

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
9 January 2020**

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Welcome of New Airport Board of Directors Members
 - a. Auburn Council – Councilor Brian Carrier
 - b. Lewiston Council – Councilor Luke Jensen
3. Approval of Minutes for 12 December 2019 (Motion to Approve)
4. Financial Report for December 2019 (Motion to Approve)
5. Airport Manager's Report
 - a. Construction Update
 - i. Runway Reconstruction/Runway Resurfacing Update
 - ii. Landside Parking Lot Update
 - iii. Life Flight Crew Facility Update
 - iv. Fuel Farm Update
6. Public Comments –

Open for members of the public for items other than on this agenda. When recognized by the Chair, please stand and clearly state your name and relationship to the airport.

7. Old Business – None
8. New Business - Review and Adoption of FY21 Operations Budget (Motion to Adopt)
9. Executive Session for Airport Director's Annual Evaluation under 1 MRSA 405-6A.
10. Adjournment – Next Regular Meeting will be 6 February 2020.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
6 February 2020**

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Vote to Accept Jim Horn as LA Metropolitan Chamber of Commerce Representative for a 3-year position
3. Election of Officers*
 - a. Nominations and election of Chair
 - b. Nominations and election of Vice-Chair
 - c. Nominations and election of Treasure

*Airport Director serves as Secretary as allowed by the Intergovernmental Agreement between the cities.

4. Approval of Minutes for 9 January 2020 (Motion to Approve)
5. Financial Report for January 2020 (Motion to Approve)
6. Airport Manager's Report
 - a. Construction Update
 - i. Runway Reconstruction/Runway Resurfacing Update
 - ii. Landside Parking Lot Update
 - iii. Life Flight Crew Facility Update
 - iv. Fuel Farm Update
 - v. Activities Planned for Airport Shutdown
7. Public Comments –

Open for members of the public for items other than on this agenda. When recognized by the Chair, please stand and clearly state your name and relationship to the airport.

8. Old Business –
 - a. Discussion of Insurance Requirements for Commercial Activity Hangars
 - b. Discussion of Commercial Activity Fee
9. New Business –
 - a. Request to Spend – For appraisal of purchased land. Required for reimbursement for aeronautical land from USDOT. This appraisal fee (\$7000) will come from the fund balance and be replaced once funds are received.
10. Adjournment – Next Regular Meeting will be 5 March 2020.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
5 March 2020**

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Executive session - Legal consultation pursuant to 1 M.R.S.A. Sec. 405 (6)(E).
3. Approval of Minutes for 12 February 2020 meeting (Motion to Approve)
4. Financial Report for February 2020 (Motion to Approve)
5. Airport Manager's Report
 - a. Construction Update
 - i. Runway Reconstruction/Runway Resurfacing Update
 - ii. Landside Parking Lot Update
 - iii. Life Flight Crew Facility Update
 - iv. Fuel Farm Update
 - v. Activities Planned for Airport Shutdown
6. Public Comments –

Open for members of the public for items <u>other than</u> on this agenda; agenda items will be discussed during the item's time. When recognized by the Chair, please stand and clearly state your name and relationship to the airport.

7. Old Business –
 - a. Discussion of Commercial Activity Fee
 - b. Purchase Approval – 35 hp Tractor 4x4 with attachments (Motion to Approve)
8. New Business –
 - a. Lease Amendment for Power and Construction Group (Motion to Approve)
 - b.
9. Adjournment – Next Regular Meeting will be 2 April 2020.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS MEETING**

April 2020

No meeting

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS MEETING**

May 2020

No meeting

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
11 June 2020**

This meeting will be held in the conference room of the airport terminal at 80 Airport Drive. Masking and Social Distance will be used.

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of Minutes
 - a. for 13 March 2020 meeting (Motion to Approve)
 - b. No Meeting in April 2020
 - c. No Meeting in May 2020
3. Financial Report for May 2020 (Motion to Approve)
4. Awards Presentation
5. Airport Manager's Report
 - a. Construction Update
 - i. Runway Reconstruction/Runway Resurfacing Update
 - ii. Landside Parking Lot Update
 - iii. Life Flight Crew Facility Update
 - iv. Fuel Farm Update
6. Public Comments –

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7. Old Business –
 - a. Grant Acceptance of CARES Act funds (Motion to Approve)
 - b. Purchase Approval – 35 hp Tractor 4x4 with attachments (Motion to Approve)
8. New Business –
 - a. Bid Acceptance and Award Contract for Fuel Farm (Motion to Approve)
 - b. Airpark Covenants – 72 Wrights Landing (Motion to Approve)
 - c. Lease Rate Policy for Auburn Lewiston Airport (Discussion)
9. Executive session – Real Estate Sale pursuant to 1 M.R.S.A. Sec. 405 (6)(C)
10. Executive session – Real Estate Lease pursuant to 1 M.R.S.A. Sec. 405 (6)(C).
11. Adjournment – Next Regular Meeting will be 2 July 2020.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS MEETING**

July 2020

No meeting

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
6 August 2020**

This meeting will be held in the conference room of the airport terminal at 80 Airport Drive. Masking and Social Distance will be used.

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of Minutes for 11 June 2020 meeting (Motion to Approve)
3. Financial Report
 - a. for FY20 End of Year Review (No July meeting)
 - b. for July 2020 (FY21) (Motion to Approve)
4. Airport Manager's Report
 - a. Construction Update
 - i. Runway Reconstruction/Runway Resurfacing Update
 - ii. Landside Parking Lot Update
 - iii. Life Flight Crew Facility Update
 - iv. Fuel Farm Update
 - v. Scoping East Ramp Rehabilitation
 - b. Hosting LA Metro Chamber Breakfast in October.
5. Public Comments –

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6. Old Business –
7. New Business –
 - a. Lease Rate Policy for Auburn Lewiston Airport (Discussion/ Motion to Approve)
8. Adjournment – Next Regular Meeting will be 3 September 2020.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
3 September 2020**

This meeting will be held in the conference room of the airport terminal at 80 Airport Drive. Masking and Social Distance will be used.

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of Minutes for 6 August 2020 meeting (Motion to Approve)
3. Financial Report for August 2020 (Motion to Approve)
4. Airport Manager's Report
 - a. Construction Update
 - i. Runway Reconstruction/Runway Resurfacing Update
 - ii. Landside Parking Lot Update
 - iii. Life Flight Crew Facility Update
 - iv. Fuel Farm Update
 - v. Scoping East Ramp Rehabilitation
 - b. Hosting LA Metro Chamber Breakfast in October.
5. Public Comments –

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6. Old Business –
 - a. Lease Policy for Auburn Lewiston Airport (Discussion/ Motion to Approve)
7. New Business –
 - a. Initial Fair Market Value Lease Rate [If Lease Policy Adopted] (Motion to Approve)
 - b. Request for Commercial Operation, Aircraft Storage (Motion to Approve)
 - c. Review Strategic Plan (Discussion and Consensus)

This discussion is a public discussion of the direction the airport and if the current plan's goals are being attained.
8. Executive Session - Real Estate Lease pursuant to 1 M.R.S.A. Sec. 405 (6)(C).
9. Adjournment – Next Regular Meeting will be 1 October 2020.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
1 October 2020**

This meeting will be held virtually (online) using zoom. All are invited. Please register at <https://us02web.zoom.us/meeting/register/tZlsce6urzkvG9P4C1y1TPn3DtMoUXFAJwPZ>

Workshop Meeting – 5:30 pm

1. Call to Order (Chair)
2. Strategic Planning Discussion

This discussion is a public discussion centered around the question “What do you see happening at the Auburn Lewiston Airport in 10 years? This workshop is about the direction the airport is going and if the current plan’s goals are being attained. It is also about what the airport should be doing and how to get it done.

3. Adjournment – Next Regular Meeting will be 5 November 2020.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
5 November 2020**

This meeting will be a hybrid meeting in that it will be attended in-person by those who wish to do so. It will also be available at:

<https://us02web.zoom.us/join/91234567890?pwd=ZlRldmVpZ0sG9BwtR2uOh6NfuLi-56X6CIB>

YOU MUST PREREGISTER TO BE PART OF THE MEETING. After registering, you will receive a confirmation email containing information about joining the meeting. The meeting is open to the public and all are welcome to attend.

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of Minutes for 1 October 2020 meeting (Workshop only)
3. Financial Report for October 2020 (Motion to Approve)
4. Airport Manager's Report
 - a. Construction Update
 - i. Runway Reconstruction/Runway Resurfacing Update
 - ii. Landside Parking Lot Update
 - iii. Life Flight Crew Facility Update
 - iv. Fuel Farm Update
 - v. Scoping East Ramp Rehabilitation Update
 - b. Hosting LA Metro Chamber Breakfast in October.
5. Public Comments –

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6. Old Business –
 - a. Authorizing work to proceed on Land Purchase Project Grant (Motion to Approve)
7. New Business –
 - a. Engineering Agreement with Gale and Associates for Fuel Tank Removal and FBO Ramp Resurfacing. (Motion to Approve)
 - b. Airport 5-year Capital Improvement Plan (Discussion and Motion to Approve)
8. Executive Session – Personnel Matter pursuant to 1 M.R.S.A. Sec. 405 (6)(A)(1).
9. Adjournment – Next Regular Meeting will be 9 December 2020.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
17 December 2020**

This meeting will be an online meeting. It will also be available at:

<https://us02web.zoom.us/join/91156878086>

YOU MUST PREREGISTER TO BE PART OF THE MEETING. After registering, you will receive a confirmation email containing information about joining the meeting. The meeting is open to the public and all are welcome to attend.

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Welcome Aboard
3. Approval of Minutes
 - a. For 3 September 2020 meeting
 - b. For 5 November 2020 meeting
4. Financial Report for November 2020 (Motion to Approve)
5. Airport Manager's Report
 - a. Construction Update
 - i. Runway Reconstruction/Runway Resurfacing Update
 - ii. Landside Parking Lot Update
 - iii. Fuel Farm Update
 - iv. East Ramp Rehabilitation Update
5. Public Comments –

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6. Old Business –
7. New Business –
 - a. FY 20 Annual Audit Report (reported by Casey Leonard of Runyon Kersteen Ouellette)
8. Adjournment – Next Regular Meeting will be 7 January 2020.