

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
4 January 2018**

Workshop – 5:00pm

1. Call to Order (Chair)
2. Review of Manager's Proposed Budget
3. Adjourn to Regular Meeting

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of Minutes 7 December 2017 Regular Meeting (Motion to Approve)
3. Financial Report for December 2017 (Motion to Approve)
4. Airport Manager's Report
 - a. Intermodal Center Update
 - b. Zoning Change Update
 - c. Construction Plan 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 - None
7. New Business
 - a. Consideration of New Private Hangar Construction – (Review for compliance)
 - b. State Ordering Period Extension – (Motion to Approve)
 - c. Consulting Engineer Contract for Landside Parking Lot (Motion to Approve)
 - d. Consider Issuing Request for Qualification Statements for Consulting Engineers (Required by FAA every five years)
8. Board Officer Elections – Annual election required in By-laws
9. Hail and Farewell
 - a. Hail – Rick Lachapelle, Lewiston
10. Executive Session for Personnel Matter – Manager's Performance Review
11. Adjournment – Next Regular Meeting will be 1 February 2018.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
1 February 2018**

Workshop – 5:00pm

1. Call to Order (Chair)
2. Review of Manager's Proposed Budget
3. Adjourn to Regular Meeting

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Hail and Farewell
 - a. Hail – Rick Lachapelle, Lewiston
3. Approval of Minutes 4 January 2018 Regular Meeting (Motion to Approve)
4. Financial Report for January 2018 (Motion to Approve)
5. Airport Manager's Report
 - a. Intermodal Center Update
 - b. Zoning Change Update
 - c. Construction 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. FY18-19 Operations Budget (for approval)
 - b.
8. New Business
 - a. Formation of Ad Hoc Selection Committee for Consultant Selection
 - b.
9. Executive Session for Real Estate Matter – Leasing Airport Land.
10. Adjournment – Next Regular Meeting will be 1 March 2018.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
1 March 2018**

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of Minutes 4 January 2018 Regular Meeting (Motion to Approve)
3. Financial Report for January 2018 (Motion to Approve)
4. Airport Manager's Report
 - a. Intermodal Center Update
 - b. Zoning Change Update
 - c. Construction 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
7. New Business
8. Executive Session for Personnel Matter
9. Adjournment – Next Regular Meeting will be 1 March 2018.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
5 April 2018**

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of Minutes
 - a. February 2018 Regular Meeting (Motion to Approve)
 - b. No March Meeting
3. Financial Report for March 2018 (Motion to Approve)
4. Airport Manager's Report
 - a. Intermodal Center Update
 - b. Construction Update
 - i. Taxiway B reconstruction
 - ii. Taxiway A maintenance
 - iii. Landside Parking Lot
 - c. Obstruction Removal Project
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. Consultant Selection (Motion to Select)
7. New Business
 - a. Approve Updated Purchasing Policy
 - b. Hangar Sale (Right of First Offer)
8. Executive Session for Personnel Matter
9. Executive Session for Real Estate Matter - Possible vote on matter discussed
10. Adjournment – Next Regular Meeting will be 1 March 2018.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
3 May 2018**

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of Minutes for 5 April 2018 Meeting (Motion to Approve)
3. Financial Report for April 2018 (Motion to Approve)
4. Airport Manager's Report
 - a. Intermodal Center Update
 - b. Construction Update
 - i. Taxiway B reconstruction
 - ii. Taxiway A maintenance
 - iii. Landside Parking Lot
 - c. Obstruction Project 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. Approval of Ground Lease - Auburn Hangar Company, LLC
7. New Business - None
8. Executive Session for Real Estate Matter - (No vote afterward expected)
9. Adjournment – Next Regular Meeting will be 7 June 2018.

Workshop for Strategic Planning – 6:15 pm

1. CIP discussion for years 2021 2022 2023.
 Informal strategic planning discussion
2. Adjourn – 7 pm

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

June 2018

No meeting

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
5 July 2018**

Regular Meeting – 5:00 pm

1. Call to Order (Chair)
2. Executive Session for Real Estate Matter - (Possible vote afterward)
3. Executive Session for Real Estate Matter - (Possible vote afterward)
4. Executive Session for Real Estate Matter - (Possible vote afterward)
5. Approval of Minutes for 3 May 2018 Meeting (Motion to Approve)
6. Financial Report for June 2018 (Motion to Approve)
7. Airport Manager's Report
 - a. Lufthansa Technic Move Out Timeline
 - b. Intermodal Center Update
 - c. Construction Update
 - i. Taxiway B reconstruction
 - ii. Taxiway A maintenance
 - iii. Landside Parking Lot
 - d. Obstruction Project Update
 - e. End of Year Statistics
8. 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.

9. Old Business –
 - a. Acceptance of FAA Grant offer for Runway Resurfacing and Reconstruction Design (Motion and Vote to Accept)
10. New Business –
 - a. Presentation of New Minimum Standards Document – sets the minimum requirements for commercial activities on Auburn Lewiston Airport; is used to filter new business proposals against strategic goals for airport Development (Vote to adopt expected in August 2018)
11. Adjournment – Next Regular Meeting will be 2 August 2018.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS**
Special Meeting Agenda
18 July 2018

Special Meeting – 7:30 am

1. Call to Order (Chair)
2. Executive Session for Real Estate Matter
3. Adjournment – Next Regular Meeting will be 2 August 2018.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
9 August 2018**

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of Minutes
 - a. 5 July 2018 Meeting (Motion to Approve)
 - b. 18 July 2018 Meeting (Motion to Approve)
3. Financial Report for July 2018 (Motion to Approve)
4. Airport Manager's Report
 - a. Lufthansa Technic Move Out Timeline
 - b. Intermodal Center Update
 - c. Construction Update
 - i. Taxiway A maintenance
 - ii. Runway Reconstruction/Runway Resurfacing
 - iii. Landside Parking Lot
 - iv. Supplemental Grants-in-Aid through Airport Improvement Program
 - v. Other Capital Projects
 - d. Obstruction Project 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. Acceptance of FAA Grant offer for Reimbursable Project to Relocate Localizer and Modify MALSR (Phase 1 – Design) (Motion and Vote to Accept)
 - b. Adoption of New Minimum Standards Document – (Vote to adopt)
7. New Business –
 - a. Authorizing New Lease for Airport Restaurant – (Motion and Vote to Authorize)
 - b. Right of First Refusal for Bel Air Condo Hangar # - (Motion and Vote to Pass)
8. Executive Session for Real Estate Matter - (Possible vote afterward)
9. Executive Session for Real Estate Matter - (Possible vote afterward)
10. Adjournment – Next Regular Meeting will be 6 September 2018.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS**
Special Meeting Agenda
29 August 2018

Special Meeting – 7:30 am

1. Call to Order (Chair)
2. Executive Session for Real Estate Matter (Possible vote afterwards)
3. Executive Session for Real Estate Matter (Possible vote afterwards)
4. Adjournment – Next Regular Meeting will be 5 September 2018.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
6 September 2018**

Regular Meeting – 5:00 pm

1. Call to Order (Chair)
2. Executive Session for Real Estate Matter - (Possible vote afterward)
3. Approval of Minutes
 - a. 9 August 2018 Meeting (Motion to Approve)
 - b. 29 August 2018 Special Meeting (Motion to Approve)
4. Financial Report for August 2018 (Motion to Approve)
5. Airport Manager's Report
 - a. Marketing Activity Report
 - b. Construction Update
 - i. Taxiway A maintenance
 - ii. Runway Reconstruction/Runway Resurfacing
 - iii. Landside Parking Lot
 - iv. Supplemental Grants-in-Aid through Airport Improvement Program
 - c. Obstruction Project Update
 - d. Intermodal Center Update
6. Public Comments –

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7. Old Business – None
8. New Business –
 - a. Authorizing Airport Restaurant to serve Beer and Wine – (Motion and Vote to Authorize)
9. Executive Session for Personnel Matter - (Possible vote afterward)
10. Adjournment – Next Regular Meeting will be 4 October 2018.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
4 October 2018**

Workshop – 5:30pm

1. Call to Order
2. Strategic Planning for 2019-2020 (20 minutes)
3. Adjournment

Regular Meeting – 6:00 pm

1. Call to Order (Chair)
2. Approval of Minutes 6 September 2018 Meeting (Motion to Approve)
3. Financial Report for September 2018 (Motion to Approve)
4. Airport Manager's Report
 - a. Marketing Activity Report
 - b. Construction Update
 - i. Taxiway A maintenance
 - ii. Runway Reconstruction/Runway Resurfacing
 - iii. Landside Parking Lot
 - iv. Supplemental Grants-in-Aid through Airport Improvement Program
 - c. Obstruction Project Update
 - d. Intermodal Center Update
 - e. Departure plan for TWA Constellation
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 – None
7. New Business – None
8. Executive Session for Real Estate Matter - (Possible vote afterward)
9. Adjournment – Next Regular Meeting will be 1 November 2018.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
1 November 2018**

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of Minutes 4 October 2018 Meeting (Motion to Approve)
3. Financial Report for October 2018 (Motion to Approve)
4. Airport Manager's Report
 - a. Construction Update
 - i. Runway Reconstruction/Runway Resurfacing
 - ii. Landside Parking Lot
 - b. Intermodal Center Update
 - c. TWA Constellation
 - d. FY 18-19 Capital Project Review
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. Modification of FY 18-19 Capital Improvement Plan (Motion to Approve)
 - i. Purchase of New V-Plow for 2006 Ford F250 Pickup.
 - ii. Purchase of Compact Tractor with Snow Blower, 6ft Rotary Broom and Midpoint Mowing Deck
7. New Business –
 - a. Report of FY 2017-2018 Financial Audit by Casey Leonard of Runyon Kersteen Ouellette CPA (Motion to Accept Report)
 - b. 5-Year Capital Improvement Plan for FY 2019 – 2024 (Motion to Approve)
8. Executive Session for Real Estate Matter - (Possible vote afterward)
9. Adjournment – Next Regular Meeting will be 13 December 2018.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
13 December 2018**

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of Minutes
 - a. 4 October 2018 Meeting (Motion to Approve)
 - b. 1 November 2018 Meeting (Motion to Approve)
3. Financial Report for November 2018 (Motion to Approve)
4. Airport Manager's Report
 - a. Construction Update
 - i. Runway Reconstruction/Runway Resurfacing
 - ii. Landside Parking Lot
 - b. Intermodal Center Update
 - c. Awards
 - i. Basic Snow School
 - ii. Professional Line Service Technician
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. Executive Session for Real Estate Matter - (Possible vote afterward)
9. Adjournment – Next Regular Meeting will be 10 January 2018.