

Airport Advisory Meeting

MINUTES

7/8/2025

3:00 PM

AIRPORT CONFERENCE ROOM

MEETING CALLED BY	Scott Wardwell
TYPE OF MEETING	Monthly
CHAIRPERSON	Charlie Namur
NOTE TAKER	Scott Wardwell
ATTENDEES	Nate Grass, Larry Clark, Sonja Eyler, Bob Clark, Kim Smith, Leigh Smith and Granville Lamb

APPROVE MAY MINUTES

COMMITTEE

DISCUSSION	A motion was made to approve the May Minutes. A second was made. All voted in favor.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REVIEW ANNUAL ENPLANEMENTS

SCOTT

DISCUSSION	Charlie gave an update of the boarding's and noted they were less than United.	
	Since beginning of service jetBlue has averaged a 99% completion rate and 71% on-time rate plus an additional 10% within 14 mins for a total of 81.1%.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

2026 EAS RECOMMENDATION PROCESS

SCOTT

DISCUSSION	Scott passed out the updated memo which incorporated some of the comments made in May.	
	Scott went over his recommendations for the 2026 EAS Recommendation Process.	
	These recommendations were documented in his memo. The only amendment made was that the process allows airlines to give a virtual presentation at the public portion of the meeting.	
CONCLUSIONS	Robert Clark made a motion to recommend that the City Council approve this EAS process as amended.	
	It was seconded by Nate Grass. All voted in favor.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

2026 EAS BID SCHEDULE AND CONTRACT DURATION

SCOTT

DISCUSSION	Scott presented his recommendation that the next EAS contract be bid in October or November of	
	2025 to try to avoid the uncertainty of the Federal budget process. Scott also recommended giving airlines the option	
	to submit a four-year proposal versus the typical 2 year. The reason for this is to try to deal with the uncertainty of the Federal budget process. The group seemed to favor October over November. The group also recommended given airlines the option to do a 2-year contract as well. It was questioned who has the ultimate authority on behalf of the City. Sonja confirmed that it was in fact City Council. Sonja also indicated that the Council truly wants to hear from the advisory committee. She would take the message back to City Council.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

APPROVE MODIFICATIONS TO AIRPORT
ADVISORY BOARD BI-LAWS

SCOTT

DISCUSSION	Scott indicated that the bi-laws update the name of the airport in the document. Change the first meeting of the year to the second Tuesday of January. The conflict of interest provisions was also added at the request of City Council and the City Manager. An amendment to the wording for Article IX Section 2 was agreed to. This amendment just cleaned up the first sentence.	
CONCLUSIONS	Robert Clark made the motion to recommend the amended bi-laws to City Council. Leigh Smith provided a second. All voting members of the committee voted in favor.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

APPROVE INTERNATIONAL PAPER BUILDING
EVALUATION RFP

SCOTT

DISCUSSION	Scott provided an explanation as to why this evaluation was necessary.	
CONCLUSIONS	Charlie Namur made the motion recommending that the airport director use the RFP as written. This was seconded by Leigh Smith. All voting members of the committee voted in favor.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ON-GOING CAPITAL PROJECT UPDATE

DISCUSSION	The concrete footings for Terminal are being poured. A lot of the site work is underway. The aircraft parking apron will begin next week. The USDA	
	Loan has been approved with interim financing being provided by Katahdin Trust. The NBRC Transit for Timber Grant was approved for 2.5 million. Bob Clark and Kim Smith worked very hard on the grant application and the lobbying of support	
	We have completed the detailed design and we are currently out for the ¹ second cost estimate for a 12,000 sq.-ft facility.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ECONOMIC DEVELOPMENT UPDATE

DISCUSSION	Robert Clark discussed the tax credit for Taste of Maine and Penobscot Foods in State Legislation.	
	He also indicated the fish hatchery was coming along with its construction.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

AIRPORT CURRENT EVENTS

SCOTT

DISCUSSION	Young Eagles Day on June 7 th was postponed until September due to weather. The week of the 21 st ,	
	the airport will be undergoing our annual TSA inspection. The following week will be our annual FAA inspection. The	
	aerospace research park ground breaking will be in the first week in August. Kim Smith updated the committee on the Antique Automobile Association event. Sonja discussed the new beautification corridor for the airport.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		
