

MINUTES

Walker Field Airport Authority Regular Board Meeting December 21, 1993

BOARD MEMBERS PRESENT: Chairman Larry Jokerst, Directors Elaine Ingvertsen, Joe Croker, Earl Payne, Dan Rosenthal, and John Crouch. Also present: Airport Authority staff members Corinne Nystrom, Tess Sullivan, Kathie Laurin, Leona Andrea, Ben Peck and Bob McDonald.

GUESTS: Bernie Buescher and Louis A. Buescher of West Star Aviation, Ginger Rice of The Daily Sentinel, and Keith Koler of Armstrong Consultants, Inc.

Regular Board Meeting Called to Order

Chairman Jokerst called the meeting to order at 5:55 p.m. A quorum was present.

Approval of Minutes Dated November 16, 1993

Director Ingvertsen recommended that the word "has" replace the word "have" on the last line of the first page. Director Ingvertsen moved to approve the minutes as modified; seconded by Director Crouch. Unanimously carried.

Selection Committee Report

Director Ingvertsen, Chairman of the Selection Committee, announced Marcel Theberge of W. Lebanon, New Hampshire was selected as the new Airport Manager for Walker Field and would probably be on board the latter part of February 1994.

CONTRACTS COMMITTEE:

Staff presented and recommended the approval of the proposed F.A.A. Tower Lease as presented to the Board with a change in one figure noted. Director Ingvertsen moved the Board accept the renewal of the F.A.A. Tower Lease No. DTFAl1-91-L-15178 with the correction of one figure. Director Payne seconded the motion. Unanimously carried.

Staff stated the Request for Proposals for a shoeshine stand concession had been published and the deadline for submitting proposals has expired. There were no proposals received.

PLANNING COMMITTEE:

Development Advisory Committee

Directors Payne and Crouch gave a brief update on the Development

Advisory Committee activities.

Master Plan Update

Corinne Nystrom stated she and Mike Sutherland had met with Coffman & Associates. She provided the Board with a first draft of the scope of work for the Master Plan process.

Land Negotiations

Director Payne recommended that the Board go into executive session to discuss land negotiation matters and that it be done at the end of the Board meeting. Director Croker moved the Board go into executive session at the end of the regular meeting. Director Crouch seconded the motion. Unanimously carried.

FINANCE:

Director Croker moved for approval and adoption of the October and November, 1993 financial statements. The motion was seconded by Director Payne. Unanimously carried.

Director Croker reported that a Request for Proposals had been published relative to replacing boilers in the Tower. Two bid proposals were received within the time frame allotted in the Request for Proposals. Director Payne moved the Board ratify an award to Meyer Boiler for \$14,000, which was the lower of the two bids. Director Ingvertsen seconded the motion. Unanimously carried.

A public hearing was held on the proposed amendment to the 1993 Budget.

There being no public comment, Director Croker moved the Board adopt Resolution 1993-0010 approving the 1993 budget amendment. Discussion followed. Director Ingvertsen seconded the motion. A roll call vote was taken as follows:

Voting Yes

Voting No

Director Payne
Director Crouch
Director Ingvertsen
Chairman Jokerst
Director Croker
Director Rosenthal

The Resolution unanimously carried.

A public hearing was held on the proposed 1994 Budget. There being no public comments, Director Croker moved the Board adopt Resolution 1993-0011 approving the 1994 Budget. Discussion followed. Director Payne seconded the motion. A roll call vote

was taken as follows:

Voting Yes

Voting No

Director Payne
Director Crouch
Director Ingvertsen
Chairman Jokerst
Director Croker
Director Rosenthal

The Resolution unanimously carried.

1993 Audit Engagement Letter - Costello, Allyn & Co., P.C.

Director Croker presented and moved the Board accept the engagement letter from Costello, Allyn and Co., P.C. Director Ingvertsen seconded the motion. Unanimously carried.

Accounts Receivable Update

Staff provided an update on the status of accounts receivable. Director Payne moved to write off as bad debt the outstanding charges to the Two Rivers Inn. The motion died for lack of a second.

Nomination of Officers

On behalf of the Nominations Committee, Director Rosenthal submitted the names of nominees for officers for the year 1994, as follows:

Joe Croker - Chairman
Earl Payne/Elaine Ingvertsen - Vice Chairman
Airport Manager - Treasurer
Corinne Nystrom - Clerk
Tess Sullivan - Deputy Clerk

Staff Report

Corinne Nystrom updated the Board on Friendship Tours' recent promotional filming at the Airport and noted that Friendship Tours now has a business office in Munich, Germany. She also provided an update on the status of the engineer consultant selection process.

OTHER MATTERS:

Staff and Louis Buescher presented and Director Payne moved the Board approve the 2nd Amendment to the Sublease Agreement between the Authority and the Buescher Family Limited Partnership which addresses conforming changes to the amount of square footage leased

by West Star. Director Rosenthal seconded the motion. Unanimously carried.

PUBLIC COMMENT:

None

There being no further matters to come before the Board, the Board moved into executive session for the purpose of discussing land negotiations at 7:00 p.m.

The Board resumed the regular meeting at 7:20 p.m.

Adjournment

There being no further business to come before the Board, the meeting was adjourned at 7:45 P.M.

ADOPTED AND PASSED THIS 26th DAY OF January, 1994.


Lawrence J. Jakerst, Chairman

ATTEST:


~~Tess Sullivan, Deputy Clerk~~