

# AUBURN-LEWISTON AIRPORT BOARD OF DIRECTORS MEETING AGENDA 10 January 2019

## **Workshop – 5:30 pm**

1. Call to Order (Chair)
2. Discussion of Airport Budget for FY 2020
3. Adjourn to Regular Meeting

## **Regular Meeting – 6 pm**

4. Call to Order (Chair)
  5. Approval of Minutes December 2018 (Motion to Approve)
  6. Financial Report for December 2018 (Motion to Approve)
  7. Airport Manager's Report
    - a. Construction Update
      - i. Runway Reconstruction/Runway Resurfacing
      - ii. Landside Parking Lot
      - iii. Life Flight Crew Facility
      - iv. Fuel Farm
    - b. New Tenant at the Airport
  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.
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  9. Old Business – None
  10. New Business –
    - a. Airport Budget for FY 2020 (Motion to Adopt)
  11. Election of Officers\*
    - a. Nominations and election of Chair
    - b. Nominations and election of Vice-Chair
    - c. Nominations and election of Treasure
- \*Airport Director serves as Secretary as allowed by the Intergovernmental Agreement between the cities.
12. Executive Session for Real Estate Matter - (Possible vote afterward)
  13. Executive Session for Personnel Matter – (Possible vote afterward)
  14. Adjournment – Next Regular Meeting will be 7 February 2019

**AUBURN-LEWISTON AIRPORT  
BOARD OF DIRECTORS  
MEETING AGENDA  
7 February 2019**

**Regular Meeting – 5:30 pm**

1. Call to Order (Chair)
2. Approval of Minutes 10 January 2019 (Motion to Approve)
3. Financial Report for January 2019 (Motion to Approve)
4. Airport Manager's Report
  - a. Construction Update
    - i. Runway Reconstruction/Runway Resurfacing
    - ii. Landside Parking Lot
    - iii. Life Flight Crew Facility
    - iv. Fuel Farm
5. Public Comments – 

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6. Old Business –
  - a. Airport Budget for FY 2020 (Motion to Adopt)
7. New Business –
  - a. Employees Handbook Update
    - 5-year update with minor changes in Employee Benefits
8. Adjournment – Next Regular Meeting will be 7 March 2019

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

March 2019

No meeting

AUBURN-LEWISTON AIRPORT  
BOARD OF DIRECTORS MEETING

April 2019

No meeting

**AUBURN-LEWISTON AIRPORT  
BOARD OF DIRECTORS  
MEETING AGENDA  
2 May 2019**

**Regular Meeting – 5:30 pm**

1. Call to Order (Chair)
2. Approval of Minutes 4 April 2019 (Motion to Approve)
3. Financial Report for April 2019 (Motion to Approve)
4. Airport Manager's Report
  - a. Construction Update
    - i. Runway Reconstruction/Runway Resurfacing
    - ii. Landside Parking Lot
    - iii. Life Flight Crew Facility
    - iv. Fuel Farm
    - v. New Equipment
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. Adoption of Purchasing Policy Update (Motion to Adopt) – Changes in purchasing policy are mostly in formatting and structure. Minor changes in policy to make the policy consistent throughout were made.
  - b. Adoption of New Airport Rules and Regulations (Motion to Adopt) – Airport Rules and Regulations set the boundaries for Users of the airport. Changes in formatting were made in addition to updating to bring in current best practice for good order of airport activities.
8. Executive Session for Real Estate – possible vote on Board action
9. Executive Session for Real Estate – possible vote on Board action
10. Adjournment – Next Regular Meeting will be 6 June 2019

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

June 2019

No meeting

**AUBURN-LEWISTON AIRPORT  
BOARD OF DIRECTORS  
MEETING AGENDA  
11 July 2019**

**Regular Meeting – 5:30 pm**

1. Call to Order (Chair)
2. Approval of Minutes 2 May 2019 (Motion to Approve)  
No June 2019 meeting.
3. Financial Report for June 2019 (Motion to Approve)
4. Airport Manager's Report
  - a. Construction Update
    - i. Runway Reconstruction/Runway Resurfacing
    - ii. Landside Parking Lot
    - iii. Life Flight Crew Facility
    - iv. Fuel Farm
    - v. Marketing Plan for FY20
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.
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6. Old Business –
  - a. Adoption of Purchasing Policy Update (Tabled in May, Motion to Adopt) – Changes in purchasing policy are mostly in formatting and structure. Minor changes in policy to make the policy consistent throughout were made.
  - b. Adoption of New Airport Rules and Regulations (Tabled in May, Motion to Adopt) – Airport Rules and Regulations set the boundaries for Users of the airport. Changes in formatting were made in addition to updating to bring in current best practice for good order of airport activities.
7. New Business — None
8. Adjournment – Next Regular Meeting will be 1 August 2019.

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

August 2019

No meeting

**AUBURN-LEWISTON AIRPORT  
BOARD OF DIRECTORS  
MEETING AGENDA  
4 September 2019**

**Regular Meeting – 5:30 pm**

1. Call to Order (Chair)
2. Approval of Minutes 11 July 2019 (Motion to Approve)  
No August 2019 meeting.
3. Financial Report for August 2019 (Motion to Approve)
4. Airport Manager's Report
  - a. Construction Update
    - i. Runway Reconstruction/Runway Resurfacing Update
    - ii. Landside Parking Lot Update
    - iii. Life Flight Crew Facility Update
    - iv. Fuel Farm Update
    - v. Intermodal Center
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
9. Adjournment – Next Regular Meeting will be 3 October 2019.

**AUBURN-LEWISTON AIRPORT  
BOARD OF DIRECTORS  
MEETING AGENDA  
3 October 2019**

**Regular Meeting – 5:30 pm**

1. Call to Order (Chair)
2. Approval of Minutes
  - a. 11 July 2019 *Previously Tabled for Corrections* (Motion to Approve)
  - b. No August 2019 meeting
  - c. 4 September 2019 (Motion to Approve)
3. Financial Report for September 2019 (Motion to Approve)
4. Airport Manager's Report
  - a. Construction Update
    - i. Runway Reconstruction/Runway Resurfacing Update
    - ii. Landside Parking Lot Update
    - iii. Life Flight Crew Facility Update
    - iv. Fuel Farm Update
5. Public Comments – 

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6. Old Business –
  - a. Acceptance of FAA Airport Improvement Grant Number 26 Resurfacing and Enhancing Runway 4 – 22 for \$4,088,962 from FAA. (Motion to Approve)
  - b. Acceptance of FAA Airport Improvement Grant Number 27 Enhancing and Realigning Airport based Navigational Aids for \$414.454 from FAA (Motion to Approve)
  - c. Acceptance of FAA Airport Improvement Grant Number 28 Reconstruction of Runway 17 – 35 and realignment of Taxiways B and J for \$3,212,756 (Motion to Approve)
7. New Business — None
8. Executive Session for Contract Considerations under 1 MRSA 405-6A.
9. Adjournment – Next Regular Meeting will be 7 November 2019.

# AUBURN-LEWISTON AIRPORT BOARD OF DIRECTORS MEETING AGENDA 7 November 2019

## Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of Minutes of 3 October 2019 (Motion to Approve)
3. Financial Report for October 2019 (Motion to Approve)
4. Airport Manager's Report
  - a. Construction Update
    - i. Runway Reconstruction/Runway Resurfacing Update
    - ii. Landside Parking Lot Update
    - iii. Life Flight Crew Facility Update
    - iv. Fuel Farm 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. Landside Parking Lot Agreement Amendment (Motion to Approve)
  - b. Contract for Fuel Farm Engineering (Motion to Approve)
7. New Business
  - a. Report of Audit for FY 2019. Presentation by Casey Leonard from Runyon, Kersteen, Ouellette Certified Public Accountants
  - b. Commercial Activity Fee and Service Fee – Discussion of the other commercial activity on the airport that might be subject to the already charged Commercial Activity Fee.
  - c. Five-year Airport Capital Improvement Plan 2020-2025 – Annual update of the Airport's Capital Improvement Plan. (Motion to Approve)
8. Executive Session for Leasing Consideration under 1 MRSA 405-6A.
9. Adjournment – Next Regular Meeting will be 12 December 2019.

**AUBURN-LEWISTON AIRPORT  
BOARD OF DIRECTORS  
MEETING AGENDA  
12 December 2019**

**Regular Meeting – 5:30 pm**

1. Call to Order (Chair)
2. Approval of Minutes of 7 November 2019 (Motion to Approve)
3. Financial Report for November 2019 (Motion to Approve)
4. Airport Manager's Report
  - a. Construction Update
    - i. Runway Reconstruction/Runway Resurfacing Update
    - ii. Landside Parking Lot Update
    - iii. Life Flight Crew Facility Update
    - iv. Fuel Farm Update
5. Public Comments – 

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6. Old Business – None
7. New Business - Report of Audit for FY 2018. Presentation by Casey Leonard from Runyon, Kersteen, Ouellette Certified Public Accountants
8. Holiday Celebration with Airport Customers and General Public.
9. Adjournment – Next Regular Meeting will be 2 January 2020.