

Airport Advisory Committee Minutes February 3, 2026

Present:

- Chris Krohn (Chair) (Zoom)*
- Victoria Ganz (Vice-Chair)*
- Ronald Rosenfeld (Secretary) (Zoom)*
- Bob Chieffo (Member) (Zoom)*
- Chester Jenkins (Member)*
- Daryl Wurster (Member) (Zoom)*
- John P. Foster (Member) (Zoom)*
- Billy Boone (Council Representative)*
- Pete Lehmann (Airport Manager)*
- Shane McDougall (Aviest) (Zoom)*
- Brian Schuth (City Manager)*
- Charlie Curtis*

1. Call to Order: Chris 5:02 PM
2. Approval of minutes
 - a. Meeting minutes of December 2, 2025
 - i. Chris: Motion to Approve; Victoria: Second; Approved unanimously
 - b. Meeting minutes of January 6, 2026
 - i. Karl: Motion to Approve; Ron: Second; Approved unanimously
3. Adjustments to agenda
 - a. Pete: Charlie Curtis asked to speak regarding sale of airport adjacent property
 - b. Charlie: is involved in the sale of approximately 25 acres adjacent to the airport owned by Moose Island Racing Ass'n.
 - i. Wants to know if "through the fence" access can be included in advertising the sale.
 - ii. Shane: would be difficult to obtain FAA approval.
 - iii. Bob suggested including that the property is adjacent to the airport to attract buyers who want that type of location.
 - c. Should airport purchase the land? Chris: FAA would want us to have a need for the land in order for them to pay for it.
 - d. Question about city Zoning restrictions. John stated that city zoning ordinances provide for height restrictions that are more severe as a structure gets closer to the runway.
 - e. Shane: Commercial aviation related business may have it easier to obtain TTF than residential.
 - f. The sense of the Committee is that we should do nothing at this time. If Charlie has a buyer interested in TTF, we can re-address things then.
4. Airport Supervisor Update
 - a. Fuel
 - i. Sales and Pricing

Month	Type	Amounts	Gallons	Remaining
January	AvGas	\$1,396.47	262.99	2,849
	Jet-A	0	0	2,607

- ii. Pete has been keeping up pricing spreadsheet but hasn't adjusted the price due to the fluctuations only being a few cents.
 - 1. Bob: If price not updated recently Foreflight marks price as stale.
 - 2. Pete to update price online every week or two even if no change.
 - 3. Chris:
 - a. Recommends price be changed per the spreadsheet even if change is minimal.
 - b. Pete to send out copy of spreadsheet to members.
- iii. Fuel tank sensor (Daryl)
 - 1. Daryl's contact stated the sensor is there for the fuel; probably to detect a fuel leak from inner tank to the outer shell.
 - 2. Daryl's contact did not have good idea how to stop it from alarming on condensation.
 - 3. Daryl thought maybe we could find a sensor that would alarm only on fuel and not on water.
 - 4. Victoria to call someone for more information.
- b. Facilities and equipment update
 - i. PAPI functioning
 - ii. One runway light is intermittent and is functioning now.
 - iii. We still have five lights out (one intermittent and four continuous)
 - 1. Lights will not get worked on until Pete no longer has to "bank hours" for snow removal.
 - 2. FAA allows 10% of lights to be out before considering it a safety problem.
 - 3. We have 57 Rwy lights
 - iv. Gate: Pete ran out of time to call gate installer and sent to Shane to followup.
 - 1. Should be responsibility of Gate company to get it working.
 - 2. Gate company has been out three times for stuck gate with different reason for malfunction each time.
 - 3. Victoria to call Gate company to get them to fix it and to tell us if there is something different we need to be doing. Shane happy to help getting this done.
 - v. Yellow truck:
 - 1. Wing blade piston leaking and needs work.
 - 2. Eric can fabricate a new seal but truck would be out of service for a while
 - 3. Howie says we can use it for now and, if it breaks, chain the wing blade up.
 - 4. Karl to check with Eric to see if repair can be done "in between storms". If not, we will use it until end of season (with wing blade chained up if necessary) and then have it fixed.
 - vi. One-ton
 - 1. Needs brake work but can wait until end of the snow season.
 - vii. John Deere tractor
 - 1. Should have routine maintenance and repair of broken items before mowing season starts but nothing needs to be done now.
- c. Follow-up on previous items
 - i. Maintenance logs are on paper and Pete can make them available for perusal but not removal.
 - ii. Lighting parts inventory not done
 - 1. Plan is still:
 - a. Do a complete inventory
 - b. Figure out what parts and how many we need "on the shelf"
 - 2. Pete estimates it will take a full day to do a proper inventory so he is delaying this until after snow season. Time required is due to need to obtain pricing and also determining which parts are good and which are not good.

3. Some items ordered:
 - a. Power Supply Board (3) (\approx \$230 ea)
- iii. Pricing
 1. For individual items: Not obtained from supplier.
 2. For fully assembled drop-in replacement \approx \$500
 - a. Does not include required (below-ground) isolation transformer
 3. Chris: Should we consider a different supplier for these parts that might provide better service? Discussion followed. This company (ADB Safe Supply) seems to be the "500 pound gorilla". Shane recommends staying with this supplier who is quite busy
- iv. Jet-A Fuel door: still pending due to Pete time constraints. Not a safety issue.

5. Snow removal update

- a. More snow this year than previous.
- b. Problems with taxilane and new hangar area
 - i. Layout and grade makes it difficult with our equipment to plow a lane wide enough for adequate aircraft wing clearance.
 - ii. Cannot take equipment off the paved area to clear the snow berms without risk of equipment getting stuck.
 - iii. No place to push snow in the taxilane area.
 - iv. Pete may be able to move things with the one-ton and its four-wheel drive.
- c. Pete has developed a tool to record work done regarding snow plowing (time), runway conditions, etc.
 - i. Started on Jan 17, 2026.
- d. (Victoria): Insurance coverage email sent to Daryl and Bob.
 - i. This was the response from the city regarding coverage of Daryl and Bob and they were OK with the terms, even though not named specifically.
- e. (7b) Chris: Should we get additional SRE prior to starting multiyear apron development project.
 - i. Consider a tractor which has a Brush and a snow blower.
 1. Would be able to blow snow away far enough to avoid berm build-up
 2. Brush would help with ice and could also be used in summer to clear contaminants
 3. Might be able to purchase a mower for the tractor to use in the summer (not covered by AIP money).
 - ii. Bob, Pete, Ron, Daryl, Victoria all spoke in favor
 1. Shane suggests 125hp tractor with brush on front and blower on the back which would cost about \$175,000 for which we have funds (for the match).
 2. Standard match – probably 2.5%
 3. Chris and Shane to research options.
 4. Ron ? replace yellow truck. Chris \$250k to replace. Due to expense we will wait until we see how things work with the extra SRE.
 5. Shane: we need to move quickly if we want it to happen this year.
 - a. Shane to check on eligibility and we may need to have an extra meeting.
 6. Karl & Shane: Need to "Buy American" for the equipment and not too many choices

6. Financial and Budget update

- a. Expenses compared to budget
 - i. Insurance 110.7% (line was not increased for the addition of the courtesy car)
 - ii. Expenses 67% (does not include payroll)
 - iii. AIP 40.9% (approx. \$17,700 remaining)

- b. With regard to the AIP money, Shane does not think there is substantial invoicing yet to be done, and also that we will be getting some money back from the FAA. Also there should be money coming back from projects recently closed out that were managed by HT.

7. Projects

a. Current Project Updates

i. Terminal Building

1. Shane was told by King that painters were sent to the building.
 - a. No one can confirm that.
2. To come by tomorrow (Feb 4) to install window screen
3. Shane has not had response regarding the non-functioning heating zones.
4. King told Shane that air exchanger in CBP office is working, but we need to confirm that.
5. Kitchen cabinets (Victoria)
 - a. Installer that was going to do this doesn't want to because of crown molding that would have to be cut away.
 - b. Shane to ask King if they can do it.
6. Because of King's unresponsiveness, Shane considering "pulling bonds".
7. (Victoria) A window seal is broken and water getting in between the panes of glass
8. (Victoria) Keys missing.
 - a. Chris: check with locksmith
 - b. Karl: Objects to that.
 - c. King: claims they provided keys.
 - d. Victoria: We never had keys to entrance doors.
 - e. Bob: Get a locksmith and send King the bill.
 - f. Karl will call locksmith.

ii. Taxilane Electric

1. Versant required modifications turned out to be minimal.
2. Hopefully operational by the end of February or sooner.

8. Community Event Planning (Bob)

- a. Do we have \$1,400 for community day left over from last year.
 - i. Victoria - funds in an Airplane Miscellaneous line
- b. Council approved the event : June 20 11AM - 3PM
- c. Website: [Airport Community Day \(https://www.epmcommunityday.info/\)](https://www.epmcommunityday.info/)
- d. Jump team declined to participate this year. ?look for another
- e. Acadia Scenic flights are non-committal
- f. Bob to announce everything publicly the week of Feb 16th

Chris Motion to Adjourn; Victoria 2nd; Meeting adjourned at 7:06 PM

Next Meeting: 5 PM March 3, 2026

Respectfully Submitted,

Ron Rosenfeld, Secretary