

**AUBURN-LEWISTON AIRPORT**  
Airport Board of Directors Meeting Minutes  
January 5, 2017

The Auburn-Lewiston Airport Board of Directors workshop was held at 5 p.m. and the meeting at 5:30 p.m. at the Auburn-Lewiston Airport, Terminal Building, 80 Airport Drive, Auburn, Maine.

Chair Plourde called the meeting to order at 5:38 p.m.

Present: Chair Ed Plourde.

Board Members Present: Hunter, Sheats, Bouchard, and D'Auteuil.

Also Present: Rick Lanman, Airport Manager; Robert Furey and Nils Gonzalez with Hoyle Tanner & Associates; Tom Ward, Tom Olko, Jim Schmidt, and Marc Blais.

Board Member Absent: Thompson.

**APPROVAL OF DECEMBER 8, 2016 MINUTES**

The board requested the minutes be amended to identify the 2 items mentioned. They were a \$9,703 Merchandiser Display Case for hot/cold food, revenues generated from restaurant's lease agreement will cover this expense and a \$15,850 Bush Hog Mower Deck will be funded out of the airport's current yearly operating budget.

**ON MOTION BY MR. D'AUTEUIL SECOND BY MS. HUNTER VOTE (1) TO APPROVE THE MINUTES OF DECEMBER 2016 WITH THE AMENDMENT MENTIONED AND PLACE ON FILE.**

**VOTE: 5:0**

**FINANCIAL REPORT AS OF DECEMBER 29, 2016**

Ms. Hunter reviewed the reports of the fiscal year ending the first half of the year. Total revenues are ahead of expectations at 60% total collected. Expenditures are running higher due to time of year and usage of snow/ice materials. Payment has been made to Lewiston for the hangar and Auburn's payment will be processed next week. Monies were disbursed as such due to the ongoing apron project, the airport was awaiting reimbursement from the FAA apron project to process payment to the city.

**ON MOTION BY MS. SHEATS SECOND BY MR. D'AUTEUIL VOTE (2) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.**

**VOTE: 5:0**

MUNIS Connection

Work in progress.

**AIRPORT MANAGER'S REPORT**

Recent Storms

The recent storms have drained the stock on the airport's deicing materials. Over-time hours have been kept as low as possible. Unfortunately, the airport did not get an early enough start

on one of the storms, which didn't melt and the next one following amounted to 19 inches of wet heavy snow. The airport has medium size equipment and conditions made it hard to push.

#### Terminal Ramp Expansion Project

The project is currently coming in under projected costs, up to \$94,000. The punch list will be completed in the spring. A retainage is held to cover these costs. The local share will be calculated and presented once all costs are received.

#### Intermodal Transportation Center

Michael Chamblings, City of Auburn, visited with Manager Lanman and the payment issue will be resolved.

#### Auburn Water District Uplift Upgrade

The Auburn Water District owns a wet well on the airport, off the Hotel Road, and the pump for the well is working 85-90% more than necessary. They would like to build a deeper and wider wet well for the pump. Upon researching the area, approval for a release needs to be completed by the FAA. This well was installed back in the 1940's on airport land. Lewiston Junction has a pump station, and it currently has a lease. These pump stations need to be included on the next Airport's Exhibit A update as lease easements (they were currently left off in the past). The Auburn Water District is looking to start with the update of the Hotel Road station in March. The only change to the site currently is the wet well, the panels will remain the same. This will benefit the customers upstream from the Hotel Road facility. The board directed Manager Lanman to contact the Auburn Water District to discuss options of a lease charge or buyout, current fees charged at other stations, and fair market value options for the board's consideration.

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

##### Proposed 2018 Airport Budget

The proposed 2018 budget was an item at today's workshop and it was decided the budget needed more information before adoption by the board. After numerous years of deferred maintenance at the airport, Manager Lanman was directed to present his budget with this in mind. A few items discussed and needed more clarity were as follows:

Budget drivers (too vague, highlighting bullet list), \$75,000 increase justification, priority listing of budget drivers, merit raises versus COLA (dollars, frequency, COLA, performance, training), professional development, develop a fund balance policy, final sheet outlining what the balance looks like compared to policy and what is available.

**ON MOTION BY MR. BOUCHARD SECOND BY MR. D'AUTEUIL VOTE (3) TO TABLE ELECTION OF AIRPORT BOARD OFFICERS UNTIL FEBRUARY, WHEN THE NEW APPOINTMENTS SHOULD BE IN PLACE.**

**VOTE: 5:0**

#### **PUBLIC COMMENTS**

Mr. Blais inquired what the purpose/operation of the board entailed and how it is maintained. Mr. Ward, Skyward Aviation, stated he has a business on the east side of the field, and could

not get to his building due to snow removal was not completed. Mr. Schmidt also stated he could not fly when he arrived at the airport.

The board stated that there is a snow plan in place and they would review the plan at the next meeting. The public was also reminded that the airport has cost and equipment limitations on maintaining the airport and the safety of operation to provide service during storms is top priority. The PPR (prior permission request) rules have changed recently, and some are unaware of the changes. If you have questions on this or the airport's snow plan, feel free to attend the next meeting, February 2, 2017, this will be an agenda item to be reviewed by the board.

Mr. Blais suggested a self-service fuel farm would benefit many pilots who fly in after business hours but currently fly to a different airport for fuel, or buy fuel before coming to Auburn-Lewiston, because fuel is unavailable. Mr. Olko also commented a self-service system for fuel would be available 24 hours a day. The board stated the fuel farm has been previously mentioned in the past and has been incorporated into the airport's capital improvement plan, a number of years out, but it is on the list. Mr. Olko stated, a system could cost as low as \$32,000 plus merchant set up. A cost analysis shows a return on the investment within a 3 year period.

**ON MOTION BY MS. HUNTER SECOND BY MR. BOUCHARD VOTE (4) TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTER (BUDGET RELATED).**

**VOTE: 5:0**

**ON MOTION BY MS. HUNTER SECOND BY MR. D'AUTEUIL VOTE (5) TO COME OUT OF EXECUTIVE SESSION.**

**VOTE: 5:0**

**ON MOTION BY MS. SHEATS SECOND BY MR. BOUCHARD VOTE (6) TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTER (AIRPORT MANAGER ANNUAL REVIEW).**

**VOTE: 5:0**

**ON MOTION BY MS. SHEATS SECOND BY MR. BOUCHARD VOTE (7) TO COME OUT OF EXECUTIVE SESSION AND ADJOURN THE MEETING AT 7:45 PM.**

**VOTE: 5:0**

**Respectfully submitted,**

**Rick Lanman, AAE ACE  
Airport Manager.**

**AUBURN-LEWISTON AIRPORT**  
Airport Board of Directors Meeting Minutes  
February 2, 2017

The Auburn-Lewiston Airport Board of Directors Workshop at 5 p.m. and Meeting at 5:30 p.m. at the Auburn-Lewiston Airport, Terminal Building, 80 Airport Drive, Auburn, Maine.

Chair Plourde called the meeting to order at 5:34 p.m.

Present: Chair Ed Plourde.

Board Members Present: Hunter, Sheats, Thompson, Bouchard, D'Auteuil and Theriault.

Also Present: Rick Lanman, Airport Manager and Ed Lane.

Board Member Absent: Lewiston Economic Growth Council and Auburn City Council Representatives.

**Welcome New Board Member**

Chair Plourde welcomed the newly appointed Mr. Richard Theriault, representative from the Lewiston Auburn Metropolitan Chamber of Commerce. Mr. Theriault is a retired engineer and a former private pilot.

**APPROVAL OF MINUTES**

**ON MOTION BY MR. BOUCHARD SECOND BY MS. HUNTER VOTE (1) TO APPROVE THE MINUTES OF JANUARY 5, 2017 AND PLACE ON FILE.**

**VOTE: 6:0:1**

Mr. Theriault abstained.

**ON MOTION BY MS. HUNTER SECOND BY MR. BOUCHARD VOTE (2) TO APPROVE THE MINUTES OF JANUARY 20, 2017 AND PLACE ON FILE.**

**VOTE: 6:0:1**

Mr. Theriault abstained.

**FINANCIAL REPORT OF JANUARY 26, 2017**

Ms. Hunter reviewed the financial report with the board, being 58% of the budget complete. Revenues are trending ahead of expenses currently, on an accounting cash basis, when including the loan payment of the hangar, and services, we are running behind. Some of the line items are running over budget are in the maintenance accounts. The audit reports budget to actual. Ms. Hunter is working with the auditors to put together a fund balance policy. The auditors reporting breaks out the operations, capital account, and land account. The auditor did not book some of the expenses from the appropriate account due to the board not designating in the motions what account to book the item. Ms. Hunter will be working with Manager Lanman and the outside auditor to see what needs to be extracted and properly booked accordingly. The capital account will be reviewed to see if it is set up as a multi-year funding on the city side.

**ON MOTION BY MS. SHEATS SECOND BY MR. D'AUTEUIL VOTE (3) TO APPROVE THE FINANCIAL REPORT AS PRESENTED.**

**VOTE: 7:0**

**AIRPORT MANAGER'S REPORT**

Construction Update

A pre-bid meeting is scheduled for the middle of February for construction of Taxiway A and Taxiway B with bids out to the public and back to the airport in March for review.

Intermodal Facility Center

Manager Lanman stated he is waiting to hear back. Mr. D'Auteuil stated the original back payments will be brought to date and a renegotiated lease price for future discussion. Currently no payment has been received.

Auburn Water District Uplift Upgrade

Looking to upgrade the pumping station on airport property for the wet well on the Hotel Road. Manager Lanman spoke with the FAA to find ways to benefit the airport and the water district. An easement with the water district for their generator, pump, wet well in exchange for upgrading the FBO building with the sewage system. The easement will be in front of the board at the March meeting.

**PUBLIC COMMENTS**

None

**OLD BUSINESS**

Proposed 2018 Airport Budget

On the table for discussion:

**ON MOTION BY MS. SHEATS SECOND BY MR. THOMPSON VOTE (4) TO ADOPT THE BUDGET FOR DISCUSSION AND FORWARD TO AUBURN AND LEWISTON COUNCILS.**

**VOTE: 7:0**

A request for subsidy is \$84,000 less than the draft budget that was presented in January. Feedback from two board members, prompted the last minute updated draft budget submitted to the board. Items of concern with the budget were impact of fact funding, bullet listing and executive summary. The subsidy increase of \$172,000 from the previous flat funding years of \$106,000 needs justification. What will be lost if \$66,000 is not funded. Making an investment in airport, and what repairs for the additional increase needs to be clear. The FBO was purchased with old equipment, needing upgrades and replacements. The airport was underfunded for the past 4 years. An Executive Summary will be prepared.

Election of Officers

**ON MOTION BY MR. BOUCHARD SECOND BY MR. THOMPSON VOTE (5) TO MOVE THE CURRENT SLATE OF OFFICERS: CHAIR-PLOURDE, VICECHAIR-SHEATS, TREASURER-HUNTER, SECRETARY-LANMAN.**

**VOTE: 7:0**

**ON MOTION BY MS. SHEATS SECOND BY MR. BOUCHARD VOTE (6) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE MATTER.**

**VOTE: 7:0**

**ON MOTION BY MS. SHEATS SECOND BY MR. BOUCHARD VOTE (7) TO COME OUT OF EXECUTIVE SESSION AND RETURN TO DISCUSS PERSONNEL MATTER (BUDGET RELATED).**

**VOTE: 7:0**

**ON MOTION BY MS. SHEATS SECOND BY MR. THOMPSON VOTE (8) TO COME OUT OF EXECUTIVE SESSION AND ADJOURN THE MEETING AT 7:50 P.M.**

**VOTE: 7:0**

**Respectfully submitted,**

**Rick Lanman, AAE ACE  
Airport Manager.**

**AUBURN-LEWISTON AIRPORT**  
Airport Board of Directors Meeting Minutes  
March 2, 2017

The Auburn-Lewiston Airport Board of Directors Workshop began at 5 p.m. and Meeting began at 5:30 p.m. at the Auburn-Lewiston Airport, Terminal Building, 80 Airport Drive, Auburn, Maine.

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

Present: Chair Ed Plourde.

Board Members Present: Hunter, Theriault, Eastman, and Conrad.

Also Present: Rick Lanman, Airport Manager; Evan McDougal, HTA; Michael Chamings, City of Auburn; and Ed Lane.

Board Members Absent: Sheats, Thompson, Bouchard, and Auburn City Council Representative.

**Welcome New Board Member**

Chair Plourde welcomed the newly appointed Ms. Rebecca Swanson Conrad, representing the Lewiston Auburn Economic Growth Council as Mr. Holden's replacement.

Chairman Plourde also welcomed Ms. Jill Eastman, representing City of Auburn as Mr. D'Auteuil representative. Mr. D'Auteuil has taken a position at the City of Lewiston.

**APPROVAL OF MINUTES**

**ON MOTION BY MR. THERIAULT SECOND BY MS. HUNTER VOTE (1) TO APPROVE THE MINUTES OF FEBRUARY 2, 2017 AND PLACE ON FILE.**

**VOTE: 3:0:2**

Ms. Eastman and Ms. Conrad abstained.

**FINANCIAL REPORT OF FEBRUARY 24, 2017**

Ms. Hunter reviewed the financial report with the board. The deficit for the airport is currently \$59,000. In April, the airport will receive the last subsidy from the two cities in the amount of \$50,000. To break even at the fiscal year, the balance will have to be received from airport revenue activity. The back to back storms were no help to the flying community. The line items in maintenance accounts previously mentioned at past meetings are continuing to run over budget. The capital item projects will be updated accordingly. The merchandiser will be moved from the capital account to the Air Center-FBO operating account under plant or ground support equipment account.

Fuel purchases, sales and passenger counts have been up the past two years.

The airport will be hosting the EAA (Experimental Aircraft Association) Safety Seminar this spring. Date is currently unknown, but it will be a Saturday event, with little cost to the airport. Backwoods BBQ & Grill is open and ready to serve. The restaurant is currently at the end of their grace period and will start with their monthly rent schedule according to their lease.

**ON MOTION BY MR. THERIAULT SECOND BY MS. CONRAD VOTE (2) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.**

**5:0**

**AIRPORT MANAGER'S REPORT**

Ramp Construction Update

A final bill is being processed. City share has increased from \$31,000 to \$38,000. Manager Lanman will check previous minutes, but was under the impression if there was any overage on the project for the city shares (\$7,000) it would be taken from the land account for the under-funding on this project.

Intermodal Facility Center

Manager Lanman stated this has been added on the Executive Session portion of this agenda.

Auburn Water District Uplift Upgrade

The Auburn Water District followed up with some past water district minutes and realized the airport has a couple of sleeves under the runway and taxiway which were put in during the construction of the taxiway in 2007. To upgrade the pumping station on the airport property, they can connect these sleeves from the Lewiston Junction location to the Hotel Road pumping station, and will save money. Manager Lanman stated an easement at fair market value will be developed. This will be visited at a later date when the project continues.

Airport Snow Removal Equipment

The airport's 1998 International Snow Plow needs a new transmission. The replacement cost for the transmission is estimated around \$8,000. This vehicle has been working at 100% over the years with no problems and was not in a plan for replacement. The airport's snow equipment vehicles are expensive pieces of equipment and there are no emergency funds to fix these vehicles when they have major breakdowns. The FAA does give grants for this type of vehicle, pending on where it is on the capital improvement list and availability of grant funding. The board will look into a contingency plan to start saving for replacing/fixing costly items.

Manager Lanman stated a tour for board members is being set up in two weeks to visit the Rubb Building Plant in Sanford Maine. At the same time a visit to the Sanford Airport and lunch at their café is also on the agenda. March 13 or March 15 are days the plant can meet and discuss construction of these buildings.

**PUBLIC COMMENTS**

Michael Chammings, Development Director of the City of Auburn, reviewed some drawings with the board in relation to making a piece of land at Omni Circle into a buildable lot. Amendments for the site plan and subdivision will need to be address at a scheduled public notice planning board meeting.

**OLD BUSINESS - NONE**



**NEW BUSINESS**

Airport Zoning Change

Manager Lanman briefed the board earlier at the workshop regarding the proposed zoning changes he discussed with the City of Auburn to bring the airport layout land use plan and the city zoning map in sync. A public planning meeting, fees estimating \$700 will bring the purchase of the Roundy property and other land along the Hotel road from suburban residential to industrial to be able to build hangars in that vicinity.

**ON MOTION BY MS. HUNTER SECOND BY MR. THERIAULT VOTE (3) TO AUTHORIZE THE AIRPORT MANAGER TO WORK WITH AUBURN CITY STAFF AND CHANGE ZONING ASSIGNMENT FOR THOSE AREAS ON AND NEAR THE AIRPORT TO ASSURE HIGHEST AND BEST USE OF AIRPORT LAND AND THOSE LANDS NEAR THE AIRPORT.**

**VOTE: 5:0**

City of Auburn Designee Request

The City of Auburn has requested that Ms. Jill Eastman be the designee for the City Manager's position on the airport board.

**ON MOTION BY MS. CONRAD SECOND BY MS. HUNTER VOTE (4) TO ACCEPT THE CITY OF AUBURN'S DESIGNEE OF MS. JILL EASTMAN FOR THE CITY MANAGER'S POSITION ON THE AIRPORT BOARD OF DIRECTORS.**

**VOTE: 4:0:1**

Ms. Eastman abstained.

**ON MOTION BY MS. HUNTER SECOND BY MR. THERIAULT VOTE (4) TO GO INTO EXECUTIVE SESSION TO DISCUSS A REAL ESTATE MATTER (AIRPORT PROPERTY).**

**VOTE: 5:0**

**ON MOTION BY MS. HUNTER SECOND BY MR. THERIAULT VOTE (5) TO COME OUT OF EXECUTIVE SESSION AND RETURN TO DISCUSS A REAL ESTATE MATTER (AIRPORT PROPERTY).**

**VOTE: 5:0**

**ON MOTION BY MS. CONRAD SECOND BY MS. EASTMAN VOTE (6) TO COME OUT OF EXECUTIVE SESSION AND ADJOURN THE MEETING AT 6:50 P.M.**

**VOTE: 5:0**

Respectfully submitted,

Rick Lanman, AAE ACE  
Airport Manager.

# **AUBURN-LEWISTON AIRPORT**

Airport Board of Directors Special Meeting Minutes  
7 April 2017

The Auburn-Lewiston Airport Board of Directors Special Meeting began at 12 noon at the Administrative conference room on the bottom floor of Lewiston City Hall, 27 Pine Street, Lewiston, ME.

Chair Plourde called the meeting to order at 12:05 pm

Present: Chair Ed Plourde.

Board Members Present: Hunter, Thompson and Conrad.

Also Present: Rick Lanman, Airport Manager

Board Members Absent: Bouchard, Eastman, Theriault, Sheats, and Auburn City Council Representative.

A quorum was not present for this meeting.

## **APPROVAL OF MINUTES FOR 2 MARCH 2017 MEETING**

**NO VOTE TO APPROVE WAS TAKEN**

## **FINANCIAL REPORT FOR MARCH 2017**

**NO VOTE TO ACCEPT WAS TAKEN**

## **AIRPORT MANAGER'S REPORT**

Intermodal Facility Center

Manager Lanman stated nothing has transpired on this issue, but he has hope.

## **PUBLIC COMMENTS - NONE**

## **OLD BUSINESS**

Construction Bid Acceptance – The formal bid process for the Taxiway “A” Sealing and Taxiway “B” Reconstruction has been completed including an opportunity for the public to comment. After a short discussion of the bidding process, consensus was reached by the members present to take the recommendation from the Consulting Engineer of the bid presented by Shaw Brothers, Inc. of Gorham Maine. With all of the preliminary requirements met, application for the Federal Airport Improvement Program grant can be forwarded to FAA for possible awarding later this Federal fiscal year.

## **NEW BUSINESS - NONE**

**THE MEETING ADJOURNED AT 12:27 P.M.**

Respectfully submitted,

**Rick Lanman, AAE ACE  
Airport Manager.**

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

May 2017

No meeting

## **AUBURN-LEWISTON AIRPORT**

Airport Board of Directors Meeting Minutes

June 1, 2017

The Auburn-Lewiston Airport Board of Directors Meeting began with a workshop at 5 p.m. and regular meeting at 5:30 p.m. at the Auburn Lewiston Airport, 80 Airport Drive, Auburn, Maine.

Present: Chair Ed Plourde.

Board Members Present: Theriault, Eastman, Sheats and Conrad.

Also Present: Rick Lanman, Airport Manager

Board Members Absent: Thompson, Hunter, Bouchard, and Stone.

Chair Plourde called the meeting to order at 5:37 p.m.

**ON MOTION BY MR. THERIAULT SECOND BY MS. CONRAD VOTED (1) TO APPROVE THE MINUTES OF MARCH 2, 2017 AND PLACE ON FILE.**

**VOTE: 4:0:1**

**MS. SHEATS ABSTAINED.**

**ON MOTION BY MR. THERIAULT SECOND BY MS. CONRAD VOTED (2) TO APPROVE THE MINUTES OF APRIL 7, 2017 AND PLACE ON FILE.**

**VOTE: 3:0:2**

**MS. SHEATS AND MS. EASTMAN ABSTAINED.**

Manager Lanman reviewed the financial report with the board. As of 26 May 2017, the airport operation currently has a \$66,569 positive balance against the FBO's -\$114,690. Other line items came in over 100%. Subsidizing the fixed based operation is not going to change, it will never completely pay for itself. Manager Lanman stated the budget was going to be over this year from the start, due to the flat funding that was received. Many regular items have been deferred to the next fiscal year budget for vehicle repairs to routine maintenance items that have been continually pushed back for up to 5 years.

**ON MOTION BY MS. EASTMAN SECOND BY MS. SHEATS VOTED (3) TO APPROVE THE FINANCIAL REPORT AS PRESENTED.**

**VOTE: 5:0**

### **MANAGERS REPORT**

#### Intermodal Facility Center

Manager Lanman stated some development has occurred and will be discussed in Executive Session.

#### Capital Project List Update

Sue Sheppard, Hoyle Tanner Associates representative, was here to update the board with a few changes to get more done with the future funding for the airport. Taxiway A and B will be reconstructed due to the poor shape the pavement from 2007 and sealant was the only maintenance completed since then.

### Chamber Breakfast Preparation

The chamber breakfast will be held August 10, 2017, at the airport in the hangar next to the terminal building. The theme is tourism and Backwoods BBQ & Grill will be hosting up to 300 members. Manager Lanman stated he would be renting tables, chairs, etc., for the event.

### Review of the Board of Directors

Lewiston Auburn Economic Growth Council is currently a position on the airport board. When LAEGC is no longer or downsizes, the structure of the board will need to be reviewed. Updates will be at the next meeting, decisions will be completed in the near future.

### Markers Kiosk Preparation

The next Kiosk committee meeting will be at the airport. A tenant in the airpark has sparked some interest to the committee, realizing that the companies in the airpark have customers flying in to the airport to do business with the tenants. A suggestion of a Kiosk in the terminal building displaying the products made in the local area could be a great idea and will be discussed as to what the next steps to move forward should be.

## **PUBLIC COMMENTS - NONE**

## **OLD BUSINESS**

### Omni Circle

Approval from the planning board, a letter for bid has been drafted and being presented to Auburn and Lewiston Councils for approval for the sale of the property next week. Manager Lanman is looking for approval to move forward.

**ON MOTION BY MS. CONRAD SECOND BY MS. SHEATS VOTED (4) TO ALLOW THE PROCESS TO MOVE FORWARD AND POST THE BID FOR THE ADVERTISING OF THE PROPERTY.**

**VOTE: 5:0**

## **NEW BUSINESS - NONE**

**ON MOTION BY MS. CONRAD SECOND BY MR. THERIAULT VOTED (5) TO GO INTO EXECUTIVE SESSION TO DISCUSS A REAL ESTATE MATTER.**

**VOTE: 5:0**

**ON MOTION BY MS. EASTMAN SECOND BY MS. SHEATS VOTE (6) TO COME OUT OF EXECUTIVE SESSION AND ADJOURN THE MEETING AT 7:20 P.M.**

Respectfully submitted,

Rick Lanman, AAE ACE  
Airport Manager.

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

July 2017

No meeting

**AUBURN-LEWISTON AIRPORT**  
Airport Board of Directors Meeting Minutes  
August 3, 2017

The Auburn-Lewiston Airport Board of Directors Meeting began with a workshop at 5 p.m. and regular meeting at 5:30 p.m. at the Auburn Lewiston Airport, 80 Airport Drive, Auburn, Maine.

Present: Chair Ed Plourde.

Board Members Present: Theriault, Eastman, Sheats, Hunter, Williams, Stone and Conrad.

Also Present: Rick Lanman, Airport Manager, Evan McDougal, HTA representative, Tom Olko, Tom Ward, Vicki Ward, Mark Blais.

Board Members Absent: Bouchard

Chair Plourde called the meeting to order at 5:21 p.m.

**ON MOTION BY MS. HUNTER SECOND BY MS. SHEATS VOTED (1) TO GO INTO EXECUTIVE SESSION TO DISCUSS A REAL ESTATE MATTER.**

**VOTE: 8:0**

**ON MOTION BY MS. SHEATS SECOND BY MS. HUNTER VOTED (2) TO COME OUT OF EXECUTIVE SESSION.**

**VOTE: 8:0**

Chair Plourde presented a plaque to outgoing Board Member of 10 years, Bob Thompson, for his dedication and commitment for serving on the Airport Board of Directors as the AVCOG representative.

Chair Plourde welcomed Jennifer Williams, AVCOG representative, to the Airport Board of Directors and welcomed back Bob Stone, representative of the Auburn City Council.

**ON MOTION BY MS. CONRAD SECOND BY MR. THERIAULT VOTED (1) TO APPROVE THE MINUTES OF JUNE 1, 2017 AND PLACE ON FILE.**

**VOTE: 5:0:3**

**MS. WILLIAMS, MR. STONE, MS. HUNTER ALL ABSTAINED.**

Manager Lanman reviewed the financial report with the board. The account numbers were discussed and explained to the board between the revenues and expense accounts, the airport account and the fixed based operation accounts, and the capital projects. Currently the unaudited report, the end total is \$95,000 positive for airport operations, \$66,000 in the negative for the fixed based operations, with a balance of \$29,000 in the black before audit. The airport is on a cash basis, the accrued payroll and fuel inventory will be adjusted with the audit team at the end of August, with a final report in late September or October.

**ON MOTION BY MS. EASTMAN SECOND BY MS. SHEATS VOTED (2) TO APPROVE THE FINANCIAL REPORT AS PRESENTED.**

**VOTE: 7:0:1**

**Mr. Theriault abstained.**

## **MANAGERS REPORT**

### Intermodal Facility Center

Manager Lanman stated some development has occurred and will be discussed at the Auburn City Council in Executive Session on August 7, 2017.

### Zoning Change Update

Roundy property should have been changed when the property was first purchased, and now is under way with the city. Foster Road is also being looked at with the Planning Board and applications are being processed.

### Capital Project List Update

The manager reviewed the capital project list with the board in the earlier workshop.

### Chamber Breakfast Preparation

The airport is investing in the breakfast and obligated for approximately \$2,000, and Backwoods BBQ will be catering the event for the chamber members and the set up will be in the airport hangar. A notice is posted in the local paper for business community to attend chamber breakfasts and to become a member of the local chamber, and non-members are also welcome to attend.

### Markers Kiosk Preparation

The next Kiosk committee meeting will be at the airport. A recent social event near the airport caused community leaders to realize that the companies in the airpark have customers flying in to the airport to do business with the tenants. The Chamber of Commerce took the lead on attempting to showcase various items that are "made" in Lewiston Auburn. An ad hoc committee was formed to guide the project. Subsequent to the first committee meeting, Todd MacIntosh (McIntosh & Co, Cabinetmakers) will donate his time and some materials to build a Kiosk for the lobby in the terminal building, displaying the products made in the local area.

### Campers Weekend

Campers Weekend is broken in two sessions for the summer. This third weekend in July is when most camps close their first session and start the second session. Parents fly in to pick up and/or drop off their children. The significance of this is that the airport sold over 13,000 gallons of Jet fuel and 900 gallons of Avgas with over 300 passengers in 103 aircrafts in the 3 days comprising the third weekend this year. Other local airports experience this same activity. Unfortunately, during the weekend, the Air Center's Ground Power Unit engine failed and the unit is now unusable. Manager Lanman told the Board this is an essential item for an FBO. It will need replacing in the near future and he will bring purchase to the Board before executing it.

## **PUBLIC COMMENTS –**

Tom Ward wanted to know when the taxiway is scheduled for construction. Grant is here, will be accepted at the meeting, and awarded by September. Pavement hopefully will be completed this year, pending how fast the project can be completed. The slurry seal will possibly have to be put off until next year.

Tom Olko asked if there were any aircraft that didn't get fuel after the airport ran out. Manager Lanman said he knew of two aircraft diverting on Sunday night, and the aircraft went to Portland. The airport had purchased a truckload of 8000 gallons on Friday to add the near 4000 gallons already in the underground tank; Saturday evening there was only 1900 gallons left of which 500 is not available for use. There is no aviation fuel delivery on Sunday; the earliest de-



livery date is Tuesday. The planned new fuel farm (in the capital improvement plan) will have above ground tanks that are larger to avoid this in the future.

Marc Blais asked a question about equipment records and maintenance. Manager Lanman answered that maintenance records are kept on all airport equipment and vehicles. The ground power unit was 35 years old. It was working okay; but it was sending signals that it was ready to fail. While it was being used Saturday evening, the engine through a push rod and the engine then literally disintegrated.

Tom Ward asked if there were any pilots on the Board of Directors. There are three pilots on the airport board.

## **OLD BUSINESS**

### Omni Circle

The original purchaser interested in the property, did not submit a bid for the property. There was no interest in the location of the property currently. Board members requested that Manager Lanman contact the previous interested party to see if interest was still valid and explain why the board had to advertise the sale before proceeding forward with his initial offer.

### Acceptance of the FAA Airport Improvement Grant

The grant agreement was included in the package for review. The cost is split with the FAA 90%, the State 5% and local share at 5%.

**ON MOTION BY MS. EASTMAN SECOND BY MS. CONRAD VOTED (3) TO AUTHORIZE EXECUTION OF THE FAA GRANT FOR THE RECONSTRUCT TAXIWAY B (APPROX. 35' X 870') AND SEALCOAT TAXIWAY A (APPROX. 32,100 SY) IN THE AMOUNT OF \$785,115. SUBJECT TO THE CONDITIONS SET FORTH IN THE GRANT AGREEMENT AND TO RATIFY THE SIGNATURE OF THE AIRPORT MANAGER ON THE GRANT AGREEMENT ON BEHALF OF THE AUBURN LEWISTON MUNICIPAL AIRPORT.**

**VOTE: 8:0**

**NEW BUSINESS - NONE**

**ON MOTION BY MS. HUNTER SECOND BY MS. SHEATS VOTE (4) TO ADJOURN THE MEETING AT 7:02 P.M.**

**VOTE: 8:0**

**Respectfully submitted,**

**Rick Lanman, AAE ACE  
Airport Manager.**

**AUBURN-LEWISTON AIRPORT**  
Airport Board of Directors Meeting Minutes  
September 7, 2017

The Auburn-Lewiston Airport Board of Directors Meeting began with a workshop at 5 p.m. and regular meeting at 5:30 p.m. at the Auburn Lewiston Airport, 80 Airport Drive, Auburn, Maine.

Present: Chair Ed Plourde.

Board Members Present: Theriault, Eastman, Sheats, Hunter, Stone and Conrad.

Also Present: Rick Lanman, Airport Manager, Vicki Ward, and Ed Lane.

Board Members Absent: Bouchard and Williams.

Chair Plourde called the meeting to order at 5:32 p.m.

MINUTES OF AUGUST 3, 2017

**ON MOTION BY MS. EASTMAN SECOND BY MR. THERIAULT VOTED (1) TO APPROVE THE MINUTES OF AUGUST 3, 2017 AND PLACE ON FILE.**

**VOTE: 7:0**

FINANCIAL REPORT SEPTEMBER 1, 2017

Adjustments are being made to the capital page and will be include at the next meeting. Airport operations page is showing vehicle account at 50% due to transmission issue on the international expended from previous year and worked on this fiscal year due to budget constraints. The John Deere 544G Bucket Loader recently had an inspection and needed repairs totaling \$7,000. The airport manager will move or delay some scheduled projects this year to cover this expense. The airport has no contingency account for any major expenses not covered by the yearly budget, if that should occur, the airport would need to go to council for approval for additional funding.

Manager Lanman and Ms. Eastman will get together and update the financial report to make it easier to understand for board members and the public. A dashboard report and bullet points outlining the key operating indicators would be a benefit for some members. Yearly comparable from the previous years will be in place once the reports are finalized.

Advertising has included the Breakfast Chamber event held in August, Visit Maine, and Maine Lakes and Mountains advertising. Bundling activities in the local vicinity as part of a charter package for out of state customers is being reviewed for the airport.

**ON MOTION BY MS. SHEATS SECOND BY MS. HUNTER VOTED (2) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.**

**VOTE: 7:0**

**MANAGERS REPORT**

Intermodal Facility Center

Ms. Eastman presented to the Auburn Council, the documentation from the FAA regarding the property lease for the intermodal facility. The Auburn Council is looking to have an appraisal completed and is looking to have all information before moving forward with the contract lease with the airport. A payable was booked with the city, for the lease not currently paid to the air-

port, for the past previous fiscal years. The board agreed due to different key players involved with the negotiation, the board would give the council until December to validate the pending appraisal, acknowledging the current market rate and to move forward in regards to the property. Ms. Eastman will keep the board updated.

#### ZONING CHANGE UPDATE

Roundy property zoning area, which should have been changed when the property was first purchased, and now is under way with the city. Foster Road is also being looked at with the Planning Board because it is in the airport's flight path. No movement on this project will be completed until November.

#### Construction Report

The "As-Built drawings" for the Terminal Ramp are currently underway, and the project is in the final process of closing by the end of the month. Final closeout numbers will be presented to the board once received.

Taxiway A and B per the contractors request, will hold off until next spring with the same bid rate as agreed due to the lateness of the season.

Manager Lanman received a letter from the FAA that the airport's outer marker and waypoint marker will be decommissioned due to old technology. New satellite equipment with GPS is being installed. The deadline for the transition to be completed is 2020. The airport responded to the FAA and suggested holding off until the 2020 period to give the pilots adequate time to become in compliant with the new system.

#### Chamber Breakfast Critique

The airport Chamber breakfast was a hit. Attendees viewed a couple of jets landing and stated they were unaware of the air traffic into the airport and that the airport was located here. Backwoods BBQ catered the event for the chamber members in the airport hangar. The only reimbursement for this event by the Chamber is for the food. The airport covered the rentals for staging, tables, linen and other items not reimbursable due to the fact most events are held at a restaurant or hotel conference room and not directly on location.

#### **PUBLIC COMMENTS –**

Mrs. Ward commented that the Collins Foundation should be publicized as much as possible. The airport has just received information for publication from the Collins Foundation today. The City of Auburn started a newsletter, Auburn Connections, but the airport has not been involved in this program, but will be added. The airport needs more promotion and awareness for the public to get people out to events that happen at the airport, and flying from Auburn to their destination. There is still plenty of people that are unaware of an airport in Auburn and what happens out here. The airport has been participating in different events to draw the public out to the airport.

City websites will be researched and the airport will update the website where necessary. The Chamber has a couple of other avenues available to businesses to get the word out, and the airport is looking into these options. The airport has participated in the business after hours last year and it was a big success.

The Front Desk is a source of information for incoming and outgoing customers. The customer service representative also serves as a concierge with creating and booking ground transportation, hotel reservations, for flight crew and passengers, setting up charter flight referrals or finding the closest flight school. The airport has focused on incoming passengers and will focus on

outgoing destinations for our customers locally. It was suggested maybe signage over the front desk area showing the public that the front desk is a source of information at the customer's disposal for their next destination locally or across the states.

## **OLD BUSINESS**

### Omni Circle

The original purchaser interested in the property, submitted an offer at 3 pm today, is still interested, and the airport will counter the offer. The Airpark Covenants may have to be updated but the city ordinances currently are fine.

### Purchase of Ground Power Unit

The previous unit failed over the summer and Manager Lanman brought in 3 bids to purchase a new unit. This is a service expected from pilots at airports. The low bid is \$14,500. The cost will be borrowed from the land account and repaid with the revenues received from the unit, looking at approximately 4 to 5 years payback.

**ON MOTION BY MS. HUNTER SECOND BY MS. SHEATS VOTED (3) TO APPROVE THE PURCHASE OF THE GROUND POWER UNIT FROM GENEVA AVIATION, IN THE AMOUNT OF \$14,500, BORROWING MONEY FROM THE LAND ACCOUNT, AND TO PAYBACK THE LAND ACCOUNT, WITH THE REVENUES RECEIVED FROM THE SALES GENERATED FROM THE GPU, UP TO 4 YEARS.**

**MAKING NOTE THIS WILL BE A LOSS OF REVENUES FROM THE CURRENT FISCAL YEAR BUDGET.**

**VOTE: 7:0**


## **NEW BUSINESS - NONE**

**ON MOTION BY MS. HUNTER SECOND BY MS. CONRAD VOTE (4) TO GO INTO EXECUTIVE SESSION TO DISCUSS A REAL ESTATE MATTER.**

**VOTE: 7:0**

**ON MOTION BY MS. CONRAD SECOND BY MS. HUNTER VOTE (5) TO COME OUT OF EXECUTIVE SESSION AND ADJOURN THE MEETING AT 7 PM.**

**VOTE: 7:0**

  
Respectfully submitted,  
\_\_\_\_\_  
Rick Lanman, AAE ACE  
Airport Manager.

**AUBURN-LEWISTON AIRPORT**  
Airport Board of Directors Meeting Minutes  
October 12, 2017

The Auburn-Lewiston Airport Board of Directors Meeting began with a workshop at 5 p.m. and regular meeting at 5:30 p.m. at the Auburn Lewiston Airport, 80 Airport Drive, Auburn, Maine.

Present: Chair Ed Plourde.

Board Members Present: Theriault, Eastman, Sheats, Hunter, Bouchard, Williams and Conrad.

Also Present: Rick Lanman, Airport Manager, Evan McDougal and Jacob Sparkowich representing HTA; Vicki Ward, and Ed Lane.

Board Members Absent: Stone.

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

MINUTES OF SEPTEMBER 7, 2017

**ON MOTION BY MS. EASTMAN SECOND BY MS. HUNTER VOTED (1) TO APPROVE THE MINUTES OF SEPTEMBER 7, 2017 AND PLACE ON FILE.**

**VOTE: 5:0:2**

**MS. WILLIAMS AND MR. BOUCHARD ABSTAINED.**

FINANCIAL REPORT SEPTEMBER 29, 2017

The airport has a positive balance on the report, unfortunately, the FBO is not due to credit card payments a few weeks out. Spent more than received. The FBO is a cost center and needs to be a breakeven proposition. The airport is advertising to promote our airport out of the state, to draw visitors to Auburn-Lewiston. The airport needs to increase sales volume and promote aircraft maintenance. The Collings Foundation was not an event for customer fly-ins. The last time the foundation came, the crowd was larger, triple in size, but they flew in the same aircrafts the last few years. The airport manager is hopeful they will bring in some of their other displays to draw the crowd back for this event. The airport advertised for the event which generated good will and the community, drawing roughly 1,400 individuals to tour the aircrafts, give rides, and sell their memorabilia.

Ms. Conrad arrived.

The CIP page of the report will be updated to reflect incoming resources for the on-going projects, what has been spent, and the balance of the project. Manager Lanman and Ms. Eastman will get together and update the financial report next week, to make it easier to understand for board members and the public.

**ON MOTION BY MS. SHEATS SECOND BY MS. HUNTER VOTED (2) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.**

**VOTE: 8:0**

MANAGERS REPORT

Intermodal Facility Center – nothing changed.

Zoning Change Update – nothing changed.

### Construction Report

The terminal project is in the final process of closing. Project estimated cost was \$899,000 close out at \$797,000 for a savings of 12%. The State share is \$39,850, local booked by the joint cities was \$31,000 with the balance of \$8,850 being withdrawn from the land fund to make up the difference received from the joint cities per previous board approval. A few problems occurred at the end of the project, and has been resolved final closeout numbers have been sent to the FAA and State for final reimbursement.

### Marketing Update

The advertising account has been spent with numerous projects and Manager Lanman is looking for additional resources for planned marketing for the rest of the budget year.

### **PUBLIC COMMENTS –**

Evan McDougal, representing HTA, has recently reviewed the FAA forecasting growth opportunities for 2017-2021 and stated their findings were favoring the corporate world. Suggestion if the board is moving forward with construction of hangars in the next few years they should favor the corporate aircraft. The airport also has experienced jets and turbine engines diverting to other airports because currently there is no hangar space available. Hangar space is limited especially during the winter months and pilots look to protect their aircrafts for the in climate weather.

### **OLD BUSINESS**

#### Landside Parking Area

Conceptual plans were presented to the board by HTA's Transportation Engineer, Jake Sparowich. The plans varied slightly and focused on truck deliveries, up to 400 parking spaces, handicap spots, dumpster location, customer drop offs, and drainage. The consensus of the board was option A, it is the lower cost plan, and has designated future parking if needed. Recommendation is not to build spaces unless they are currently in need.

### **NEW BUSINESS**

#### Annual Audit Report

Casey Leonard, Runyon Kersteen Ouellette, completed the audit for 2017 and the board was presented hard copies at the meeting, a follow-up to the emailed version. Mr. Leonard reviewed his findings to the board. The audit was completed according to the standards applicable to the Government Auditing Standards. No single audit was required due to under the dollar limit this year for capital projects. Revenues received were over and expenses were under estimated budget, slight net increase for current year. Two recommendations were presented to the board, outstanding checks and uniform guidance to update the airport's purchasing policy.

**ON MOTION BY MS. HUNTER SECOND BY MS. EASTMAN VOTE (3) TO APPROVE THE AUDIT REPORT FOR YEAR ENDING 2017.**

#### Disadvantaged Business Entity (DBE) Plan

The DBE Plan is required by the FAA through our Grant Assurances in Airport Improvement Program. The policy statement was distributed in the package and the airport is required to adopt the plan to continue to receive Federal financial assistance from the Department of Transportation to comply with 49 CFR Part 26.

**ON MOTION BY MS. HUNTER SECOND BY MS. WILLIAMS VOTE (4) TO APPROVE THE DEPARTMENT OF TRANSPORTATION DBE PROGRAM FOR FFY 2018, 2019, 2020 FOR THE AUBURN-LEWISTON AIRPORT AS PRESENTED.**

**VOTE: 8:0**

**ON MOTION BY MS. HUNTER SECOND BY MS. CONRAD VOTE (5) TO GO INTO EXECUTIVE SESSION TO DISCUSS A REAL ESTATE MATTER.**

**VOTE: 8:0**

**ON MOTION BY MS. CONRAD SECOND BY MS. HUNTER VOTE (6) TO COME OUT OF EXECUTIVE SESSION.**

**VOTE: 8:0**

**ON MOTION BY MS. CONRAD SECOND BY MS. HUNTER VOTE (7) TO APPROVE THE PURCHASE OF 185 FOSTER ROAD FROM AUBURN BUSINESS DEVELOPMENT CORPORATION WITH TERMS SET IN THE PURCHASE AND SALES AGREEMENT AND ADDENDUM A SUBJECT TO THE AIRPORT PURCHASES THE TITLE INSURANCE.**

**VOTE: 8:0**

**MS. WILLIAMS LEFT.**

**ON MOTION BY MS. EASTMAN SECOND BY MS. HUNTER VOTE (8) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE MATTER.**

**VOTE: 7:0**

**ON MOTION BY MS. CONRAD SECOND BY MS. HUNTER VOTE (9) TO COME OUT OF EXECUTIVE SESSION, WITH NO ACTION TAKEN AT THIS TIME TO ADJOURN THE MEETING.**

**VOTE: 7:0**

**Respectfully submitted,**

  
**Rick Lanman, AAE ACE  
Airport Manager.**

**AUBURN-LEWISTON AIRPORT**  
Airport Board of Directors Meeting Minutes  
November 2, 2017

The Auburn-Lewiston Airport Board of Directors Meeting began with a workshop at 5 p.m. and regular meeting at 5:30 p.m. at the Auburn Lewiston Airport, 80 Airport Drive, Auburn, Maine.

Present: Chair Ed Plourde.

Board Members Present: Eastman, Sheats, Hunter, Williams and Conrad.

Also Present: Rick Lanman, Airport Manager.

Board Members Absent: Stone, Bouchard and Theriault.

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

MINUTES OF OCTOBER 12, 2017

**ON MOTION BY MS. SHEATS SECOND BY MS. EASTMAN VOTED (1) TO APPROVE THE MINUTES OF OCTOBER 12, 2017 AND PLACE ON FILE.**

**VOTE: 6:0**

FINANCIAL REPORT OCTOBER 30, 2017

The airport's maintenance vehicle account is over budget and unfortunately will continue. This year the budget for vehicles was budgeted without regard to the deficit of maintenance from the previous year. This deficit is showing the overall condition of the airport's equipment. The airport's equipment is run down and constantly needing repairs. For the next Fiscal Year Capital Improvement Plan a tractor is needed, but the bucket loader and pickup trucks are constantly in need of repairs. The airport only submitted one equipment purchase because through previous years' experience, more than 1 piece of equipment is usually denied. It was stated that the only way the airport will be upgraded as necessary is educating the public and council members. The airport needs to present itself well to customers arriving at the airport since it is the first impression of the twin cities to many visitors. It was recommended to include all equipment the airport needs, year after year, even though it gets denied, the records will reflect it has been requested, and justify the increase in operations for the maintenance repairs.

**ON MOTION BY MS. SHEATS SECOND BY MS. HUNTER VOTED (2) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.**

**VOTE: 6:0**

MANAGERS REPORT

Intermodal Facility Center

Ms. Eastman stated this will move forward for discussion with the new councilors. There was no appraisal completed by the city as of this time.

Zoning Change Update-no change.

Public Comment - none

Manager Lanman requested some ideas for recognizing airport employees. Nothing has been done in the past and the airport staff, at one point, was like a revolving door, until these past few



years. The board suggested to discuss with staff, what they would like to see and if a program is started to be consistent in the future.

## **OLD BUSINESS**

### FY19 Capital Improvement Plan

**ON MOTION BY MS. SHEATS SECONDED BY MS. EASTMAN VOTED (3) TO APPROVE THE CIP PLAN FOR FY19 AS DISCUSSED, WITH AN UPDATE FROM MANAGER LANMAN.**

**VOTE: 5:1  
Ms. Hunter**

## **NEW BUSINESS**

### Employee Handbook Update

**ON MOTION BY MS. HUNTER SECOND BY MS. WILLIAMS VOTE (4) TO APPROVE THE UPDATE OF THE EMPLOYEE HANDBOOK AS DISCUSSED DURING WORKSHOP. (UPDATING TIMECLOCK PAPER PROCEDURES TO COMPUTERIZED SYSTEM, BEREAVEMENT TIME FROM DAYS TO HOURS, AND MEDICAL APPOINTMENTS AS HOURS)**

**VOTE: 6:0**

**ON MOTION BY MS. HUNTER SECOND BY MS. CONRAD VOTE (5) TO GO INTO EXECUTIVE SESSION TO DISCUSS A REAL ESTATE MATTER.**

**VOTE: 6:0**

**ON MOTION BY MS. CONRAD SECOND BY MS. HUNTER VOTE (6) TO COME OUT OF EXECUTIVE SESSION.**


**VOTE: 6:0**

**ON MOTION BY MS. HUNTER SECOND BY MS. CONRAD VOTE (7) TO GRANT THE EASEMENT TO THE AUBURN SEWERAGE DISTRICT UNDER THE CONDITION OF THE NEGOTIATED EASEMENT.**

**VOTE: 6:0**

**ON MOTION BY MS. WILLIAMS SECOND BY MS. EASTMAN VOTE (8) TO ADJOURN THE MEETING AT 6:10 P.M.**

**VOTE: 6:0**

  
Respectfully submitted,  
\_\_\_\_\_  
Rick Lanman, AAE ACE  
Airport Manager.

**AUBURN-LEWISTON AIRPORT**  
Airport Board of Directors Meeting Minutes  
December 7, 2017

The Auburn-Lewiston Airport Board of Directors Meeting began with a Holiday Social at 5 p.m. and regular meeting at 5:30 p.m. at the Auburn Lewiston Airport, 80 Airport Drive, Auburn, Maine.

Present: Chair Ed Plourde.

Board Members Present: Eastman, Sheats, Hunter, Stone, Bouchard, and Theriault.

Also Present: Rick Lanman, Airport Manager, Susan Sheppard, HTA; Vicki and Tom Ward, Tom Olko

Board Members Absent: Conrad and Williams.

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

MINUTES OF NOVEMBER 2, 2017

Details of the approved Employee Handbook Updates were not included in the November minutes. The sections updated in the handbook were in reference to updating time clock procedures to a computerized system, bereavement change of time, from days to hours accrued, and medical appointments from days to hours accrued, due to the variety of shifts that airport employees work. This was also added to the November minutes.

**ON MOTION BY MS. SHEATS SECOND BY MS. HUNTER VOTED (1) TO APPROVE THE AMENDED MINUTES OF NOVEMBER 2, 2017 TO INCLUDE A RECAP OF THE UPDATES APPROVED IN THE EMPLOYEE HANDBOOK MOTION AND PLACE ON FILE.**

**VOTE: 6:0:1**

**MR. STONE ABSTAINED.**

FINANCIAL REPORT NOVEMBER 30, 2017

The MUNIS reports are a work in progress. A history comparison for the budget is being worked on, but because of the change in structure of account numbers, there will be no comparison from 3 years ago. This is on Ms. Eastman's to do list.

As stated at earlier Board meetings, the airport's vehicle maintenance account is over budget and the new fiscal year will reflect this expense line accordingly. The unexpected legal fees are up due to the purchase of property on Foster Road from ABDC, and the easement completed with Auburn Water District, both not in the current budget. Rental fees for the airport are behind and being worked on. Salaries seems to be expensed lower than budgeted for and Manager Lanman will be reviewing the account to see if something has been missed. The fuel prices are constantly changing, which makes it difficult to stay competitive with other airports. Fuel sales and passenger counts have increased every November from our reports. Tie downs and hangar fees are down and will be adjusted with the next budget if necessary. The Land Fund reconciliation report was included in the packet for a financial outbreak of expensed projects and obligated funds for future projects.

**ON MOTION BY MS. EASTMAN SECOND BY MR. BOUCHARD VOTED (2) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.**

**VOTE: 7:0**

MANAGERS REPORT

Intermodal Facility Center - Expected on the next City Council Agenda

Zoning Change Update - no change. Nothing from Auburn City Hall for application to the Planning Board.

Land Purchase Update-

Closing on Foster Road property has been completed. It will be recorded and forwarded to Hoyle Tanner for inclusion on the airport's Exhibit A map and added on the airport's insurance. Additionally, the easement with the Auburn Water District will also be sent for inclusion on the airport's Exhibit A map once it is recorded.

### Mid-Year Airport Status

There has been more inquiries on the availability of hangar space at the airport. The airport gateway to the community has improved and reoccurring visitors over the years, have noticed changes at the airport. This is the time of year all pilots, based and transient customers prefer being in a hangar. There is one condo hangar available for sale/lease, but the airport is full. Additional hangar space is top priority. The board requested a pro forma be completed for the construction of corporate hangars. This will be a capital expense and will require a business plan. Manager Lanman has begun some advertising to market the airport outside of the State of Maine.

Manager Lanman will be negotiating a contract with HTA for the parking lot and present a draft at the January meeting for review and approval.

### Public Comment –

Mr. Ward inquired about the current status of the project that went out to bid, Overhaul of “B” Taxiway. Manager Lanman replied that it was agreed by both parties to begin the project in the spring of 2018 at the same price due to an overload of work on the contractor’s side. Better to wait than have a 3-foot deep open hole next the runway all winter.

Mr. Ward went on to inquire about the plan to repair The East Ramp. Manager Lanman stated that an FAA scoping meeting would be happening within the next few days. The scoping meeting would be about the work that needs to be done before the east ramp can be repaired. Manager Lanman requested assistance getting the word out to pilots on the field about a meeting for their comments and suggestions on the project scheduled for 14 December 2017 in the conference room.

Mr. Olko stated he is sharing his hangar space with another plane, and pilots are always wanting space for their aircrafts.

### **OLD BUSINESS**

Chairman Plourde requested all evaluations for Manager Lanman be returned to him so that he could finalize a summary for the board.

### **HAIL AND FAREWELL**


Chairman Plourde presented a plaque congratulating Councilor Bouchard for his tenure and his contributions to the Airport Board.

Chairman Plourde presented a plaque congratulating Councilor Stone for his tenure and his contributions to the Airport Board.

**ON MOTION BY MR. BOUCHARD SECONDED BY MS. HUNTER VOTED (3) TO ADJOURN THE MEETING AT 6:14 P.M.**

**VOTE: 7:0**

Respectfully submitted,

  
**Rick Lanman, AAE ACE**  
**Airport Manager.**