



**Airport Advisory Committee  
Regular Meeting  
AGENDA**

8:00AM, Thursday January 12, 2023  
In Person at 9 Presidential Lane, Sanford, Maine 04073  
Via Zoom:

<https://us02web.zoom.us/j/82981254872?pwd=dktZNG96N0pnNzdVdS9TajUwY0VMdz09>

Meeting ID: 829 8125 4872

Passcode: 593493 Call: +1 312 626 6799

**1. Attendance**

- a. 2023 Committee Appointments
  - i. Stuart Miller – Incumbent 12/31/2025
  - ii. James Deyermond – Incumbent 12/31/2025
  - iii. William Grant 12/31/2025
- b. Appoint:
  - i. Chair: \_\_\_\_\_
  - ii. Vice Chair: \_\_\_\_\_
  - iii. Secretary: \_\_\_\_\_

**2. Minutes of:**

- a. November 17, 2022 Regular Meeting

**3. Fixed Base Operator Reports**

- a. Blacksky Composites
  - i. Update Restroom Use Hangar E50

**4. Airport Manager's Report**

- a. Winter Ops 2023
- b. Budget process underway for FY 23/24
- c. Tenant Waiting List
  - i. Reportedly now over 50
  - ii. Potential for construction in 2023 of 10-20 new units
- d. Sanford Airport Solar Tax Increment Financing District for Economic Development: Presidential Lane
  - i. 4<sup>th</sup> Credit Enhancement Agreement to go before City Council
  - ii. 3<sup>rd</sup> and final phase proposed as part of 23/24 budget to complete road and utilities
  - iii. Potential for 6-16 additional units to begin construction in 2023

**5. Old Business:**

- a. Airport Layout Plan Update with McFarland Johnson underway
  - i. Workshop to be scheduled in coming months
- b. 2023 Events continue in planning stages
  - i. Rotary Gala
  - ii. Boy Scouts Camporee
  - iii. Operation Screaming Eagle: Veterans and Youth Benefit
  - iv. Aerobatic Practice(s)

**6. New Business:**

- a. 2023 Grant Application: Slurry Seal East Ramp (34,000SY)

**7. Public Participation**

a.

**8. Agenda items for next meeting March 9, 2023**

**9. Adjourn**

Next regular meeting: March 9, 2023 8:00am  
*Sanford Seacoast Regional Airport*  
*9 Presidential Lane*

**Sanford Airport Advisory Committee (ACC)**  
**Minutes of October 19, 2022, Special Meeting**

1. **Members Present:** Linwood Dall, Chair, James Deyermond  
**Members Present on Zoom:** Stuart Miller  
**Members Not Present:** Jan Murray, David Caswell, Geoff Howe, Mayor Ann Marie Mastraccio.  
**Guest:** Allison Navia, Airport Manager, Daniel Bowden, Pilots Cove, Parker Montano, Pinetree Helicopter  
**Guests on Zoom:** Jim Knowles SMA, Angela Petetabella, SMA Marc Brunelle, Tenant.
2. **Meeting called to order by Chairman Dall at 5:00pm.**
  - a. Member Jim Deyermond Volunteered to keep the minutes.
3. Purpose of meeting to review of the existing Committee Charge
  - a. Purpose / Mission Review & Development.

Allison Navia stated that the Committee is an Advisory Body which meets at regular scheduled meetings and is open to the public. Its major role is to help the City of Sanford by advising the City Council on matters related to improvements and the operation of the Sanford Seacoast Regional Airport. She stated that the Committee is made up of 7 Voting members with 1 non-voting member KKW water district.
4. Allison Navia initiated the discussion by advising the committee that there was some discussion by some airport tenants about the possibility of expanding the voting membership of the Advisory Committee to include the FBO's and businesses operating on the Airport. Jim Knowles asked Allison how many FBO's and businesses were on the Airport. Navia stated that there are approximately 7 FBO's and 9 commercial businesses at the Airport. Navia advised the meeting that the addition of any new voting members would have to be approved by the City Council and the City Manager. When asked if any representatives of the FBO's or airport businesses present would become new members of the committee, Jim Knowles, and Angela Petetabella of SMA said they would. Parker Montano of Pine Tree Helicopters said that he wasn't sure that he had time for that. Jim Deyermond brought up the issue of adding 9 new members that to the current board would cause potential conflicts of interest between the City, the Airport Manager, and the businesses. Deyermond asked if it would be easier to simply add a block of time to every meeting that would be for the FBO's and Airport businesses to speak before the board and be heard on matters pertaining to them. Chairman Dall, and Stuart Miller agreed that proposal would be a possible solution. Chairman Dall then polled the members and guests present and everyone agreed that allowing a block of time at regular meetings should be brought up and discussed at the next regular meeting of the AAC on November 17, 2022.
5. Meeting was Adjourned at 6:10PM.

**Sanford Airport Advisory Committee (AAC)**

**Minutes of November 17<sup>th</sup>, 2022**

1. **Members Present:** Linwood Dall (Chair), Geoffrey Howe (meeting minute secretary), James Deyermond, Jan Murray, David Caswell, Stewart Miller

**Members Present on Zoom:**

**Members not present:** Mayor Ann Marie Mastraccio, Greg Pargellis (KKWWD)

**Non Members Present:** Allison Navia (Airport Manager)

**Guest:** Andrew Button (SMA), Jim Knowles (SMA), Israel Briggs (Blacksky Composites), Michael Doucet (Blacksky Composites), Angela Petetabella (SMA),

**Guests on Zoom:** Marc Brunelle (SFM Tenant), Deputy Mayor Maura Herlihy; Ken Anderson (SFM Tenant)

2. **Meeting Called to order by Chairman Dall at 08:01am Jim Deyermond motion David Caswell 2nd**

a. Member Geoffrey Howe volunteers to keep minutes.

3. **Allison presents the Fixed Base Operator Report**

a. Allison read letter from Gerard Peterson from the EAA and letter about the Young Eagles. 100 kids registered and 62 kids were in the air. A letter thankful to SMA and Big blue.

a. Allison asking the airport should do at least one or 2 young eagle events per year.

b. Izzy adding some points about event safety and how he has conducted Young Eagle events at different airports in the past and safety is a must.

b. Jim Knowles talked about the Rotary 100<sup>th</sup> anniversary event set for June 3<sup>rd</sup> 2023. Expecting 100-150 people. Jim explained the logistics of the event that will need to take place such as parking, catering, barriers and taxiway logistics. Jim explained will have to satisfy the fire marshal for the safety of the event. Allison will have to file special forms and possible approvals with Jim.

a. Allison and Jim said they will have to get together at a later date and go over what is needed etc.

b. **Motion** by Jan Murray to approve, second Stuart Miller and all approved.

4. Jim Knowles took the floor to advocate for the Boy Scouts Aviation Camporee set for May 19<sup>th</sup> 2023. Explained the areas where this will take place, needing to talk to Allison about the ability to ferry Boy Scouts to SMA for the use of the Flight Sim, how this has been a great event in the past.

a. Geoffrey asked when they would be there. Jim responded Sat 19<sup>th</sup> all day camp out that night and will be packed up and over by mid day Sunday.

b. Linwood asked if there was an aviation badge for this event. Jim answered yes.

c. Linwood commented what a great event this will be with general agreement.

d. Geoffrey asked who funds this event and if there is any 501 c3 that people can give to so the Boy Scouts may be able to fly in helicopters and planes with fuel and flights

**Sanford Airport Advisory Committee (AAC)**  
**Minutes of November 17<sup>th</sup>, 2022**

being so expensive. Maura talked about some 501c3 are possible and Allison will look into it further for the group.

- e. Jim asked Angela to talk about the ground school at SMA and its near completion. Angela talked about the school had about 10-15 students and went very well considering post Covid and how SMA has not had this opportunity in a few years.
- f. Izzy Introduced The Black Sky Composites and talked about the bathroom work they want to do starting in January with the intent to have the bathroom open for general airport personnel and pilots. Jan asked if there will be cameras for security and Izzy and Geoff talked about some research that will happen around the security and there will be some sort of camera security.

**5. Manager's Report presented by Allison:**

- a. Allison talked about looking for 2-5 temp winter help for airport plowing and will pay 25\$/hr.
- b. Taxiway C reconstruction needed to be re-ground twice to maintain perfect slope per FAA reg.
- c. H61 under construction, Presidential Lane phase 2 complete. To finish may be 1 million or slightly less and how the water will run off in a septic type design. It is not a septic but provides water run-off and dispersion similar to a very large leech field and will be great for airport water run-off control.
- d. Allison continued talking about the budget for 23/24 and asked for any recommendations. No one responded with additional budgetary items.

**6. Old Business presented by Allison:**

- a. Allison continued talking about the new airport layout work done by McFarland Johnson and how it is needed because many things have been build and transpired since the last update. How the FAA grant will pay for the update leaving the airport with a 5% balance.
- b. David asked about the new truck we are buying and Allison said we will receive it by Spring 2023.

**7. New Business presented by Allison:**

- a. Discussed the results for the Special Meeting the ACC had on Oct 19, 2022. In general the meeting was to build and design a more current and appropriate "charter" or mission statement for the AAC.
  - i. Discussion about how the members must be present for 75% or more of the meetings or the chair can ask them to resign if needed and appropriate.
  - ii. Maura added that the members must understand that these meetings and charter discussion will provide recommendations to the City Council as and the City Council will approve or disapprove recommended changes to the charter and mission of the ACC. The ACC members members all agreed and acknowledged.

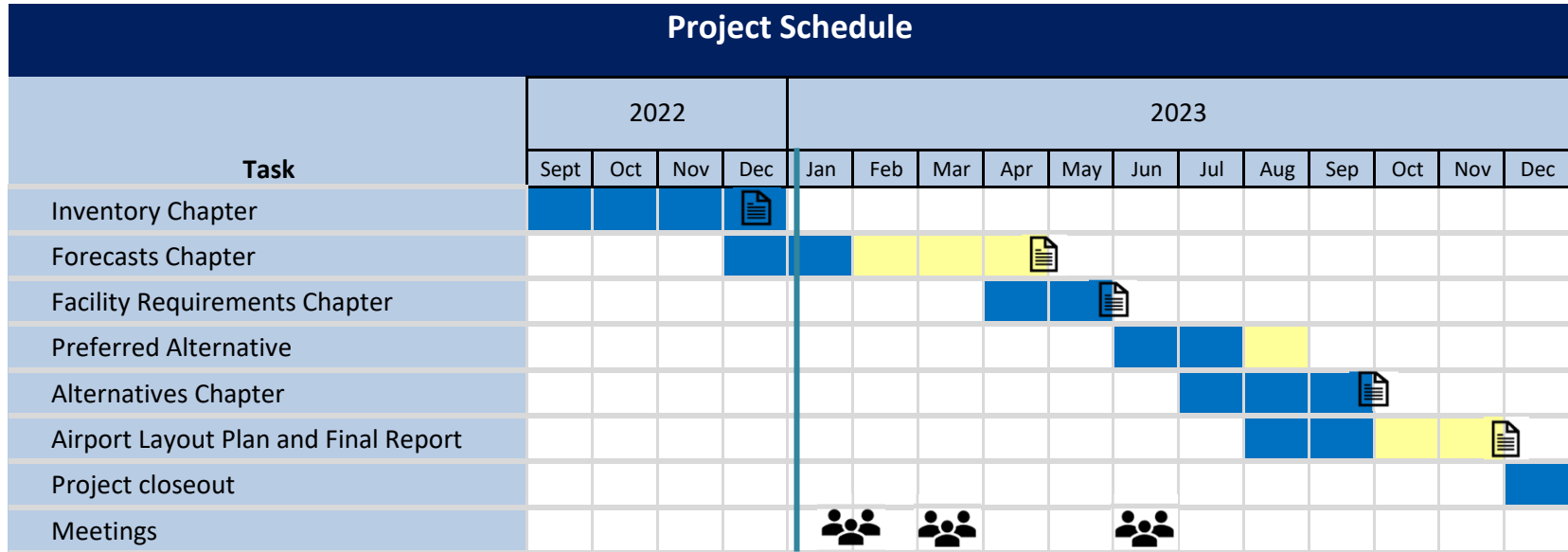
**Sanford Airport Advisory Committee (AAC)**

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- iii. Jim Deyermond asked for a motion to accept changes for recommendation to the charter, Stuart 2<sup>nd</sup> the motion and all were unanimous.
  - b. Izzy talked about the eclipse on April 8<sup>th</sup> that will happen over KSFM and local areas. He discussed how this may be a large event for fly-ins and how he had seen a similar rare event like this bring in pilots from all over the Country. How SFM should be prepared for this. Members all agreed and some more information will be needed to try and guestimate what may or may not happen.
  - c. Allison talked about the possibility of wifi for the entire airport and more research is being conducted and more to come.
  - d. Linwood asked if there was any input, statements or questions from the guests or any others. No on replied.
- 8. Motion to Adjourn at 09:03am by Jim Deyermond, Geoffrey 2<sup>nd</sup> and Linwood closed and Adjourned.**

# Sanford Seacoast Regional Airport Layout Plan Update

McFarland Johnson




Legend  
 MJ Work ■  
 FAA Review ■

# Sanford Seacoast Regional Airport

Slurry Seal and Mark East Ramp (Approx. 34,000 SY)

## Legend

 Sanford Seacoast Regional Airport



Sanford Seacoast Regional Airport

PROJECT AREA

