

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
January 11, 2018

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

Present: Chair Ed Plourde.

Board Members Present: Sheats, Hunter, Hayes, Pettengill, Conrad, and Williams.

Also Present: Rick Lanman, Airport Director, Evan McDougal and Susan Sheppard, HTA; Vicki and Tom Ward, Tom Olko, Mark Blais, Anne Beaulieu, Ron Barriault, Mike Barnard, Paul Robinson, Steve Lunt, George Dycio, and Steve Morgan.

Board Members Absent: Theriault and Eastman.

Chair Plourde called the meeting to order at 5:36 p.m.

Chairman announced the new members to board, Zachery Pettengill-Lewiston City Councilor appointed by the mayor, and Robert Hayes-Auburn City Councilor appointed by the mayor.

MINUTES –

1. 7 DECEMBER 2017 Regular Board Meeting

ON MOTION BY MS. SHEATS SECOND BY MS. HUNTER VOTE (1) TO APPROVE THE MINUTES OF DECEMBER 7, 2017 AND PLACE ON FILE.

VOTE: 4:0:3

BOARD MEMBERS HAYES, PETTENGILL AND WILLIAMS ABSTAINED.

FINANCIAL REPORT

1. DECEMBER 2017

\$185,000 under projected spending on the airport operations but the FBO operation is \$79,000 over spent. This is not an unusual situation; however the deficit is growing smaller. Answering the question raised last month on why the account was below budget expectation, Airport Director Lanman reported salaries are correct. All payrolls check out and are reported in the financial software.

A historical comparison was prepared and will be submitted monthly.

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

VOTE: 7:0

MANAGERS REPORT

Intermodal Facility Center – Airport Director Lanman will meet with Auburn City Manager and this item will be on the Auburn Council Agenda for discussion. The amendment has been completed and ready for council approval.

Zoning Change Update – The Director of Economic & Community Development was wondering why this project (application) has not moved forward and will get with Mr. Cousens to discuss.

Construction Plan Update - Scoping meeting to resurface the long runway and reconstruct the short runway. We are currently in the information gathering phase for design, with boring and testing. Project design will be the coming year with construction the following year. The project will be with discretion-

ary funds (the airport was told by the FAA money is not guaranteed but to plan the project if the funds are available).

A pilot (users of the airport) meeting took place last month regarding the Runway overhaul project. Feedback from pilots that attended was great and these will happen periodically as needed. Additionally, a pilot group meeting happens at the end of the month, on a monthly basis for training and conversation.

PUBLIC COMMENT_– There were none

OLD BUSINESS - None

NEW BUSINESS

1. Consideration of New Private Hangar Construction

A current tenant is proposing a new hangar construction but before the expense of plans is made, he is seeking the Airport Board's feedback on the idea.

The airport's plan for T-Hangars is still in the master plan and is unaffected by this construction. Pavement used for tie downs can be used for a hangar in the proposed location. Airport Director Lanman will file notices/forms to FAA for approval at the appropriate time. The airport is looking for a stream of revenue sources The Board members found no issues at this time with the project and indicated the project can move forward with continuation of the planning stage.

Mention of the east ramp is in rough shape. Airport Director Lanman explained under the current plan it will be reconstructed after the runway construction is complete.

2. State Ordering Period Extension

A contract agreement with the state for matching funds will currently expire in July, and needs to be extended. Once the consultant engineering is selected, we will submit a new 5-year agreement with the state for services and funding during the grant

ON MOTION BY MS. SHEATS SECOND BY MR. HAYES VOTE (3) TO EXTEND THE STATE ORDERING PERIOD FROM JULY 31, 2017 TO MARCH 31, 2018 AS REQUESTED.

VOTE: 7:0

3. Consulting Engineer Contract for Landside Parking Lot

Hoyle, Tanner & Associates has negotiated a contract with Director Lanman for the Reconstructing and Expansion of the airport's parking lot. The entire project of engineering services for a 3-year period in the amount of \$79,680 will include data collection, design, permitting and bidding.

ON MOTION BY MS. HUNTER SECOND BY MS. CONRAD VOTE (4) TO APPROVE THE CONTRACT FOR ENGINEERING SERVICES TO HOYLE TANNER & ASSOCIATES FOR DESIGN AND PERMITTING ON THE RECONSTRUCT AND EXPAND OF THE PARKING LOT AT THE AIRPORT IN THE AMOUNT OF \$79,680.

VOTE: 7:0

4. Consider Issuing Request for Qualification Statements for Consulting Engineers

The FAA requires airports to go out to bid for engineering services every five years. The request is for qualifications and experience only. Airport Director Lanman mentioned he has recommended boards to select two firms. The Cities also select two during their process. A Committee will be selected to review the applicants, set up interviews, and report back to the board with the selected company in March and the board will enter negotiations with the engineering company for the next five years.

ON MOTION BY MS. HUNTER SECOND BY MR. HAYES VOTE (5) TO ADVERTISE FOR ENGINEERING SERVICES AS REQUIRED BY THE FAA STANDARDS.

VOTE: 7:0

BOARD OFFICER ELECTIONS – Annual election required in by-laws

1. Ms. Sheats was nominated for Chair.

Secretary Lanman cast vote.

NOMINATION AND SECOND FOR MS. SHEATS FOR CHAIR – UNANIMOUS ON MOTION.

2. Mr. Hayes was nominated for Vice Chair.

Secretary Lanman cast vote.

NOMINATION AND SECOND FOR MR. HAYES FOR VICE CHAIR – UNANIMOUS ON MOTION.

3. Ms. Eastman was nominated for Treasurer.

Secretary Lanman cast vote.

NOMINATION AND SECOND FOR MS. EASTMAN FOR TREASURER – UNANIMOUS ON MOTION.

Congratulations to all!

HAIL AND FAREWELL

Chairman Plourde stated it was a pleasure serving all these years. He has a lot of collected memories over the 19 years of serving on the airport board. One being a wood stove which was stocked each morning by the maintenance superintendent. A wooded Bell phone booth was located inside the lobby next to the wood stove. He learned to fly at this airport and also has flown out of Twitchell's airport many times. He was here during the start-up of one of the Fixed Based Operations here, under the owner of Mr. Nate Humphrey for 10 years, and the construction of the taxiway project, along with many others too numerous to mention. Chairman Plourde also thanked the many past board members who came out to join him in his last airport meeting.

Airport Director Lanman presented an engraved gavel to Chairman Plourde and thanked him for his service and dedication on behalf of the Board.

ON MOTION BY MS. CONRAD SECONDED BY MS. HUNTER VOTED (6) TO GO INTO EXECUTIVE SESSION AND DISCUSS THE AIRPORT MANAGER'S EVALUATION.

VOTE: 7:0

ON MOTION BY MS. HUNTER SECOND BY MS. CONRAD VOTE (7) TO COME OUT OF EXECUTIVE SESSION AND ADJOURN THE MEETING AT 8:00 P.M.

VOTE: 7:0

Respectfully submitted,



Rick Lanman, AAE, ACE
Airport Director

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
February 1, 2018

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

Present: Chair Bettyann Sheats.

Board Members Present: Hunter, Hayes, Pettengill, Conrad, Theriault, Eastman, Williams and Lachapelle.
Also Present: Rick Lanman, Airport Director, Bob Furey and Susan Sheppard, HTA; Vicki and Tom Ward, Tom Cote and Russell Keith.

Board Members Absent: none

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

ON MOTION BY MS. HUNTER SECOND BY MS. WILLIAMS VOTE (1) TO GO INTO EXECUTIVE SESSION TO DISCUSS DIRECTOR LANMAN'S CONTRACT.

VOTE: 8:0

ON MOTION BY MS. WILLIAMS SECOND BY MS. HUNTER VOTE (2) TO COME OUT OF EXECUTIVE SESSION AT 5:55PM.

VOTE: 9:0

Chair Sheats welcomed Rick Lachapelle, representing the Lewiston Resident for the board, appointed by Mayor Bouchard.

MINUTES –

1. 11 January 2018 Regular Board Meeting

ON MOTION BY MR. HAYES SECOND BY MS. CONRAD VOTE (3) TO APPROVE THE MINUTES OF JANUARY 11, 2018 ADDING THE WORD "PAYROLL" TO DEFINE THE ACCOUNT IN THE FINANCIAL REPORT SECTION AND PLACE ON FILE.

VOTE: 7:0:2

BOARD MEMBERS EASTMAN AND LACHAPELLE ABSTAINED.

FINANCIAL REPORT

1. JANUARY 2018

\$201,000 under projected spending on the airport operations but the FBO operation is \$80,000 over spent. This is not an unusual situation; however the deficit is growing smaller. Legal is up due to land purchase this year. Vehicle Maintenance account is over expended due to a payout for transmission replacement on the plow truck in July (It was deferred from FY16). Most other line items are tracking normal. Margins on fuel has decreased by 35% due to the fuel war in Portland, having two fixed based operations on their field, has cause surrounding airports to lower their prices to stay competitive. This is an example of the fuel price volatility and a reason not to depend on fuel as a primary source of revenue.

MS. CONRAD WAS EXCUSED.

ON MOTION BY MS. EASTMAN SECOND BY MR. HAYES VOTE (4) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.

VOTE: 8:0

MANAGERS REPORT

Intermodal Facility Center – Airport Director Lanman stated this will be discussed in Executive Session.

Zoning Change Update – The Plan Review Committee will meet in February and will go forward to the Planning Board in March to do the zoning change for the Constellation property for the zoning.

Construction Plan Update – Pre-Construction meeting for Taxiway B and A will take place on March 8. The project expenses will be drawn from discretionary funds (the airport was told by the FAA money is not guaranteed but to plan the project if the funds are available).

PUBLIC COMMENT

Tom Ward, owner of Skyward Aviation, said that in his opinion snow and ice was not removed in a timely manner with the previous storm in January. Planes were difficult, if not impossible to move for him. Airport Director Lanman stated the weather forecasted warm temperatures overnight on the day of the storm and was predicted to be above freezing the next day. Instead, it froze and took 3 ½ days to open. Airport employees used all available equipment and most of the airport chemicals to clear ice on the runway. This situation caught the city plow trucks by surprise also.

Tom Cote, pilot for Wiggins Airways and owner of a based aircraft, stated it was his experience that conditions at Lewiston were the same as at other airports and that it just took time to remove the ice. Russell Keith, owner of a based aircraft, stated the airport owns a grader and the blade would have broken up that ice. Director Lanman stated the grader is currently not in running condition and airport personnel have not been trained on this machine.

Ms. Ward stated other businesses use the east side of the airport, along with pilots and passengers, and found it extremely difficult to travel the road to the airport, due to the ruts in the road and on the apron. Ms. Ward emailed some pictures of the conditions of the area to board members and are currently on file.

Russell Keith stated that there was a problem with not doing everything possible and then have an aircraft slid off a runway. Director Lanman reminded Mr. Keith that it was the airport's responsibility to report current conditions, nothing more. It was then up to the aircraft operator (pilot) to decide whether to operate on the runway or taxiway. Mr. Keith also said that back in the day, there was a training program to train new City employees on various heavy equipment pieces at the airport. This was due to the large area available, and suggested maybe this would be something to pursue.

OLD BUSINESS

A. FY18-19 Operations Budget

During workshop it was discussed to continue with the narrative section of the FY18-19, it gives a brief history of the airport and why it is here. The differences between various airports in Maine and Auburn-Lewiston could use more detail, also add to budget drivers, tractor with rotary broom in CIP and where the airport is at with the deferred maintenance program.

ON MOTION BY MS. HUNTER SECOND BY MS. EASTMAN VOTE (5) TO APPROVE THE FY 18-19 OPERATIONS BUDGET AND TO ADD AN ADDITIONAL \$2,000 IN THE ADMINISTRATIVE SALARY LINE ITEM TO BE DISCUSSED WITH THE AIRPORT DIRECTOR AT A LATER DATE AND TO INCLUDE THE MINOR CHANGES TO THE NARRATIVE SECTION AS PREVIOUSLY DISCUSSED DURING WORKSHOP.

VOTE: 8:0

NEW BUSINESS

A. Formation of Ad Hoc Selection Committee for Consultant Selection.

Chair Sheats is looking for board members to volunteer to be on the Ad Hoc Committee to review the 5 responders that submitted their qualifications for an airport engineer to be on board for the next 5 years. The selection process does not look outside of what was received in the document from the company. No researching outside of the document submitted. You will be given a standard scoresheet for each responder, they will be tallied up, the top 2-3 qualified candidates will be scheduled for interviews within the next few weeks, same committee will listen subjectively, and the choice will be made. Packages are available for all board members for review.

Williams, Theriault, Hayes, Sheats and Director Lanman have volunteered for the Ad Hoc Committee.

ON MOTION BY MS. WILLIAMS SECOND BY MR. HAYES VOTE (6) TO GO INTO EXECUTIVE SESSION TO DISCUSS A REAL ESTATE MATTER.

VOTE: 8:0

ON MOTION BY MS. HUNTER SECOND BY MS. EASTMAN VOTE (7) TO COME OUT OF EXECUTIVE SESSION AND ADJOURN THE MEETING AT 8 P.M.

VOTE: 8:0

 Respectfully submitted,


Rick Lanman, AAE, ACE
Airport Director

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

March 2018

No meeting

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
April 5, 2018

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

Present: Chair Bettyann Sheats.

Board Members Present: Hayes, Conrad, Theriault, Eastman, Williams and LaChapelle.

Also Present: Rick Lanman, Airport Director, Tim Audet, HTA; Brian and Candice Carrier, Alfreda Fournier, Tina Gilbert.

Board Members Absent: Pettengill and Hunter.

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

MINUTES –

1. February 1, 2018 Regular Board Meeting

ON MOTION BY MR. HAYES SECOND BY MS. EASTMAN VOTE (1) TO APPROVE THE MINUTES OF FEBRUARY 1, 2018 AND PLACE ON FILE.

VOTE: 6:0

FINANCIAL REPORT

1. MARCH 2018

CIP page still needs updating, and with the City budgets complete, Ms. Eastman will get with Director Lanman and make them current. The Canadian Air Force visited while doing some training in the White Mountains, one of the helicopters needed repairs, the airport had purchased extra fuel, but it wasn't used due to the aircraft not flying as anticipated. The fuel is in inventory and will be sold with no problem. The aircraft maintenance line item is below estimated amount due to a personnel matter. Overall, the line items are tracking where we should be and the overages had been discussed at earlier meetings with no significant change.

ON MOTION BY MS. EASTMAN SECOND BY MR. HAYES VOTE (2) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.

VOTE: 6:0

MANAGERS REPORT

Intermodal Facility Center – Ms. Eastman has stated the firms were contacted for appraising the leased land with the City of Auburn, one is on schedule to complete the appraisal as was requested by the city.

Construction Plan Update – Tim Audet, HTA, reviewed the construction being completed by Shaw Brothers for Taxiway B and A, the work started on March 20th. Weather pending on April 9 the 4/22 safety area work will begin, paving on the 19th and will finish up after that. The first phase of the project will be complete and the second phase will be sealing and painting and completed when the warmer weather is here.

Design Grant is being drawn up for resurfacing the long runway and reconstructing the short runway.

Ms. Conrad arrived.

Obstruction Removal Project – The FAA has evaluated the light poles in the obstruction areas. This is not in relation to the land the city is leasing from the airport. The airport received the determination letter from the FAA stating, where there are so many, they need to have the red lights on top of each pole. The airport can and will supply the lights, and is looking to have the Auburn city electrician connect them. The cost of supplies to complete the job should be approximately \$300-\$400. The land is leased by (City of Auburn Intermodal Facility), and the light poles were erected a number of years ago (1990's), and never evaluated for obstruction with the FAA. There are a number of options, take the poles down, leave the lights on all night, or install the red obstruction lights (17) to be lit at night.

ON MOTION BY MR. HAYES SECOND BY MR. LACHAPELLE VOTE (3) TO AUTHORIZE DIRECTOR LANMAN UP TO \$500 FOR LIGHTS AND SUPPLIES, AND DISCUSS WITH THE CITY OF AUBURN WHAT OPTION THEY WANT TO MOVE FORWARD WITH.

**VOTE: 6:0:1
MS. EASTMAN ABSTAINED.**

The airport purchased the Foster Road property, to complete the project, the land was ready for logging. This was approved last year, and has now been completed. The areas of logging were on Foster Road property, by the maintenance garage, along Hotel Road. Stumps will be removed this spring. This project will reduce the wildlife inside the fence. There were concerns of how the neighbors were contacted, with the timing of the project, turnaround was short. The logging actually started in another location, before the neighboring area, and neighbors were notified as soon as the airport was notified. The location near the abutting neighbors were thinned and not completely cut.

PUBLIC COMMENT

Mr. Carrier, an abutter neighbor, notification received failed across the board, 2-3 weeks, no sound study, newspaper stated we definitely qualified for a sound study with receiving 700 jets and 146 landings. We can tell the difference with the lights and noise. He had spoken with Chair Sheats and Director Lanman, after being notified. Looking at other avenues to get this resolved. Knowledge on a regular basis has failed, he will submit his email address to receive future notifications of airport on-goings.

Alfreda Fournier, Auburn City Councilor, was informed by Mr. Carrier of the situation, and is concerned about being a good neighbor and why communication was lacking, especially since when tax money is being spent, usually concerns such as this, proceeds through the city council for approval. Ideas need to be shared between neighbors, the city and the airport.

Chair Sheats questioned Ms. Fournier if she had received the invite for a tour of the airport, which all Lewiston and Auburn Councilors receive during budget season, to understand what happens at the airport and why increases are needed. Visual tours especially with the councils have always been encouraged by the airport, either by a group or individual. Issues with communication has been a problem and Chair Sheats is looking to correct this problem.

Ms. Gilbert, a former abutting neighbor, stated neighbors are angry and upset with the airport and have been for a number of years. How the airport treats neighbors is important. The airport is responsible to the FAA, the city of Lewiston and Auburn, yet no one is informed once a complaint is stated at the airport board level. Ms. Gilbert requested a copy of the current Master Plan. Director Lanman stated it is currently on the airport website at www.flytomaine.com, on the business tab. The Interlocal Agreement between the cities and the airport, will be sent out to Ms. Fournier as requested.

Chair Sheats stated there has always been city representation sitting on the Airport Board of Directors. An employee staff from each city (city manager/finance director), and a city councilor from each city, and a resident from each city. The airport probably fell short with the notice getting out for the logging, due to the project unexpected start date, once the company notified the airport work would begin, notice was sent out.

The project was approved at the end of 2016 with the Airport Board, but delayed with the logging company. The airport tries to be pro-active with any activities that happen at the airport.

Councilor Fournier stated she read the article regarding working with the local high school for an internship program for aviation and thought it was a positive step for the community and airport to work together. The City of Auburn's goal is public outreach in the community and working together.

OLD BUSINESS

A. Consultant Selection

The airport received 5 Qualification Statements in response to the Request for Qualifications. A selection committee was formed (Ad Hoc Committee) to review the proposals received, conduct the interviews with the finalist and submit a scoresheet for each responder to Director Lanman. The Engineering Consultant Selection Tabulation Sheet has been submitted in the board package. Director Lanman stated most airports and businesses select 2 firms, and a couple of the members agreed it was the practice in their firms also. Chair Sheats stated while checking the consultant references, most firms stated they already had these firms as first and/or second place for the same reason. These are prequalified firms with an agreement with the airport to accept work without the required vetting process for each project.

ON MOTION BY MS. CONRAD SECOND BY MS. EASTMAN VOTE (4) TO ACCEPT THE TWO FIRMS, HOYLE TANNER & ASSOCIATES AND GALE ASSOCIATES AS THE CONSULTANTS FOR THE NEXT FIVE YEARS FOR AUBURN LEWISTON AIRPORT.

VOTE: 7:0

NEW BUSINESS

Chair Sheats stated the news of Lufthansa leaving the airport, is sad for the airport and community and they will be missed, but the choice had nothing to do with the Airport or the City. The hangar has already been requested to be used as aviation related business, when it becomes vacant.

A. Approve Updated Purchasing Policy

During the audit last year, they requested the Airport Purchasing Policy be reviewed and updated with the Department of Treasury Uniform Guidance language and needs to be incorporated for Federal grants received, it has been reviewed for the correct language (was currently in compliance), updated grammar, Auburn-Lewiston Airport (title), and appearance, verified for compliance. No substantial changes were needed. The policy will state it was reviewed and approved on this date for accounting purposes.

ON MOTION BY MR. LACHAPELLE SECOND BY MS. WILLIAMS VOTE (5) TO ADOPT THE UPDATED AUBURN-LEWISTON AIRPORT PURCHASING POLICY AS PRESENTED.

VOTE: 7:0

B. Hangar Sale (Right of First Refusal)

The lease with Bel Air Condominium Hangar provides a Right of First Refusal on each condominium hangar sale offer. Mr. Ketner has received an offer for his hangar and would like to sell. The airport has the opportunity to match the offer, offer more or pass on making an offer. Director Lanman's recommendation is to pass on making an offer.

ON MOTION BY MR. HAYES SECOND BY MR. LACHAPELLE VOTE (6) TO PASS ON THE OFFER TO PURCHASE MR. KETNER'S HANGAR #10 IN THE BEL AIR CONDOMINIUM.

VOTE: 7:0

ON MOTION BY MR. HAYES SECOND BY MR. LACHAPELLE VOTE (7) TO GO INTO EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER.

VOTE: 7:0

ON MOTION BY MR. LACHAPELLE SECOND MS. EASTMAN VOTE (8) COME OUT OF EXECUTIVE SESSION.

NO ACTION WAS TAKEN.

ON MOTION BY MR. LACHAPELLE SECOND BY MS. CONRAD VOTE (9) TO GO INTO EXECUTIVE SESSION TO DISCUSS A REAL ESTATE MATTER.

VOTE: 7:0

ON MOTION BY MS. CONRAD SECOND BY MS. EASTMAN VOTE (10) TO COME OUT OF EXECUTIVE SESSION.

VOTE: 7:0

ON MOTION BY MR. LACHAPELLE SECOND BY MS. EASTMAN VOTE (11) TO ALLOW DIRECTOR LANMAN TO ENTER LEASE NEGOTIATIONS FOR DEVELOPMENT OF A NEW HANGAR.

VOTE: 7:0

ON MOTION BY MS. WILLIAMS SECOND BY MS. CONRAD VOTE (12) TO ADJOURN THE MEETING AT 7:35 PM.

VOTE: 7:0

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
May 3, 2018

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

Present: Chair Bettyann Sheats.

Board Members Present: Hayes, Conrad, Eastman, Williams, Hunter and LaChapelle.

Also Present: Rick Lanman, Airport Director; Suzy Sheppard, HTA; Armand Dufresne, Gale Associates; Brian Carrier, Ron Russell.

Board Members Absent: Pettengill and Theriault.

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

MINUTES –

1. April 5, 2018 Regular Board Meeting

ON MOTION BY MR. LACHAPELLE SECOND BY MS. WILLIAMS VOTE (1) TO APPROVE THE MINUTES OF APRIL 5, 2018 AND PLACE ON FILE.

VOTE: 5:0:1

MS. HUNTER ABSTAINED.

FINANCIAL REPORT

1. APRIL 2018

83% of the budget is completed for the year. The fuel sales are tracking a little higher than expected, but fuel prices are starting to climb, there could be a decrease in profit due to price increase in the next few months. Vehicle maintenance account started the budget with a deferred maintenance vehicle having to be repaired from the previous budget. This next budget will not have this negative start. FBO overtime may go up due to after hours for aircraft, but our cost is recouped by call out fees we charge to meet the planes. Currently the airport is subsidizing the FBO by \$115,000. This is a little above the budgeted \$79,000 deficit. MUNIS reports have changed due to a shift to the cloud by City of Auburn Finance.

Ms. Conrad arrived.

ON MOTION BY MS. EASTMAN SECOND BY MR. LACHAPELLE VOTE (2) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.

VOTE: 7:0

MANAGERS REPORT

Intermodal Facility Center – Waiting on appraisal by City of Auburn.

Construction Plan Update – Centerline painting began today. The reconstructed Taxiway should be open for operation this weekend. Taxiway Alpha maintenance will start after Memorial Day and end the beginning of June.

Design Grant is being drawn up for resurfacing the long runway and reconstructing the short runway.

Landside Parking Lot – Permitting will begin the week of May 7. Project estimate numbers will be negotiated between Hoyle Tanner and Airport Director to look for cost savings.

Obstruction Project Update – Mr. Lanman will be meeting with City Manager from Auburn to discuss the light pole obstructions in the Intermodal Facility as instructed by FAA Obstruction Analysis Letters. Additionally, we will be looking at the end of Runway 35 for tree obstructions and may have to put a low flying aircraft sign up on Hotel Road.

The Auburn and Lewiston City Councilors and Mayors were invited to tour the airport a few weeks ago. The airport provided a van to accommodate those in attendance. The group viewing the airport stated they had a better understanding and appreciation of the on-going projects and awareness of what's happening at the airport.

PUBLIC COMMENT

Armand Dufresne representing Gale Associates, stated he appreciated the trust the board put in his company and they are ready to help the airport when requested. Mr. Russell questioned why the board had picked two consultants for the airport. Director Lanman stated the board has selected two engineering firms to get various opinions and best possibilities for the airport. Most airports and business are selecting two consulting firms for this same reason. There is no additional costs to have more than one firm on hand and it saves time by not having to repeat the selection process if the airport and the consultant cannot agree on the cost for a project, within the FAA guidelines.

OLD BUSINESS

Approval of Ground Lease – Auburn Hangar Company, LLC

The board previously reviewed the draft lease negotiated between Mr. Platz and Director Lanman.

ON MOTION BY MS. HUNTER SECOND BY MS. EASTMAN VOTE (3) TO RATIFY THE GROUND LEASE FOR THE AUBURN HANGAR COMPANY WITH MR. PLATZ AND HAVE THE AIRPORT DIRECTOR EXECUTE THE AGREEMENT FOR THE AIRPORT BOARD OF DIRECTORS.

VOTE: 7:0

NEW BUSINESS-NONE

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

June 2018

No meeting

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
July 5, 2018

The Auburn-Lewiston Airport Board of Directors Meeting at 5:00 p.m. in the Auburn Lewiston Airport Terminal Building, 80 Airport Drive, Auburn, Maine.

Present: Chair Bettyann Sheats

Board Members Present: Hayes, Conrad, Eastman, Theriault, Pettengill and LaChapelle.

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

Board Members Absent: Williams and Hunter.

Chair Sheats called the meeting to order at 5:00 p.m.

EXECUTIVE SESSION 1

ON MOTION BY MS. EASTMAN SECOND BY MS. CONRAD VOTE (1) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE MATTERS.

VOTE: 6:0

MR. LACHAPELLE ARRIVED.

ON MOTION BY MS. CONRAD SECOND BY MS. EASTMAN VOTE (2) TO COME OUT OF EXECUTIVE SESSION.

VOTE: 7:0

ON MOTION BY MS. EASTMAN SECOND BY MR. HAYES VOTE (3) TO AUTHORIZE THE AIRPORT DIRECTOR TO CONTINUE WITH NEGOTIATIONS WITH LIFEFIGT.

VOTE: 7:0

EXECUTIVE SESSION 2

ON MOTION BY MR. HAYES SECOND BY MS. CONRAD VOTE (4) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE MATTERS.

VOTE: 7:0

ON MOTION BY MS. CONRAD SECOND BY MS. EASTMAN VOTE (5) TO COME OUT OF EXECUTIVE SESSION.

VOTE: 7:0

NO ACTION WAS TAKEN.

EXECUTIVE SESSION 3

ON MOTION BY MS. EASTMAN SECOND BY MS. CONRAD VOTE (6) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE MATTERS.

VOTE: 7:0

ON MOTION BY MS. CONRAD SECOND BY MS. EASTMAN VOTE (7) TO COME OUT OF EXECUTIVE SESSION.

VOTE: 7:0

ON MOTION BY MS. CONRAD SECOND BY MS. EASTMAN VOTE (8) TO APPROVE THE LEASE FOR THE TERMINAL OFFICE TO AIR NEW ENGLAND.

VOTE: 7:0

MINUTES – May 3, 2018 Regular Board Meeting

ON MOTION BY MS. EASTMAN SECOND BY MR. HAYES VOTE (9) TO APPROVE THE MINUTES OF MAY 3, 2018 AND PLACE ON FILE.

VOTE: 7:0

FINANCIAL REPORT - June 2018

The fiscal year has ended and the airport looks to be under expended on the operations budget. Some of the non-operations income was higher than expected for the year. The vehicle maintenance budget line is over spent again this year, but other budget lines were intentionally underspent to cover the over-expensed account. The airport sold 146,319 gallons of aviation fuels of a 150,000 gallons volume goal. This is one of the highest fuel volume sold since 2013. Passenger count for is down for the year. The reason is unclear but we are not using a reliable counting system.

ON MOTION BY MS. EASTMAN SECOND BY MR. LACHAPELLE VOTE (10) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.

VOTE: 7:0

MANAGERS REPORT

Lufthansa Technic Move Out Timeframe – A letter was received, stated the last day would be 31 August. That notwithstanding, Lufthansa Technic has asked to continue storing the fuselage and wings inside the hangar until a facility in Germany is ready to accept the project. The plane on the ramp outside is being disassembled and trucked to New York at the JFK Terminal as a display.

Intermodal Facility Center – Appraisal is complete but has not been shared with the airport. We are waiting for the City of Auburn's next step.

Construction Plan Update –

1. Taxiway B reconstruction - construction on Taxiway B is completed and accepted by FAA, Maine DOT and Airport.
2. Taxiway A maintenance - Taxiway A has been crack sealed, Rejuvenated with Gilsonite Modified Sealer/Binder Asphalt Emulsion, and will be repainted after a month-long curing with the glass bead reflective paint.
3. Landside Parking Lot - Permitting is being reviewed. 85% design complete. There are other permitting projects ahead of us and we are on the list.

Future Construction on Runway 17/35 will be a full depth reconstruction. The pavement on Runway 4/22 will be milled and overlaid with 3 inches of pavement off and putting back 2 inches, keeping the same grade, with a grooved pavement. Safety areas are not FAA standards, so those will be extended out 600 Feet. The localizer and approach lights will have to be adjusted. No roads will be affected with these projects. A pilots meeting took place with good comments

and suggestions to the projects and the pilots recommended to keep the 75 feet runway and not shrink to 60 feet.

Obstruction Project Update –The City of Auburn will be installing LED’s on the top of the poles. This will be completed shortly due to the electrician has been out on leave and has just returned to work, the city is in the process of hiring an additional hire.

PUBLIC COMMENT

Mr. Carrier wanted to thank the airport, his blind dog was loose and staff helped search for the dog on the airfield.

Nikolas Ippolito, representing Gale Associates, introduced himself to the board and his company is ready to help the airport.

OLD BUSINESS

Acceptance of FAA Grant offer for Runway Resurfacing and Reconstruction Design.
The airport has received the Grant Offer #3-23-0002-025-2018 for \$312,000 from the FAA to design next year’s runway project. It requires acceptance by the Board.

ON MOTION BY MR. LACHAPELLE SECOND BY MS. CONRAD VOTE (11) TO AUTHORIZE EXECUTION OF THE FAA GRANT TO IMPROVE RUNWAY 4/22 RSA; RECONSTRUCT RUNWAY 17/35; REHABILITATE RUNWAY 4/22; AND RELOCATE A PORTION OF TAXI-WAY B (PHASE 1-DESIGN, PERMITTING, AND BIDDING), IN THE AMOUNT OF \$308,655. SUBJECT TO THE CONDITIONS SET FORTH IN THE GRANT AGREEMENT AND TO RATIFY THE SIGNATURE OF THE AIRPORT DIRECTOR ON THE GRANT AGREEMENT ON BEHALF OF THE AUBURN LEWISTON MUNICIPAL AIRPORT.

VOTE: 7:0

NEW BUSINESS- MINIMUM STANDARDS

The draft Minimum Standards were updated to be user friendly and have not been updated since 1994. Director Lanman is looking to adopt the revised vision in August. Please email any and all comments to Director Lanman before July 27.

ON MOTION BY MR. LACHAPELLE SECOND BY MR. THERIAULT VOTE (12) TO ADJOURN THE MEETING AT 7:00 PM.

VOTE: 7:0

Respectfully submitted,


Rich Lanman, AAE, ACE
Airport Director

AUBURN-LEWISTON AIRPORT

Airport Board of Directors

Special Meeting Minutes

July 18, 2018

The Auburn-Lewiston Airport Board of Directors Special Meeting at 7:30 a.m. Lewiston City Hall, Pine Street, Lewiston, Maine.

Present: Chair Bettyann Sheats

Board Members Present: Hayes, Williams, Conrad, Theriault, Hunter and LaChapelle.

Also Present: Rick Lanman, Airport Director.

Board Members Absent: Pettengill, Eastman.

Chair Sheats called the meeting to order at 7:30 a.m.

ON MOTION BY MR. HAYES SECOND BY MR. LACHAPELLE VOTE (1) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE MATTER.

VOTE: 7:0

ON MOTION BY MS. CONRAD SECOND BY MR. LACHAPELLE VOTE (2) TO COME OUT OF EXECUTIVE SESSION.

VOTE: 7:0

NO ACTION WAS TAKEN.

ON MOTION BY MS. CONRAD SECOND BY MS. HUNTER VOTE (3) TO ADJOURN THE MEETING.

VOTE: 7:0

 Respectfully submitted,

Rick Lanman, AAE, ACE
Airport Director

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
August 9, 2018

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

Present: Chair Bettyann Sheats

Board Members Present: Hayes, Conrad, Eastman, Theriault, Williams, Hunter and LaChapelle.
Also Present: Rick Lanman, Airport Director; Bob Furey and Patrick Sharrow, HTA; Nikolas Ippolito, Gale Associates; Brian and Candice Carrier, Tom Ward.

Board Members Absent: Pettengill.

Chair Sheats called the meeting to order at 5:35 p.m.

MINUTES – July 5, 2018 Regular Board Meeting

ON MOTION BY MR. HAYES SECOND BY MR. LACHAPELLE VOTE (1) TO APPROVE THE MINUTES OF JULY 5, 2018 AND PLACE ON FILE.

VOTE: 7:0

MINUTES – July 18, 2018 Special Board Meeting

ON MOTION BY MR. HAYES SECOND BY MR. LACHAPELLE VOTE (2) TO APPROVE THE MINUTES OF JULY 18, 2018 AND PLACE ON FILE.

VOTE: 7:0

FINANCIAL REPORT - July 2018

Ms. Conrad arrived.

The monthly comparison between the previous year and current year is currently being worked on to be included in the near future. The fuel expense is higher than the income showing there is a lag time between selling the fuel and receiving the income due to invoicing, contract fuel and credit card purchases to process payments to the airport. Christian Hill, has been working off airport property, and that would not be payable to the airport.

ON MOTION BY MS. HUNTER SECOND BY MS. EASTMAN VOTE (3) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.

VOTE: 8:0

MANAGERS REPORT

Lufthansa Technic Move Out Timeline – A letter was received, stated the last day would be 31 August. That notwithstanding, Lufthansa Technik has asked to continue storing the fuselage and wings inside the hangar until a facility in Germany is ready to accept the project which would be estimated at 20% of used space until early spring to ship by ship. The plane on the ramp outside is being disassembled and trucked to New York at the JFK Terminal as a display.

The next tenant will be aware of the space being used and will not be charged for the space being occupied by Lufthansa Technik.

Intermodal Facility Center – Chair Sheats and Airport Director met with Auburn City Manager, Peter Crichton. The appraisal is complete but has not been shared with the airport, and Manager Crichton stated it would be sent to the airport. The appraisal numbers are in line with what the airport has been requesting. We are waiting for the City of Auburn's next step. The current resolve needs to be rescinded and a new one presented to the Council. The FAA has strict guidelines to the area where the City is currently leasing. The current council has questions of ownership, value of the property, and it was previously mentioned, owning the airport, why pay for leasing the land.

Another concern from the city was that LAEGC and Chamber now has two votes on the airport board and the board needs to decide how to resolve this situation, even though they are two separate entities, LAEGC is now under the Chamber umbrella. A few years back, the airport by-laws were updated to add to additional seats, to have opinions from the business world, adding Lewiston Auburn Economic Growth Council and Androscoggin Valley Council of Governments. Director Lanman stated this topic will be on the agenda in the fall.

Construction Plan Update –

1. Taxiway A maintenance – Taxiway A will be completed with 7 to 9 mills of yellow paint and some reflective glass bead. Should last another 15 years for \$800,000 project. Close out should be around October 1, 2018 with the FAA.
2. Runway Reconstruction/Resurfacing Project – Permit Application is being submitted to DEP for approval on the 60% completed design. Once approved from DEP, the project will go out to bid in January, selection completion in March, project is estimated at 8 million. Besides the pavement work there are multiple small projects being added to update and bring the airport airfield into compliance. (reconstructing runway 17/35, surfacing runway 4/22, extending runway safety areas, the NAVIDS at both ends, radio antennas, pavement markings to standard)
3. Landside Parking Lot – Bid Permitting is being reviewed. 85% design complete. There are other permitting projects ahead of us and we are on the list. The plans will be submitted to the National Guard to see if they can help.
4. Supplemental Grants-in-Aid through Airport Improvement Program – This is a funding program for 3 years with an additional billion available to the AIP program funding to catch up GA airports and is 100% funded. This program competes with other airports, the projects we are submitting is fuel farm, hangar and the east ramp overhaul which should compete good, the other 2 are revenue producers and probably won't make the cut, but never hurts to submit.
5. Other Capital Projects - Wildlife management tractor RFP's will be completed for board review next month. Director Lanman will be looking into a company to fly a drone to find the obstructions at the end of the runway to be in compliance with the air space regulation.

PUBLIC COMMENT

Candice Carrier inquired if the Airport Improvement Program had any funds available to purchase property abutting the airport. Unfortunately, the funding available is not for Land Purchases at this time.

Nikolas Ippolito, representing Gale Associates, stated he had a contact for a company to help with the drone and will get that information to the Director after the meeting.

OLD BUSINESS

Acceptance of FAA Grant offer for a Reimbursable Agreement to Relocate Runway 4 Localizer and Modify Runway 4 Medium Intensity Approach Lighting System With Runway Alignment Indicator Lights)

The airport has received the Grant Offer #3-23-0002-024-2018 for \$109,028 from the FAA to design next year's runway project. It requires acceptance by the Board.

ON MOTION BY MR. LACHAPELLE SECOND BY MR. HAYES VOTE (4) TO AUTHORIZE EXECUTION OF THE FAA GRANT OFFER FOR REIMBURSABLE AGREEMENT TO RELOCATE RUNWAY 4 LOCALIZER AND MODIFY RUNWAY 4 MEDIUM INTENSITY APPROACH LIGHTING SYSTEM WITH RUNWAY ALIGNMENT INDICATOR LIGHTS), IN THE AMOUNT OF \$109,028, SUBJECT TO THE CONDITIONS SET FORTH IN THE GRANT AGREEMENT AND TO RATIFY THE SIGNATURE OF THE AIRPORT DIRECTOR ON THE GRANT AGREEMENT ON BEHALF OF THE AUBURN LEWISTON MUNICIPAL AIRPORT.

VOTE: 8:0

NEW BUSINESS- MINIMUM STANDARDS

The draft Minimum Standards were updated to be user friendly and have not been updated since 1994. Director Lanman is looking to adopt the revised vision to be current with the FAA grant assurances. Mr. Ward stated he felt the Minimum Standards did not address his business situation. He received permission from the board years ago to operate his business on the airport. The board requested Director Lanman, draw up an agreement with Mr. Ward, who has been in operation for over 25 years, as a repair station on the east side of the airport.

ON MOTION BY MS. HUNTER SECOND BY MS. WILLIAMS VOTE (5) TO DRAW UP AN AGREEMENT AND TO MEMORIALIZE THE AGREEMENT IN WRITING TO MAKE IT OFFICIAL AND CONSISTENT WITH OTHER TENANTS ON THE AIRPORT AND BRING TO THE BOARD FOR APPROVAL.

VOTE: 8:0

ON MOTION BY MS. HUNTER SECOND BY MS. WILLIAMS (6) TO APPROVE THE MINIMUM STANDARDS AS PRESENTED.

VOTE: 8:0

ON MOTION BY MR. HAYES SECOND BY MS. HUNTER VOTE (7) TO APPROVE THE NEW LEASE FOR THE AIRPORT RESTAURANT WITH MIKE'S RUNWAY DINER AND THE AIRPORT.

VOTE: 8:0

ON MOTION BY MS. HUNTER SECOND BY MR. LACHAPELLE VOTE (8) TO GO INTO EXECUTIVE SESSION TO DISCUSS RIGHT OF FIRST REFUSAL FOR BEL AIR CONDO HANGAR.

VOTE: 8:0

ON MOTION BY MR. LACHAPELLE SECOND BY MR. HAYES VOTE (9) TO COME OUT OF EXECUTIVE SESSION.

VOTE: 8:0

ON MOTION BY MR. LACHAPELLE SECOND BY MR. HAYES VOTE (10) TO PASS ON THEIR OPTION TO COUNTER THE OFFER ON THE HANGAR FOR SALE IN THE BEL AIR CONDO.

VOTE: 8:0

ON MOTION BY MS. WILLIAMS SECOND BY MS. HUNTER VOTE (11) TO ADJOURN THE MEETING AT 7:00 PM.

VOTE: 8:0

Respectfully submitted,



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

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
September 6, 2018

The Auburn-Lewiston Airport Board of Directors Meeting at 5:00 p.m. in the Auburn Lewiston Airport Terminal Building, 80 Airport Drive, Auburn, Maine.

Present: Chair Bettyann Sheats

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

Also Present: Rick Lanman, Airport Director; Suzy Sheppard, HTA; Matt Caron, Director, Adam Cutler, Design Engineer (Sanford), representing Gale Associates; Brian Carrier.

Board Members Absent: Pettengill and Hayes.

Chair Sheats called the meeting to order at 5:35 p.m.

ON MOTION BY MR. LACHAPELLE SECOND BY MR. THERIAULT VOTE (1) TO GO INTO EXECUTIVE SESSION FOR A REAL ESTATE MATTER.

VOTE: 7:0

ON MOTION BY MR. THERIAULT SECOND BY MR. LACHAPELLE VOTE (2) TO COME OUT OF EXECUTIVE SESSION.

VOTE: 7:0

MINUTES – August 9, 2018 Regular Board Meeting

ON MOTION BY MS. EASTMAN SECOND BY MS. HUNTER VOTE (3) TO APPROVE THE MINUTES OF AUGUST 9, 2018 AND PLACE ON FILE.

VOTE: 7:0

MINUTES – August 29, 2018 Special Board Meeting

ON MOTION BY MR. THERIAULT SECOND BY MS. HUNTER VOTE (4) TO APPROVE THE MINUTES OF AUGUST 29, 2018 AND PLACE ON FILE.

VOTE: 7:0

FINANCIAL REPORT - August 2018

Director Lanman reviewed several items with the Board: Sale of Assets received reflect \$5,000 for timbering completed. Several radios were purchased, but with the budgeted amount, it's already at 50%. Airport insurance premiums are due July 1 for most of the policies with installments spread out the rest of the year. Airport operations overtime account was spent for a couple of projects and camper's weekend. Advertising is high but it's working. Fuel activity has shown another highest for August and an increase in passengers also up from previous years. We are not sure if it's directly related to the marketing campaign we've been on board with the "Make it Here" campaign.

ON MOTION BY MS. CONRAD SECOND BY MS. EASTMAN VOTE (5) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.

VOTE: 7:0

MANAGERS REPORT

Marketing Activity Report – Kirsty Beauchesne, Marketing Consultant with WGME has been hired to market our airport as part of the “Make it Here” campaign through the LA Metro Chamber of Commerce. A video and shoots of the airport, airplane and employees have been taken to show what’s happening here and what the airport has to offer. Email blasts have also been sent to targeted groups and states that would target our airport. They can track who and how many times the email has been opened and what parts of the email website were open and what they were looking at. Usually email blasts have a 10% open rate but the airport had a highest open rate of 30% open rate with the specific targeted blasts.

Construction Plan Update –

1. Taxiway A and B – Taxiway A and B are complete. A flyover with a drone is next with closeout to follow, possibly October 1.
2. Runway Reconstruction/Resurfacing Project – Permit Application has been submitted and accepted from the DEP. We are now waiting for approval from DEP.
3. Landside Parking Lot – Bid Permitting is being reviewed. 85% design complete. There are other permitting projects ahead of us and we are on the list. The plans will be submitted to the National Guard to see if they can help.
4. Supplemental Grants-in-Aid through Airport Improvement Program – This is a funding program for 3 years with an additional billion available to the AIP program funding to catch up GA airports and is 100% funded. This program competes with other airports, the projects we are submitting is fuel farm, hangar and the east ramp overhaul which should compete good, the other 2 are revenue producers and probably won’t make the cut, but never hurts to submit and if not submitted, they will need to be completed soon.

Obstruction Project Update – A company was hired to remove the stumps, converting the tree area to grass, with the timbering revenues received. Letters have been sent.

PUBLIC COMMENT

Adam Cutler, Design Engineer; Matt Caron, Director; representatives from Gale Associations were present and introduced themselves and will be attending meetings pending on the projects being discussed. Nikolas Ippolito, Project Manager, not attending tonight, but will be also attending on behalf of Gale Associates.

OLD BUSINESS - None

NEW BUSINESS-Airport Restaurant Beer and Wine Authorization

Mike’s Runway Diner would like to serve beer and wine to their customers. They would like the opportunity to apply for the permit with the city but need the board’s permission. Maine is not a state that holds the server responsible.

ON MOTION BY MR. LACHAPELLE SECOND BY MS. HUNTER VOTE (6) TO ALLOW MIKE'S RUNWAY DINER TO SERVE BEER AND WINE ON FOLLOWING THE RULES AND REGULATIONS WITH THE CITY AND TRAINING FOR ALL STAFF MEMBERS.

VOTE: 7:0

Airport Board start time may be looked at for the convenience of the board members. Probably go back to start Workshops to start at 5 p.m. and meeting at 5:30 p.m.

ON MOTION BY MR. THERIAULT SECOND BY MS. CONRAD VOTE (7) TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTER.

VOTE: 7:0

ON MOTION BY MR. LACHAPELLE SECOND BY MR. THERIAULT VOTE (8) TO COME OUT OF EXECUTIVE SESSION AND ADJOURN THE MEETING AT 6:40 P.M.

VOTE: 7:0

Respectfully submitted,



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

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
October 4, 2018

The Auburn-Lewiston Airport Board of Directors Workshop began at 5:30 p.m. and the scheduled Meeting began at 6:00 p.m. in the Auburn Lewiston Airport Terminal Building, 80 Airport Drive, Auburn, Maine.

Present: Chair Bettyann Sheats

Board Members Present: Conrad, Eastman, Hayes, Williams, Hunter, LaChapelle and Marcotte.

Also Present: Rick Lanman, Airport Director; Bob Furey, HTA; Nikolas Ippolito, representing Gale Associates; and Brian Carrier.

Board Members Absent: Theriault.

Chair Sheats called the meeting to order at 6:00 p.m.

Chair Sheats welcomed to the Board of Directors, Michael Marcotte, Councilor for City of Lewiston.

MINUTES – September 6, 2018 Regular Board Meeting.

ON MOTION BY MS. HUNTER SECOND BY MR. HAYES VOTE (1) TO APPROVE THE MINUTES OF SEPTEMBER 6, 2018 AND PLACE ON FILE.

VOTE: 7:0:1

MR. MARCOTTE ABSTAINED.

FINANCIAL REPORT - September 2018

Director Lanman reviewed several items with the Board: Update software this year, office suite and adobe are paid monthly. Advertising and promotion may be overspent this year as the airport continues with the Make it Here Campaign through the LA Metro Chamber of Commerce. The money is being well spent, as business is significantly higher than last year at this same time. Insurance and Professional Services budget expense lines will also level out as the year progresses. The FBO side is currently only \$3,000 over spent. The capital page is still work in progress. A comparison page with a three-year data has been completed as requested.

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

VOTE: 8:0

MANAGERS REPORT

Marketing Activity Report –

The Diner will be doing their own advertising for the next couple of months. Our old customers are coming back and enjoying the attitude and prices the new diner has to offer.

The WGME advertising has been a success and email blasts will be sent out around Thanksgiving. April another blast with the Make it Here campaign. Usually email blasts have a 10% open rate but the airport had a highest open rate of 30% open rate with the specific targeted blasts.

Construction Plan Update –

1. Taxiway A and B – Taxiway A and B are complete. Wrapping up process with the FAA close out for retainage for last draw down.
2. Runway Reconstruction/Resurfacing Project – Permit Application has been accepted from the DEP. We are now waiting for approval from DEP. Army Corp of Engineer paperwork is back. Once permitted, mid-December 100% in January for board review, complete bid packages January to February. In March we should have a better idea what the project cost will be.
3. Landside Parking Lot – Bid Permitting is being reviewed. 85% design complete. The permit is back. The plans will be submitted to the National Guard to see if they can assist us. We may have to wait a year, but other items can be completed during this period if necessary.
4. Supplemental Grants-in-Aid through Airport Improvement Program – This is a funding program for 3 years with an additional billion available to the AIP program funding to catch up GA airports and is 100% funded. The airport's application was submitted. This program competes with other airports, the project we are hoping to be awarded on is the east ramp overhaul, which should compete good.

Intermodal Center Update – The ITC is moving forward with another meeting being scheduled with the Auburn City Manager for negotiation on the lease.

Departure plan for TWA Constellation -

Monday, October 8, 2018 will be a low-key departure sendoff for the Constellation going to New York. The event is being put together by the TWA Hotel owners and has been requested to be by invitation only. The truck with fuselage, wings and engines will be photographed, and the press will be allowed to release the news of this event the next day, when they will be leaving.

PUBLIC COMMENT

Bob Furey, HTA, attended a meeting in New York City and the Constellation was discussed and they are excited to welcome the Constellation to JFK airport.

Mr. Furey brought some aerial photos for the airport. The photos are approximately within 10 years of each other.

OLD BUSINESS - None

NEW BUSINESS- None

ON MOTION BY MR. LACHAPPELLE SECOND BY MS. HUNTER VOTE (3) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE MATTER.

VOTE: 8:0

ON MOTION BY MR. LACHAPPELLE SECOND BY MS. WILLIAMS VOTE (4) TO COME OUT OF EXECUTIVE SESSION

ON MOTION BY MS CONRAD AND SECOND BY MR LACHAPPELLE VOTE (5) TO AUTHORIZE AIRPORT DIRECTOR TO NEGOTIATE AND SIGN A GROUND LEASE WITH CITY OF AUBURN.

VOTE: 8:0

ON MOTION BY MR. LACHAPPELLE SECOND BY MS. WILLIAMS TO ADJOURN THE MEETING AT 8:05 P.M.

VOTE: 8:0

Respectfully submitted,


Rick Lanman, AAE, ACE
Airport Director

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
November 1, 2018

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

Present: Vice Chair Hayes

Board Members Present: Chair Sheats, Eastman, Williams, Hunter and Marcotte.

Also Present: Rick Lanman, Airport Director; Sue Sheppard, HTA; Nikolas Ippolito, Gale Associates; and Casey Leonard, Runyon Kersteen Ouellette; Bob Poulin, Airport Operations.

Board Members Absent: Conrad, LaChapelle .

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

MINUTES – October 4, 2018 Regular Board Meeting.

Mr. Marcotte questioned why the vote taken after executive session was not recorded. Director Lanman stated he did not recall a vote and will review his notes and report back at the next meeting.

ON MOTION BY MS. HUNTER SECOND BY MS. EASTMAN VOTE (1) TO TABLE THE MINUTES OF OCTOBER 1, 2018 UNTIL THE NEXT MEETING.

VOTE: 6:0

FINANCIAL REPORT – October 2018

Director Lanman reviewed the financial report with the board. The airport is at one third of the budget year. There are no unexpected line variances. Airport operations is not collecting rents as before which explains the large variance seen on the historical comparison report. Sale of Assets shows revenues received from the timber that was previously harvested. Advertising Expenses are above average due to activities the airport has taken on. Fuel Sales and the passenger count is up significantly from last year putting the airport in a good place for the beginning of winter and the concomitant reduction in activity.

ON MOTION BY MS. EASTMAN SECOND BY MS. WILLIAMS VOTE (2) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.

VOTE: 6:0

MANAGERS REPORT

Construction Plan Update –

1. Runway Reconstruction/Resurfacing Project – Reconstructing of Runway 17/35 and reconfiguring taxiways by the east apron. Runway 4/22 will have a milled overlay and extending the runway to 600 feet. It is currently not up to FAA standards. A meeting was held here with pilots for their review and comments of the project. The Design portion is being completed this year, and construction for the project will happen next year. The airport is currently looking at a high 7million for this construction project and is budgeting for 8. By March we should have a better idea what the project cost will be, unfortunately numbers will already be submitted, and will be adjusted accordingly with each city.
2. Landside Parking Lot –Request for military support, to get the dirt work and blue topped work completed, then the airport will bid out to paving contractors.

Intermodal Center Update-

There has been some discussion which will be discussed in Executive Session.

TWA Constellation-

The fuselage has left the airport on a truck bed. It arrived safely after the long journey to JFK airport. The wings are to follow.

FY 18-19 Capital Project Review-

The tractor bid was awarded to Hammond Tractor with attachments of a 12-foot rotary broom, 12-foot pusher, and forklifts. This equipment came in under budgeted amount at \$239,699 leaving a balance of \$60,000 surplus from this project. The funds have been drawn from both cities and the Director is requesting to use the surplus balance for another project, under old business on this agenda.

NEW BUSINESS

Report of FY 2017-2018 Financial Audit by Casey Leonard of Runyon Kersteen Ouellette.

The audit went well. June 29 was the pre-audit to include control testing, year-end inventory. August 20 auditors returned to do field work. The finalized statements were completed just last week. The single audit was not required, due to the airport had less than \$750,000 of received grant money. It was noted grant money will have to be reconciled at year end to clearly define the expenditures and receivables at fiscal-year end. Deficit of \$3,000 at year end.

ON MOTION BY MS. EASTMAN SECOND BY MS. HUNTER VOTE (3) TO ACCEPT THE FY 17-18 FINANCIAL AUDIT AS PRESENTED.

VOTE: 6:0

Ms. Sheats arrived.

PUBLIC COMMENT

Introduction of Bob Poulin who has been on the airport staff as Operations Specialist II for 5 ½ years. Bob indicated he was present in the same way the past FBO Manager was present as a guest in the past.

OLD BUSINESS

Modification of FY 18-19 Capital Improvement Plan

1. Purchase of New V-Plow for 2006 Ford F250 Pickup. Quoted at \$6,000.
2. Purchase of Compact Tractor with Snow Blower, 6 ft. Rotary Broom and Midpoint Mowing Deck. 45 to 60 days for delivery. Estimated at \$35,000.

Purchasing the tractor at such a great savings, \$239,000 which included factory and other discounts, knocking the estimated price quoted last year for budgeting purposes of \$290,000, leaving the airport a \$60,000 surplus. These great savings for the airport would like to be reallocated to purchase some additional equipment that the airport could not afford to purchase previously, to help with the parking lot sidewalks, and mowing around the fencing. Also purchasing a V-plow instead of the current straight plow would be an added benefit for snow removal. Modernizing our equipment would help save time and money, and not added as a future request in capital improvement money. These two items were not on previous lists for the CIP. These items need to be brought to both councils for funds to be reallocated for usage. Looking to hold the balance of \$20,000 to help with the CIP for the next fiscal year, with the new resurfacing of the runways, the grooves on the runways, will need to update and modernize the snow removal equipment, blades, plus wheel systems, for this new grooved pavement. Our current equipment would damage the pavement.

Going forward, the airport will bill each city for the actual cost of the project, once the bidding is complete, and not what was appropriated in the CIP budget.

ON MOTION BY MR. HAYES SECOND BY MS. HUNTER VOTE (4) TO GO OUT TO BID FOR THE COMPACT TRACTOR AND V-PLOW, REQUEST FROM BOTH CITY COUNCILS TO REALLOCATE THE SURPLUS FUNDS FROM THE PURCHASED TRACTOR FROM HAMMOND EQUIPMENT, TO FUND THE COMPACT TRACTOR WITH ATTACHMENTS AND THE V-PLOW FOR THE PICKUP.

VOTE: 7:0

NEW BUSINESS

5-year Capital Improvement Plan for FY 2019-2024

The deadline for the fuel tanks must be replaced by April 2021. To meet that deadline, the airport needs to have the new tanks in place for business before the removal of old tanks begin. \$800,000 is estimated for a new fuel farm (2 tanks, 2 fuel upload/download, Jet A and AvGas) and has been on the cities CIP list for over 5 years. FAA funding is not an option, because this is a revenue generating project. There are no waivers, extensions, or delays available, the EPA and state will be looking for those tanks at that time.

ON MOTION BY MS. HUNTER SECOND BY MS. EASTMAN VOTE (5) TO APPROVE THE CIP PLANNING DOCUMENT AND DIRECT THE AIRPORT DIRECTOR TO PRIORITIZE THE BONDING PROJECTS, WITH A TIMELINE OF ANTICIPATED CASHFLOW DRAWDOWN FOR BOTH PROJECTS.

VOTE: 7:0

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

VOTE: 7:0

ON MOTION BY MS. WILLIAMS SECOND BY MS. EASTMAN VOTE (7) TO COME OUT OF EXECUTIVE SESSION AND ADJOURN THE MEETING.

VOTE: 7:0

Respectfully submitted,


Rick Lanman, AAE, ACE
Airport Director

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
December 13, 2018

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, Theriault, LaChapelle and Marcotte.

Also Present: Rick Lanman, Airport Director; Sue Sheppard, HTA; Nikolas Ippolito, Gale Associates, JB Flynt and Amos Grant, FBO Line Service Technicians.

Board Members Absent: Williams, Eastman.

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

MINUTES – October 4, and November 1, 2018 Board Meeting.

Director Lanman stated he did not recall a vote and after reviewing his notes, the minutes have been updated to reflect the vote that was made after the executive session to negotiate a ground lease with the City of Auburn.

ON MOTION BY MS. HUNTER SECOND BY MR. HAYES VOTE (1) TO APPROVE THE MINUTES OF OCTOBER 4 AND NOVEMBER 1 AS PRESENTED.

VOTE: 5:0:1

MR. LACHAPELLE ABSTAINED.

FINANCIAL REPORT – November 2018

Director Lanman reviewed the financial report with the board. Airport operations is not collecting rents as before which explains the large variance seen on the historical comparison report. Ms. Hunter requested what is planned for the shortfall of revenues from hangar 5 and what revenues are exceeding that can cover some of the shortage for hangar 5. Director Lanman stated he is curtailing his spending and will come with his plan to the board for covering the shortfall from the hangar at the next meeting. Fuel Sales and the passenger count is up again this month compared to last year. The marketing the airport has completed over the past few months were completed at the right time. Capital projects are currently in line. Director Lanman reported on the council meetings for usage of the surplus funds from the tractor project. Lewiston approved to spend the surplus on the requested additional equipment. Auburn rejected using the surplus funds. The savings the airport received in discounts will be returned to both cities as requested.

ON MOTION BY MS. HUNTER SECOND BY MR. LACHAPELLE VOTE (2) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.

VOTE: 6:0

Ms. Conrad was excused.

MANAGERS REPORT

Construction Plan Update –

1. Runway Reconstruction/Resurfacing Project – Susy Sheppard from Hoyle, Tanner and Associates discussed reconstructing Runway 17/35 and reconfiguring taxiways to the east apron. Runway 4/22 will have a milled overlay and the airport will be extending the runway safety areas to 600 feet to meet FAA standards the airport's aircraft mix. A meeting was held on 6 December 2018 with pilots/neighbors for their review and comments on the project. All parties concerned agreed not to narrow the runway. The design portion is being completed this year, and construction for the project will happen next year. The

airport is currently looking at a high of 9 million for this construction project and is budgeting for 8. By March we should have a better idea what the project cost will be, unfortunately numbers will already be submitted, and will be adjusted accordingly with each city. This project will stretch over two summers and two winters and will be completed in FY21.

2. Landside Parking Lot –The request for military support, to get the dirt work and blue top work completed, has still not been confirmed.

Intermodal Center Update-

The lease for the Intermodal Facility has been signed and the airport has received payment. The city is currently working on installing the lights on the poles as agreed.

Employee Awards

JB Flynt and Bob Poulin attended a 2-day training conference this past July that was sponsored by Portland Jetport. They have received a Certification of Completion for Basic Winter Operations Specialist for Snow Removal meaning they have received the same basic training for snow removal as a commercial service airport.

Amos Grant received a Certification of Completion for online training course from National Air Transportation Association's Safety 1st Professional Line Service Training. This is a nationally recognized curriculum for professional line service at any major airport's Fixed Base Operations.

NEW BUSINESS

Chair Sheats stated she has fallen behind on Director Lanman's evaluation and is requesting feedback from board members and requested feedback on herself as acting Chair. Comments should be emailed to Chair Sheats within the next two weeks.

PUBLIC COMMENT - NONE

OLD BUSINESS - NONE

ON MOTION BY MR. LACHAPPELLE SECOND BY MR. HAYES VOTE (3) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE MATTER.

VOTE: 5:0

ON MOTION BY MR. HAYES SECOND BY MR. LACHAPPELLE VOTE (4) TO COME OUT OF EXECUTIVE SESSION AND ADJOURN THE MEETING at 6:22 PM.

VOTE: 5:0

Respectfully submitted,


Rick Lanman, AAE, ACE
Airport Director