

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. LACHAPPELLE SECOND BY MS. EASTMAN VOTE (3) TO APPROVE THE FY21 BUDGET AND SUBMIT IT TO THE TWO CITIES.

VOTE: 7:0

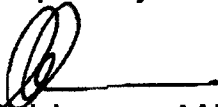
ON MOTION BY MS. EASTMAN SECOND BY MR. LACHAPPELLE VOTE (4) TO GO INTO EXECUTIVE SESSION TO DISCUSS AIRPORT DIRECTOR'S ANNUAL EVALUATION UNDER 1 MRSA 405-6A.

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**

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
February 13, 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, Eastman, Hunter, Horn, Carrier, and Jensen.

Also Present: Rick Lanman, Airport Director; Suzanne Sheppard, HTA, Nicholas Ippolito, Gale Associates; Local Pilots: Marc Blais, Peter Robbins, David Clark, Tom Ward, Mary Build, Steve Swan, Nate Humphrey, Wayne Berzinis, Lawrence Oliver, Tom Olko and others.

Board Members Absent: Lafontaine and LaChapelle.

Chair Sheats called the meeting to order at 5:36 p.m.

Chair Sheats welcomed our new Board Member, Jim Horn, Chamber Representative (Lewiston Alternative).

Chair Sheats recognized Richard Theriault and presented a plaque showing the board's appreciation for his dedication and commitment to the progress of the airport.

Election of Officers

Ms. Hunter Nominated Bettyann Sheats to Chair second by Mr. Jensen	Vote: 6:0
Chair Sheats Nominated Brian Carrier to Vice Chair second by Ms. Eastman	Vote: 6:0
Chair Sheats Nominated Ms. Eastman to Treasurer second by Ms. Hunter	Vote: 6:0

MINUTES – January 9, 2020 Board Meeting.

ON MOTION BY MR. CARRIER SECOND BY MR. JENSEN VOTE (4) TO ACCEPT THE MINUTES OF JANUARY 9, 2020 AND PLACE ON FILE.

VOTE: 6:0:1

MS. HUNTER ABSTAIN

FINANCIAL REPORT – JANUARY 2020

Director Lanman reviewed the financial report with the board. The airport is ahead of the game on some revenues, and some expenses. Airport side vehicle maintenance is higher than normal. On the FBO side, advertising is overbudget.

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

VOTE: 7:0

Ms. Hunter requested to move Old Business 8a and 8b to current on the agenda.

8. a. Discussion of Insurance Requirements for Commercial Activity Hangars.

ON MOTION BY MS. HUNTER SECOND BY MR. JENSEN VOTE (6) TO REDUCE THE INSURANCE REQUIREMENTS IN THE MINIMUM STANDARDS FROM 3 MILLION TO 1 MILLION DOLLARS DUE TO MARKET SURVEYS AND RECENT INFORMATION PROVIDED.

VOTE: 7:0

8. b. Discussion of Commercial Activity Fee.

ON MOTION BY MS. HUNTER SECOND BY MR. CARRIER VOTE (7) CHAIR SHEATS TABLED ITEM 8b DISCUSSION OF COMMERCIAL ACTIVITY FEE TO SEEK LEGAL COUNSEL.

VOTE: 7:0

DIRECTOR'S REPORT

- Construction Plan Update –
 - Runway Construction - Director Lanman stated the construction timeline will begin March 30. The Runway 22 end will be relocating the threshold 600 feet shorter. Approximately May 18 to June 13, Runway 4 threshold will be relocated another 600 shortening the runway to 3800 total feet of declared distance usable on 4/22, to maintain the ends and overruns. 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. The estimated \$700,000 project returned bids at \$1.2 million. The project has been scaled down with a re-phasing design by Hoyle and Tanner and has been resubmitted to DEP. The current parking lot is not meeting the TSA 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 rephasing 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 on the second phase.
 - Life Flight Crew Facility- Director Lanman stated he is waiting on the State Fire Marshall approval on the plans, then a city building permit will be the next step. 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 estimating a few proposals to respond with a bid opening on February 21, once a qualified bidder is determined, a contract with the firm will be drawn up.
 - 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 approached the airport to see if a concert could be held on the ramp. There will be no aeronautical activity that weekend. Seeking consensus of the board towards this idea. 1 or 2 bands to be here

and not after sundown. The board suggested reaching out to LA Harley, City of Auburn, Denis D'Auteuil, Marc Gosselin.

PUBLIC COMMENT –

Chair Sheats stated a tabled item is not up for discussion, but the board is always open to the public comments, not on the agenda.

Marc Blais – local pilot and President of Auburn Hangar Condo Association- Mr. Blais stated after the last meeting, he researched other cities and state agendas, and Auburn is the only one that puts that paragraph under public comments, not to discuss items on the agenda. You may want to ask your counsel this question if it's legal.

Wayne Berzinis- local pilot traveled a distance to be here tonight. Pilots should be allowed to comment. Knowledge is power. Strength in numbers, pay our taxes, and want to see the airport do well. Sign should always be up "Yes, we are open for Business".

Tom Ward- Skyward Aviation at Auburn-Lewiston Airport- Stated it's always been allowed for the public to speak.

Chair Sheats stated the members of the board has changed these last few months, adding new board members last month and this month. They are not current on aviation related issues, plus this issue has been escalated as of yesterday, and the board needs to seek legal counsel. Chair also allowed everyone 1 minute to state their comment about Commercial Activity Fee (tabled item).

Peter Robbins – Local pilot- traveled distance to be here to discuss the tabled item, if he was given notice by email that this item was off the table for discussion, would have been nice to know. This meeting also was a week delayed and now not up for discussion on the commercial activity fee is concerning.

Tom Ward – Skyward Aviation at Auburn-Lewiston Airport – Charging everyone that extra \$50 fee will drive people away from the airport and shy new customers away, instead of bringing them in.

Kevin Rouillard – local pilot – Currently rents a hangar from someone on the field, and personally pays a reasonable amount for renting from a hangar owner, along with buying fuel here. If he should rent from another person at another airport, you not only lose your \$50 fee for this activity, plus the fuel that is purchased from this airport.

Chair Sheats stated the cities of Auburn and Lewiston subsidize the airport, each over \$100,000 annually and they are working with the airport to become self-sufficient and less reliant on taxpayers' dollars. There is a business currently on the field paying the commercial activity fee, and has been for several years, this is not a new fee, the airport is trying to make it fair for all using the airport.

Lawrence Oliver – local pilot - Currently has been at this airport for over 9 years and rents space from Nate Humphrey, no interest in buying a hangar, only in the market for renting a hangar.

Mary Build - local pilot – Currently has been at the airport for over 20 years, and doesn't really involve her, but she does private flight training, and does not advertise her activity, only word of mouth.

David Clark- local pilot with hangar and plane on field – Read the statement found on the flyto-maine.com website. The airport needs to be user friendly, current situation is a bit negative. Lease was just negotiated on the Bel Air Condo Association, costing \$10,000 to \$20,000 and now a new activity fee comes 2 months after long term investment was completed. Has another hangar under contract and another airplane to bring to the airport but is hesitant to invest at the airport. Opportunities to invest at this airport are being diminished.

Steve Swan- local pilot with hangars and plane on field – taking care of the insurance issue was a big concern and appreciated it was resolved tonight. Letter previously sent to airport manager, please

relay to entire board. Communication with Rick has been great. Wants to invest in the airport and would not of purchased a second hangar knowing the situation we are in right now.

Nate Humphrey – local pilot with hangars and plane on field and 32-year aviation career – going forward the airport needs to work with the airport stakeholders. Looking at competition at 3 other airports, land lease rates here are the highest. Rates and fees structure are not the greatest at the airport. Working within the FAA Advisory Circulars, and Grant Assurances, we should be part of the solution and not part of a problem. Address positive change and be economically efficient.

Tom Olko – local pilot – Nate covered everything.

The board requested the Airport Director to send a copy of the lease, minimum standards, timetable, minutes, emails from negotiation of the BACA hangar lease, sending information before the board packet, so board members can send questions to Airport Director and he can respond. Information from other comparable airports regarding fees across the board.....for the next meeting. The meeting should start with executive session discussion with attorney, and this item, commercial activity fee will be on the agenda for next meeting.

Information from Nate regarding minimum standards at Portland and any other information regarding fees to be forwarded to Airport Director to be on file and forward to the board.

NEW BUSINESS –

Request to Spend

The airport purchased the Berwick land \$108,000 a few years ago, and this is FAA reimbursable, and a yellow book appraisal of \$7,000 is needed for the reimbursement with the FAA. The Airport Director is looking to move forward to pursue the land grant from the FAA.

ON MOTION BY MR. CARRIER SECOND BY MS. HUNTER VOTE (7) TO APPROVE THE APPRAISAL OF \$7,000 TO GET THE REIMBURSEMENT STARTED WITH THE FAA FOR THE BERWICK PROPERTY RECENTLY PURCHASED.

VOTE: 7:0

Mr. Carrier requested to add a board member from the lessee group (airport tenants).

Ms. Hunter stated there were meetings in the past with airport tenants, and they slowly disappeared, and would like to resurrect them once again at a convenient time for tenants and possible a couple of the board members could attend these.

Robert Rules should be followed, the airport has gotten away from the structure and will need to get back to following the format for public meetings.

As documents come in, send out to the board members, then when sending out for the public attach all documents for the meeting.

The final Airport Director's evaluation should be sent out to all board members as "confidential".

ON MOTION BY MS. HUNTER SECOND BY MR. JENSEN VOTE (8) TO ADJOURN THE MEETING AT 6:25 PM.

VOTE: 7:0

Respectfully submitted,

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

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**

**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
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 13th. 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**

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

July 2020

No meeting

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 online, 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**

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
September 3, 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; Suzanne Sheppard, HTA; Nicholas Ippolito, Gale Associates; Local Pilots: Steve Swan, Tom Ward and Dave Clark.

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

MINUTES – August 6, 2020 Board Meeting.

ON MOTION BY MS. WILLIAMS SECOND BY MR. LACHAPELLE VOTE (1) TO ACCEPT THE MINUTES OF AUGUST 6, 2020 AND PLACE ON FILE.

VOTE: 7:0

FINANCIAL REPORT – AUGUST 2020

Director Lanman reviewed the financial report with the board. The airport has done better than previous years. The Airport is in the second month of the fiscal year at 17% of the budget. Rents are behind due to COVID-19. The board requested the Airport Director to talk with tenants and if rents are falling behind, to send a partial payment and get up to date in the next few months. Everybody is in the same situation, and others are requesting payment of some kind. The airport cannot subsidize businesses at the airport. The FBO is into the airport for \$18,000 which is expected due to the COVID-19. July numbers are not as comparable to last year's due to the current situation. As stated last month, if the airport can maintain the same rate of income as was received in July and August, per month, for the rest of the fiscal year, the airport will come out of this fine.

ON MOTION BY MR. CARRIER SECOND BY MS. EASTMAN VOTE (2) TO ACCEPT THE FINANCIAL REPORT CURRENT YEAR AS PRESENTED.

VOTE: 7:0

Mr. Jensen arrived.

DIRECTOR'S REPORT

→ Construction Plan Update –

- Runway Construction – Ms. Sheppard updated the board. Punchlist and electrical items are not completed, and the FAA will be out on the 14th of this month with approximately 30 days of NAVAIDS work to complete. The NAVAIDS will be down during this period and it will be publicly posted. They will be offline due to moving to the new building. Dirt work and seeding will also be completed.
- Landside Parking Lot – Director Lanman updated the board on the parking lot project. Still out looking for grants for this project.

- Life Flight Crew Facility- Director Lanman stated they should be able to move in after the occupancy permit is complete. Unitil is hooking up to the furnace next week and this is one of the final items to be completed. The project is \$27,000 over budget because of changes required by code enforcement rules after the plans were completed. Because the project is being funding with public funding, we are required to make the building be American with Disabilities Act compliant despite the leased private use. The deficit on this project was suggested to be funded from the operational budget.
- Fuel Farm- Mr. Ippolito stated the project was moving forward with surveys, boring, and the basic plan is complete. On track for the end of this year, and a spreadsheet including dates and payment schedule will follow.
- Scoping East Ramp Rehabilitation – Pictures included this month in the agenda packet show a better idea of the FAA obligation for funding participation on the east side. The east ramp communication with the FAA to fund ramp area, has begun and it was stated the area 50 feet to the building is not included in the funding. The FAA does fund paving of taxi-lanes (pathways on a big surface). Taxi-lanes are spaces between buildings for aircraft to travel. They do not fund leasehold developed areas. A good portion approximately 60% of this project will not be funded. Ideas to fund the area is open for discussion. This has LifeFlight thinking of building a pad, they are not in favor of the FAA changes.

b. Hosting LA Metro Chamber Breakfast in October.

The Breakfast Drive-In is happening October 8. Same idea of the high school graduations that were previously held. The Chamber will be responsible for the catering, currently working with Kristy's from Minot Avenue. Give away bags and small individual breakfast bags will be distributed upon entrance. A screen and sound system will be set up for presentations.

PUBLIC COMMENT –

Tom Ward – Anything happening with Mike's Café? Word is out that the area is available, but the Airport Director would only state that he has a lead on a new tenant.

Old Business–

- 6a. Lease Rate Policy for Auburn Lewiston Airport.
 Director Lanman reviewed the updated policy with the changes the board requested at the last meeting.

ON MOTION BY MS. HUNTER SECOND BY MS. EASTMAN VOTE (3) TO ADOPT THE NEW AUBURN LEWISTON AIRPORT LEASE RATE POLICY AS PRESENTED TO THE BOARD.

VOTE: 8:0

New Business-

- 7a. Initial Fair Market Value Lease Rate.
 Director Lanman reviewed the updated Survey of Airport Fees with the board and requested the fees be published as the basic lease rate going forward at .23 per square foot of Airport Land for Development, per year.

ON MOTION BY MR. CARRIER SECOND BY MR. LACHAPELLE VOTE (4) TO ADOPT THE AIRPORT SURVEY OF AIRPORT FEES AS PRESENTED.

VOTE: 8:0

7b. Request for Commercial Operation, Aircraft Storage.

Director Lanman is requesting the board to approve the request from Mr. Swan as was presented in his letter to the board. Director Lanman has found the information to be factual and consistent with what the board is looking for with subleasing at the airport with an annual fee of \$60 which is in the airport's rates and charges. Mr. Swan will supply a copy of the certificate of insurance as previously discussed. All sub-lessees should be signing a hold harmless agreement with the airport. Director Lanman will review the insurance coverage for the difference of \$500,000 and \$1,000,000 for the required insurance, in the Minimum Standards, from the previous meeting to see if there was any flexibility in that motion (it had been previously \$3,000,000). Mr. Swan has discussed the issue with his insurance broker and his sub-lessee would be required to purchase insurance as "premises insurance" under his aircraft insurance and add Mr. Swan, the leaser and the airport on the policy as additional insured. Director Lanman will review the cost difference between the prices with the airport's insurance agent.

ON MOTION BY MR. CARRIER SECOND BY MS. HUNTER VOTE (5) TO APPROVE THE REQUEST FOR COMMERCIAL AIRCRAFT STORAGE OPERATION FROM STAKEL CORP IN THE ANNUAL AMOUNT OF \$60 WITH INSURANCE REQUIREMENTS AS DISCUSSED.

VOTE: 8:0

7c. Review Strategic Plan.

At the October meeting, Director Lanman will be looking for the airport's goal and direction the board would like him to accomplish. The FAA master plan is due for updating in 2022. FAA funding drives most of the airport projects.

The next meeting in October will be a zoom meeting. See airport agenda for details!

Executive Session

ON MOTION BY MR. LACHAPPELLE SECOND BY MR. JENSEN VOTE (6) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE LEASE PURSUANT TO M.R.S.A. SEC 405 (6)(C).

VOTE: 8:0

ON MOTION BY MR. JENSEN SECOND BY MR. LACHAPPELLE VOTE (7) TO COME OUT OF EXECUTIVE SESSION AND ADJOURN THE MEETING AT 6:46 PM.

Respectfully submitted,

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

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

October 2020

Workshop only, no minutes

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
November 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.

Board Members Present: Carrier, Williams

Board Members on Zoom: Eastman, Hunter, Horn, LaFontaine.

Public on Zoom: Suzanne Sheppard, HTA.

Absent: Jensen, Sheats, LaChapelle.

Also Present: Rick Lanman, Airport Director; Nicholas Ippolito, Gale Associates; Robert Poulin, and Tom Ward.

Vice-Chair Carrier called the meeting to order at 5:35 p.m.

MINUTES – September 3, 2020 Minutes will be on the next agenda.

FINANCIAL REPORT – OCTOBER 2020

Director Lanman reviewed the financial report with the board. The airport is subsidizing the FBO, as previously mentioned since the operation began. Work schedules have been shifted. The Airport is at 34% of the budget. Income is low and activity revenue streams are down. Rents are getting caught up because of COVID-19. Historically we are lower than normal due to the loss of revenue from July in previous years.

ON MOTION BY MS. WILLIAMS SECOND BY MS. EASTMAN VOTE (1) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.

VOTE: 6:0

DIRECTOR'S REPORT

→ Construction Plan Update –

- Runway Construction – Ms. Sheppard updated the board. On hold due to FAA to move some equipment before proceeding. Check flight will be done on the 9th and 10th.
- Landside Parking Lot – Director Lanman updated the board on the parking lot project. Still out looking for grants and on the CIP this evening.
- Life Flight Crew Facility- Director Lanman stated they should be able to move in after the occupancy permit is complete. Punchlist is complete and the project is \$27,000 over budget because of changes required by code enforcement rules after the plans were completed. The deficit on this project was suggested to be funded from the operational budget.
- Fuel Farm- Mr. Ippolito stated the slab has been installed along with some electrical work. Should be up and operational by year end. Pictures are up on the Airport's Facebook page.
- Scoping East Ramp Rehabilitation – This will need to be discussed.

b. Hosting LA Metro Chamber Breakfast in October.

On October 8, 2020 there was a Breakfast Drive-In at the airport. A total of 75 people participated on line or in person. Same idea of the high school graduations that were previously held. The Chamber was responsible for the catering by Kristy's from Minot Avenue with breakfast sandwiches and fruit. Side by Each Brewing Company provided coffee. The MDOT was the speaker for the event and the topic was transportation. Director Lanman stated with the restrictions going on with COVID-19 it was a good turnout.

PUBLIC COMMENT –

Tom Ward – Fuel farm on-line and switching between tanks? Training with line and tenants will be an on-going process for a few months on the new system. Looking at springtime before the total disconnect. A mobile unit will be available for Avgas. The old tanks will not be removed before the snow is gone. A dedicated line will be available for the card reader. Credit card companies require a dedicated line.

Old Business–

6a. Land Purchase Grant Project ABDC.

Director Lanman is looking to reimburse the airport for land that was purchased from ABDC in 2018 for \$108,000 and get reimbursed by the FAA with a grant for the airport from entitlement monies that is available. The money received would go back into the land account. HTA will help assist with the grant, an appraisal will be needed and is reimbursable with the FAA as part of the project. No negative impact on the land fund.

ON MOTION BY MS. HUNTER SECOND BY MS. EASTMAN VOTE (2) TO PROCEED WITH APPLYING FOR THE FAA GRANT TO REIMBURSE THE AIRPORT FOR THE PURCHASE OF THE PROPERTY FROM ABDC BACK IN 2018.

VOTE: 6:0

New Business-

7a. Engineering Agreement with Gale Associates.

Director Lanman reviewed the second phase of the fuel farm project to remove the fuel tanks, take up all wiring, pavement, and grass area between the buildings. Gale Associates fee is 10% of complete project totaling \$80,000.

ON MOTION BY MS. EASTMAN SECOND BY MS. WILLIAMS VOTE (3) TO APPROVE THE CONTRACT WITH GALE ASSOCIATES FOR THE FUEL TANK PHASE 2-REMOVAL, IN THE AMOUNT OF \$80,000.

VOTE: 6:0

7b. Airport 5-year Capital Improvement Plan.

Director Lanman reviewed the summary of airport projects on the list for the next 5 years. The spreadsheet is broken out between projects, Federal, State and Local shares. Projects for FY 2022 include Reconstruction of the Aircraft Parking Apron, Update of Snow Removal Equipment, Master Plan Update, Hangar Roof Replacement, and replacing a Service Vehicle (pickup).

**ON MOTION TO APPROVE THE AIRPORT 5-YEAR CAPITAL IMPROVEMENT PLAN
NONE MADE.**

ON MOTION BY MS. HUNTER SECOND BY MS. EASTMAN VOTE (4) TO REVIST THE FUND BALANCE, WHAT ARE THE DEDICATED PROJECTS EARMARKED FOR THE BALANCE, AND WHERE THE FUND BALANCE WILL BE FOR REVENUE SHORTFALLS CONTINUE, BEFORE APPROVING THE 5-YEAR CAPITAL IMPROVEMENT PROGRAM.

VOTE: 6:0

Executive Session

ON MOTION BY MS. EASTMAN SECOND BY MS. HUNTER VOTE (5) TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTER PURSUANT TO M.R.S.A. SEC 405 (6)(A)(1).

VOTE: 6:0

ON MOTION BY MS. WILLIAMS SECOND BY MR. HORN VOTE (6) TO COME OUT OF EXECUTIVE SESSION.

VOTE: 6:0

ON MOTION BY MS. WILLIAMS SECOND BY MR. HORN VOTE (7) TO APPROVE DIRECTOR LANMAN'S CONTRACT WITH THE BOARD OF DIRECTORS FOR AN ADDITIONAL 4-YEAR TERM.

VOTE: 6:0

ON MOTION BY MS. EASTMAN SECOND BY MS. HUNTER VOTE (8) TO ADJOURN THE MEETING AT 6:55 PM.

VOTE: 6:0

Respectfully submitted,

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

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
December 17, 2020

The Auburn-Lewiston Airport Board of Directors meeting was held Remotely VIA Zoom at 5:30 p.m.

Present: Chair Sheets

Board Members Present: Carrier, Williams, LaChapelle, Hunter, Horn and Gelinias.

Also Present: Rick Lanman, Airport Director; Suzanne Sheppard, HTA; Casey Leonard, RKO-Audit Firm.

Absent: LaFontaine and Eastman.

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

Director Lanman requested to add a new item under New Business.
Hoyle Tanner & Associates Engineering Contract for the East Ramp Project.

Chair Sheats welcomed Lewiston Councilor Stephanie Gelinias to the Airport Board of Directors. Councilor Jensen requested to be replaced due to other commitments.

MINUTES – September 3 and November 5, 2020.

ON MOTION BY MR. CARRIER SECOND BY MS. HUNTER VOTE (1) TO ACCEPT THE MINUTES OF SEPTEMBER 3, 2020 AND PLACE ON FILE.

VOTE: 6:0:1
MS. GELINAS ABSTAINED.

ON MOTION BY MR. CARRIER SECOND BY MR. CARRIER SECOND BY MS. WILLIAMS VOTE (2) TO ACCEPT THE MINUTES OF NOVEMBER 5, 2020 AND PLACE ON FILE.

VOTE: 4:0:3
MR. LACHAPELLE, MS. GELINAS AND CHAIR SHEATS, ABSTAINED.

FINANCIAL REPORT – November 2020

Director Lanman reviewed the financial report with the board. The airport is subsidizing the FBO, in the amount of \$22,000 as of this date. This is not unusual in today's aviation world where municipalities are running the FBO (fixed based operation). The Airport operations has collected 39.8% of revenues and should be at 42%, good for the current times. Historically we are lower than normal due to the loss of revenue from July as seen from previous years. Service fees account is higher than normal after receiving the insurance adjustment from an accident this past summer. The money will be spent towards the damage the plane caused on the runway and should be fully spent this spring/summer when the repairs are completed. A concern was questioned regarding building maintenance, especially since the airport terminal will be needing roof work from the damage caused by the last 2 windstorms. Director Lanman stated he would curtail spending from another account to make the repair.

ON MOTION BY MR. LACHAPELLE SECOND BY MR. CARRIER VOTE (3) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.

VOTE: 7:0

DIRECTOR'S REPORT

→ Construction Plan Update –

- Runway Construction – Ms. Sheppard updated the board. The FAA still needs to remove some equipment from the shelter before proceeding. This should be completed in the spring. Now that the insurance settlement has been processed, the runway can be completed with the repair of pavement, grooving and final marking. Once this final work is completed, the project will be finished. The airport instruments have been up and running since the end of November.
- Landside Parking Lot – Director Lanman stated there was no progress report on this item.
- Fuel Farm- Director Lanman stated the fuel farm has passed the Fire Marshal and City Inspector inspection. The crew was out and completed the boring tests on the old fuel farm and found no environmental problems, no leaks and there should be no problem getting the old tanks out of the ground. The new trailer with fuel tank is currently inbound. The airport will benefit with the upgrade in technology this new system has, the fuel in the tank can now be monitored by the airport computer.
- Scoping East Ramp Rehabilitation – There will be a public meeting happening soon to finalize the plan for the updates on the East Ram, and to discuss what the FAA will complete in this project and what will be left for the airport to complete, and if it will be funded locally without the grant.

PUBLIC COMMENT – NONE

Old Business– NONE

New Business-

7a. FY20 ANNUAL AUDIT REPORT.

Casey Leonard updated the board that the remote audit may have been extra work for the airport, but thanks to Ms. Eastman, Director Lanman, and Ms. Berube it went well and was able to be completed at the usual time. Mr. Leonard reviewed the slide presentation, included in the board packet, with the board. Grant expenditures and receivables not recorded in proper fiscal year. This should be reconciled monthly. The airport spent more than \$750,000 due to the construction project and a single audit was completed, with no findings.

7b. HTA ENGINEERING CONTRACT FOR EAST RAMP.

Director Lanman reviewed the outline and scope of work to be completed by HTA on the East Ramp project. The cost of engineering is \$276,560 which includes permitting and bidding out the project. This is reimbursable with the FAA grant approximately \$700,000. Plus, the airport is looking to cover the additional section the FAA will not cover, approximately additional \$200,000. This would be for the areas that are too close to the hangars and not considered part of the taxiways to the hangars. When completed this will be another million-dollar project for the airport and local communities, 95% FAA, 2 ½ State and 2 1/2 local share of the \$700,000, and the additional \$200,000 non-funded, local share to complete the project. Both council representatives on the board will bring this up to the councils at their next council meeting, first week in January. The FAA Grant deadline is approaching, and the bids need to be completed for the complete package to the FAA for the grant. This project has been on the CIP lists with the cities for the past 4/5 years. Director Lanman was requested to add this on the next agenda in January.

Mr. Horn asked if any contact with the high schools have been made for the coming graduation 2021. Director Lanman stated both have interest in doing the graduation again at the airport June 4 and June 5.

We are now working on the FAA aeronautic release that is necessary for the ceremony. Last year the airport was completely shut down due to the construction of the runways at the time, this year, the airport needs permission since this is a non-aviation event.

ON MOTION BY MS. HUNTER SECOND BY MR. HORN VOTE (4) TO ADJOURN THE MEETING AT 6:45 PM.

VOTE: 7:0

Respectfully submitted,

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