

**AUBURN-LEWISTON AIRPORT**  
Airport Board of Directors Meeting Minutes  
July 1, 2021

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

Present: Chair Sheats

Board Members Present: Williams, Gelinias, LaFontaine, Blais, Hunter, and Holmes.

Also Present: Bob Poulin, Acting Airport Manager; Suzanne Sheppard, HTA.

Absent: Mr. Horn, Carrier

**MINUTES – May 24 Special and June 10, 2021.**

**ON MOTION BY MS. WILLIAMS SECOND BY MR. HOLMES VOTE (1) TO APPROVE THE MINUTES AS PRESENTED.**

**VOTE: 5:0**

**Ms. Hunter Abstained.**

**FINANCIAL REPORT – June 2021**

The funds for the parking lot have been transferred to the East Ramp Project. Outside auditors were here last week and will be back in August. The airport overall budget (operations and FBO) is running a deficit of \$22,482. Some outstanding receivables and payables continue to come in through July. Fuel inventory adjustments will be adjusted with the audit, and will be presented to the Board in November. The completed audit was requested to be posted on the airport website once completed. The FBO has not been profitable since it has been acquired by the airport. All airport staff is cross trained for any vacancies. Before COVID, the airport was starting to make a turn into the black with the FBO side. Tax Sharing has been received in full. The Intermodal lease is accounted for under the Rental Fee account. The COVID grant in the amount of \$23,000 that was voted on by the Board in June, has not been received by the airport from the FAA. Strategic Goals and Planning Sessions occur regularly with the Airport Board due to our capital process.

**ON MOTION BY MR. HOLMES SECOND BY MS. WILLIAMS VOTE (2) TO ACCEPT THE REPORT AS PRESENTED.**

**VOTE: 7:0**

**ACTING MANAGER'S REPORT**

Runway Reconstruction Update

Grooving and Painting- Delayed by one day, everything went smooth. Great job. NOTAMS out. Slow posting on NOTAMS at the center. Closed intersections for short period at night, went fine. Silk fence and staging removal is next. Final inspection with the FAA to complete the final hit list will occur within a month or so.

Fuel Farm

Gaftek will be on site shortly and finish up 2 small items. Start time for ramp removal is still on track for fall. The fuel trailer had been in final testing and arrived today. Credit Card installation will be installed next week. (As requested by pilots a few years ago) By August 1, the cart will be up and the airport will have both systems working for a month or two and ensure the airport can move fuel without any complications before discontinuing the old system. Internet with wireless bridge will be set up. The fuel cart will be located on tie down ramp, connected to the power currently on the field. Researching removal pylons. This is an airport project and not covered by the FAA for funding. Avfuel, our vendor for fuel will be the administrator and let the fuel cart tie into the system. The board requested Mr. Poulin to find out how often testing for encryption is being completed by Avfuel for protection.

Property and Liability Insurance Report

The airport insurance billing comes in a lump sum, due July 1. Insurance for liability (FBO fuel and activities) has gone up for the next 3 years by \$1,200 each year. The Directors and Officials insurance has gone down \$880. Our insurance broker goes out and shops for insurance and gets prices for the airport annually. The airport changed over to Varney Agency for our airport policies for property, directors/officials, automobile, property casualty and liability back in 2014 due to a significant decrease in policies. Maine Municipal Association covers a membership fee and covers our Health Insurance only. MEMIC covers our worker's compensation.

### East Ramp Rehabilitation Update

Currently the FAA East Ramp Grant is being processed along with the Land Grant and will be sent to the airport for acceptance at the next meeting. The airport will be starting the process for the east ramp and fuel ramp after Labor Day. A question was asked if it was going to be a problem with two projects overlapping. Gendron and Gendron will be officially awarded for the East Ramp Rehab Project once the grant is accepted by the board. Adjustments with relocation of aircrafts and coordination between tenants and the contractor are usually discussed only when grant is in hand. Is there a plan so people can stay operating on the East side while construction is occurring? It is a plan for HTA and the contractor to set up a meeting with those customers and tenants, (Skyward, Geneva, LifeFlight) to answer any unanswered questions involving this project, there were several meetings previously held to discuss this project with tenants and pilots, months ago when the project first developed with Director Lanman. Will customers and tenants on that side of the field get a grant of some sort for being shut down, was another question asked. Construction Phase 1 is not FAA funded; Phase 2 is FAA funding. HTA will forward recent drawings and a meeting will be set up with tenants, HTA, and staff/board members.

**PUBLIC COMMENT** - Keith Russell had a concern for safety on east side construction project with Taxi J and B, you must look behind you. Stopping on the short hold line is concerning. This should be discussed at the east ramp meeting. Per Ms. Sheppard, HTA, it is designed by the FAA specs and guidelines.

### **OLD BUSINESS**

#### Discussion of Line SOP's and Training on Fuel Farm and the Jet A Fuel Truck.

Training package was included in the materials sent out. Online training and in-house training are completed by all Line Techs and Operations Personnel. Director Lanman used to have staff meetings, which involved training sessions with employees, but with COVID the meetings slowed down to a stop, but will continue moving forward now that COVID restrictions have lighten up. A check list detailing the steps should be completed, dated, initialed, and installed in the truck. Should be completed within 60 days.

#### Airport Manager's Search Committee Update – Ms. LaFontaine.

Ms. LaFontaine updated the board from the June 22nd meeting and City of Auburn HR has offered to help. Formalize the time frame, where advertising will be, the job advertisement and description will be approved by the board. Mr. Blais forward some interested parties to be on the committee to Ms. LaFontaine. The airport is looking a 6-to-8-month period before a new Director is hired. What are the skills the airport is looking to find? A manager who is a visionary with proven track record to move the Auburn-Lewiston Airport forward. A strategic meeting will be set up on a Saturday to help answer some of the candidates' questions on what and where the airport direction should be headed.

#### Land Sale Update

Mr. Holmes updated the board with P & G discussions. The FAA has agreed to move forward as quickly as they can. P & G are working on their side with all costs related to the sale including but not limited to environmental, permitting and closing costs. They agreed to enter a lease with the airport for 1% of cost, for \$2,800 per month until sale is finalized, and the money is not being applied towards the sale price. This will be applied as rent towards the operating budget.

**ON MOTION BY MR. HOLMES SECOND BY MR. BLAIS VOTE (3) TO APPROVE THE REVISED PURCHASE AND SALES AGREEMENT WITH PROCTOR AND GAMBLE.**

**VOTE: 7:0**

**ON MOTION BY MR. HOLMES SECOND BY MR. BLAIS VOTE (4) TO AUTHORIZE CHAIR SHEATS SIGNATURE ON BEHALF OF THE AIRPORT BOARD TO ENTER INTO A LEASE AGREEMENT OF \$2,800 PER MONTH FOR LEASING OF THE LAND TO PURCHASE WITH PROCTOR AND GAMBLE UNTIL THE SALE IS COMPLETED AND LANGUAGE ADDED TO THE LEASE AGREEMENT TO HOLD HARMLESS AND COMPLIANCE WITH THE FAA REGULATIONS.**

**VOTE: 7:0**

#### Auburn Hangar Condo Association

They are asking to hold the lease payments to the board in escrow to the airport until the lease can be negotiated and approved by the board.

## **NEW BUSINESS**

### Amend the Board's By-Laws

#### **ON MOTION BY MS. LAFONTAINE SECOND BY MS. WILLIAMS (5) TO CHANGE BY-LAWS TO ALLOW BOARD MEMBERS VOTING FROM ZOOM WITH AUDIO AND VISUAL RECORDING.**

Chair Sheats would like the board to review changing the by-laws to allow board members to vote at meetings by zoom remotely if it is both video and audio recorded on file. Mr. Blais stated guidelines should be followed, and Ms. Hunter stated to table due to an order from the state has specific elements to be included in a policy as to when to elect to convert to a zoom meeting.

#### **TABLE MOTION BY MS. HUNTER SECOND BY MS. WILLIAMS VOTE (6) UNTIL QUESTIONS AND A POLICY CAN BE DRAFTED.**

**VOTE: 7:0**

### Executive Session- Personnel pursuant to 1 M.R.S.A. sec 405 (6)(A)

Next Regular Meeting will be tentatively scheduled for August 5, 2021. Board Members cannot be part of quorum by remote status. Option for remotely zoom in to meeting by the public will be continued currently.

#### **ON MOTION BY MS. WILLIAMS SECOND BY MS. HUNTER VOTE (7) TO GO INTO EXECUTIVE SESSSION TO DISCUSS 1 M.R.S.A. SEC. 405 (6) (A).**

**VOTE: 7:0**

#### **ON MOTION BY MS. LAFONTAINE SECOND BY MS. HUNTER VOTE (8) TO COME OUT OF EXECUTIVE SESSION AND ADJOURN THE MEETING AT 7:15 PM**

**VOTE: 7:0**

Respectfully submitted,

**Bob Poulin, Acting Airport Manager  
Betty Ann Sheats, Chair**