

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
February 13, 2020

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, Eastman, Hunter, Horn, Carrier, and Jensen.

Also Present: Rick Lanman, Airport Director; Suzanne Sheppard, HTA, Nicholas Ippolito, Gale Associates; Local Pilots: Marc Blais, Peter Robbins, David Clark, Tom Ward, Mary Build, Steve Swan, Nate Humphrey, Wayne Berzinis, Lawrence Oliver, Tom Olko and others.

Board Members Absent: Lafontaine and LaChapelle.

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

Chair Sheats welcomed our new Board Member, Jim Horn, Chamber Representative (Lewiston Alternative).

Chair Sheats recognized Richard Theriault and presented a plaque showing the board's appreciation for his dedication and commitment to the progress of the airport.

Election of Officers

Ms. Hunter Nominate Bettyann Sheats to Chair second by Mr. Jensen	Vote: 6:0
Chair Sheats Nominate Brian Carrier to Vice Chair second by Ms. Eastman	Vote: 6:0
Chair Sheats Nominate Ms. Eastman to Treasurer second by Ms. Hunter	Vote: 6:0

MINUTES – January 9, 2020 Board Meeting.

ON MOTION BY MR. CARRIER SECOND BY MR. JENSEN VOTE (4) TO ACCEPT THE MINUTES OF JANUARY 9, 2020 AND PLACE ON FILE.

VOTE: 6:0:1

MS. HUNTER ABSTAIN

FINANCIAL REPORT – JANUARY 2020

Director Lanman reviewed the financial report with the board. The airport is ahead of the game on some revenues, and some expenses. Airport side vehicle maintenance is higher than normal. On the FBO side, advertising is overbudget.

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

VOTE: 7:0

Ms. Hunter requested to move Old Business 8a and 8b to current on the agenda.

8. a. Discussion of Insurance Requirements for Commercial Activity Hangars.

ON MOTION BY MS. HUNTER SECOND BY MR. JENSEN VOTE (6) TO REDUCE THE INSURANCE REQUIREMENTS IN THE MINIMUM STANDARDS FROM 3 MILLION TO 1 MILLION DOLLARS DUE TO MARKET SURVEYS AND RECENT INFORMATION PROVIDED.

VOTE: 7:0

8. b. Discussion of Commercial Activity Fee.

ON MOTION BY MS. HUNTER SECOND BY MR. CARRIER VOTE (7) CHAIR SHEATS TABLED ITEM 8b DISCUSSION OF COMMERCIAL ACTIVITY FEE TO SEEK LEGAL COUNSEL.

VOTE: 7:0

DIRECTOR'S REPORT

- Construction Plan Update –
 - Runway Construction - Director Lanman stated the construction timeline will begin March 30. The Runway 22 end will be relocating the threshold 600 feet shorter. Approximately May 18 to June 13, Runway 4 threshold will be relocated another 600 shortening the runway to 3800 total feet of declared distance usable on 4/22, to maintain the ends and overruns. This project will close the whole airport possibility starting on June 1 for 12 days, due to reconstruction of the intersection. It could be shorter pending the work schedule with the construction company. This project should be completed in November 2020 or later.
 - Landside Parking Lot – Director Lanman updated the board on the parking lot project. The estimated \$700,000 project returned bids at \$1.2 million. The project has been scaled down with a re-phasing design by Hoyle and Tanner and has been resubmitted to DEP. The current parking lot is not meeting the TSA 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. Director Lanman will contact the National Guard for their availability for support with this project on the second phase.
 - Life Flight Crew Facility- Director Lanman stated he is waiting on the State Fire Marshall approval on the plans, then a city building permit will be the next step. Completion date is still unknown; however, we still are looking for the end of March for occupancy target, pending any obstacles.
 - Fuel Farm- Gale Associates will be overseeing this project as a design build project. Mr. Ippolito estimating a few proposals to respond with a bid opening on February 21, once a qualified bidder is determined, a contract with the firm will be drawn up.
 - Activities Planned for Airport Shutdown – Director Lanman stated the airport will be shut down completely to reconstruct the intersection of 4/22 and 17/35. Training will be completed by the employees to include but not limited to communications, marshalling, professional development, CPR, field trip to Portland Jetport Operations Crew and airport housekeeping on the grounds and buildings. A radio station approached the airport to see if a concert could be held on the ramp. There will be no aeronautical activity that weekend. Seeking consensus of the board towards this idea. 1 or 2 bands to be here

and not after sundown. The board suggested reaching out to LA Harley, City of Auburn, Denis D'Auteuil, Marc Gosselin.

PUBLIC COMMENT –

Chair Sheats stated a tabled item is not up for discussion, but the board is always open to the public comments, not on the agenda.

Marc Blais – local pilot and President of Auburn Hangar Condo Association- Mr. Blais stated after the last meeting, he researched other cities and state agendas, and Auburn is the only one that puts that paragraph under public comments, not to discuss items on the agenda. You may want to ask your counsel this question if it's legal.

Wayne Berzinis- local pilot traveled a distance to be here tonight. Pilots should be allowed to comment. Knowledge is power. Strength in numbers, pay our taxes, and want to see the airport do well. Sign should always be up "Yes, we are open for Business".

Tom Ward- Skyward Aviation at Auburn-Lewiston Airport- Stated it's always been allowed for the public to speak.

Chair Sheats stated the members of the board has changed these last few months, adding new board members last month and this month. They are not current on aviation related issues, plus this issue has been escalated as of yesterday, and the board needs to seek legal counsel. Chair also allowed everyone 1 minute to state their comment about Commercial Activity Fee (tabled item).

Peter Robbins – Local pilot- traveled distance to be here to discuss the tabled item, if he was given notice by email that this item was off the table for discussion, would have been nice to know. This meeting also was a week delayed and now not up for discussion on the commercial activity fee is concerning.

Tom Ward – Skyward Aviation at Auburn-Lewiston Airport – Charging everyone that extra \$50 fee will drive people away from the airport and shy new customers away, instead of bringing them in.

Kevin Rouillard – local pilot – Currently rents a hangar from someone on the field, and personally pays a reasonable amount for renting from a hangar owner, along with buying fuel here. If he should rent from another person at another airport, you not only lose your \$50 fee for this activity, plus the fuel that is purchased from this airport.

Chair Sheats stated the cities of Auburn and Lewiston subsidize the airport, each over \$100,000 annually and they are working with the airport to become self-sufficient and less reliant on taxpayers' dollars. There is a business currently on the field paying the commercial activity fee, and has been for several years, this is not a new fee, the airport is trying to make it fair for all using the airport.

Lawrence Oliver – local pilot - Currently has been at this airport for over 9 years and rents space from Nate Humphrey, no interest in buying a hangar, only in the market for renting a hangar.

Mary Build - local pilot – Currently has been at the airport for over 20 years, and doesn't really involve her, but she does private flight training, and does not advertise her activity, only word of mouth.

David Clark- local pilot with hangar and plane on field – Read the statement found on the flyto-maine.com website. The airport needs to be user friendly, current situation is a bit negative. Lease was just negotiated on the Bel Air Condo Association, costing \$10,000 to \$20,000 and now a new activity fee comes 2 months after long term investment was completed. Has another hangar under contract and another airplane to bring to the airport but is hesitant to invest at the airport. Opportunities to invest at this airport are being diminished.

Steve Swan- local pilot with hangars and plane on field – taking care of the insurance issue was a big concern and appreciated it was resolved tonight. Letter previously sent to airport manager, please

relay to entire board. Communication with Rick has been great. Wants to invest in the airport and would not of purchased a second hangar knowing the situation we are in right now.

Nate Humphrey – local pilot with hangars and plane on field and 32-year aviation career – going forward the airport needs to work with the airport stakeholders. Looking at competition at 3 other airports, land lease rates here are the highest. Rates and fees structure are not the greatest at the airport. Working within the FAA Advisory Circulars, and Grant Assurances, we should be part of the solution and not part of a problem. Address positive change and be economically efficient.

Tom Olko – local pilot – Nate covered everything.

The board requested the Airport Director to send a copy of the lease, minimum standards, timetable, minutes, emails from negotiation of the BACA hangar lease, sending information before the board packet, so board members can send questions to Airport Director and he can respond. Information from other comparable airports regarding fees across the board.....for the next meeting. The meeting should start with executive session discussion with attorney, and this item, commercial activity fee will be on the agenda for next meeting.

Information from Nate regarding minimum standards at Portland and any other information regarding fees to be forwarded to Airport Director to be on file and forward to the board.

NEW BUSINESS –

Request to Spend

The airport purchased the Berwick land \$108,000 a few years ago, and this is FAA reimbursable, and a yellow book appraisal of \$7,000 is needed for the reimbursement with the FAA. The Airport Director is looking to move forward to pursue the land grant from the FAA.

ON MOTION BY MR. CARRIER SECOND BY MS. HUNTER VOTE (7) TO APPROVE THE APPRAISAL OF \$7,000 TO GET THE REIMBURSEMENT STARTED WITH THE FAA FOR THE BERWICK PROPERTY RECENTLY PURCHASED.

VOTE: 7:0

Mr. Carrier requested to add a board member from the lessee group (airport tenants).

Ms. Hunter stated there were meetings in the past with airport tenants, and they slowly disappeared, and would like to resurrect them once again at a convenient time for tenants and possible a couple of the board members could attend these.

Robert Rules should be followed, the airport has gotten away from the structure and will need to get back to following the format for public meetings.

As documents come in, send out to the board members, then when sending out for the public attach all documents for the meeting.

The final Airport Director's evaluation should be sent out to all board members as "confidential".

ON MOTION BY MS. HUNTER SECOND BY MR. JENSEN VOTE (8) TO ADJOURN THE MEETING AT 6:25 PM.

VOTE: 7:0

Respectfully submitted,

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