

Meeting Agenda
City of Bangor Airport Committee Meeting
City Council Chambers
3rd Floor
May 14, 2013

The following City Councilors were in attendance: Charlie Longo, Pauline Civiello, Patricia Blanchette, Nelson Durgin, David Nealley . The following City staff was also in attendance, Airport Director, Anthony Caruso, Marketing Manager Risteen Bahr, and Assistant Airport Director James Canders. Councilor Longo opened the meeting.

Agenda:

1. Maine Highlands lease renewal

This is a renewal agreement and outlines a one (1) year term for leasing office space, approximately 203 square feet, within the General Aviation terminal located at Bangor International Airport. This lease will commence June 1, 2013 and terminate on May 31, 2014, with the rate established at \$235 per month which includes utility costs. This renewal also includes two (2) one-year renewals. As the Airport Committee is aware, the Maine Highlands is part of the Maine Tourism Marketing Partnership Program (MTMPP) which is the creation and implementation of programs designed to stimulate and expand the travel industry within Maine's tourism regions. It also strengthens the State's image by coordinating the promotional efforts of the private sector with those of the Office of Tourism. This group also works to support the development of special major events which will attract visitors to the State. The Maine Highlands started this lease with the airport last year as it was forced to vacate their previous premises. This lease agreement has been reviewed and approved by City Legal. The Airport respectfully submits this amendment for Airport Committee review and recommends approval.

Questions/Comments:

Motioned to approve and seconded.

2. Maine Air National Guard & City of Bangor/Airport Joint Use Agreement renewal

The AJUA is a ten (10) year renewal agreement, which previously expired in December 2009. The AJUA renewal term will be effective from December 2009 through December 2019. While the AJUA has been due, all Parties involved have been operating under the same terms and responsibilities outlines in the previous agreement. The AJUA describes the roles and responsibilities of each Party in the operation of the airfield. As a joint use, civilian and military use airport, each Party will share duties and responsibilities. As an example, the 101st Air Refueling Wing provides the aircraft rescue and firefighting services (ARFF) and the City provides all of the snow removal and grounds maintenance services. Since the expiration of the last agreement, the Department of Defense and the FAA have been in dispute concerning the

inspections necessary during the annual FAA Part 139 inspection. This has since been resolved through a National Part 139 Certification Alert issued by the FAA. This Alert covers the FAA safety inspections of joint use airport facilities using standard operating procedures for determining ARFF compliance with FAA Part 139 requirements. The Snow and Ice Removal plan is referenced in the AJUA and describes the purpose and scope, responsibilities, and operations for all personnel involved in snow removal operations. The Memorandum of Agreement for ARFF services, also referenced in the AJUA, describes the procedures and documents required for determining compliance with FAA Part 139 requirements. The City Legal Department has reviewed and approved the AJUA agreement, as well as the associated Snow & Ice Removal Plan and MOA for ARFF services. The Airport respectfully submits these for discussion and recommends approval.

Questions/Comments:

Councilor Gallant thanked the Guard for all their hard work. Councilor Nealley was glad to see them part of the Airport. Councilor Blanchette thanked them for being out at the Airport.

Motioned to approve and seconded

3. Update: Further discussion and update on measures required should be a reduction in hours occur at BGR's FAA Air Traffic Control Tower.

Airport Director Caruso indicated that there was an extension from the FAA till September 30th. Come October 1st we will see what happens, we are still fighting to keep the tower open 24 hours. Assistant Airport Director Canders indicated that we do have the Pilot Control Lights. The Weather Observers are contracted out by the FAA and they are looking to get rid of them. This means that if the Tower closes the Airport will need Weather Observers.

Questions/Comments:

4. Industry Update/overview

a. Passenger statistics for April 2013

Director Caruso indicated that the Total Monthly Passengers were up by 6.8% and the YTD Passengers were up by 2.2%. He indicated that we are heading in a positive direction.

Questions/Comments

Councilor Blanchette asked about the offsite parking, if any comments about it during the peak season. Director Caruso responded that it was success and only a few complaints, the lot was full at one point.

Councilor Gallant asked again about using the fence for advertising. Director Caruso responded that he will look into this.

b. Illustration of airport's presence at trade shows and events

Marketing Director Bahr gave a power point presentation on the design of the BGR's booth for trade shows, and showed pictures of other Airport's booths from different trade shows. She discussed the booth set up. Inside the booth we have graphics and video equipment for displays. She discussed how other Airports have their booths set up.

c. Update on Airport upgrades

During the April 9, 2013 Airport Committee meeting, several Committee members requested periodic updates on the airport's Domestic terminal upgrade project and other renovations. The airport is proceeding forward with the Domestic terminal upgrade project, as approved by the Airport Committee following 30% design completion. Airport staff will bring forward a design once this process is further along. Airport staff has also been working with Concessionaires to improve the look and aesthetics of several areas within the terminal. One of these areas is the airport's restaurant. The airport, with help from this vendor, have started improve this area. A brief list of improvements includes painting, fixing ceiling tiles, improving the façade, replacing old windows and removing the old tray counter. Also, we are determining options to improve the lighting. As part of the airport's goal to improve aesthetics, we are also completing some outdoor improvements. These include beautifying the airport grounds arriving in to and departing Godfrey Boulevard. We are also working with other City departments to install an airport sign on the new round-a-bout at the entrance of the airport by the intersection of Godfrey and Maine Avenue.

Questions/Comments

Councilor Blanchette asked if there was any comments regarding the new round-a-bout coming into the Airport. Director Caruso responded that yes and they were all positive.

Councilor Neally questioned about the steel beams on Union Street coming into the Airport. Director Caruso indicated he would look into it.

Councilor Blanchette asked about the sign for the Sheraton on Union Street. She indicated that the sign needs to be replaced and Councilor Durgin, seconded that. Director Caruso responded that he would look into that.

Meeting Adjourned

