

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
March 5, 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: Eastman, Hunter, Horn, Carrier, Lafontaine, LaChapelle and Jensen.

Board Members Absent: Williams.

Also Present: Rick Lanman, Airport Director; Suzanne Sheppard, HTA, Nicholas Ippolito, Gale Associates; Local Pilots: Marc Blais, David Clark, Steve Swan, Nate Humphrey, Wayne Berzinis.

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

ON MOTION BY MS. HUNTER SECOND BY MR. CARRIER VOTE (1) TO GO INTO EXECUTIVE SESSION WITH LEGAL CONSULTATION PURSUANT TO 1 M.R.S.A. SEC. 405 (6) (E).

VOTE: 6:0

MR. JENSEN AND MS. LAFONTAINE ARRIVED.

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

VOTE: 8:0

MINUTES – February 13, 2020 Board Meeting.

ON MOTION BY MR. CARRIER SECOND BY MR. JENSEN VOTE (3) TO ACCEPT THE MINUTES OF FEBRUARY 13, 2020 AND PLACE ON FILE.

VOTE: 6:0:2

MS. LAFONTAINE AND MR. LACHAPELLE ABSTAINED.

Ms. Sheats stated she was new to the Chair position. In the past, with little or no public attendance, comments after each item had not been recognized and she apologized. Going forward with the board's guidance, she will give the public a chance to comment on all items as they are discussed.

ON MOTION BY MR. CARRIER SECOND BY MS. EASTMAN VOTE (4) TO MOVE ITEM 7A. COMMERCIAL ACTIVITY FEE TO CURRENT ON THE AGENDA.

VOTE: 8:0

7a. Commercial Activity Fee

Director Lanman stated a company conducting business gets a license from the city, with an attached fee to conduct business. The opportunity to do business at the airport, should be acknowledged the same way, for conducting business for a profit on airport property. An airport business back in 1991 rented hangar space, from an airport tenant and the board granted permission for the business to

proceed with a small annual fee to operate the business in a non-owned airport hangar known as an LFBO (leased fixed based operation). Updating the Minimum Standards, the LFBO was removed and changed to Commercial Activity. The fee is on the airport's schedule of rates and charges on the website. The Bel Air Condo Association Lease was renegotiated last summer due to term expiring and rent adjustment. The lease clearly stated previously that hangar owners shall not sublet or rent their hangar space to others. During the negotiation it was discussed to clarify the Commercial Activity Fee. At that point, it was suggested to amend the lease with an added portion to have a guest sublet for zero dollars, during the first 6-month period, with written approval from airport management. The Auburn-Lewiston Airport is unique at subletting hangars, according to a survey, other local airports do not allow hangar owners to sublet their hangar.

Nate Humphrey – local pilot- noted Sanford, Portland do allow subletting with a very small percentage fee, tops estimated at \$300 and Brunswick has no commercial fee, but they do allow subletting. T-hangar market value is \$300 tops. Additional fees were not discussed while negotiating the lease. Letting a person use the hangar other than the owner is not a commercial activity. Commercial activity would be a business in the hangar, such as Joes Repair Shop. A simple hangar rental would just be an email to the board for approval.

Dave Clark – local pilot - Does not recall any comments regarding additional fees during the lease negotiation last summer. Revenue generated from this kind of fee, is minimal. A revenue source such as the solar farm project at the airport would help to bring in revenue stream to the airport, which was brought to Rick's attention at that time.

Steve Swan – local pilot- Stated while discussing the lease negotiations, he wasn't under the impression that renting out his individual hangar was considered a commercial activity.

Marc Blais – local pilot - stated the comparison chart of fees don't seem to correspond with other numbers he had. The fees may not have been comparable to monthly or annually rates.

Mr. LaChapelle stated he's hearing the fee is too high. What do you consider reasonable? The airport needs to bring in revenue, and charge fees like other businesses. The airport's goal is to help reduce the subsidy received from the twin cities and be less of a burden to taxpayers.

Chair Sheats stated in the past there was a group of pilots, meeting at the airport to discuss items happening at Auburn-Lewiston Airport. For some reason that slowly went away. Mr. Humphrey stated there currently was interest in starting this group up once again with some members of the board.

Mr. LaChapelle was excused due to a prior commitment.

FINANCIAL REPORT – FEBRUARY 2020

Director Lanman reviewed the financial report with the board. The airport revenues have been received at 70% on the airport side. The FBO is tracking where it should be. Overtime is a little higher than expected at this time of year. Airport side is higher vehicle maintenance than normal. Advertising is over-budget on both sides. Jet fuel gallons has about doubled from last year. Fuel sales are increasing. Building maintenance includes the routine maintenance and inspections, of the airport's buildings and hangars. Vehicle maintenance had a few major truck repairs including a failure of gears.

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

VOTE: 7:0

DIRECTOR'S REPORT

• Construction Plan Update –

- Runway Construction – Ms. Sheppard, HTA, updated the board that the contractor was setting up the schedule with the different sub-contractors, all pending current events. As mentioned last month, the airport project is still ongoing. This project should be completed in November 2020 or later.
- Landside Parking Lot – Director Lanman updated the board on the parking lot project. Due to getting the runway construction in motion, Craig Shorey will discuss savings and strategy for working on parking lot project.
- Life Flight Crew Facility- Director Lanman stated plans were back from Fire Marshall and sent to the city for the permit. Completion date is still unknown; however, we still are looking for the end of March for occupancy target, pending current events.
- Fuel Farm- Mr. Ippolito, Gale Associates, updated the board on the project. One bid was received, totaling over a million dollars, over the airport estimated budget. The sole bidder was sent a rejection letter and the airport has decided to scale down the proposal and resubmit a revised proposal for a second time. Several contractors responded after the bid deadline, that they could not submit bids due to the deadline requirement in the proposal. Mr. Ippolito is estimating a few bidders to respond with a second bid opening. Pending the revision, if bids are higher than expected, each bid will be evaluated to see what could be completed within the airport's budget before the expiration of the fuel tank requirements.
- 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 is proposing to hold a concert during the week, at the end of May and not exactly the weeks we are planning to be shut down. Director Lanman is still discussing options with them and trying to schedule the acts/bands for that period. There will be no aeronautical activity during this period.

PUBLIC COMMENT –

Marc Blais – Being a contractor himself, scheduling and finding help is a big factor with contractors.

Nate Humphrey – suggested NATA great resources. Remote Control Aircrafts bring huge crowds, they are always looking to fly and show off their planes.

Director Lanman stated this idea has been thought of plus others include, 5 K run, a car show, rocket launches, drones.

OLD BUSINESS –

b. Purchase Approval 35 hp Tractor 4x4 with attachments.

Last budget year a large tractor was purchased at a much lower cost than budgeted, leaving the project with surplus funds which were not anticipated last fiscal year. The cities were conflicted with using the surplus funds and pushed the project to this current fiscal year. The Director went out for proposals on the compact tractor and received several bids. Director Lanman is recommending the tractor bid be awarded to Tripps for \$42,934 including the option #1 package from Hammond and option #2 from Tripps.

ON MOTION BY MS. EASTMAN SECOND BY MR. CARRIER VOTE (6) TO APPROVE THE 2020 COMPACT TRACTOR BID WITH 2 OPTION PACKAGES TOTALING \$42,934 TO TRIPPS.

VOTE: 7:0

NEW BUSINESS

8 a. Lease Amendment for Power and Construction Group

ON MOTION BY MS. LAFONTAINE SECOND BY MR. CARRIER VOTE (7) TO APPROVE THE AMENDED LEASE WITH POWER AND CONSTRUCTION GROUP FOR \$8,606 ANNUALLY FOR AN ADDITIONAL 7 YEARS WITH A 10-YEAR OPTION FOR RENEWAL TO INCLUDE A 5-YEAR CPI ADJUSTMENT.

VOTE: 7:0

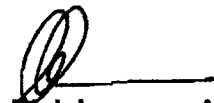
In August, the Airport is Hosting the Chamber Breakfast, at the airport, focusing on "Charter is a Time Machine". Air New England is still located at the airport and will be exhibiting and showcasing their charter business at the breakfast in August.

Privately-owned General Aviation is at a decline here and all airports. Over the last 6 years there were 79 airplanes on the ramp at Auburn-Lewiston and approximately 50 were sold or moved out of state. All airports have reported a major decline in general aviation. The aviation industry is changing to commuter and charter service.

ON MOTION BY MR. JENSEN SECOND BY MS. HUNTER VOTE (8) TO ADJOURN THE MEETING AT 7:30 PM.

VOTE: 7:0

Respectfully submitted,



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