

**AUBURN-LEWISTON AIRPORT**  
Airport Board of Directors Meeting Minutes  
June 11, 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, Williams, LaChapelle and Jensen.

Board Members Absent: none

Also Present: Rick Lanman, Airport Director; Brian Nichols, HTA, Nicholas Ippolito, Gale Associates; Local Pilots: Steve Swan, and others.

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

**MINUTES – March 5, 2020 Board Meeting.**

**ON MOTION BY MR. CARRIER SECOND BY MR. LACHAPELLE (1) TO ACCEPT THE MINUTES OF MARCH 5, 2020 AND PLACE ON FILE.**

**VOTE: 9:0**

**No meetings were held in April 2020 and May 2020.**

**FINANCIAL REPORT – May 2020**

Director Lanman reviewed the financial report with the board. The airport is at 92% through the fiscal budget year. The fuel sales were on track to beat last year's fuel sales and fuel gallons. The airport has been selling avgas even when we were shut down for runway construction. Salary line items are doing fine. Rental fees are tracking at 92% with a few accounts having paid ahead into the next fiscal year. Some of our lease holders have been having cash flow problems, but we are not demanding payments immediately, not charging late fees until September, and have not deferred or abated any rents. Christian Hill is at 76% and we should be receiving payments for blasts completed this month, in July. Airport maintenance has another \$10,000 to finish the payment for the tractor components, still on order. Airport administration is where it should be. Legal costs were above estimated predictions. Non-operational revenues include excise tax account and those revenues will be available in the next few days. The airport operations are under spent, but the FBO side, as previous years, is being subsidized from the airport. Looking at the fuel sales graph, 2 months prior to COVID-19, the sales were the highest the airport has seen since previous years.

In response to a question about the aircraft maintenance line of the budget, Director Lanman explained that aircraft maintenance is usually a draw to small airports, but with the decline in aviation in the state of Maine, the work that was being done in Maine has moved to more aviation friendly environment. General aviation is not as healthy in the state of Maine as it is in other states. There have been 3 flight schools at this airport during Director Lanman's 8-year tenure. All have shut down within a year or two. Aviation is changing, it is not what it once was. Board Member Horn stated he would like to research opportunities for younger folks to begin flying. He suggested having aviation groups out to the airport like in previous years with the 99's, ACE camps, Young Eagles, and other related aviation groups to get younger folks involved in aviation as an annual event.

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

**VOTE: 9:0**

## DIRECTOR'S REPORT

### → Construction Plan Update –

- Runway Construction – Susan Sheppard was unable to attend and Brian Nichols, HTA, updated the board on the status of the construction project. Lights are being installed and up to grade. Localizer is scheduled for next week. However, 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. The airport will be reopened and flying by next week. The paving was delayed a little due to rain but should be completed by the 13<sup>th</sup>. Temporary markings and lighting have been set up until the new ones can be installed. The new light system expenses will be compared with previous CMP bills for cost savings in the future and will be reported.
- Landside Parking Lot – Director Lanman updated the board on the parking lot project. There was a CIP meeting with the State and Federal Agencies and there is some discretionary funding available that could help with the parking lot funding. Director Lanman is adding our landside parking project which is eligible for half of the funding if approved by the FAA.
- Life Flight Crew Facility- Director Lanman stated the roof, doors and plumbing is completed. Electrical work and walls are next and moving forward. Currently we are \$25,000 under budget and looking to finish by Labor Day.
- Fuel Farm- discussed in new business.

## PUBLIC COMMENT – NONE

## OLD BUSINESS –

### a. Acceptance of CARES Act Funds Grant.

The funds for this grant of \$69,000 will be received for this current fiscal year to help with payroll expenses, due to COVID-19. The State has an educational grant application for tourism pass through for Municipalities for educating the public covering different components, signage, greeters, but there is a quick turnaround for the submission. Link will be sent to Director Lanman.

**ON MOTION BY MR. CARRIER SECOND BY MR. JENSEN IT WAS VOTED (3) TO ACCEPT THE \$69,000 GRANT OFFER FROM THE FEDERAL GOVERNMENT.**

**VOTE: 9:0**

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

In March, the bid was awarded by the Board to Tripp's. Because there were problems with that bid, director Lanman is bringing the award back to the board for approval. Due to unforeseen circumstances, the vendor could not deliver the product as originally bid and the Director had to go to the second bidder, who also could not deliver what was bid. This request is for the third bidder of the bid process and they can deliver what was bid but at a slightly higher price. The Vendor is Hammond Tractor in the amount of \$49,405.14, an increase of nearly \$7,000 for the entire package as bid.

**ON MOTION BY MR. CARRIER SECOND TO MS. HUNTER IT WAS VOTED (4) TO APPROVE THE PURCHASE OF THE 35 HP TRACTOR 4X4 WITH ATTACHMENTS FROM UNITED AG & TURF (HAMMOND TRACTOR).**

**VOTE: 9:0**

## **NEW BUSINESS**

### **a. Acceptance and Award Contract for Fuel Farm.**

Director Lanman stated the location of the fuel farm will be across from UPS property and in proximately to the condo hangars by the maintenance garage. The people and aircraft traffic are very low compared to the current location. The fuel carrier will be able to access the fuel farm and exit the airport safely. The airport currently leases a fuel truck to service Jet A to aircrafts.

The airport will also be upgrading the avgas system with unattended self-service. As part of the fuel farm project the airport is purchasing a fuel trailer and a credit card reader that will be mounted on or near the trailer. This service was requested several years ago by local pilots but was considered not cost effective because of the age of the fuel storage system being used at the time.

Daily, a Line Service Technician will bring the fuel trailer down to the new fuel farm and reload to the 500-gallon fuel trailer. Insurance requirements will be researched for this delivery system. Engineering costs for this project was approximately \$48,000. The mobile unit for Avgas is approximately \$37,200 and the installation of the new fuel farm is \$714,000. This CIP project has already been approved by the city councils of Auburn and Lewiston. The project went out to bid and after reviewing the bids, Gaftek LLC from Bangor Maine was selected.

**ON MOTION BY MS. HUNTER SECOND BY MS. EASTMAN VOTE (5) TO APPROVE THE ENTIRE FUEL FARM PROJECT AWARD TO GAFTEK, LLC.**

**VOTE: 9:0**

### **b. Airpark Covenants 72 Wrights Landing**

Land was for sale at 72 Wrights Landing and according to the airpark covenants the Airport Board has a first right of refusal on the property.

**ON MOTION BY MS. EASTMAN SECOND BY MR. CARRIER VOTE (6) TO PASS ON THE PROPERTY AND ALLOW THE PURCHASE TO MOVE FORWARD AS PLANNED.**

**VOTE: 9:0**

### **c. Lease Rate Policy for Auburn Lewiston Airport**

Director Lanman stated the board needs to establish a lease rate policy for this airport. Currently the airport has numerous leases all with different rates and charges pending on what is owned by the airport or by the tenant. All airports have their own policy for what fits their airport. Auburn- Lewiston currently was adjusting their lease rates by fair market value. Director Lanman will draft a policy for the Board to consider and review.

Ms. Lafontaine and Ms. Williams were excused due to a prior commitment.

**ON MOTION BY MS. HUNTER SECOND BY MR. LACHAPELLE VOTE (7) TO ENTER INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE SALE PURSUANT TO 1 M.R.S.A.SEC.405 (6)(C)**

**VOTE: 7:0**

**ON MOTION BY MS. EASTMAN SECOND BY MR. LACHAPELLE VOTE (8) TO COME OUT OF EXECUTIVE SESSION.**

**VOTE: 7:0**

**NO ACTION TAKEN.**

**ON MOTION BY MR. LACHAPELLE SECOND BY MS. HUNTER VOTE (9) TO ENTER INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE LEASE PURSUANT TO 1 M.R.S.A.SEC.405 (6)(C).**

**VOTE: 7:0**

**ON MOTION BY MS. EASTMAN SECOND BY MR. LACHAPELLE VOTE (10) TO COME OUT OF EXECUTIVE SESSION.**

**VOTE: 7:0  
NO ACTION TAKEN**

**ON MOTION BY MS. EASTMAN SECOND BY MR. LACHAPELLE VOTE (11) TO ADJOURN THE MEETING AT 7:45 P.M.**

**VOTE: 7:0**

**Respectfully submitted,**

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