

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
November 7, 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: Williams, LaChapelle, Eastman, Hayes and Marcotte.

Also Present: Rick Lanman, Airport Director; Suzanne Sheppard, HTA, Nicholas Ippolito, Gale Associates; and Brian Carrier.

Board Members Absent: LaFontaine, Theriault and Hunter.

Chair Sheats called the meeting to order at 6:02 p.m.

Director Lanman requested the Auditor's 2019 Report be removed from tonight's meeting and postponed until December.

MINUTES – October 3, 2019 Board Meeting.

ON MOTION BY MR. MARCOTTE SECOND BY MR. LACHAPELLE VOTE (1) TO ACCEPT THE UPDATED MINUTES OF OCTOBER 3, 2019 AND PLACE THEM ON FILE.

VOTE: 6:0

FINANCIAL REPORT – OCTOBER 2019

The airport is missing some planned rental revenue, but there is a plan to correct that in the next few weeks. Salaries budget line is low because an employee has been out since February 2019 under Worker's Compensation. Fuel Flowage and fuel gallons sold are up compared to the last three years. September passenger counts were lower than expected and Director Lanman stated he believes our employees might have missed a few because the airport does not have a system of counting passengers on and off the aircrafts or in/out of the terminal except to visually count while servicing the aircraft.

ON MOTION BY MS. EASTMAN SECOND BY MR. HAYES VOTE (2) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.

VOTE: 6:0

DIRECTOR'S REPORT

- Construction Plan Update –
 - Runway Reconstruction/Resurfacing Project – The grant offers have been accepted and with the short window for construction, has been pushed back a month or two. The Runway 4/22 work has begun, and Runway 17/35 work is expected to begin next spring. During the spring, probably the middle of May, the airport will be completely shut down for a couple of weeks to resurface 4/22 and

intersection work. No traffic at all will be flying during this period and should reopen June 1, 2020. Grooving the runways will happen in June at night, after 7 pm, once the last UPS flights are out. The contractor is looking to have a schedule out by year end for work dates in the coming year, pending weather conditions. Notifications will be constantly going out to our customers be email, Facebook, website and NOTAMS.

- Landside Parking Lot – A re-phasing design has been discussed and will need to be resubmitted to DEP. Another \$13,000 for engineering to complete the redesign is needed. The current parking lot is not meeting the FAA regulations due the way the road leads into the airport and to improve the traffic flow for the large trucks entering the hangar. It will be a scaled down version with room for expansion in the future due to the high construction bids received previously.
- Life Flight Crew Facility- Director Lanman stated dig safe and the foundation work will be started next week, and materials are currently estimated at under \$70,000. The structure will be built according to Lifeflight's needs.
- Fuel Farm- by EPA and DEP regulation, after 30 years underground storage tanks must come out ground, and the airport's fuel storage tanks will be expiring in the next year. Gale Associates will be overseeing this project as a design build project. The new fuel farm will include a 20,000 gallons AvGas and 30,000 gallons Jet A fuel above ground tanks. This \$800,000 project has been approved with funding from the twin cities for FY19/20 capital budget and will be completed within 9 months. Removing the old tanks will be a different project and completed in the next fiscal year to be certain the new tanks are up and operating correctly before dismantling the old ones.

PUBLIC COMMENT – NONE

OLD BUSINESS

- Landside Parking Lot Agreement Amendment-

ON MOTION BY MR. MARCOTTE SECOND BY MR. HAYES VOTE (3) TO APPROVE, FINALIZE AND ADJUST THE DESIGN IN THE AMOUNT OF AN ADDITIONAL \$13,000 TO THE ADDED ENGINEERING SERVICE CONTRACT, TO HTA ENGINEERING FOR THE LANDSIDE PARKING LOT

VOTE: 6:0

- Contract for Fuel Farm Engineering -

ON MOTION BY MR. MARCOTTE SECOND BY MS. WILLIAMS VOTE (4) APPROVE THE FUEL FARM CONTRACT FOR ENGINEERING WITH GALE ASSOCIATES IN THE AMOUNT OF \$48,800 FOR DEVELOPING THE DESIGN PLANS AND OVERSEEING THE FUEL FARM PROJECT IN THE AMOUNT OF \$800,000.

VOTE: 6:0

NEW BUSINESS –

- Audit Report - postponed until December Meeting.
- Commercial Activity Fee and Service Fee - The Airport's Minimum Standards and Rules and Regulations have been updated over the last few months. A commercial activity fee has been updated and will be enforced due to the enhanced ongoing activity at the airport. The minimum annual fee is \$600 or \$50 monthly for anyone who, by the definition in the Minimum Standards for Commercial Activity, is conducting a commercial activity. Notices will be sent out to all our customers and users, and the publications are posted on the airport website.
- Five Year Airport Capital Improvement Plan 2020-2025 - Director Lanman reviewed the Airport Capital Improvement Plan for the next five years for the airport. These projects are funded through both the cities of Auburn and Lewiston. Some projects include funding with the FAA and MDOT funds as well. The current year is reviewed and approved by the board, and the next four years are the future planning projects for the airport. Fire support equipment has been suggested for inclusion to the list. Building Corporate hangars on the field is being pushed back year after year. Currently a 20-year payback is impossible for the cost of building hangars today. Other airports are building hangars and looking at a 40-year payback.

ON MOTION BY MR. HAYES, SECOND BY MR. MARCOTTE, VOTE (5) TO MOVE FORWARD WITH THE CIP PLAN AND AMEND THE INFORMATION FROM THE 4 YEAR PLAN TO THE FIVE-YEAR PLAN AS DISCUSSED AND SUBMIT TO BOTH CITIES.

VOTE: 5:1

MR. LACHAPELLE

ON MOTION BY MS. EASTMAN SECOND BY MR. LACHAPELLE VOTE (6) TO GO INTO EXECUTIVE SESSION TO DISCUSS LEASING CONSIDERATION UNDER 1 MRSA 405-6A.

VOTE: 6:0

ON MOTION BY MR. LACHAPELLE SECOND BY MR. MARCOTTE VOTE (7) TO COME OUT OF EXECUTIVE SESSION WITH NO ACTION TAKEN AND ADJORN THE MEETING AT 8:10 PM.

VOTE: 6:0

Respectfully submitted,

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