

**Berlin Airport Authority**  
**February 28, 2022**

Present were; Chair Grenier, Commissioners Higbee, Eastman, Morency and Theberge. Commissioners Dube and Brady were absent.

Others present included Airport Manager Marcel Leveille, Interim City Manager Pamela Laflamme.

Chair Grenier opened the meeting at 5:48 p.m.

**Minutes of August 25, 2021 BAA Meeting**

Commissioner Higbee moved to accept the minutes of the August 25, 2021 BAA meeting, Commissioner Eastman seconded and the motion carried unanimously by majority in favor with one abstention from Commissioner Morency.

**Airport FY23 Proposed Budget**

Airport Manager Marcel Leveille reviewed the increases for the FY23 proposed budget. This included salary increases for the Airport Manager position and other personnel positions. The wage increases total \$4,157. He advised there is an increase in telephone/internet, postage and aviation gasoline expenses. Chair Grenier questioned the increase in aviation gasoline expenses. Mr. Leveille advised he increased this item by approximately \$5,000 as he didn't know what the price would be on the next order and he wouldn't be ordering till next June or August. He also mentioned that he tried to get Whitefield airport involved where they would purchase 3,000 gallons and we would purchase 3,000 gallons to get a better deal, but they didn't feel it was good for them. He ended up purchasing the whole 6,000 gallons. Chair Grenier pointed out that the expenses for aviation gas are at \$20,000 and the revenues are at \$10,000. He recommended reducing the aviation gas expenses to \$15,500 and increase the revenues to \$15,000. Commissioner Eastman asked what the markup on avgas is. Mr. Leveille responded it's \$0.15/gallon on aviation gasoline and \$2.13/gallon on jet fuel.

**Credit Card Machine Purchase Request**

Mr. Leveille stated the face of the current credit card machine is wiped out. There are 9 punches on the machine to press just to get the machine to start. He explained he knows the machine by heart so he can get it started, but when others try to use it, they can't get it to start and we get called in often especially after hours. He stated last fall the machine was quoted at \$10,000. It went up to \$14,000 in January and now it's at \$16,000. He is wanting to budget \$18,000 so when the \$22,000 grant comes in, he can put it towards the new machine. He is asking for permission to order the machine. Chair Grenier mentioned the \$18,000 is not listed in the expenses. Ms. Laflamme explained it's not in the FY23 budget as Mr. Leveille is requesting to purchase the machine now in FY22. Commissioner Morency questioned if they are rental programs for these machines. Mr. Leveille responded he wasn't sure as he's never looked into it. Chair Grenier suggested looking into a 5-year lease purchase agreement with a no pre-payment penalty. This way it only takes a small portion of the current budget and allows to pay for it in future budgets. If Federal money is received, then you can apply it to this purchase. Mr. Leveille stated he would look into it. Chair Grenier asked Mr. Leveille to send an email to the BAA advising of the terms and cost of such agreement. Commissioner Theberge questioned the maintenance service. Mr. Leveille

stated it's about \$100 extra for a maintenance agreement, but they've never used it as they did their own maintenance. Chair Grenier asked Mr. Leveille when he inquires on the lease purchase to inquire about a maintenance agreement as well. Commissioner Morency questioned what is the lifetime of this machine. Mr. Leveille stated he doesn't know, but this last machine lasted for over 20 years. Commissioner Higbee moved to authorize the Airport Manager to secure a new credit card machine and authorize the Chairperson to execute a purchase lease contract, Commissioner Theberge seconded and the motion carried by all in favor. Chair Grenier stated there will be further discussions in regards to a maintenance agreement.

### **Other**

Commissioner Theberge asked if there are any updates on the National Guard at the airport. Mr. Leveille stated he reached out, but hasn't received any updates. He did mention when he spoke to his contact about a month ago and she stated this would be a long process and could take up to 3 years. Chair Grenier stated they will have a MOU stating they have site control over the plot of land they will have which will allow them to start the process. Commissioner Eastman questioned if this is given to them or if it will be leased. Chair Grenier stated it will be leased.

### **Adjourn**

There being no further business Commissioner Theberge moved to adjourn; Commissioner Higbee seconded and the motion carried by all in favor. The meeting ended at 6:14pm.

Respectfully Submitted  
Danielle Rioux  
Executive Assistant