day

Recording Secretary