

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
January 9, 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, LaChapelle, Eastman, Theriault, Carrier, and Jensen.

Also Present: Rick Lanman, Airport Director; Suzanne Sheppard, HTA, Nicholas Ippolito, Gale Associates; Local Pilots: Marc Blais, Peter Robbins, David Clark and others.

Board Members Absent: Lafontaine and Hunter.

Chair Sheats called the meeting to order at 5:34 p.m.

Welcome new Board Members Lewiston Councilor Jensen and Auburn Councilor Carrier.

MINUTES – December 12, 2019 Board Meeting.

ON MOTION BY MR. LACHAPELLE SECOND BY MR. CARRIER VOTE (1) TO ACCEPT THE MINUTES OF DECEMBER 12, 2019 AND PLACE ON FILE.

VOTE: 7:0

FINANCIAL REPORT – DECEMBER 2019

Director Lanman reviewed the financial report with the board. The airport is halfway through the fiscal budget. Currently the percentage rate should be at 50%. Higher on revenues side is a good and on expenditures side is not so good, depending on the line item, generally the line items level out towards the end of the year. The airport's aircraft mechanic is here for emergencies only, he has not been requested to advertise for work, he is on-call as needed. Aviation fuel sales have increased, and the airport has been purchasing more fuel this year.

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

VOTE: 7:0

DIRECTOR'S REPORT

- Construction Plan Update –
 - Susan Sheppard updated the Runway Reconstruction/Resurfacing Project with the board. 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. A \$700,000 projected project returned bids at 1.2 million. The airport has scaled down the project with a re-phasing design and is being 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 re-phasing 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.
- LifeFlight Crew Facility- Director Lanman stated foundation and frost wall is complete. Auburn City is requiring a sprinkler system in the building and the addition is changing the planned construction. 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 will have plans and specifications out next week, January 15, for bid, with bid opening on February 21, once a qualified bidder is determined, a contract with the firm will be drawn up.

PUBLIC COMMENT –

Marc Blais – local pilot and President of Auburn Hangar Condo Association

Agenda-public comment not on agenda, can't be discussed? Mr. Carrier stated this statement is standard language on council agendas, it's designed to allow discussion about topics not on the agenda. Chair Sheats stated the Board has always allowed public comments on or off the agenda.

Commercial Operations updated? Director Lanman stated tenants owning hangars beyond their personal use or renting out their personal hangars for long periods of time fits the FAA definition of commercial activity. A commercial activity is defined as for profit. Charter services have fees when they land at the airport.

Does the mechanic that the airport has on staff, does he pay a commercial activity fee? Director Lanman stated currently the mechanic does not pay a fee, he is on the airport pay-roll.

US Food Distributing trucks using the airport parking lot, is this part of the expansion/update for the terminal parking lot? Director Lanman stated the trucks are currently leasing a paved space and if space they are using is needed they can be relocated elsewhere. The lot is being updated due to TSA standards and summertime activities bring limited parking too close to the terminal building.

Are the rumors about Elite behind in their rent true? Director Lanman stated they are currently up to date.

Closing for 12 days, UPS and other freight companies been contacted about the shutdown? Director Lanman stated they have been notified and a plan is in place for that period.

David Clark – local pilot and hangar located at Bel Air Condo Association.

How does Flight Instruction relate to Commercial Activity? Director Lanman stated advertising for flight instruction for hire is a commercial activity and will be charged accordingly. A pilot giving instruction privately and not soliciting business is not a commercial activity.

Peter Robbins – local pilot, new to the community.

Mr. Robbins stated he has read the airport documents and stated the Insurance requirements of 3 million dollars is not customary or reasonable according to some insurance companies that he contacted. Renting out a personal hangar is a passive activity at best. \$600 annual fee is high. A percentage of gross receipts received from a large hangar is like 6%. He was curious why this commercial activity fee was included in the document and started on January 1, 2020. Director Lanman stated the commercial activity fee has been at the airport for over 20 years and there is an entity on the field that has been paying this fee from the start. Director Lanman also said there were open meetings with local pilots for both the Minimum Standards two years ago and Rules/Regulations prior to being updated by the board the past summer. Chair Sheats stated this was not on the agenda and would like to bring it back at the next meeting in February and board members will have the documents available for discussion.

OLD BUSINESS - NONE

NEW BUSINESS –

REVIEW AND ADOPTION OF FY21 OPERATIONS BUDGET

The airport's budget for FY21 is defined as a flat budget. There has been no increase except for salaries and fringe benefits. There were some decreases in expenses. The proposed budget expenditures total \$1.65 million, and revenues totaling \$1.3 million, leaving a shortfall of \$370,000 shortfall, being divided between the two cities, the airport is asking \$22,000 less than last year, a drop of 6%. The biggest decrease was in the Airport Operations because of an equipment purchase that is currently in this fiscal year and not in FY21. An FBO mechanic was not included in the staffing request. The airport currently has a mechanic on the field servicing most of the based customers here. Life Flight and Elite currently employ their own mechanics. There is a mechanic on the airport's payroll working as an on-call employee. The airport itself has no scheduled maintenance. Water and sewer are going up 13%, just received the increase amount after the numbers were calculated and will be adjusted before the final copy is submitted along with any other adjustments the board would like to make.

ON MOTION BY MR. LACHAPELLE SECOND BY MS. EASTMAN VOTE (3) TO APPROVE THE FY21 BUDGET AND SUBMIT IT TO THE TWO CITIES.

VOTE: 7:0

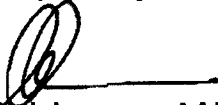
ON MOTION BY MS. EASTMAN SECOND BY MR. LACHAPELLE VOTE (4) TO GO INTO EXECUTIVE SESSION TO DISCUSS AIRPORT DIRECTOR'S ANNUAL EVALUATION UNDER 1 MRSA 405-6A.

VOTE: 7:0

**ON MOTION BY MS. EASTMAN SECOND BY MR. LACHAPELLE VOTE (5) TO COME OUT
OF EXECUTIVE SESSION AND ADJOURN THE MEETING AT 6:30 P.M.**

VOTE: 7:0

Respectfully submitted,

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

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