

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
July 11, 2019

The Auburn-Lewiston Airport Board of Directors began at 5:30 p.m. in the Auburn Lewiston Airport, Terminal Building, 80 Airport Drive, Auburn, Maine.

Present: Vice-Chair Hayes.

Board Members Present: Hunter, Theriault, LaFontaine and Marcotte.

Also Present: Rick Lanman, Airport Director; Matt Caron, Gale Associates; Kristy Beauchesne, Sinclair Broadcasting.

Board Members Absent: Sheats, Williams, Eastman, and LaChapelle.

Vice-Chair Hayes called the meeting to order at 5:35 p.m.

MINUTES – May 2, 2019 Board Meeting.

ON MOTION BY MS. HUNTER SECOND BY MR. THERIAULT VOTE (1) TO APPROVE THE MINUTES OF MAY 2019 AS PRESENTED.

VOTE: 5:0

FINANCIAL REPORT – JUNE 2019

The final hangar payment has been completed to both cities, with half of the normal rent received on this line item. Due to the changeover in tenants, the hangar was empty for 4 months and the expected revenues for this line item are down. Before the new tenants were able to move into the hangar, \$12,000 had to be spent on the control panel for the aircraft fire fighting foam (AFFF) system. Because of that repair the Building Maintenance account is higher than planned. Advertising has been fully expended on both sides of the budget. On the FBO side, fuel sales have increased from last year. Line employees pumped 152,000 gallons of fuel this year exceeded projected amounts. This report is unaudited at present time.

ON MOTION BY MR. MARCOTTE SECOND BY MR. THERIAULT VOTE (2) TO APPROVE THE FINANCIAL REPORT AS PRESENTED.

VOTE: 5:0

MANAGERS REPORT

1. Construction Plan Update –

- a. Runway Reconstruction/Resurfacing Project – The airport has accepted bids for the construction. The grant applications are in and expected back in mid-July. Nils Gonzales, with Hoyle and Tanner, will be the resident engineer for this project. Because additional work was added beyond the original scope, this project came in higher than anticipated. The design work was completed during this fiscal year. A Construction grant has been submitted to FAA for 8.5 million dollars. This amount is higher than previously was submitted to the cities for the Capital

Improvement Program. Director Lanman will have to submit for additional funds through the CIP for the next fiscal year to cover the local share portion.

- b. Landside Parking Lot –The bid projects were received with 2 bids and both were substantially over the budgeted amount. The companies were Sargent and Longchamp's and Sons. Director Lanman suggested a change in tactics and that it might be necessary to rebid costing an additional \$30,000 to \$40,000. The current parking lot is not meeting the FAA regulations.

ON MOTION BY MS. HUNTER SECOND BY MR. THERIAULT VOTE (3) TO GO BACK TO HOYLE TANNER TO REDESIGN THE LANDSIDE PARKING LOT WITH THE EXISTING STORM WATER AND THE CURRENT BUDGET AND ENGINEERING BUDGET NOT TO EXCEED \$30,000.

VOTE: 5:0

- c. Life Flight Crew Facility- Mr. Ippolito, with Gale Associates, updated the board on the preliminary design and the permitting has been completed. Sewer line may have a minor modification. This project is eligible for site exemptions from the State of Maine (no permit may be needed).
- d. Fuel Farm- nothing to update. The project's capital investment has been approved by the cities. Design of fuel farm should be in November, Permits February and construction after busy season next year.
- e. Marketing Plan for FY20 – Redesign the website to be cell phone friendly, tying email blasts to website and how it drives people to the website, to who's flying in. \$10,250 from advertising would hit both sides of the budget. Kristy Beauchesne explained in detail the plan for this fiscal budget year.

PUBLIC COMMENT –

The plane on the west side of the field is unattractive and was requested to be removed by the board. The maintenance facility on the field will be crushing the plane and was waiting for a couple more before crushing begins. The board would like to keep the airport as an airport and not a junk yard and requested a different location for the temporary station before crushing. Elite had not mentioned this was part of their maintenance program and a plan for additional revenues for this project should be discussed. This is going beyond what was agreed upon when entering the lease. The board directed the Director to contact Elite and amend the lease agreement for the retired aircrafts waiting to be scrapped while on airport property and Elite is responsible for removal of all materials.

NEW BUSINESS

1. Adoption of Purchasing Policy

The policy was reviewed by the board and with no adjustments voted to accept.

ON MOTION BY MS. HUNTER SECOND BY MR. THERIAULT VOTE (4) TO APPROVE THE PURCHASING POLICY AS PRESENTED.

VOTE: 5:0

2. Airport Rules and Regulations Policy

This policy is referred to in all airport leases and has been fully updated. User friendly compared to previous policy. All Federal guidelines are adhered to.

Employee Handbook is currently being updated and it was suggested to include vaping. Financial Procedures is also being updated.

ON MOTION BY MS. HUNTER SECOND BY MR. THERIAULT VOTE (5) TO APPROVE THE RULES AND REGULATIONS POLICY AS PRESENTED.

VOTE: 5:0

ON MOTION BY MR. THERIAULT SECOND BY MR. MARCOTTE VOTE (6) TO ADJOURN THE MEETING AT 6:45 PM.

VOTE: 5:0

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rick Lanman", is written over a horizontal line.

**Rick Lanman, AAE, ACE
Airport Director**