

AUBURN-LEWISTON AIRPORT BOARD OF DIRECTORS MEETING 5 January 2017

Workshop - 5 pm

1. Call to Order (Chair)
2. Review of Proposed 2018 Budget (25 min)
3. Adjourn to Regular Meeting

Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of Minutes for 8 December 2016 (Motion to Approve)
3. Financial Report for December 2016 (Motion to Approve)
 - a. Current financial report
 - b. Update on MUNIS Connection
4. Airport Manager's Report
 - a. Construction update
 - b. Intermodal Transportation Center
 - c. Auburn Water District Uplift Upgrade
5. Old Business
6. New Business
 - a. Proposed 2018 Airport Budget (Motion to Adopt)
 - b. Election of Airport Board Officers for CY 2017
7. Public Comments – open for members of the public for items other than on this agenda.
8. Executive Session – Personnel Matter (Budget Related)
9. Executive Session – Personnel Matter (Airport Managers Annual Review)
10. Adjournment – Next Regular Meeting will be 5 January 2017.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS MEETING
2 February 2017**

Workshop - 5 pm

1. Call to Order (Chair)
2. Review of Snow Plan (25 min)
3. Adjourn to Regular Meeting

Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of Minutes for 8 December 2016 (Motion to Approve)
3. Financial Report for December 2016 (Motion to Approve)
 - a. Current financial report
 - b. Update on MUNIS Connection
4. Airport Manager's Report
 - a. Construction update
 - b. Intermodal Transportation Center
 - c. Auburn Water District Uplift Upgrade
5. Public Comments – open for members of the public for items other than on this agenda.
6. Old Business
 - a. Proposed 2018 Airport Budget (Motion to Adopt)
 - b. Election of Airport Board Officers for CY 2017
7. New Business – No New Business
8. Executive Session – Personnel Matter (Budget Related)
9. Executive Session – Real Estate Matter (Airport Property)
10. Adjournment – Next Regular Meeting will be 2 March 2017.

AUBURN-LEWISTON AIRPORT BOARD OF DIRECTORS MEETING 2 March 2017

Workshop - 5 pm

1. Call to Order (Chair)
2. Review of Airport Zoning and Land Use Maps (20 min)
3. Adjourn to Regular Meeting

Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of Minutes 2 February 2017 Regular Meeting (Motion to Approve)
3. Financial Report for February 2017 (Motion to Approve)
4. Airport Manager's Report
 - a. Construction projects update
 - b. Intermodal Transportation Center
 - c. Auburn Water District Uplift Update
 - d. Airport Snow Removal Vehicles
5. Public Comments – open for members of the public for items other than on this agenda.
6. Old Business – No Old Business
7. New Business
 - a. Airport Zoning Change – The airport land use map and the city zoning map conflict. A change to the zoning map needs to be submitted for review and action to bring harmony between the two documents. (Recommended Motion in issue brief)
 - b. City of Auburn City Manager Airport Board Designee Request – The City of Auburn has requested that Jill Eastman be the designee for the City Manager's position on the Airport Board of Directors (Motion to Accept Designee)
8. Executive Session – Real Estate Matter (Airport Property)
9. Executive Session – Real Estate Matter (Airport Property)
10. Adjournment – Next Regular Meeting will be 6 April 2017.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
SPECIAL MEETING AGENDA
7 April 2017**

Meeting – 12:00 Noon in the Administrator’s Conference Room of Lewiston City Hall

1. Call to Order (Chair)
2. Approval of Minutes 2 March 2017 Regular Meeting (Motion to Approve)
3. Financial Report for March 2017 (Motion to Approve)
4. Airport Manager’s Report
 - a. Intermodal Center
5. Public Comments – open for members of the public for items other than on this agenda.
6. Old Business –
 - a. Construction Bid Acceptance - Vote to accept the recommendation to accept lowest bid from Shaw Brothers of Gorham, Maine. Acceptance of the bid recommendation only confirms the airport will offer the contract for construction to the winning contractor if the project is funded. (Motion to Accept)
7. New Business - No New Business
8. Adjournment – Next Regular Meeting will be 4 May 2017.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
4 May 2017**

Workshop - 5 pm

1. Call to Order (Chair)
2. Review Strategic Planning (20 min)
3. Adjourn to Regular Meeting

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of Minutes
 - a. 2 March 2017 Regular Meeting (Motion to Approve)
 - b. 7 April 2017 Special Meeting (Motion to Approve)
3. Financial Report for April 2017 (Motion to Approve)
4. Airport Manager's Report
 - a. Intermodal Center
 - b. Capital Project List Update
 - c.
5. Public Comments – open for members of the public for items other than on this agenda.
6. Old Business –
7. New Business -
8. Adjournment – Next Regular Meeting will be 1 June 2017.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
1 June 2017**

Workshop - 5 pm

1. Call to Order (Chair)
2. Review Advertisement for Bids for Omni Circle sale (15 min)
3. FY17-18 Budget Review (10 min)
4. Adjourn to Regular Meeting

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Welcoming New Auburn Elected Official – Councilor Bob Stone
3. Approval of Minutes
 - a. 2 March 2017 Regular Meeting (Motion to Approve)
 - b. 7 April 2017 Special Meeting (Motion to Approve)
4. Financial Report for May 2017 (Motion to Approve)
5. Airport Manager's Report
 - a. Intermodal Center Update
 - b. Capital Project List Update
 - c. Chamber Breakfast Preparation
 - d. Review Board of Directors makeup
 - e. "Makers Kiosk" Preparation
6. Public Comments – open for members of the public for items other than on this agenda.
7. Old Business –
 - a. Omni Circle Sale – Approval of Advertisement for Bids on Omni Circle
8. New Business – None
9. Executive Session for Real Estate Matter
10. Adjournment – Next Regular Meeting will be 4 May 2017.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS MEETING**

July 2017

No meeting

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
3 August 2017**

Workshop - 5 pm

1. Call to Order (Chair)
2. Discussion of five-year Capital Improvement Plan
3. Adjourn to Regular Meeting

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Farewell to Bob Thompson
3. Welcoming New Auburn Elected Official – Councilor Bob Stone
4. Welcoming New AVCOG Representative – Jennifer Williams
5. Approval of Minutes 1 June 2017 Regular Meeting
6. Financial Report for
 - a. July 2016 to June 2017 Unaudited (Review)
 - b. July 2017 (Motion to Approve)
7. Airport Manager's Report
 - a. Intermodal Center Update
 - b. Zoning Change Update
 - c. Capital Project List Update
 - d. Chamber Breakfast Preparation
 - e. "Makers Kiosk" Preparation
 - f. Campers Weekend Statistics
8. Public Comments – open for members of the public for items other than on this agenda.
9. Old Business – Omni Circle Sale – Update and discussion
10. New Business – Acceptance of FAA Airport Improvement Grant
11. Executive Session for Real Estate Matter
12. Adjournment – Next Regular Meeting will be 7 September 2017.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
7 September 2017**

Workshop - 5 pm

1. Call to Order (Chair)
2. Discussion of 5-year Strategic Plan
3. Adjourn to Regular Meeting

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of Minutes 3 August 2017 Regular Meeting
3. Financial Report for August 2017 (Motion to Approve)
4. Airport Manager's Report
 - a. Intermodal Center Update
 - b. Zoning Change Update
 - c. Construction Report.
 - d. Chamber Breakfast Critique
5. Public Comments –

Open for members of the public for items other than on this agenda. When recognized by the Chair, please stand and clearly state your name and relationship to the airport.

6. Old Business –
 - a. Omni Circle Sale – Update and discussion
 - b. Purchase of Ground Power Unit – consideration of purchase proposal
7. New Business – None
8. Executive Session for Real Estate Matter
9. Action on Real Estate Matter discussed in Executive Session.
10. Adjournment – Next Regular Meeting will be 12 October 2017.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
12 October 2017**

Workshop - 5 pm

1. Airport 5 – year Capital Improvement Plan – Discussion of plan

Regular Meeting – 5:30 pm

2. Call to Order (Chair)
3. Approval of Minutes 7 September 2017 Regular Meeting
4. Financial Report for September 2017 (Motion to Approve)
5. Airport Manager's Report
 - a. Intermodal Center Update
 - b. Zoning Change Update
 - c. Construction Closeout Report
 - d. Marketing Update
6. Public Comments –

Open for members of the public for items other than on this agenda. When recognized by the Chair, please stand and clearly state your name and relationship to the airport.

7. Old Business
 - a. Landside Parking Area – Discussion of alternatives and possible consensus.
8. New Business
 - a. Annual Audit Report – Casey Leonard, Runyon Kersteen Ouellette
 - b. Disadvantaged Business Entity (DBE) Plan – **Review and Adoption**
Required by FAA through Grant Assurances in Airport Improvement Program.
9. Executive Session for Real Estate Matter
10. Action on Real Estate Matter discussed in Executive Session.
11. Executive Session for Real Estate Matter
12. Action on Real Estate Matter discussed in Executive Session.
13. Adjournment – Next Regular Meeting will be 7 November 2017.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
2 November 2017**

Workshop

1. Call to Order (5 pm)
2. Employee Handbook Update (Discussion of proposed changes)(10 mins)
3. CIP Projects Discussion (Discussion of projects)(15 mins)
4. Adjourn to Regular Meeting

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of Minutes 12 October 2017 Regular Meeting
3. Financial Report for October 2017 (Motion to Approve)
4. Airport Manager's Report
 - a. Intermodal Center Update
 - b. Zoning Change Update
5. Public Comments –

Open for members of the public for items other than on this agenda. When recognized by the Chair, please stand and clearly state your name and relationship to the airport.

6. Old Business
 - a. FY19 Capital Improvement Plan – (Motion to Approve for submission to Cities)
7. New Business
 - a. Employee Handbook Update – (Motion to approve update)
Minor changes that bring the handbook up to date. Changes include Bereavement and recording work time.
8. Executive Session concerning Real Estate Matter
9. Possible Action on Real Estate Matter discussed during Executive Session.
10. Adjournment – Next Regular Meeting will be 7 December 2017.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
7 December 2017**

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of Minutes 2 November 2017 Regular Meeting (Motion to Approve)
3. Financial Report for November 2017 (Motion to Approve)
 - a. Monthly Financial Report
 - b. Review of Capital Improvement Financial Status
4. Airport Manager's Report
 - a. Intermodal Center Update
 - b. Zoning Change Update
 - c. Land Purchase Update
 - d. Mid-Year Airport Status
5. Public Comments –

Open for members of the public for items other than on this agenda. When recognized by the Chair, please stand and clearly state your name and relationship to the airport.

6. Old Business
7. New Business
8. Hail and Farewell
 - a. Councilor Bob Stone (Auburn)
 - b. Councilor Shane Bouchard (Lewiston)
9. Adjournment – Next Regular Meeting will be 4 January 2017.