

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
August 6, 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, Williams, LaChapelle and Jensen.

Board Members Absent: Lafontaine

Also Present: Rick Lanman, Airport Director; Nicholas Ippolito, Gale Associates; Local Pilots: Steve Swan, and Marc Blais.

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

MINUTES – June 11, 2020 Board Meeting.

ON MOTION BY MR. LACHAPELLE SECOND BY MS. EASTMAN (1) TO ACCEPT THE MINUTES OF JUNE 11, 2020 AND PLACE ON FILE.

VOTE: 8:0

FINANCIAL REPORT – JULY 2020

Director Lanman reviewed the financial report with the board. The airport has done better than previous years. The CARES Act Funding at \$69,000 was approved and put the airport in a better position. Rents are up to date. Elite is not flying as they used and maintenance on planes have been down. Director Lanman has requested from Geneva and Elite to use their hangars for overnight parking when space is available. Fuel sales were on track to beat last year's fuel sales and beating the record for gallons sold until the pandemic ended the business. Currently, July income is off 67%, 1/3 of our normal activity during the month of July. If the airport can maintain the same rate of income as was received in July each month for the rest of the fiscal year, the airport will be okay. The airport is cutting positions by attrition and is not replacing employees when they resign. All employees are cross trained. Currently a couple of our employees have left for higher paying positions and career changes. Once the new fuel system is on-line, it will reduce some staffing hours. Keep Maine Healthy Grant is eligible for cleaning supplies, signage, informational greeters and education for training staff. PPE was on hand before the grant was in place and Ms. Hunter reminded Director Lanman to follow up with her to be covered under the Grant.

ON MOTION BY MR. JENSEN SECOND BY MR. LACHAPELLE VOTE (2) TO ACCEPT THE FINANCIAL REPORT CURRENT YEAR AS PRESENTED.

VOTE: 8:0

ON MOTION BY MS. WILLIAMS SECOND BY MR. LACHAPELLE VOTE (3) TO ACCEPT THE FISCAL YEAR 2020 ANNUAL BUDGET.

VOTE: 8:0

DIRECTOR'S REPORT

→ Construction Plan Update –

- Runway Construction – The FAA is not allowing their resident engineers to travel due to the pandemic restrictions and most of the work that needs to be completed requires their presence on the field. The construction project will remain open until that is completed. These delays are beyond our control. Temporary markings and lighting have been set up until the new ones can be installed. A student pilot modified the new runway 10 days after the runway was complete and landed on the prop onto the runway. Luckily, the student was not badly hurt, the plane was a total loss and the new runway must be redone. 850 feet by 50 ft needs to be redone and the contractors will complete this once the insurance company completes their assessment.
- Landside Parking Lot – Director Lanman updated the board on the parking lot project. There was a CIP meeting with the State and Federal Agencies are not leaning our way for funding. There is a Northern Border Grant available and Director Lanman will be looking into this.
- Life Flight Crew Facility- Director Lanman stated the roof, doors and plumbing is completed. The project will \$15,000 over budget because of changes required by code enforcement rules after the plans were completed. Because the project is being funded with public funding, we are required to make the building be American with Disabilities Act compliant despite the leased private use. Still looking to finish by Labor Day.
- Fuel Farm- under way, surveys, boring, basic plan is complete and moving forward.
- Scoping East Ramp Rehabilitation – East ramp communication with the FAA to fund ramp area, they do not fund area 50 feet to the building. The FAA does fund paving of taxi-lanes (pathways on a big surface). Taxi-lanes are space between buildings for aircraft to travel.

b. Hosting LA Metro Chamber Breakfast in October.

Limiting \$500 for a drive in (stay in car like the graduation last June). Chamber will be responsible for the catering, give away bags will be distributed upon entrance. The community needs to be aware of what the DOT does for this community and the airport. Details have not been all ironed out yet but moving forward. Request of Civil Air Patrol to be here to help with parking, but it is on a school day and starts at 7 a.m. Maybe a few of the graduated cadets can lend a hand.

PUBLIC COMMENT –

Mr. Blais came in late and requested a quick update on the fuel farm.

NEW BUSINESS –

a. Lease Rate Policy for Auburn Lewiston Airport.

Director Lanman reviewed the policy with the board. Lease rent rates are to be set by sales comparison basis by the Board. Mr. LaChapelle stated the policy was well thought out and all aspects were covered. There will be a basic rate and it will be documented why the airport would deviate from that rate. Standard policy for lease terms to be

defined. Mr. Blais asked if the lease is terminated, the property turns back to the airport? Yes, at the end of the lease, the building becomes the property of the airport because the land that improvement is on belongs to the airport. Most leases have this commonly found language and reversion clause are normal and common in most leases.

Director Lanman will bring a revised copy with the updates the board suggested for the policy for the board review and approval at the next meeting.

Ms. Hunter was excused from the meeting due to a prior appointment.

Mike's Diner will not reopen. The previous owner is looking to work as the cook but not be financially responsible for the day to day expenses.

ON MOTION BY MR. LACHAPELLE SECOND BY MR. CARRIER VOTED (4) TO ADJOURN THE MEETING AT 6:55 P.M.

VOTE: 7:0

Respectfully submitted,

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