

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
January 10, 2019

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, Williams, Eastman and Marcotte.
Also Present: Rick Lanman, Airport Director; Sue Sheppard, HTA; Nikolas Ippolito and Adam Cutler, Gale Associates; Steve Swan and Walter Hebold representing Bel Air Condo Association; and Ms. Carrier.

Board Members Absent: None

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

ON MOTION BY MS. HUNTER SECOND BY MS. EASTMAN VOTE (1) TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTER.

VOTE: 8:0

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

VOTE: 9:0

MINUTES – December 13, 2018 Board Meeting.

ON MOTION BY MR. HAYES SECOND BY MS. HUNTER VOTE (3) TO APPROVE THE MINUTES OF DECEMBER 13 AS PRESENTED.

VOTE: 8:0:1

MS. WILLIAMS ABSTAINED.

FINANCIAL REPORT – December 2018

With the activity involved with announcing a new major tenant, Director Lanman told the Board that he did not have the time to prepare the financials as he intended. He asked the Board to table the Financial Report until the next meeting so he can better prepare a proper mid-year report.

ON MOTION BY MS. HUNTER SECOND BY MR. LACHAPELLE VOTE (4) TO TABLE THE FINANCIAL REPORTS.

VOTE: 9:0

MANAGERS REPORT

1. Construction Plan Update –

- a. Runway Reconstruction/Resurfacing Project – Request for proposals for construction bids will be sent out in the next few weeks. The Target date may need to be adjust as some numbers needed for the grant are from some furloughed employees with the FAA. Some of the action dates for the project may be pushed back.
- b. Landside Parking Lot –The request for military support, to get the dirt work and blue top work completed, has not been confirmed.
- c. Life Flight Crew Facility- It has been determined the airport can build a permanent structure provided it meets all codes. Funding for the project has not been determined yet. Gale & Associates is working to create drawings and plans for a construction bid.

- d. Fuel Farm- Pilot and public meetings will continue to discuss possible locations and scoping of the project. Director Lanman is looking to locate the new fuel farm over behind the maintenance building, off Flightline Drive.
2. New Tenant at the Airport- Elite Airways will be joining the Auburn Lewiston Airport on January 15th, to operate a maintenance facility for some of their fleet. Elite will be working out of the hangar the former Constellation was located in.

PUBLIC COMMENT –

Members of the Bel Air Condo Association were present Walter Hebold and Steve Swan.

Director Lanman took a moment to announce that a large darker animal is inside the fence. Animal control has been out and seen the animal and thinks it is an imported dog-wolf mixed that has gone feral. He is not afraid of humans but doesn't like humans. Keeps rodents under control and he is not aggressive. Currently he hasn't bothered the customers or aircrafts. He had been first spotted in July, he comes and goes as he pleases.

NEW BUSINESS

Airport Budget FY 2020

ON MOTION BY MR. THERIAULT SECOND BY MR. HAYES VOTE (5) TO TABLE THE FY 2020 DRAFT BUDGET UNTIL THE NEXT MEETING TO IMPLEMENT THE ADJUSTMENTS REQUESTED.

VOTE: 9:0

Election of Officers

ON MOTION BY MS. HUNTER SECOND BY MS. CONRAD VOTE (6) TO KEEP THE SAME SLATE OF OFFICERS UNTIL NEXT YEAR, BETTYANN SHEATS-CHAIR, ROBERT HAYES-VICE CHAIR, JILL EAST-MAN-TREASURER.

VOTE: 9:0

OLD BUSINESS

Real Estate Matter

Chair Sheats requested volunteers to start an Ad Hoc committee to discuss the renewal of the Bel Air Condo Association Lease. Mr. Theriault, Mr. LaChapelle, and Director Lanman, have volunteered their time and dates will be emailed to meet with Mr. Swan and Mr. Hebold for the re-negotiation of the Bel Air lease agreement.

ON MOTION BY MR. HAYES SECOND BY MS. WILLIAMS VOTE (7) TO ADJOURN THE MEETING AT 6:45 PM.

VOTE: 9:0

Respectfully submitted,


Rick Lanman, AAE, ACE
Airport Director

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
February 7, 2019

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, LaChapelle, Eastman and Marcotte.

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

Board Members Absent: Theriault, Williams.

Chair Sheats called the meeting to order at 5:31 p.m.

MINUTES – January 10, 2019 Board Meeting.

ON MOTION BY MR. LACHAPELLE SECOND BY MS. EASTMAN VOTE (1) TO APPROVE THE MINUTES OF JANUARY 10, 2019 AS PRESENTED.

VOTE: 7:0

FINANCIAL REPORT – January 2019

The Fuel flowage fee was incorrectly posted to the fuel revenue account creating a shortfall of \$1,492 in that account. It will be updated with the next report. Director Lanman stated the airport will be able to make the regularly scheduled loan payment to the cities in September for the hangar, even though there has been an adjustment on the rental fees account, with said tenant, as of today. He explained the airport is showing well in activity and the passenger count is just short of 20 passengers from matching the total passenger count for last year. An Update to the Firefighting Foam system in Hangar 5 cost \$12,000 from the building account, bringing the balance to that account \$5,000 over budget. Director Lanman stated the airport would curtail expenses to cover for the overage. Electrical Maintenance had an electrical door fail at the garage. Advertising has been fully expended on both sides of the budget. Off sets on other accounts should be able to balance out the overages in most of the airport's accounts. It has been suggested to use the money in the sale of assets account to help cover the cost of the Life Flight crew building. Monies has not been appropriated to cover this project in the budget. Director Lanman will research the shortfall in the operating budget from Christian Hill revenues and overages in other accounts. The FBO side is \$35,000 over expended and operations currently is under budget at \$87,000.

Capital projects page will be cleaned up once a meeting takes place with Director Lanman and Ms. Eastman.

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

VOTE: 7:0

MANAGERS REPORT

1. Construction Plan Update –
 - a. Runway Reconstruction/Resurfacing Project – FAA furloughed employees are back at work and the airport is one of their top priorities to move this project forward.
 - b. Landside Parking Lot –The request for military support, to get the dirt work and blue top work completed, has not been confirmed. Electrical and Fencing will be subcontracted out and Director Lanman will be working on the RFP's.

- c. Life Flight Crew Facility- It has been determined the airport can build a permanent structure provided it meets all codes. Funding for the project has not been determined yet. Gale & Associates has completed the plans for this project.
- d. Fuel Farm- On hold for discussion with Hoyle Tanner & Associates.
- e. DCP Mid-Stream- Leases property in the Auburn-Lewiston Airpark from the airport and is transferring their lease to another wholesale provider and has requested consent from the airport to assign the agreement for their propane upload facility.

PUBLIC COMMENT – NONE

OLD BUSINESS

Airport Budget FY 2020

Director Lanman reviewed the updated FY 2020 budget with the requested changes the board requested last month. The board suggested highlighting and specifically to break out the \$42,000 for the tractor, and the tug needed, bringing it forward to the operating budget. These items were currently requested with the surplus funds saved from the CIP tractor that is being purchased. LED lights are being changed over and is noticeable in the CMP invoices. Fuel wars at other airports, makes us be more competitive for customers with FBO service pricing. This budget is a 10 % increase, but following the process as requested, using the bonded money, already available from the tractor purchase, the airport has included the equipment into the operations budget bringing the budget to 11% increase for the compact tractor and tug.

ON MOTION BY MS. EASTMAN SECOND BY MR. HAYES VOTE (3) TO APPROVE THE FY 2020 BUDGET WITH THE ADJUSTMENTS OF MOVING THE NARRATIVE, ADDING A TRANSMITTAL LETTER AND FORWARD TO THE CITY COUNCILS.

VOTE: 7:0

NEW BUSINESS

Employee Handbook Update

After discussing with several members, the employee handbook needs to have a major overhaul to include additional changes to follow new rules and regulations.

ON MOTION BY MS. CONRAD SECOND BY MS. HUNTER VOTE (4) TO TABLE THE EMPLOYEE HANDBOOK.

VOTE: 7:0

ON MOTION BY MS. HUNTER SECOND BY MR. HAYES VOTE (5) TO ADJOURN THE MEETING AT 6:40 PM.

VOTE: 7:0

Respectfully submitted,


Rick Lanman, AAE, ACE
Airport Director

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
Airport Board of Directors Meeting Minutes
May 2, 2019

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, LaChapelle, Eastman, Williams and Marcotte.

Also Present: Rick Lanman, Airport Director; Niles Gonzales, HTA; Nikolas Ippolito, Gale Associates.

Board Members Absent: Williams, Hayes.

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

Chair Sheats called for a motion to Amend the Agenda to include the By Laws.

ON MOTION BY MR. LACHAPELLE SECOND BY MS. EASTMAN VOTE (1) TO AMEND THE AGENDA OF MAY 2, 2019 TO INCLUDE THE AUBURN LEWISTON AIRPORT BY LAWS.

VOTE: 7:0

MINUTES – April 4, 2019 Board Meeting.

ON MOTION BY MS. EASTMAN SECOND BY MR. THERIAULT VOTE (2) TO APPROVE THE MINUTES OF APRIL 4, 2019 AS PRESENTED.

VOTE: 7:0

FINANCIAL REPORT – APRIL 2019

The airport has completed ten months of the current budget year. The final hangar payment has been completed to both cities, with half of the normal rent received on this line item. Due to the changeover in tenants, the hangar has been empty for several months and the expected revenues for this line item are down. Christian Hill revenues are down due to contractor has been blasting currently on their property. The city subsidy has been received, and MUNIS will be updated. Maintenance accounts are higher than planned. Advertising has been fully expended on both sides of the budget. The FBO side, fuel sales have increased from last year, looks like this account will be over by year end. The airport has received over 100 passengers compared to last year at this time.

Capital projects page will be cleaned up once a meeting takes place with Director Lanman and Ms. Eastman.

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

VOTE: 7:0

MANAGERS REPORT

1. Construction Plan Update –

- a. Runway Reconstruction/Resurfacing Project – The airport has accepted bids for the construction. The grant applications are in and expected back in mid-July. Nils Gonzales, with Hoyle and Tanner, will be the resident engineer for this project. This project came in higher than expected and an amended request for additional funding will be submitted in the next fiscal year to cover the overage for the NAVAIDs work. The airport is looking to have this project completed in 2021.
- b. Landside Parking Lot –The request for military support, to get the dirt work and blue top work completed, has been refused by The State National Guard due to deployments and unit stand-

down, (completing their own projects). RFP's will be going out for contractors to work with the funds currently available. This project was approved and bonded by the cities approximately 2 years ago. Commissioner of DOT stated bids for state projects were extremely high, and in some instances, projects were being canceled until further notice.

- c. Life Flight Crew Facility- Mr. Ippolito, with Gale Associates, updated the board on the preliminary design and the permitting has been completed. Sewer line may have a minor modification. This project should be eligible for site exemptions from the State of Maine (no permit may be needed).
- d. Fuel Farm- this project has been in the capital outlay for next year's budget. The airport is awaiting the approval of the Capital Projects timeline of 2020 from Auburn and Lewiston.
- e. New Equipment- the John Deere 621R Cab Tractor with loader, sweeper, pallet fork, 3-yard bucket and adjustable snow pusher has arrived at the airport on April 26, 2019. Director Lanman provided before and after pictures of the used and new vehicle.

PUBLIC COMMENT – NONE

OLD BUSINESS

1. Airport By-Laws

Change of charter with the LAEGC has brought some discussion for the airport board seat. LAEGC is a 501C6 company and remains within the Chamber. A board or staff member would be eligible to serve on the airport board, replacing Ms. Conrad. Mary LaFontaine is a possible nominee to the Airport Board of Directors.

NEW BUSINESS

1. Adoption of Purchasing Policy

Formatting of the old policy was changed, and a redlined copy was not provided. Section 4 a Architect, Engineer and Consultant Services was the only addition to the policy. Both cities had to update or amend their purchasing policy due to Federal language updates. The Chair requested board members to review the document and bring back at the next meeting.

2. Airport Rules and Regulations Policy

This policy is referred to in all airport leases and has been fully updated. Federal guidelines are adhered to and signage for weapons, smoking, etc. will be updated, including the restaurant, being part of the airport terminal building. The Chair requested board members to review the document and bring back to the next meeting for board discussion.

ON MOTION BY MS. CONRAD SECOND BY MS. EASTMAN VOTE (4) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE ITEM.

VOTE: 7:0

ON MOTION BY MS. CONRAD SECOND BY MR. THERIAULT VOTE (5) TO COME OUT OF EXECUTIVE SESSION WITH NO ACTION TAKEN.

VOTE:7:0

ON MOTION BY MR. LACHAPPELLE SECOND BY MS. EASTMAN VOTE (6) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE ITEM.

VOTE: 7:0

ON MOTION BY MR. LACHAPELLE SECOND BY MS. EASTMAN VOTE (7) TO COME OUT OF EXECUTIVE SESSION AND ACCEPT THE FINAL DRAFT FOR THE BEL AIR CONDO HANGAR LEASE.

VOTE: 7:0

ON MOTION BY MS. EASTMAN SECOND BY MS. HUNTER VOTE (8) TO ADJOURN THE MEETING AT 7:45 PM.

VOTE: 7:0

Respectfully submitted,


Rick Lanman, AAE, ACE
Airport Director

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

June 2019

No meeting

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
July 11, 2019

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: Vice-Chair Hayes.

Board Members Present: Hunter, Theriault, LaFontaine and Marcotte.

Also Present: Rick Lanman, Airport Director; Matt Caron, Gale Associates; Kristy Beauchesne, Sinclair Broadcasting.

Board Members Absent: Sheats, Williams, Eastman, and LaChapelle.

Vice-Chair Hayes called the meeting to order at 5:35 p.m.

MINUTES – May 2, 2019 Board Meeting.

ON MOTION BY MS. HUNTER SECOND BY MR. THERIAULT VOTE (1) TO APPROVE THE MINUTES OF MAY 2019 AS PRESENTED.

VOTE: 5:0

FINANCIAL REPORT – JUNE 2019

The final hangar payment has been completed to both cities, with half of the normal rent received on this line item. Due to the changeover in tenants, the hangar was empty for 4 months and the expected revenues for this line item are down. Before the new tenants were able to move into the hangar, \$12,000 had to be spent on the control panel for the aircraft fire fighting foam (AFFF) system. Because of that repair the Building Maintenance account is higher than planned. Advertising has been fully expended on both sides of the budget. On the FBO side, fuel sales have increased from last year. Line employees pumped 152,000 gallons of fuel this year exceeded projected amounts. This report is unaudited at present time.

ON MOTION BY MR. MARCOTTE SECOND BY MR. THERIAULT VOTE (2) TO APPROVE THE FINANCIAL REPORT AS PRESENTED.

VOTE: 5:0

MANAGERS REPORT

1. Construction Plan Update –

- a. Runway Reconstruction/Resurfacing Project – The airport has accepted bids for the construction. The grant applications are in and expected back in mid-July. Nils Gonzales, with Hoyle and Tanner, will be the resident engineer for this project. Because additional work was added beyond the original scope, this project came in higher than anticipated. The design work was completed during this fiscal year. A Construction grant has been submitted to FAA for 8.5 million dollars. This amount is higher than previously was submitted to the cities for the Capital

Improvement Program. Director Lanman will have to submit for additional funds through the CIP for the next fiscal year to cover the local share portion.

- b. Landside Parking Lot –The bid projects were received with 2 bids and both were substantially over the budgeted amount. The companies were Sargent and Longchamp’s and Sons. Director Lanman suggested a change in tactics and that it might be necessary to rebid costing an additional \$30,000 to \$40,000. The current parking lot is not meeting the FAA regulations.

ON MOTION BY MS. HUNTER SECOND BY MR. THERIAULT VOTE (3) TO GO BACK TO HOYLE TANNER TO REDESIGN THE LANDSIDE PARKING LOT WITH THE EXISTING STORM WATER AND THE CURRENT BUDGET AND ENGINEERING BUDGET NOT TO EXCEED \$30,000.

VOTE: 5:0

- c. Life Flight Crew Facility- Mr. Ippolito, with Gale Associates, updated the board on the preliminary design and the permitting has been completed. Sewer line may have a minor modification. This project is eligible for site exemptions from the State of Maine (no permit may be needed).
- d. Fuel Farm- nothing to update. The project’s capital investment has been approved by the cities. Design of fuel farm should be in November, Permits February and construction after busy season next year.
- e. Marketing Plan for FY20 – Redesign the website to be cell phone friendly, tying email blasts to website and how it drives people to the website, to who’s flying in. \$10,250 from advertising would hit both sides of the budget. Kristy Beauchesne explained in detail the plan for this fiscal budget year.

PUBLIC COMMENT –

The plane on the west side of the field is unattractive and was requested to be removed by the board. The maintenance facility on the field will be crushing the plane and was waiting for a couple more before crushing begins. The board would like to keep the airport as an airport and not a junk yard and requested a different location for the temporary station before crushing. Elite had not mentioned this was part of their maintenance program and a plan for additional revenues for this project should be discussed. This is going beyond what was agreed upon when entering the lease. The board directed the Director to contact Elite and amend the lease agreement for the retired aircrafts waiting to be scrapped while on airport property and Elite is responsible for removal of all materials.

NEW BUSINESS

1. Adoption of Purchasing Policy

The policy was reviewed by the board and with no adjustments voted to accept.

ON MOTION BY MS. HUNTER SECOND BY MR. THERIAULT VOTE (4) TO APPROVE THE PURCHASING POLICY AS PRESENTED.

VOTE: 5:0

2. Airport Rules and Regulations Policy

This policy is referred to in all airport leases and has been fully updated. User friendly compared to previous policy. All Federal guidelines are adhered to.

Employee Handbook is currently being updated and it was suggested to include vaping. Financial Procedures is also being updated.

ON MOTION BY MS. HUNTER SECOND BY MR. THERIAULT VOTE (5) TO APPROVE THE RULES AND REGULATIONS POLICY AS PRESENTED.

VOTE: 5:0

ON MOTION BY MR. THERIAULT SECOND BY MR. MARCOTTE VOTE (6) TO ADJOURN THE MEETING AT 6:45 PM.

VOTE: 5:0

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Rick Lanman', written over a horizontal line.

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

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

August 2019

No meeting

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
September 5, 2019

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 Bettyann Sheats

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

Also Present: Rick Lanman, Airport Director; Dave Vachon from Wood Environment & Infrastructure Solutions, Inc.; Bob Furey and Suzanne Sheppard from HTA; Brian and Candice Carrier adjoining residents.

Board Members Absent: Theriault.

Chair Sheats called the meeting to order at 5:33 p.m.

MINUTES – July 11, 2019 Board Meeting.

ON MOTION BY MS. HUNTER SECOND BY MR. LACHAPELLE VOTE (1) TO TABLE THE MINUTES OF JULY 2019 UNTIL THE NEXT MEETING FOR A MOTION AND COMPANY NAME UPDATE.

VOTE: 8:0

FINANCIAL REPORT – AUGUST 2019

Annual budget has not been updated into the MUNIS program, due to closing of the last fiscal year budget. The printed report is for the second month of the new fiscal year and only shows actual expenditures without budget comparison. Overall the airport is doing as expected with no large deviations. The insurance premium should be higher, but payments made at the end of June 2019 have not been carried into the new budget yet.

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

VOTE: 8:0

MANAGERS REPORT

1. Construction Plan Update –
 - a. Runway Reconstruction/Resurfacing Project – Funding for the AIP grant request has been slow to arrive at FAA. This has caused the FAA to delay sending the expected grant offers during August as expected. There should be announcement Monday on FAA funding availability. This may be FAA telling us that the grant may will be less than the requested amount with a second grant to follow later. The strategy may end up being our planned work on Runway 4/22 may be funded first so that the schedule will still be usable. Runway 17/35 was expected

to begin work next year. The problem with the strategy is if the second grant doesn't happen by the end of September, it may be offered next federal fiscal year and may require another construction bid and delay the project. At the Airport Director's request, the board agreed to consider the new grant obligation amounts with a breakout of the budgeted amount, scope of work, local matches adjusted accordingly sent to the board for consensus with ratification for approval at the next board meeting.

- b. Landside Parking Lot –The project is now with our second consulting firm Gale Associates to review for cutbacks with the airport limitations for a plan to satisfy the State for a reasonable amount of money for this project. The current parking lot is not meeting the FAA regulations due the way the road leads into the airport and improve the traffic flow for the large trucks entering the hangar.
- c. Life Flight Crew Facility- Director Lanman has spoken with Mr. Judge, at Life-Flight, and he stated he would like to find a way to make this project work. Again, bid received came in way higher than budgeted amount. Director Lanman suggested the airport act as the general contractor, purchase the materials, contract out the services to construct the building with refrigerator and microwave, **no stove**, and install the utilities. The modular construction companies that Director Lanman spoke with, will not do commercial, they only do residential buildings. The area is not zoned for trailers or mobile homes. City Code is holding this building as a hotel type construction and holding it along these codes. Board requested all quotes for design, materials, and verification that we are not exceeding the cost of the bids.
- d. Fuel Farm-HTA will be forwarding a plan for review on the new fuel farm.
- e. Intermodal Facility- An 85-foot lift was available due to some other work at the airport and the city electrician came out and installed the red lights for the pole tops as required by FAA in 2018.

PUBLIC COMMENT –

A neighbor reported some low flying aircrafts have been spotted recently and asked if there was anything that could be done. Director Lanman said that given a tail number he could help identify the pilot and get word out to the pilots regarding the disturbance.

The disabled plane which is currently parked at the airport on the Hotel Road section, by the Roundy house, was in the process of being relocated when part of it just ripped apart. Decommissioning of airplanes is part of Elite's maintenance program which was not contemplated when the lease was negotiated and therefore not included in the lease. Foreign object debris needs to be off ramp and moving the plane is less likely to get on the runway. Using the airport's ramp space for such large planes was not envisioned when the lease was signed. The board requested an addendum be drawn up to the lease due to the hindsight of this activity to include limits of how many planes, how long before demolition, responsibility for removal of all materials, and compensation to the airport. Director Lanman stated he would check other airports with this operation and report back to the board.

The Wings of Freedom will be at the airport on September 25 -27, 2019. The Cities of Auburn, Lewiston and the Airport will have additional information on their websites. A press release will be sent to the local papers.

OLD BUSINESS - none

NEW BUSINESS - none

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

VOTE: 8:0

ON MOTION BY MS. LAFONTAINE SECOND BY MS. HUNTER VOTE (4) TO COME OUT OF EXECUTIVE SESSION AND ADJOURN THE MEETING AT 6:55 P.M.

VOTE: 8:0

Respectfully submitted,

A handwritten signature in black ink, appearing to be "Rick Lanman", written over a horizontal line.

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

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
October 3, 2019

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: Vice-Chair Bob Hayes

Board Members Present: Hunter, Williams, LaChapelle, Theriault, and Marcotte.

Also Present: Rick Lanman, Airport Director; Suzanne Sheppard from HTA

Board Members Absent: LaFontaine, Eastman and Chair Sheats.

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

MINUTES – July 11, and September 5, 2019 Board Meeting.

ON MOTION BY MR. THERIAULT SECOND BY MS. HUNTER SECOND VOTE (1) TO ACCEPT THE UPDATED MINUTES OF JULY 11, 2019 AND PLACE THEM ON FILE.

VOTE: 5:0:1

MR. LACHAPELLE ABSTAINED.

ON MOTION BY MS. HUNTER SECOND BY MR. THERIAULT VOTE (2) TO ACCEPT THE MINUTES OF SEPTEMBER 5, 2019 AND PLACE THEM ON FILE.

VOTE: 6:0

FINANCIAL REPORT – SEPTEMBER 2019

The airport should be at 33% and the rental account is under the estimated projection because a couple of tenants are in arrears a few months. Monthly payments are expected, no interest or late fees have been charged. The board instructed Director Lanman to charge the late fees/interest from July and calculate the interest due that was waived from January. Tenant's parking of planes at the airport, discussed last month, was reviewed with the tenant. They will be charged the parking fee already set in the airport's fees with an adjustment period of 6 months. The 6 months needs to be taken into consideration due to the maintenance procedures they must follow. The fuel sales are up on the FBO side and the historical data reveals the airport is ahead, due to pricing, advertising and the Wings of Freedom Tour fueled numerous of times while they visited for 3 days in September. Overall the airport is doing as expected with no large deviations. The insurance premium should be higher, but payments made at the end of June 2019 have not been carried into the new budget.

ON MOTION BY MS. HUNTER SECOND BY LACHAPELLE VOTE (3) TO BRING BACK TO THE BOARD A FORMALIZED PARKING DEAL, IN WRITING FOR THE DOLLAR AMOUNT, NUMBER OF PLANES, MONTHS PROVIDING A BREAK WITH DURATION AND TO INSTITUTE A LATE FEE FOR PARKING.

VOTE: 6:0

ON MOTION BY MR. LACHAPPELLE SECOND BY MR. THERIAULT VOTE (4) TO APPROVE THE FINANCIAL REPORT AS PRESENTED.

VOTE: 6:0

MANAGERS REPORT

1. Construction Plan Update –

- a. Runway Reconstruction/Resurfacing Project – A pre-construction meeting will be happening next week. The grant offers have been returned to the FAA office. All monies expected were funded but with the delay in the grant process, the project has been pushed back a month or two. The Runway 4/22 work may begin this fall and Runway 17/35 work is expected to begin next spring.
- b. Landside Parking Lot – On temporary hold due to the high bids. Phasing needs to be redone and resubmitted to DEP. The current parking lot is not meeting the FAA regulations due the way the road leads into the airport and to improve the traffic flow for the large trucks entering the hangar.
- c. Life Flight Crew Facility- Director Lanman has spoken with Mr. Judge, at Life-Flight, and he stated he would like to find a way to make this project work. All the pricing has not been collected yet. Will update at next meeting.
- d. Fuel Farm-HTA has submitted a work agreement for review on the new fuel farm and it's on the Director's desk.

PUBLIC COMMENT – NONE

OLD BUSINESS

- a. Acceptance of FAA Grant 26 for Resurfacing and Enhancing Runway 4-22 for \$4,088,962 from FAA.
- b. Acceptance of FAA Grant 27 for Enhancing and Realigning Airport based Navigational Aids for \$414,454 from FAA.
- c. Acceptance of FAA Grant 28 for Reconstruction of Runway 17-35 and Realignment of Taxiways B and J for \$3,212,756 from FAA.

ON MOTION BY MS. HUNTER SECOND BY MR. MARCOTTE VOTE (5) TO RATIFY THE DIRECTOR'S EXECUTION ON BEHALF OF THE AUBURN LEWISTON MUNICIPAL AIRPORT BOARD OF DIRECTORS ON THE THREE GRANTS; FAA GRANT 26, RESURFACE AND ENHANCE RUNWAY 4-22 IN THE AMOUNT OF \$4,088,962, FAA GRANT 27, ENHANCE AND REALIGNING BASED NAVIGATIONAL AIDS IN THE AMOUNT OF \$414,454, AND FAA GRANT 28. RECONSTRUCT RUNWAY 17-35 AND REALIGNMENT OF TAXIWAYS B AND J IN THE AMOUNT OF \$3,212,756, SUBJECT TO THE CONDITIONS SET FORTH IN THE GRANT AGREEMENTS AND TO SET UP A PRESS RELEASE WITH SENATOR COLLINS OFFICE, THE MAYORS AND COUNCILORS OF AUBURN AND LEWISTON REPRESENTATIVES TO ANNOUNCE THE GROUNDBREAKING OF THE PROJECTS.

VOTE: 6:0

NEW BUSINESS – NONE

ON MOTION BY MR. LACHAPELLE SECOND BY MS. WILLIAMS VOTE (6) TO GO INTO EXECUTIVE SESSION TO DISCUSS CONTRACT CONSIDERATIONS UNDER 1 MRSA 405-6A.

VOTE: 6:0

ON MOTION BY MS. HUNTER SECOND BY MR. LACHAPELLE VOTE (7) TO COME OUT OF EXECUTIVE SESSION.

VOTE: 6:0

ON MOTION BY MS. HUNTER SECOND BY MR. LACHAPELLE VOTE (8) AFTER SOME CONSIDERATION, DIRECTOR LANMAN IS TO NEGOTIATE THE FUEL FARM CONTRACT WITH GALE ASSOCIATES.

VOTE: 6:0

ON MOTION BY MR. THERIAULT SECOND BY MS. WILLIAMS VOTE (9) TO ADJOURN THE MEETING AT 6:21 P.M.

VOTE: 6:0

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Rick Lanman', written over a horizontal line.

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

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
November 7, 2019

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: Williams, LaChapelle, Eastman, Hayes and Marcotte.

Also Present: Rick Lanman, Airport Director; Suzanne Sheppard, HTA, Nicholas Ippolito, Gale Associates; and Brian Carrier.

Board Members Absent: LaFontaine, Theriault and Hunter.

Chair Sheats called the meeting to order at 6:02 p.m.

Director Lanman requested the Auditor's 2019 Report be removed from tonight's meeting and postponed until December.

MINUTES – October 3, 2019 Board Meeting.

ON MOTION BY MR. MARCOTTE SECOND BY MR. LACHAPELLE VOTE (1) TO ACCEPT THE UPDATED MINUTES OF OCTOBER 3, 2019 AND PLACE THEM ON FILE.

VOTE: 6:0

FINANCIAL REPORT – OCTOBER 2019

The airport is missing some planned rental revenue, but there is a plan to correct that in the next few weeks. Salaries budget line is low because an employee has been out since February 2019 under Worker's Compensation. Fuel Flowage and fuel gallons sold are up compared to the last three years. September passenger counts were lower than expected and Director Lanman stated he believes our employees might have missed a few because the airport does not have a system of counting passengers on and off the aircrafts or in/out of the terminal except to visually count while servicing the aircraft.

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

VOTE: 6:0

DIRECTOR'S REPORT

- Construction Plan Update –
 - Runway Reconstruction/Resurfacing Project – The grant offers have been accepted and with the short window for construction, has been pushed back a month or two. The Runway 4/22 work has begun, and Runway 17/35 work is expected to begin next spring. During the spring, probably the middle of May, the airport will be completely shut down for a couple of weeks to resurface 4/22 and

intersection work. No traffic at all will be flying during this period and should reopen June 1, 2020. Grooving the runways will happen in June at night, after 7 pm, once the last UPS flights are out. The contractor is looking to have a schedule out by year end for work dates in the coming year, pending weather conditions. Notifications will be constantly going out to our customers be email, Facebook, website and NOTAMS.

- Landside Parking Lot – A re-phasing design has been discussed and will need to be resubmitted to DEP. Another \$13,000 for engineering to complete the redesign is needed. The current parking lot is not meeting the FAA regulations due the way the road leads into the airport and to improve the traffic flow for the large trucks entering the hangar. It will be a scaled down version with room for expansion in the future due to the high construction bids received previously.
- Life Flight Crew Facility- Director Lanman stated dig safe and the foundation work will be started next week, and materials are currently estimated at under \$70,000. The structure will be built according to Lifeflight's needs.
- Fuel Farm- by EPA and DEP regulation, after 30 years underground storage tanks must come out ground, and the airport's fuel storage tanks will be expiring in the next year. Gale Associates will be overseeing this project as a design build project. The new fuel farm will include a 20,000 gallons AvGas and 30,000 gallons Jet A fuel above ground tanks. This \$800,000 project has been approved with funding from the twin cities for FY19/20 capital budget and will be completed within 9 months. Removing the old tanks will be a different project and completed in the next fiscal year to be certain the new tanks are up and operating correctly before dismantling the old ones.

PUBLIC COMMENT – NONE

OLD BUSINESS

- Landside Parking Lot Agreement Amendment-

ON MOTION BY MR. MARCOTTE SECOND BY MR. HAYES VOTE (3) TO APPROVE, FINALIZE AND ADJUST THE DESIGN IN THE AMOUNT OF AN ADDITIONAL \$13,000 TO THE ADDED ENGINEERING SERVICE CONTRACT, TO HTA ENGINEERING FOR THE LANDSIDE PARKING LOT

VOTE: 6:0

- Contract for Fuel Farm Engineering -

ON MOTION BY MR. MARCOTTE SECOND BY MS. WILLIAMS VOTE (4) APPROVE THE FUEL FARM CONTRACT FOR ENGINEERING WITH GALE ASSOCIATES IN THE AMOUNT OF \$48,800 FOR DEVELOPING THE DESIGN PLANS AND OVERSEEING THE FUEL FARM PROJECT IN THE AMOUNT OF \$800,000.

VOTE: 6:0

NEW BUSINESS –

- Audit Report - postponed until December Meeting.
- Commercial Activity Fee and Service Fee - The Airport's Minimum Standards and Rules and Regulations have been updated over the last few months. A commercial activity fee has been updated and will be enforced due to the enhanced ongoing activity at the airport. The minimum annual fee is \$600 or \$50 monthly for anyone who, by the definition in the Minimum Standards for Commercial Activity, is conducting a commercial activity. Notices will be sent out to all our customers and users, and the publications are posted on the airport website.
- Five Year Airport Capital Improvement Plan 2020-2025 - Director Lanman reviewed the Airport Capital Improvement Plan for the next five years for the airport. These projects are funded through both the cities of Auburn and Lewiston. Some projects include funding with the FAA and MDOT funds as well. The current year is reviewed and approved by the board, and the next four years are the future planning projects for the airport. Fire support equipment has been suggested for inclusion to the list. Building Corporate hangars on the field is being pushed back year after year. Currently a 20-year payback is impossible for the cost of building hangars today. Other airports are building hangars and looking at a 40-year payback.

ON MOTION BY MR. HAYES, SECOND BY MR. MARCOTTE, VOTE (5) TO MOVE FORWARD WITH THE CIP PLAN AND AMEND THE INFORMATION FROM THE 4 YEAR PLAN TO THE FIVE-YEAR PLAN AS DISCUSSED AND SUBMIT TO BOTH CITIES.

VOTE: 5:1

MR. LACHAPELLE

ON MOTION BY MS. EASTMAN SECOND BY MR. LACHAPELLE VOTE (6) TO GO INTO EXECUTIVE SESSION TO DISCUSS LEASING CONSIDERATION UNDER 1 MRSA 405-6A.

VOTE: 6:0

ON MOTION BY MR. LACHAPELLE SECOND BY MR. MARCOTTE VOTE (7) TO COME OUT OF EXECUTIVE SESSION WITH NO ACTION TAKEN AND ADJORN THE MEETING AT 8:10 PM.

VOTE: 6:0

Respectfully submitted,

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

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
December 12, 2019

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: Williams, LaChapelle, Eastman, Hayes, Hunter, Lafontaine and Marcotte.

Also Present: Rick Lanman, Airport Director; Suzanne Sheppard, HTA, Nicholas Ippolito, Gale Associates; and Brian Carrier.

Board Members Absent: Theriault.

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

MINUTES – November 7, 2019 Board Meeting.

The November minutes had a correction on Vote 5 CIP the vote was incorrectly recorded and should reflect a vote of 5:1 with Mr. LaChapelle against.

ON MOTION BY MS. EASTMAN SECOND BY MR. LACHAPELLE VOTE (1) TO ACCEPT THE AMENDED MINUTES TO REFLECT THE CHANGE AS PRESENTED OF NOVEMBER 7, 2019 AND PLACE THEM ON FILE.

VOTE: 6:0:1

Ms. Hunter abstain.

Ms. Lafontaine arrived.

FINANCIAL REPORT – NOVEMBER 2019

The airport is missing some planned rental revenue, but there is a plan to correct that in the next few weeks. Rents are approximately six months behind with one of the airport's customers and financial charges have been charged accordingly. Salaries budget line is low because an employee has been out since February 2019 under Worker's Compensation. Fuel Flowage and fuel gallons sold are up compared to the last three years. September passenger counts were lower than expected and Director Lanman stated he believes our employees might have missed a few because the airport does not have a system of counting passengers on and off the aircrafts or in/out of the terminal except to visually count while servicing the aircraft.

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

VOTE: 8:0

DIRECTOR'S REPORT

- Construction Plan Update –
 - Runway Reconstruction/Resurfacing Project – The start of addition overrun at the end of runway 4 by Lewiston Junction Road is the beginning the major Airport Infrastructure Project for FY 20. The Removal of trees that has been identified as obstacles to Runway 22's approach will part of that project has also started. A quote is being requested for LED lighting from the contractor to see if the project's budget will support the cost. If approved, the addition of High Intensity LED lights on Runway 4/22 should reflect a cost savings of 2/3's on runway light maintenance and significantly reduce the electricity budget.
 - Landside Parking Lot – A re-phasing design has been discussed and will need to be resubmitted to DEP. The current parking lot is not meeting the FAA regulations due the way the road leads into the terminal. The project looks to solve that and to improve the traffic flow for the large trucks servicing the large hangar (Hangar 5). The rephasing is pushing some of the enlargement into the future due to the high construction bids received. Hopefully by springtime we will be back working on the parking lot.
 - Life Flight Crew Facility- Director Lanman stated foundation and frost wall is complete. Auburn City is requiring a sprinkler system in building and the addition is changing the planned construction. Completion date is still unknown; however, we still have a February/March for occupancy target, pending any obstacles.
 - Fuel Farm- Gale Associates will be overseeing this project as a design build project. Mr. Ippolito brought a draft copy of the bid documents for review. The project is scheduled to go out to bid in January to design build according to specs.

PUBLIC COMMENT – NONE

OLD BUSINESS - NONE

NEW BUSINESS –

- Audit Report – presented by Casey Leonard from Runyon, Kersteen, Ouellette Accountants. Field work began June 28 and was finalized in September. No material weakness was found, and proactive policies are in place. A new Federal Procurement Policy Guidance came out in 2016 and needs to be in place when a single audit is completed in the future. Mr. Leonard indicated that The Board had adopted an updated Procurement Policy that is inline with the guidance after the field work for this audit was accomplished. Monthly reconciliation for grants needs to be completed to track grant monies for receivables and expenditures in between years. Grant expense and receivable tracking was a finding the last two years.

Chair Sheats presented plaques to Robert Hayes and Michael Marcotte, two of our departing board members due to council positions they hold with the cities. Mr. Hayes and Mr. Marcotte were recognized for their dedication and commitment to the progress of the airport.

The next scheduled meeting will be scheduled for January 9, 2020 at 5:30 p.m.

A Council meet and greet orientation at the airport was sent out to Auburn and Lewiston Administrators for all councilors. Director Lanman is waiting to schedule a date to tour the airport.

ON MOTION BY MR. LACHAPPELLE SECOND BY MS. EASTMAN VOTE (3) TO ADJORN THE MEETING AT 6:20 PM.

VOTE: 8:0

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'R Lanman', written over a horizontal line.

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