



**Airport Advisory Committee
Regular Meeting
AGENDA**

8:00AM, Thursday July 13, 2023
In Person at 9 Presidential Lane, Sanford, Maine 04073

Via Zoom:

<https://us02web.zoom.us/j/82927971435?pwd=cHFtQk1jZkEwNHA0VXFVS0tCb1Y0QT09>

Meeting ID: 82927971435

Passcode: 298250 Call: +1 312 626 6799

1. Attendance

- a. Dave Caswell absent with notice; Appoint Secretary for this meeting: _____

2. Minutes of:

- a. May 11, 2023 Regular Meeting

3. Fixed Base Operator Reports

- a. None received.

4. Airport Manager's Report

- a. Update Based Aircraft Inventory complete
b. Ace Camp Seacoast 2023 – Spots still open! <https://www.maineacecamp.org/>
c. Hangar Development
 i. W"E"
 ii. Presidential Lane Development Area 2
d. Operation Screaming Eagle: New Date August 12 from 11am to 5pm @ 12 Presidential Lane

5. Old Business:

- a. Airport Layout Plan - Awaiting FAA approval of proposed forecast chapter
b. Sealcoating Grant Application: Awaiting FAA Award
c. Gatehouse Road Fencing Relocation awarded to HA Stone & Sons; Scheduled for August
d. New fleet addition: F350 Pickup Truck with plow sander
e. Generator for 9 Presidential Lane scheduled for install late fall

6. New Business:

- a.

7. Public Participation

- a.

8. Security Report

- a. Reminder: Access Gate procedures
b. Comments/ Reports

9. Agenda items for next meeting September 14, 2023

10. Adjourn

Next regular meeting: September 14, 2023 8:00am
*Sanford Seacoast Regional Airport
9 Presidential Lane*



Airport Advisory Committee Attendance Sheet
Regular Meeting

9 Presidential Lane, Sanford, Maine 04073
8:00 am May 11, 2023

NAME	ROLE	PRESENT/ ABSENT
Stuart Miller	AAC	SM
Bill Grant	AAC	GR
Linwood Dall Linwood Dall	Chair	Linwood Dall
✓ James Deyermond	AAC	A
David Caswell	AAC	DC
Geoff Howe	VICE AAC Chair	GH
Becky Brink	Mayor, Council Rep.	BB
Greg Pargellis Justin Richardson ✓	Non-voting representative of the KKW Water District	J.R.
Allison Navia	Airport Manager	P
ANDREW BUTTON	SMA	P
Adam Cutler	Gale	AC
Matt Caron	Gale	P
JIM KNOWLES	SMA	P
ON ZOOM:		
LAURA CAMHAM	MCFARLAND JOHNSON	P
MARC BRUNELLE	ADOPA + TENANT	P
DANIEL BOWDEN	PILOTS COUNCIL	P
1224 Briggs	Black Sky Composites	

**Sanford (SFM) Airport Advisory Committee
Minutes of May 11, 2023**

Members present: Mayor Becky Brink; Geoff Howe, Chair; Linwood Dall, Vice Chair; David Caswell, Secretary; Bill Grant, Member; Stuart Miller, Member.

Absent: James Deyermund.

Other Attendees: Justin Richardson, KK&W Water District

Public present & Zoom attendees: see attendance sheet.


Meeting called to order 0800, May 11, 2023, by Chair Howe.

Motion to approve March 9, 2023, moved by Mayor Brink, second by S. Miller.

Vote: Approved.

1. Fixed Base Operator Report, Andrew Button, Southern Maine Aviation (SMA)
 - a. "Screaming Eagles" open house planned for June 24, 2023 progressing.
 - b. SMA Ground School will begin May 30, 2023.
 - c. Young Eagles event May 20, 2023.
 - d. Fourth grade field trip to SMA May 11. 150 students expected

 2. Airport Managers Report, Allison Navia
 - a. FY 23/24 budget was approved.
 - b. Airport SFM based aircraft inventory is in progress.
 - c. Development project near airport proposed for area of current apartment complex North of Runway 14 approach. Proposed as three (3) story buildings. More info to come as proposal goes through city planning committee.
 - d. SFM to host Maine Aeronautics Advisory Board meeting on June 28, 2023.
 - e. Seacoast Maine Aviation Career Education (ACE) Camp tentatively scheduled for August 9-12, 2023, at SFM.
 - i. POC: Tim & Darcy LeSiege darcy.lesiege@gmail.com
 - ii. Maine ACE Camp: <https://www.facebook.com/MaineAceCamp>

 3. Old Business:
 - a. Airport Layout Plan update via PowerPoint discussed by Laura Canham, Airport Planner, McFarland Johnson, Inc. SFM shows/projects steady growth in both aircraft based at SFM and transiting aircraft operations.
- 

2023-05-11 SFM
Airport Advisory Cor
4. New Business:
 - a. Gatehouse Road fence West of hangers WD & WE replacement and move bid closes May 18, 2023.

5. Public Participation:

- a. Izzy Briggs, BlackSky Composites gave update on his hanger E50 pilot public lounge restroom facility. Bathroom and lounge are complete however waiting on completion of exterior door for public access.
- b. Izzy also brought up the issue of need for better internet access for pilots on SFM. He is suggesting forming a non-profit to upgrade to a fiber optic network with access points on the airport.
- c. Jim Knowles, SMA suggested adding a Security Agenda item to future AAC agenda items.

6. Next AAC meeting July 13, 2023.

7. Meeting adjourned: 9:00 AM



Minutes submitted by: DTC

Memo



Number:

To: City Council

From: Allison Navia, Airport

Date: 2023-04-04 18:00:00

Subject: Presentation on Ace Camp 2023: Seacoast at the Sanford Seacoast Regional Airport August 9th - 12th.

RECOMMENDATION

Presentation on Ace Camp 2023: Seacoast at the Sanford Seacoast Regional Airport August 9th - 12th.

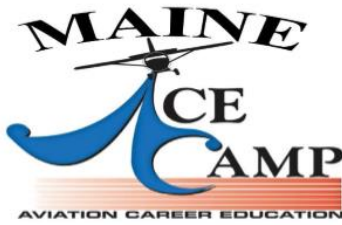
Background Information:

2023 Maine ACE Camp is happening, and we have exciting news: We now have 3 camps this year, one over night and two day camps: Maine ACE Camp North (Ages 14 – 18 who have completed the 8th grade) July 23 – 29, 2023 \$1,000.00 (22 campers maximum) Maine ACE Camp Midcoast {Formerly South Camp} (Ages 12 – 16) August 2 – 5, 2023 7:30am – 6:00pm \$500.00 (30 campers maximum) Maine ACE Camp Seacoast {New Camp for 2023} (Ages 12 – 16) August 9 – 12, 2023 7:30am – 6:00pm \$500.00 (30 campers maximum) Changes may occur just before the camp occurs that are out of our control, your patience is appreciated. We look forward to seeing everyone at camp. All paperwork and tuition is due June 23, 2023 <https://www.maineacecamp.org/> Maine Ace Camp Seacoast (New Camp for 2023) The Maine ACE Camp Seacoast located at the Sanford Seacoast Regional Airport in Sanford, ME and is structured towards aviation campers ages 12-16. The camp is a day camp in which campers are introduced to many different fun aspects of aviation, both military and civilian. They learn through classroom instruction, hands on activities, and many field trips. Weather permitting; campers will get to fly in at least one general aviation airplane during the week. FAA Mission ACE camps are summer educational programs for middle and high school students that can last from one day to one week. ACE Camps are co-sponsored by the Federal Aviation Administration (FAA) along with many other organizations. The focus is on Aviation Career Education (ACE)! Campers experience instruction in aviation history, the physics of flight, and field trips to aviation sites with hands-on activities. The plan is to have at least one program in each state and U.S. territory. This program reaches approximately 2,000 students each summer. Dates, locations, cost and age requirements vary according to sponsoring organizations ACE Camp Seacoast Check-In Information Dates: Wednesday, August 9 – August 12, 2023 7:30am – 6:00pm daily Check-In Information Date & Time: Wednesday August 9, 2023 7:30am Location: Sanford Seacoast Regional Airport (Exact Room location will be determined closer to the date of camp) Camp Cost: \$500.00

Legal Review Status:

N/A

ATTACHMENTS



Maine ACE Camp Registration Form

Seacoast Camp 2023

Please download and print this form, fill out and return with a check payable to Maine ACE Camp Inc in the amount of \$500.00. All Tuition must be paid in full no later than June 23, 2023. The Tuition for Maine ACE Camp North is \$1,000.00. The Tuition for Maine ACE Camp Midcoast (formerly known as South) & Maine ACE Camp Seacoast (new camp for 2023) is \$500.00.

Mail this completed and signed registration packet and your check (Made payable to Maine ACE Camp) to Maine ACE Camp Inc, c/o Darcy LeSiege, 86 Stinchfield Hill Rd, Chesterville, ME 04938.

CAMPERS NAME: _____

MAILING ADDRESS: _____

CITY: _____ State: _____ Zip code: _____

PARENT/GUARDIAN NAME: _____

PARENT/GUARDIAN NAME: _____

CAMPERS HOME PHONE: _____

CAMPERS CELL PHONE: _____

PARENT/GUARDIAN CELL PHONE: _____

EMERGENCY CONTACT NAME: _____

EMERGENCY CONTACT PHONE: _____

EMAIL ADDRESS: _____

CAMPERS DATE OF BIRTH (DD/MM/YEAR): _____

CAMPERS GENDER (Circle One): MALE FEMALE

T-SHIRT SIZE: (Circle One)

Youth: SMALL MED LG

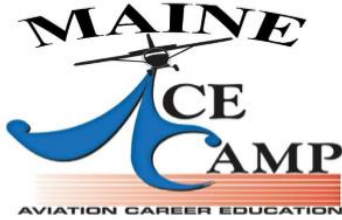
Adult: SMALL MED LG XL XXL

SCHOOL NAME: _____ GRADE entering fall 2023: _____

CAMP ATTENDING (Circle one): NORTH MIDCOAST SEACOAST

HOW DID YOU HEAR ABOUT US? _____

Please mail to: Maine ACE Camp Inc, c/o Darcy LeSiege, 86 Stinchfield Hill Rd, Chesterville, ME 04938



Hold Harmless Agreement and Media Authorization Release

I authorize my child to participate in the Federal Aviation Administration's MAINE ACE CAMP Inc 2023 program.

In consideration of this opportunity, I hereby do release and hold harmless the Federal Aviation Administration, Maine ACE Camp Incorporated, Boy Scouts of America Katahdin Area Council, Maine Air National Guard, Maine Army Guard, and any official supporter of Maine ACE Camp Inc, Maine ACE Camp North, Midcoast, and Seacoast Camps, from all claims which may arise as a result of an accident or mishap during the course of the program.

I understand that sponsors and Maine news media organizations may be invited to view, photograph or film portions of the program, and to interview attendees. My child's photograph, image, quote, or voice may be used in these media presentations.

Printed Name of Parent/Legal Guardian: _____

Date: _____

Signature of Parent/Legal Guardian: _____

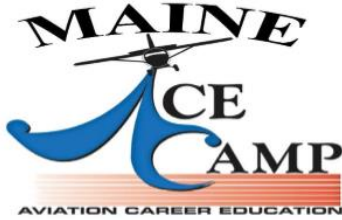
I wish to participate in the MAINE ACE CAMP Inc 2023 Program. In consideration of this opportunity, I hereby do release and hold harmless the Federal Aviation Administration, Maine ACE Camp Incorporated, Boy Scouts of America Katahdin Area Council, Maine Air National Guard, Maine Army Guard, and any official supporter of Maine ACE Camp Inc, Maine ACE Camp North, Midcoast, and Seacoast Camps, from all claims which may arise as a result of an accident or mishap during the course of the program.

I understand that sponsors and Maine news media organizations may be invited to view, photograph or film portions of the program, and to interview attendees. My photograph, image, quote or voice may be used in these media presentations.

Printed Name of Camper/Student: _____

Date: _____

Signature of Camper/Student: _____



Maine ACE Camp Inc 2023 Liability Waiver

We hereby authorize our child:

(Camper/Student full name) _____,

to accompany the MAINE ACE CAMP Inc program on any and all tours, excursions, aircraft flights, and classroom training during the week of July 23 – July 29, 2023 in Bangor, Maine or August 2 – August 5, 2023 in Brunswick, Maine or August 9 – August 12, 2023 in Sanford, Maine.

In consideration of MAINE ACE CAMP Inc arranging the food, housing, transportation, excursions, tours, aircraft flights, and classroom training, I hereby release and discharge the Federal Aviation Administration, Boy Scouts of America, Maine ACE Camp Incorporated, Western Maine Flyers, EAA Chapters, Air and Army National Guard, Bangor International Airport, ACE Academy official supporters, and employees of MAINE ACE CAMP INC paid or volunteers, from any claim, liability or demand of any kind for an account of any personal injury or damage of any kind sustained by the child, whether caused by the negligence of the volunteers, employees or otherwise.

This is to acknowledge that we, the undersigned, have read and understand the above statement.

We are the parent(s) and / or the legal guardian(s) of the MAINE ACE CAMP Inc student listed above.

Parent/ Guardian: *(Signature)* _____

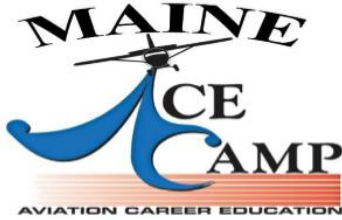
Parent/ Guardian: *(Print)* _____

Parent/ Guardian: *(Signature)* _____

Parent/ Guardian: *(Print)* _____

Date: _____ Camp Attending: _____

(North, Midcoast, or Seacoast)



Maine ACE Camp Inc Code of Conduct

1. **Alcohol, drugs, and tobacco products are strictly prohibited.**
2. **Harassment of any type will not be tolerated!**
3. Remain with your assigned Flight Crew at all times. **Safety first!** Follow Counselor's instructions!
4. Punctuality is critical! Please make sure you are on time and prepared for all activities.
5. ***HATS are to be worn outdoors only!*** Name badges shall be worn at all times.
6. No food or drink permitted in living quarters. No ordering takeout food over the phone. (i.e. Domino's)
7. Neatness and cleanliness must be maintained at all times. (Leave dining room, classrooms, buses, and picnic areas cleaner than you found them.)
8. **Be respectful of others.** No talking during verbal presentations and name calling or ridiculing of anyone will not be tolerated.
9. **NO KNIVES OR WEAPONS ALLOWED. ANY FOUND WILL BE CONFISCATED AND NOT RETURNED.**

MAINE ACE CAMP Inc Code of Conduct is necessary and will be strictly enforced.
Violations of any of the above rules may be grounds for immediate expulsion from the camp with no refund of tuition.

Printed Name of Parent/Legal Guardian: _____

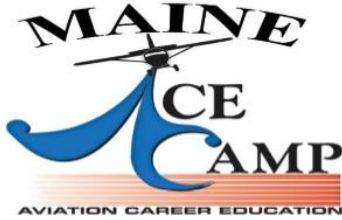
Date: _____

Signature of Parent/Legal Guardian: _____

Printed Name of Camper/Student: _____

Date: _____

Signature of Camper/Student: _____



Maine ACE Camp Inc Discipline Policy

In aviation, **safety** is **paramount**. This is true for everyone working in the aviation industry. During this camp it is **essential** that all students adhere to the instructions from their counselors. Treat staff and presenters in a polite and respectful manner, like you would want to be treated.

We understand that not everything can be covered with a list. Our basic rule of thumb is **if an action in any way reduces the level of safety for anyone, or if the behavior is destructive, the student's actions will be grounds for dismissal from the camp immediately, and the parent will be contacted to pick up the student, with NO REFUND of tuition**. If the action is disrespectful, discourteous, or impolite, the director will handle the issue accordingly.

We are a crucial part of the aviation industry, and our desire is for of everyone involved with Maine ACE CAMP Inc to have the opportunity to learn, experience, and enjoy a camp devoted to aviation career education. However, because of a few unfortunate past experiences, it has become necessary to request all parents/guardians to sign a statement that they have reviewed our discipline policy.

Sign this statement, return with the other camp forms and thank you for your cooperation and support.

Printed Name of Parent/Legal Guardian: _____

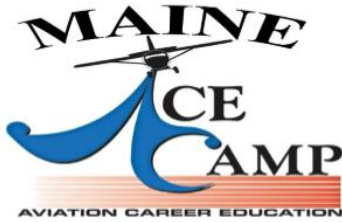
Date: _____

Signature of Parent/Legal Guardian: _____

Printed Name of Camper/Student: _____

Date: _____

Signature of Camper/Student: _____



Maine ACE Camp Inc Medical Release Form

In the event of an emergency, I hereby authorize any physician to initiate any medical attention as deemed necessary.

I also understand that I will be contacted immediately after medical attention is taken care of.

I certify that my child is in good physical health **except** as stated below:

Known allergies or health problems we should know about: (Food, Physical, Mental, Emotional)

Current medication or prescription drugs: _____

Any Special Instructions: _____

Primary Care Physician:

Name _____

Address _____

Telephone number _____

Student health insurance plan: _____

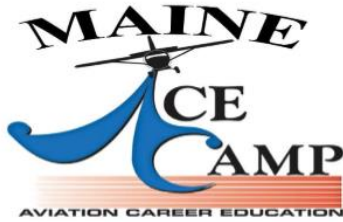
Plan Number: _____

***Students must be enrolled in a medical/accidental insurance plan.**

Printed Name of Parent/Legal Guardian: _____

Date: _____

Signature of Parent/Legal Guardian: _____



Maine ACE Camp offers a program available for young people who wish to apply for a scholarship of up to ½ tuition to assist them in attending the Maine ACE Camp. The applicant must be both 12 to 19 years of age and be a Junior High School or Senior High School Student. Candidates may be from any state or any country.

Summer Camp Scholarship Guidelines:

- Applicants are evaluated without regard to race, religion, natural origin, sex or physical ability.
- Funding is limited, and scholarships are not guaranteed to all applicants.
- Staff of Maine ACE Camp, Inc. and their children are not eligible for scholarship assistance.
- Scholarships may NOT always be awarded two years in a row.
- Incomplete applications will not be reviewed.
- Scholarships will be awarded based on need and merit.

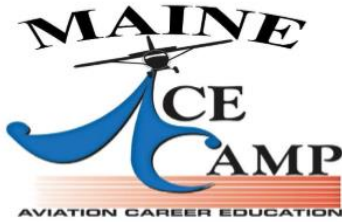
Summer Camp Scholarship Recipient Requirements:

- Submit completed application
- Submit financial documentation (Front Page of US Form 1040) demonstrating need.
- Submit letter of intent demonstrating passion for aviation.
- Complete and submit follow-up report and/or letter after Summer Camp.

Qualified applicants will be assessed on the following criteria:

- A demonstrated strong interest in general aviation.
- A proven self-starter, willing to earn his/her way.
- Academic skills as demonstrated by scholastic record of at least a C-.
- Participation and demonstrated contributions to their communities.

Funding for the awards comes solely from contributions, not from dues or any other Maine ACE Camp funds. You are encouraged to support the fund through a charitable contribution. If you wish to make a contribution it can be made by a check made payable to Maine ACE Camp Inc and mailed to Maine ACE Camp Inc. c/o Darcy LeSiege, 86 Stinchfield Hill Rd., Chesterville, ME 04938.



MAINE ACE CAMP INC Scholarship Application

Please fill out one form per child.

Name of Child: _____

Date of Birth: ____/____/____

Mailing Address _____

City _____ State _____ ZIP _____

Home Phone _____ Cell Phone _____

Family Email _____

Grade: _____ School Attending: _____

What do you hope your child will gain from this experience?

What are your Aviation interests or experience?

How many children currently live in the household? _____

Please list their ages: _____

REQUIRED FAMILY INFORMATION

Father's Name: _____

Address (*if different*) _____

City _____ State _____ ZIP _____

Place of Employment: _____

Mother's Name _____

Address (*if different*) _____

City _____ State _____ ZIP _____

Place of Employment: _____

Name of Legal Guardian (*if not living with mother/father*) _____

FINANCIAL INFORMATION

*Household includes all people (adults and children) living in the household, related or not (grandparents, other relatives, friends, etc.). Please indicate your total annual household income from all sources (including wages, interest income, investments, alimony, child support, social security, public assistance):

- | | |
|--|--|
| <input type="checkbox"/> Below \$10,000 | <input type="checkbox"/> \$40,001-\$45,000 |
| <input type="checkbox"/> \$10,001-\$15,000 | <input type="checkbox"/> \$45,001-\$50,000 |
| <input type="checkbox"/> \$15,001-\$20,000 | <input type="checkbox"/> \$50,001-\$55,000 |
| <input type="checkbox"/> \$20,001-\$25,000 | <input type="checkbox"/> \$55,001-\$60,000 |
| <input type="checkbox"/> \$25,001-\$30,000 | <input type="checkbox"/> \$65,001-\$70,000 |
| <input type="checkbox"/> \$30,001-\$35,000 | <input type="checkbox"/> Over \$70,000 |
| <input type="checkbox"/> \$35,001-\$40,000 | |

