

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
February 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: Hayes, Hunter, Conrad, LaChapelle, Eastman and Marcotte.

Also Present: Rick Lanman, Airport Director; Sue Sheppard, HTA; Nikolas Ippolito, Gale Associates; Mr. Carrier.

Board Members Absent: Theriault, Williams.

Chair Sheats called the meeting to order at 5:31 p.m.

MINUTES – January 10, 2019 Board Meeting.

ON MOTION BY MR. LACHAPELLE SECOND BY MS. EASTMAN VOTE (1) TO APPROVE THE MINUTES OF JANUARY 10, 2019 AS PRESENTED.

VOTE: 7:0

FINANCIAL REPORT – January 2019

The Fuel flowage fee was incorrectly posted to the fuel revenue account creating a shortfall of \$1,492 in that account. It will be updated with the next report. Director Lanman stated the airport will be able to make the regularly scheduled loan payment to the cities in September for the hangar, even though there has been an adjustment on the rental fees account, with said tenant, as of today. He explained the airport is showing well in activity and the passenger count is just short of 20 passengers from matching the total passenger count for last year. An Update to the Firefighting Foam system in Hangar 5 cost \$12,000 from the building account, bringing the balance to that account \$5,000 over budget. Director Lanman stated the airport would curtail expenses to cover for the overage. Electrical Maintenance had an electrical door fail at the garage. Advertising has been fully expended on both sides of the budget. Off sets on other accounts should be able to balance out the overages in most of the airport's accounts. It has been suggested to use the money in the sale of assets account to help cover the cost of the Life Flight crew building. Monies has not been appropriated to cover this project in the budget. Director Lanman will research the shortfall in the operating budget from Christian Hill revenues and overages in other accounts. The FBO side is \$35,000 over expended and operations currently is under budget at \$87,000.

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

ON MOTION BY MS. HUNTER SECOND BY MS. CONRAD VOTE (2) TO APPROVE THE FINANCIAL REPORT AS PRESENTED.

VOTE: 7:0

MANAGERS REPORT

1. Construction Plan Update –
 - a. Runway Reconstruction/Resurfacing Project – FAA furloughed employees are back at work and the airport is one of their top priorities to move this project forward.
 - b. Landside Parking Lot –The request for military support, to get the dirt work and blue top work completed, has not been confirmed. Electrical and Fencing will be subcontracted out and Director Lanman will be working on the RFP's.

- c. Life Flight Crew Facility- It has been determined the airport can build a permanent structure provided it meets all codes. Funding for the project has not been determined yet. Gale & Associates has completed the plans for this project.
- d. Fuel Farm- On hold for discussion with Hoyle Tanner & Associates.
- e. DCP Mid-Stream- Leases property in the Auburn-Lewiston Airpark from the airport and is transferring their lease to another wholesale provider and has requested consent from the airport to assign the agreement for their propane upload facility.

PUBLIC COMMENT – NONE

OLD BUSINESS

Airport Budget FY 2020

Director Lanman reviewed the updated FY 2020 budget with the requested changes the board requested last month. The board suggested highlighting and specifically to break out the \$42,000 for the tractor, and the tug needed, bringing it forward to the operating budget. These items were currently requested with the surplus funds saved from the CIP tractor that is being purchased. LED lights are being changed over and is noticeable in the CMP invoices. Fuel wars at other airports, makes us be more competitive for customers with FBO service pricing. This budget is a 10 % increase, but following the process as requested, using the bonded money, already available from the tractor purchase, the airport has included the equipment into the operations budget bringing the budget to 11% increase for the compact tractor and tug.

ON MOTION BY MS. EASTMAN SECOND BY MR. HAYES VOTE (3) TO APPROVE THE FY 2020 BUDGET WITH THE ADJUSTMENTS OF MOVING THE NARRATIVE, ADDING A TRANSMITTAL LETTER AND FORWARD TO THE CITY COUNCILS.

VOTE: 7:0

NEW BUSINESS

Employee Handbook Update

After discussing with several members, the employee handbook needs to have a major overhaul to include additional changes to follow new rules and regulations.

ON MOTION BY MS. CONRAD SECOND BY MS. HUNTER VOTE (4) TO TABLE THE EMPLOYEE HANDBOOK.

VOTE: 7:0

ON MOTION BY MS. HUNTER SECOND BY MR. HAYES VOTE (5) TO ADJOURN THE MEETING AT 6:40 PM.

VOTE: 7:0

Respectfully submitted,


Rick Lanman, AAE, ACE
Airport Director