

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
May 2, 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: Chair Sheats.

Board Members Present: Hayes, Hunter, LaChapelle, Eastman, Williams and Marcotte.

Also Present: Rick Lanman, Airport Director; Niles Gonzales, HTA; Nikolas Ippolito, Gale Associates.

Board Members Absent: Williams, Hayes.

Chair Sheats called the meeting to order at 5:35 p.m.

Chair Sheats called for a motion to Amend the Agenda to include the By Laws.

ON MOTION BY MR. LACHAPELLE SECOND BY MS. EASTMAN VOTE (1) TO AMEND THE AGENDA OF MAY 2, 2019 TO INCLUDE THE AUBURN LEWISTON AIRPORT BY LAWS.

VOTE: 7:0

MINUTES – April 4, 2019 Board Meeting.

ON MOTION BY MS. EASTMAN SECOND BY MR. THERIAULT VOTE (2) TO APPROVE THE MINUTES OF APRIL 4, 2019 AS PRESENTED.

VOTE: 7:0

FINANCIAL REPORT – APRIL 2019

The airport has completed ten months of the current budget year. 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 has been empty for several months and the expected revenues for this line item are down. Christian Hill revenues are down due to contractor has been blasting currently on their property. The city subsidy has been received, and MUNIS will be updated. Maintenance accounts are higher than planned. Advertising has been fully expended on both sides of the budget. The FBO side, fuel sales have increased from last year, looks like this account will be over by year end. The airport has received over 100 passengers compared to last year at this time.

Capital projects page will be cleaned up once a meeting takes place with Director Lanman and Ms. Eastman.

ON MOTION BY MS. EASTMAN SECOND BY MS. CONRAD VOTE (3) TO APPROVE THE FINANCIAL REPORT AS PRESENTED.

VOTE: 7:0

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. This project came in higher than expected and an amended request for additional funding will be submitted in the next fiscal year to cover the overage for the NAVAIDs work. The airport is looking to have this project completed in 2021.
- b. Landside Parking Lot –The request for military support, to get the dirt work and blue top work completed, has been refused by The State National Guard due to deployments and unit stand-

down, (completing their own projects). RFP's will be going out for contractors to work with the funds currently available. This project was approved and bonded by the cities approximately 2 years ago. Commissioner of DOT stated bids for state projects were extremely high, and in some instances, projects were being canceled until further notice.

- 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 should be eligible for site exemptions from the State of Maine (no permit may be needed).
- d. Fuel Farm- this project has been in the capital outlay for next year's budget. The airport is awaiting the approval of the Capital Projects timeline of 2020 from Auburn and Lewiston.
- e. New Equipment- the John Deere 621R Cab Tractor with loader, sweeper, pallet fork, 3-yard bucket and adjustable snow pusher has arrived at the airport on April 26, 2019. Director Lanman provided before and after pictures of the used and new vehicle.

PUBLIC COMMENT – NONE

OLD BUSINESS

1. Airport By-Laws

Change of charter with the LAEGC has brought some discussion for the airport board seat. LAEGC is a 501C6 company and remains within the Chamber. A board or staff member would be eligible to serve on the airport board, replacing Ms. Conrad. Mary LaFontaine is a possible nominee to the Airport Board of Directors.

NEW BUSINESS

1. Adoption of Purchasing Policy

Formatting of the old policy was changed, and a redlined copy was not provided. Section 4 a Architect, Engineer and Consultant Services was the only addition to the policy. Both cities had to update or amend their purchasing policy due to Federal language updates. The Chair requested board members to review the document and bring back at the next meeting.

2. Airport Rules and Regulations Policy

This policy is referred to in all airport leases and has been fully updated. Federal guidelines are adhered to and signage for weapons, smoking, etc. will be updated, including the restaurant, being part of the airport terminal building. The Chair requested board members to review the document and bring back to the next meeting for board discussion.

ON MOTION BY MS. CONRAD SECOND BY MS. EASTMAN VOTE (4) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE ITEM.

VOTE: 7:0

ON MOTION BY MS. CONRAD SECOND BY MR. THERIAULT VOTE (5) TO COME OUT OF EXECUTIVE SESSION WITH NO ACTION TAKEN.

VOTE:7:0

ON MOTION BY MR. LACHAPPELLE SECOND BY MS. EASTMAN VOTE (6) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE ITEM.

VOTE: 7:0

ON MOTION BY MR. LACHAPELLE SECOND BY MS. EASTMAN VOTE (7) TO COME OUT OF EXECUTIVE SESSION AND ACCEPT THE FINAL DRAFT FOR THE BEL AIR CONDO HANGAR LEASE.

VOTE: 7:0

ON MOTION BY MS. EASTMAN SECOND BY MS. HUNTER VOTE (8) TO ADJOURN THE MEETING AT 7:45 PM.

VOTE: 7:0

Respectfully submitted,


Rick Lanman, AAE, ACE
Airport Director