

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
May 6, 2021

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

Present: Chair Sheats

Board Members Present: Carrier, Williams, Hunter, Gelinas, LaFontaine, Blais, Horn and Holmes.

Also Present: Rick Lanman, Airport Director; Robert Poulin, Airport Staff; Suzanne Sheppard, HTA; Nikolas Ippolito, Gale Assoc.; Devon Smith and representing Proctor and Gamble.

Chair Sheats called the meeting to order at 5:32 p.m.

FINANCIAL REPORT – APRIL 2021

The airport is lagging in revenues for the year. Airfield maintenance line will be over budget due to the damage from the aircraft earlier and the insurance money received is in service fees received to cover the expenditure in airfield maintenance. Prices of fuel have increased drastically. \$4.85 per gallon to \$5.40. Historically we are doing the same as previous years and still consistent. Sale of assets for \$29,000 was from some surplus old equipment auctioned off during the winter months.

ON MOTION BY MR. CARRIER SECOND BY MS. HUNTER VOTE (1) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.

VOTE: 9:0

DIRECTOR'S REPORT

Runway Reconstruction /Runway Resurfacing Update

Ms. Sheppard updated the board. The repair work will begin May 17 with a week closure and 30 days later around June 30, nighttime grooving will take place and markings will follow. There has been a lot of start and stops with this ongoing project. Wiggins is aware of the construction, and it should not affect their operations. Mr. Carrier stated he spoke previously with Director Lanman regarding letters being sent out to abutters for the construction. Chair Sheats requested Jersey barriers to help with the noise problem during the construction. Ms. Sheppard will inquire. It may make more noise moving them as the project moves down the runway, plus the height may be a problem. A press release will be sent out to help defray any public questions.

Fuel Farm/FBO Ramp Update

The ramp project is parked until September, when the fuel farm will be dismantled, taken out, filled in and paving and grading. Waiting on Avgas trailer coming in June/July. A company down in Florida, back in September 2020, was low bidder and declined to produce the trailer due to the pandemic, so the airport contacted the second bidder on the list. No payments were sent to the first bidder. The new tanks are currently installed and operating. There is a daily/monthly standard routine checklist for the fuel truck and tanks. If there are any issues or concerns, they should be addressed to the board and placed on the agenda for discussion. The board handles budgetary and policies. Specific concerns should be addressed with a freedom of information letter, or a letter of concern written to the Director, and he can respond to. The Board does not oversee airport employees but does oversee the Directors performance. There is a different way to approach concerns brought up.

East Ramp Rehabilitation Update

The East Ramp Rehabilitation project is estimated at currently a \$2.3 million dollar. The grant has been submitted for \$1.8 million to FAA. Looking to start in mid-September 2021.

b. High School Graduation Planning

All schools have agreed and are sharing and cooperating with funding and sharing costs. Drones can be flown but need to follow the FAA rules. Requests need to be submitted for this by May 31, 2021.

c. Aircraft Pull by Elite Airways

Elite has raised over \$1,000 and there are a few teams competing. The ramp is set up for the event on May 15, for Big Brothers Big Sisters Aircraft Pull.

d. Land Sale Update

The appraisal is expected by next week for review. Selling price will be negotiated, with approval from the board, a closing will be estimated for June 12th. RFP's go out to do FAA appraisals for the sale of land at the airport.

4. PUBLIC COMMENT –

Mr. Blais had suggested fuel filters need to be changed on Jet A truck, on passengers' side. Mr. Blais requested information from FSDO in Portland regarding fuel trucks. What questions are board members allowed to ask airport employees. Any issues/questions should be referred to the Airport Director, not airport staff, FAA, or Portland. If it is not addressed in a timely matter, then it becomes a board issue. Investigations should be completed by the FAA if the issue rises to that point. Individual board members should not be conducting this on their own. If an employee staff should contract a board member with concerns, the board member would contact the Airport Director or the Airport Chair to address the issue at hand.

5. OLD BUSINESS

a. Disadvantaged Business Enterprise Program Update for Federal FY 21-23

The airport has this updated every 3 years to file with the FAA for determining of grant percentages with contractors. If they do not meet the DBE goals, the FAA has to approve an exception to attain the goal. It gets published in the local paper for availability for review up to 45 days. All airports need to complete this, it is part of the grant process.

ON MOTION BY MS. HUNTER SECOND BY MS. LAFONTAINE VOTE (2) TO ACCEPT THE DISADVANTAGED BUSINESS ENTERPRISE PROGRAM UPDATE FOR FY 21-23.

VOTE: 9:0

b. Bid Tabulation and Recommendation for the East Ramp Reconstruction Project.

Bids are in and the lowest overall bidder was Gendron and Gendron. Well-known local company.

ON MOTION BY MS. HUNTER SECOND BY MR. CARRIER VOTE (3) TO ACCEPT AND AWARD THE PROJECT TO THE LOW BIDDER GENDRON AND GENDRON IN THE AMOUNT OF \$1,882,584.36 FOR THE EAST APRON RECONSTRUCTION PROJECT.

VOTE: 9:0

New Business-

FAA AIRPORT CONORNAVIRUS RESPONSE GRANT PROGRAM OFFER ACCEPTANCE.

Round two of the Federal Relief Packages shared by airports. Money can be used for operations. \$23,000 to help with the airport budget. Broken down by primary and non-primary airports.

ON MOTION BY MR. HOLMES SECOND BY MR. CARRIER VOTE (4) TO ACCEPT THE FAA AIRPORT CONORNAVIRUS RESPONSE GRANT PROGRAM OFFER AS PRESENTED IN THE AMOUNT OF \$23,000, SUBJECT TO THE CONDITIONS SET FORTH IN THE GRANT AGREEMENT AND TO RATIFY THE SIGNATURE OF THE AIRPORT DIRECTOR ON THE GRANT AGREEMENT ON BEHALF OF THE AUBURN LEWISTON AIRPORT.

VOTE: 9:0

Next Regular Meeting will be tentatively scheduled for June 3, 2021.

ON MOTION BY MS. HUNTER SECOND BY MR. BLAIS VOTE (5) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE PURSUANT TO 1 M.R.S.A. SEC.405 (6).

ON MOTION BY MS. LAFONTAINE SECOND BY MR. CARRIER VOTE (6) TO COME OUT OF EXECUTIVE SESSION AND ADJOURN THE MEETING AT 6:40 PM

VOTE: 9:0

Respectfully submitted,

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