

Present:

- *Chris Krohn (Chair) (Zoom)*
- *Ronald Rosenfeld (Secretary) (Zoom)*
- *Chester (Karl) Jenkins (Member)*
- *Bob Chieffo (Member) (Zoom)*
- *Daryl Wurster (Member)*
- *John Foster (Member) (Zoom)*
- *Billy Boone (Council Representative)*
- *Pete Lehman (Airport Manager)*
- *Kris Johnson (Zoom)*
- *Shane McDougall (Aviest) (Zoom)*

1. Call to Order: Chris 5:05 PM
2. Approval of minutes of December 2
 - a. As most members had not reviewed the previous minutes, this item is tabled until our February meeting.
3. Adjustments to agenda
 - a. Fuel tank sensor issues (Daryl)
 - b. Scheduled Service (Billy)
4. Airport Supervisor Update
 - a. Fuel sales / Inventory

Month	Type	Amounts	Gallons	Remaining
December	AvGas	\$ 1,339.60	252	3115
	Jet-A	\$ 0.00	0	2606
YTD	AvGas	\$53,782.18	10,157	
YTD	Jet-A	\$20,906.84	4,739	
Totals		\$74,689.02		

- b. Facilities and Equipment update
 - i. Runway and Taxiway lights
 1. 2 Taxiway lights are out
 2. 3-4 Runway lights are out
 3. This is still within the allowed percentage of lights that can be out.
 - ii. Equipment status
 1. All snow removal equipment is functional
 - iii. Gate has been stuck open since last power failure
 1. Pete has tried resetting it according to instructions in manual but hasn't worked
 2. Shane feels this should be a warranty item and Pete to call vendor if he cannot get it working.
 3. Chris feels we should make every attempt to keep the gate closed, even during the winter.

- c. Follow-up of previous items
 - i. Maintenance logs: Available on paper in the terminal building.
 - ii. PAPI malfunction: Unable to reproduce the problem
 - iii. Lighting parts inventory: pending
 - iv. Pricing of lighting parts and components: pending
 - 1. Pete unable to get current pricing from vendor
 - 2. Vendor is undergoing some kind of reorganization.
 - 3. Pricing for a complete fixture received after the meeting:
EMIS2WY04S00100---\$480.59/each.
 - v. Status of Jet-A cabinet door
 - 1. Repair is pending.
 - 2. Repair should require three rivets.
 - 3. It is not a safety issue.
 - 4. Pete has not yet had time for this
- d. Pete's hours
 - i. Pete is contracted for 15 hours/week for the airport but can go up to 30 hours/week (needed especially in the winter for plowing).
 - ii. In addition to working for the airport, he is also doing work with the Police Department.
 - iii. Pete thought that the hours working with the PD did not count against his 30 hours maximum but found out that it does and he ran over last month.
 - iv. In the future, Pete will prioritize airport hours over PD hours

5. Snow Removal Update

- a. Karl requesting that pavement edges be marked for the taxiway (to avoid running off the pavement).
- b. Equipment needs: Rotary Brush to completely clear the runway
 - i. Runway was closed (FICON 0/0/0) for two 12-hour periods during the past few weeks and was closed multiple times last year.
- c. Insurance status:
 - i. Bob and Daryl have been informed they are covered by the insurance policy and can undergo training.
 - ii. Apparently, they are not named directly.
 - 1. Possibly there is a clause to the effect that insurance applies to "city-approved individuals"
 - 2. An explanatory email was sent out, but the committee does not have a copy of it.

6. Financial and Budget update

- a. Pete reports (based on conversation with Victoria) that we have approximately \$89,200 in the bank fuel/revenue account, and \$8,630 left in the operating budget for the remainder of the fiscal year.

7. Projects

- a. Current Project Updates
 - i. Terminal Building
 - 1. Travis to be checking uncompleted punch list items on Thursday.
 - a. Missing window screen
 - b. Finishing center beam in main room
 - c. Ice melt system for outside sidewalks
 - 2. A heating zone seems to be disconnected (pipes not connected)
 - a. Shane believes this is part of the non-functional ice-melt system.
 - 3. Keys discussion

- a. Shane: Travis believes he left all of the keys in the kitchen
 - b. We do not have keys for any of the “break-bar” doors
 - c. We have a key for the flight planning room, but not for the other interior doors
 - d. Likely we will need to hire locksmith.
 4. Stove: Clock keeps resetting
 5. Computer room:
 - a. Air exchange is non-existent making the room extremely warm in summer
 - b. There is a vent in the ceiling, but uncertain as to where it goes
 - c. This had been on a previous punch list, but is no longer on the list.
 - d. Problem was present last summer.
 6. Old gate posts
 - a. Was to have been removed by contractor, but Steve T. wanted to salvage them.
 - b. To be removed by Pete & Steve T.
 - c. This was to have happened but did not happen due to an equipment malfunction.
 - d. Needs to be done before June
 7. Kitchen cabinets (Victoria) are in and we have someone to install them.
 - ii. Taxilane Electric
 1. Versant required some change due to line proximity to one building
 2. This will be done by contractor.
 3. Versant engineer checking with his supervisor as to the proposed remedy.
 4. Connections, metering, billing etc. will then be the responsibility of the individual hangar owners.
 - b. CIP Discussion (Chris)
 - i. Tabled to next meeting although Chris reports no changes at this time.
8. Community Event Planning (Bob)
- a. Need Council permission to hold the event
 - i. Billy to present this request at next Council meeting (Wednesday).
 - b. Planning very preliminary at this time
 - i. May have skydivers again but need to figure out a Landing Zone as last years is now occupied by hangars.
9. Fuel sensor alarms (Daryl)
- a. The sensor is designed to alarm for water
 - b. Given its position in the tank, it seems to be alarming for condensation rather than for any significant accumulation of water.
 - c. Daryl to check with manufacturer regarding this; if this is normal behavior; and what is the purpose if it is.
10. Scheduled Service (Billy)
- a. Federal grant money would be required in order for scheduled service to occur, as we could not support it based on traffic generated here.
 - b. We would be competing with Bar Harbor for the grant money.
 - c. The process with regard to both the grant itself, and the politics becomes rather convoluted.
 - d. Probably not practical at this time but maybe in the future.

- e. With regard to a carrier that expressed interest last year, the ownership has changed and it not clear if the new owners are interested in pursuing this.

11. Motion to adjourn by Daryl; 2nd Ron; adjourned 6:31 PM

Next Meeting: 5 PM February 3, 2026

Respectfully Submitted,

Ron Rosenfeld, Secretary