

**AUBURN-LEWISTON AIRPORT**  
Airport Board of Directors Meeting Minutes  
October 3, 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 Bob Hayes

Board Members Present: Hunter, Williams, LaChapelle, Theriault, and Marcotte.

Also Present: Rick Lanman, Airport Director; Suzanne Sheppard from HTA

Board Members Absent: LaFontaine, Eastman and Chair Sheats.

Vice Chair Hayes called the meeting to order at 5:30 p.m.

**MINUTES – July 11, and September 5, 2019 Board Meeting.**

**ON MOTION BY MR. THERIAULT SECOND BY MS. HUNTER SECOND VOTE (1) TO ACCEPT THE UPDATED MINUTES OF JULY 11, 2019 AND PLACE THEM ON FILE.**

**VOTE: 5:0:1**

**MR. LACHAPELLE ABSTAINED.**

**ON MOTION BY MS. HUNTER SECOND BY MR. THERIAULT VOTE (2) TO ACCEPT THE MINUTES OF SEPTEMBER 5, 2019 AND PLACE THEM ON FILE.**

**VOTE: 6:0**

**FINANCIAL REPORT – SEPTEMBER 2019**

The airport should be at 33% and the rental account is under the estimated projection because a couple of tenants are in arrears a few months. Monthly payments are expected, no interest or late fees have been charged. The board instructed Director Lanman to charge the late fees/interest from July and calculate the interest due that was waived from January. Tenant's parking of planes at the airport, discussed last month, was reviewed with the tenant. They will be charged the parking fee already set in the airport's fees with an adjustment period of 6 months. The 6 months needs to be taken into consideration due to the maintenance procedures they must follow. The fuel sales are up on the FBO side and the historical data reveals the airport is ahead, due to pricing, advertising and the Wings of Freedom Tour fueled numerous of times while they visited for 3 days in September. Overall the airport is doing as expected with no large deviations. The insurance premium should be higher, but payments made at the end of June 2019 have not been carried into the new budget.

**ON MOTION BY MS. HUNTER SECOND BY LACHAPELLE VOTE (3) TO BRING BACK TO THE BOARD A FORMALIZED PARKING DEAL, IN WRITING FOR THE DOLLAR AMOUNT, NUMBER OF PLANES, MONTHS PROVIDING A BREAK WITH DURATION AND TO INSTITUTE A LATE FEE FOR PARKING.**

**VOTE: 6:0**

**ON MOTION BY MR. LACHAPELLE SECOND BY MR. THERIAULT VOTE (4) TO APPROVE THE FINANCIAL REPORT AS PRESENTED.**

**VOTE: 6:0**

**MANAGERS REPORT**

1. Construction Plan Update –
  - a. Runway Reconstruction/Resurfacing Project – A pre-construction meeting will be happening next week. The grant offers have been returned to the FAA office. All monies expected were funded but with the delay in the grant process, the project has been pushed back a month or two. The Runway 4/22 work may begin this fall and Runway 17/35 work is expected to begin next spring.
  - b. Landside Parking Lot – On temporary hold due to the high bids. Phasing needs to be redone and resubmitted to DEP. 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.
  - c. Life Flight Crew Facility- Director Lanman has spoken with Mr. Judge, at Life-Flight, and he stated he would like to find a way to make this project work. All the pricing has not been collected yet. Will update at next meeting.
  - d. Fuel Farm-HTA has submitted a work agreement for review on the new fuel farm and it's on the Director's desk.

**PUBLIC COMMENT – NONE**

**OLD BUSINESS**

- a. Acceptance of FAA Grant 26 for Resurfacing and Enhancing Runway 4-22 for \$4,088,962 from FAA.
- b. Acceptance of FAA Grant 27 for Enhancing and Realigning Airport based Navigational Aids for \$414,454 from FAA.
- c. Acceptance of FAA Grant 28 for Reconstruction of Runway 17-35 and Realignment of Taxiways B and J for \$3,212,756 from FAA.

**ON MOTION BY MS. HUNTER SECOND BY MR. MARCOTTE VOTE (5) TO RATIFY THE DIRECTOR'S EXECUTION ON BEHALF OF THE AUBURN LEWISTON MUNICIPAL AIRPORT BOARD OF DIRECTORS ON THE THREE GRANTS; FAA GRANT 26, RESURFACE AND ENHANCE RUNWAY 4-22 IN THE AMOUNT OF \$4,088,962, FAA GRANT 27, ENHANCE AND REALIGNING BASED NAVIGATIONAL AIDS IN THE AMOUNT OF \$414,454, AND FAA GRANT 28. RECONSTRUCT RUNWAY 17-35 AND REALIGNMENT OF TAXIWAYS B AND J IN THE AMOUNT OF \$3,212,756, SUBJECT TO THE CONDITIONS SET FORTH IN THE GRANT AGREEMENTS AND TO SET UP A PRESS RELEASE WITH SENATOR COLLINS OFFICE, THE MAYORS AND COUNCILORS OF AUBURN AND LEWISTON REPRESENTATIVES TO ANNOUNCE THE GROUNDBREAKING OF THE PROJECTS.**

**VOTE: 6:0**

**NEW BUSINESS – NONE**

**ON MOTION BY MR. LACHAPELLE SECOND BY MS. WILLIAMS VOTE (6) TO GO INTO EXECUTIVE SESSION TO DISCUSS CONTRACT CONSIDERATIONS UNDER 1 MRSA 405-6A.**

**VOTE: 6:0**

**ON MOTION BY MS. HUNTER SECOND BY MR. LACHAPELLE VOTE (7) TO COME OUT OF EXECUTIVE SESSION.**

**VOTE: 6:0**

**ON MOTION BY MS. HUNTER SECOND BY MR. LACHAPELLE VOTE (8) AFTER SOME CONSIDERATION, DIRECTOR LANMAN IS TO NEGOTIATE THE FUEL FARM CONTRACT WITH GALE ASSOCIATES.**

**VOTE: 6:0**

**ON MOTION BY MR. THERIAULT SECOND BY MS. WILLIAMS VOTE (9) TO ADJOURN THE MEETING AT 6:21 P.M.**

**VOTE: 6:0**

**Respectfully submitted,**



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