

**MINUTES**  
**Maine Aeronautical Advisory Board Meeting**  
**March 26, 2013**

1. Meeting was called to order at 1:05 by Chairman, Marty McMahon.  
Board members present: Marty McMahon, Ervin Deck, Lisa Reece, Tony Caruso, Zlatko Necevski, Mike Watson, Duke Tomlin, and Frank McCutcheon, Jr.
2. Minutes of the November 8<sup>th</sup> meeting were reviewed and accepted.
3. New Board members were introduced.
  - a. It was established that current board members do not need to review new nominees. That is the job of the MaineDOT commissioner.
  - b. The board members cover a broad spectrum of aviation interests.
  - c. MaineDOT Update: FAA is working to make sure all airports are classified. Scott provided a list of questions and information from Bryon Rakoff of FAA for the unclassified airports.
  - d. Prioritization efforts for all modes are moving ahead and should be done by the legislative goal that states: “By 2015, develop and implement a similar asset priority and customer service level system of measurement for all major freight and passenger transportation assets owned or supported by the department, including capital goals.” *Action Item: If members have any thoughts about prioritization they should send them to Scott.*
  - e. A customer satisfaction survey geared towards “end users” for all systems (highway, bridges, airports, etc.) is currently being developed by MaineDOT. *ACTION ITEM: If you have particular questions you would like included in this survey, please email them to [scott.rollins@maine.gov](mailto:scott.rollins@maine.gov) or [stacie.haskell@maine.gov](mailto:stacie.haskell@maine.gov)*
  - f. Scott mentioned that anytime the Board wants a representative from FAA to address the group, MaineDOT can make that request.
4. Bylaws:
  - a. There was a discussion regarding some of the bylaws:
    - i. Should the MaineDOT commissioner (or designee) who is the secretary of the board also be a voting member? There is no need for the Secretary to be a voting member since the Board is to advise the

Department. The intent was to help achieve a quorum, but that can be changed.

- ii. What is the role of the executive chair? What does the term “executive chair” mean and should this be deleted? It was agreed to delete this section.
- iii. *ACTION ITEM: Bring any other feedback to the next meeting.*
- iv. *ACTION ITEM: MaineDOT will make the discussed changes.*

**5. Board Responsibilities/Subcommittees:**

- a. **The primary function of the board is to make recommendations to the Commissioner/Department. All board members agreed that they should be able to deliver their opinion on future legislation and actions to be taken to a MaineDOT representative in a timely manner.**
  - i. There was discussion regarding developing a strategy where the Board can be more proactive regarding legislation, identify in a timely manner bills that are being introduced that have an impact on the aviation community and what, if any, recommendations they may have regarding said bills. The 4 step process: 1. Awareness of an issue. 2. Decision on action to be taken. 3. Poll the board members. 4. Write something that goes to the Department.
  - ii. Scott mentioned that there are two different issues – reacting to bills vs. proposing new bills. MaineDOT’s legislative liaison sends bills that could affect MaineDOT to staff depending on the Bureaus/Offices affected. Typically it is a short turnaround of less than a week or so to comment on them. It may be difficult to get feedback from the Board in such a quick amount of time. In order to streamline this process, a “legislative subcommittee” was formed consisting of Mike Watson, Lisa Reece, Kevin Waters and Ervin Deck that could be emailed on any aviation issues. Any feedback would be given to Scott to include in his response.
  - iii. Board members can “google” bills that are being introduced for legislation, as well and submit comments to Scott. The entire language of any bill can be searched out.
  - iv. It was discussed that since the Board is a MaineDOT Board that any testimony to the Legislature should come from the Department. If members feel strongly on legislation they could testify on their own representing themselves and/or other groups such as MABA.

- b. Scott talked about the “Capstone 10” or top ten Department-wide performance measures, and how this fits into the strategic plan.**
  - i. A customer satisfaction survey is being developed by the department. The survey will cover ALL modes of transportation. There will be a different section for each mode. Any input that any board member has is welcome, please email ideas to: [scott.rollins@maine.gov](mailto:scott.rollins@maine.gov) or [stacie.haskell@maine.gov](mailto:stacie.haskell@maine.gov). The survey will be ongoing.**
  - ii. Customer service levels at airports (and all other modes) will be measured based on condition, service, and safety.**
  - iii. Prioritization-this approach was originally used for highway corridor priorities and customer service levels in order to allocate scarce resources.**
  - iv. An outcome of this could be how we best allocate and prioritize funding?**
  - v. A working subcommittee on “prioritization of airports” was developed, consisting of Marty McMahon, Duke Tomlin, ‘Z’ Necevski, and Tony Caruso.**
  - vi. If safety issues are identified, then the priority will be higher, etc.**
- 6. There was a brief discussion about making changes to the Non-Primary airports similar to the recent changes with the Primary Airports regarding their new cooperative agreement. The change would be to reduce the amount and need for monthly invoices and instead have fewer submittals needed.**

**NEXT MEETING: June 26<sup>th</sup> in Bangor.**