

AGENDA
EASTERN SLOPE AIRPORT AUTHORITY
QUARTERLY MEETING October 10, 2019
6:00 pm American Legion
Bradley Street, Fryeburg, Maine.

At 6:00 pm, Acting Chair and Treasurer Gene Bergoffen called the quarterly meeting of the ESAA Board of Directors to order with the following present: Ed Bergeron, Elbridge Russell, Fred Packard, Steven Steiner, Thomas Holmes, Ken Richardson, Gene Bergoffen, Ron Briggs, Dave Sorenson, Eric Meltzer, Ed Bergeron, and Recording Secretary Krista Day.

Approval of the minutes of the July 11, 2019 Quarterly Meeting

Mr. Briggs moved, seconded by Mr. Bergeron, to adopt the minutes from July 11, 2019 as written. The motion carried unanimously.

Committee Reports

I. Executive Committee

Mr. Bergeron stated that the Executive Committee continues to meet monthly. For transparency, he will continue to circulate the minutes taken at those meetings. He noted that while everyone is not required to attend these meetings, they are welcome. The meetings are the third Thursday of each month at 9:00 am at Green Thumb Farm.

In regards to the transient hangar project, Mr. Bergeron explained that they had received the final approval letter from the EDA for the 1.2-million-dollar grant. They have banked \$450,000 from FAA entitlement and the USRDA loan for over \$1,000,000. Mr. Bergoffen presented the cash flow spreadsheet which will need to be revised for matches for the federal money. It was noted that the executive committee will not commit to a loan amount prior review with the entire board.

The next step is to prepare plans to put out for bid. It is not clear whether these will be ready this fall or at the beginning of 2020.

There is slight concern from some Board members that they will be over budget due to the rising industry costs.

Mr. Meltzer noted that in conversations with Daymond Steer from the Conway Daily Sun about this project, he had kept the narrative quite positive.

In regards to the solar panel project, they were looking to have the Board authorize the executive committee to continue to investigate and explore the solar panel project proposal from Dirigo with the understanding that no contract will be entered into without the authorization of the full board.

The Executive Board had met with 2 other providers, but they felt that Dirigo would be best able to complete this project. They have had experience in Maine and are better able to move quickly. They noted that Dirigo had got us first in line in the queue for the state of Maine.

Mr. Holmes recommended that they put a date certain to start construction within the final contract. He explained that Conway had omitted this in their contract and they are still waiting for any progress to be made on their project. He noted that it is very important to have a way out of the contract if progress is not being made.

Mr. Sorenson inquired about the acreage that would be used for this project. Mr. Bergeron noted that it would be about 25-30 acres and the proposal that was emailed to board members included a map. Mr. Bergeron added that the placement would likely change though as the area needs to be reviewed by the FAA.

Mr. Bergoffen noted that they have been told this project would produce a minimum of \$30,000 in revenue for the airport per year, and could possibly be double that. He said that they cannot count on that figure, but it is attractive.

Mr. Sorensen moved, seconded by Mr. Briggs, to authorize the executive committee to continue to investigate and explore the solar panel project proposal from Dirigo with the understanding that no contract will be entered into without the authorization of the full board. The motion carried unanimously.

Mr. Bergoffen noted that they would also get legal advice before proceeding.

It was stated that this project was still at least a year away.

In regards to the grant application to repair the airport entrance road, Mr. Bergeron stated that he had not gotten the estimate but will have it for the next executive committee meeting.

In regards to the sale of the Hiram property, Mr. Bergoffen reviewed that the former property owner had agree to purchase the land back from the ESAA for \$25,000 plus the cost the ESAA had to bear. He noted that the one sticking point that they were having was that the buyer wanted the equipment that is on the property removed. However, Chairman Thibodeau does not want to do that. Mr. Bergoffen stated that as they will net approximately \$24,000 through the sale of the property, his hope would be that Mr. Thibodeau could come to an agreement with the buyer.

Mr. Bergoffen noted that the profits from this sale would be put into the long-term maintenance fund.

Mr. Bergoffen explained that in terms of marketing for the airport, they had been working with Barbara Gleason. He noted that while she had some good ideas, they did not see any long-term strategy to attract more traffic to the airport. Currently, Mr. Meltzer would be the point person for marketing.

Mr. Meltzer noted that they have been encouraging Dave Cullinen to attend the executive meetings. He stated that he has been very receptive to doing whatever needs to be done.

Mr. Bergoffen stated that they have agreed that they made a mistake with the new airport entrance sign and the print is too small. They are going to be going back to the sign maker with a new design that they will show the board.

Mr. Bergeron explained that they have had conversations with Chris Smith regarding his sign for bi-plane rides. They want him to be successful in his business venture, but would like a more aesthetically pleasing sign. They are allowing the current sign until the end of the year.

Mr. Meltzer stated that he and Dave Cullinen have been working on finding approved vendors and professionals who can work on the field when needed. Because they require certain documents and insurance, this is a little more difficult.

Mr. Bergoffen explained that they have adopted a policy that would require SASSO agreements and a charge of a dollar who use the airport. However, there are some people who are operating without these things as there is not systematic enforcement. This is something they are working on.

II. Finance Committee

Mr. Bergoffen discussed the financial statements that had been emailed to all members. While he admitted it to be a complicated sheet, he reviewed that they had set up two capital accounts separate from the operating account.

Mr. Bergoffen highlighted that they had done two major things during the last quarter. The first included the point of sale system replacement and the tee hangar roof repair.

There was brief discussion regarding the different bank accounts. Mr. Bergoffen noted that the overall goal is going to be to simplify.

Mr. Bergoffen said that the quarterly report looks good. They are looking good in terms of cash flow. He noted that hangar lease invoices will hopefully be out on the first of December which will add some cash flow at the beginning of 2020. He also noted that they have seen better than budgeted fuel sales.

Mr. Sorensen inquired about how many lease hangars there were. It was determined to be around 30.

Mr. Bergoffen noted that they would have a budget before them to approve at the January quarterly meeting.

Mr. Bergoffen stated that the audit had been previously circulated, but they would need to approve the IRS 990 when it is complete before they can submit it.

III. STEM Aviation Committee

Mr. Bergeron explained that they have been very busy on the STEM Aviation Committee. They had their first meeting on September 16 and would be meeting on October 21. The group is now sitting at about 12-15 members and they are currently looking for more members.

In regards to the Wings and Wheel event, Mr. Meltzer is currently working on a subcommittee to plan the event for 2020. This year they shared the same date as the Whitefield air show and they were going to try to avoid this for next year. This committee is also looking at another event so they could have both spring and fall events at the airport.

Mr. Bergeron explained that they are planning an event for November that is very weather dependent. There is a husband and wife duo that was partaking in a two-year trip to cover all 50 states. The plan would be for them to do some discovery flights at the airport and have some FAA wings workshops. They are working on finalizing that agenda for November 12 and 13.

Mr. Bergeron stated that the ESAvAc Articles of incorporation had been approved and filed by the Secretary of State.

In regards to the summer camps offered at the airport, they are trying to figure out how to continue to move along and challenge students with new and more advanced camp curriculum. They are looking to offer advanced level camps that will be more expensive, but will include both ground school and flying opportunities. They realized that 7th graders are too young for these programs, so next year they are going to try and offer to 10th and 11th graders.

The FAA Ground School is continuing again at KHS. They are moving towards trying to set up an aviation mechanics avionics program as well. Mr. Bergeron noted that Virginia Schrader, Russ Lanoie, and Joe Lentini were committed to getting this program going.

Mr. Bergeron mentioned that despite their best efforts, they are struggling to get Fryeburg Academy to be more involved, but that was a barrier they would continue to try and surpass.

Mr. Bergeron noted that the next step for the STEM Aviation club was to create the bylaws, hold an interest meeting, and decide on dues.

It was stated that perhaps looking to see if any fuel suppliers would offer a discount for education opportunities may be beneficial.

IV. Facilities and Operations Committee

Mr. Bergoffen stated that for the apron reconstruction, they should be receiving about \$7,500 back for the legal costs.

Mr. Bergeron stated that in regards to the apron reconstruction, they had completed the crack patching, grass, and some lit sign repair.

In regards to the repair of the 1961 Tee Hangar roof, they have installed a 24-inch-deep steel beam that is now holding the roof up. Mr. Bergeron commended Steve and Kenny Fox for their work in completing this in 3 days.

In regards to the Runway 14 clearing, Mr. Bergeron explained to the board that an issue has developed. He explained that they were under FAA orders to have the runway cleared by May 1 or they would lose their FAA funding for this year. He added that they have a vegetation management plan that had been created 10 years ago. While they were supposed to apply for permits to clear the area, Chairman Thibodeau had hired a contractor to go ahead and do the clearing. Once this had been completed, someone complained to MEDEP about it.

They had received an inspection back in June and received a letter stating that while they did not apply for the correct permits, they did act within the vegetation management plan. There was impact on rare and endangered moss, butterflies, and scrub oak and red pine. They were also cited for not leaving a 100-foot buffer around the pond. This resulted in a MEDEP Meeting. The overall feeling of that meeting was more negative Mr. Bergeron explained. Because only one person at that meeting had been to the actual site, there is going to be another inspection on October 18, 2019 at 9:00 am with all relevant parties.

Mr. Bergeron stated that Mr. Thibodeau had made a decision in order to keep the FAA funding and now they have to live with the consequences.

The total area cut was approximately 5 acres.

Mr. Bergeron said the next step is going to be to come up with a plan to maintain that

Adjourn

At 7:02 pm, Mr. Russell moved, seconded by Mr. Bergeron, to adjourn the meeting. The motion carried unanimously.

The next ESAA Quarterly meeting will be on January 9, 2020. The Executive Committee meets the third Thursday of every month. Next meeting October 17th, 2019 at Green Thumb Farms at 9:00 AM.

Respectfully,

Krista Day
Recording Secretary