

AUBURN-LEWISTON AIRPORT

Airport Board of Directors

Special Meeting Minutes

July 9, 2021

The Auburn-Lewiston Airport Board of Directors Special meeting was held at 8:30 a.m. at Auburn City Hall, Auburn, Maine.

Present: Chair Sheats

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

Also Present: Bob Poulin, Acting Airport Manager.

Absent: Mr. Horn, Carrier, LaFontaine.

Chair Sheats stated the paperwork for the sale of Proctor and Gamble has been forwarded to the FAA. The FAA has agreed to move forward with the formal request for release for the sale.

Ms. Hunter stated due to this item missing the agenda, requested from the board to vote to waive Robert Rules for this item.

ON MOTION BY MS. HUNTER SECOND BY MR. HOLMES VOTE (1) TO WAIVE ROBERT RULES DUE TO THE URGENCY OF MOVING FORWARD TO ADD PROCTOR AND GAMBLE TO THE AGENDA.

VOTE: 5:0

ON MOTION BY MR. HOLMES SECOND BY MS. GELINAS VOTE (2) TO ALLOW EXPENDURE OF FUNDS MIRRORING PREVIOUS RATES FROM HTA FOR THE WORK THEY ARE PROVIDING TO THE AIRPORT FOR THE FAA RELEASE FOR THE LAND SALE.

VOTE: 5:0

Restaurant Update

Mr. Holmes updated the board and requested to continue to move forward discussing a potential lease for the restaurant area, with options of a simple lease to include a few months of free rent, exit with short notice for both sides and potential need if successful to have tables outside the restaurant area, with compliance with all codes and regulations, and not interfere with normal airport operations for a short period. Terms and a written lease will be brought back in executive session for discussion with the Board.

Interim Manager Ad

Mr. Poulin was made acting manager at the last meeting and the board has a subcommittee for the hiring of an Interim and Airport Manager with Ms. LaFontaine leading the committee. An ad will be placed for Interim Manager locally, statewide, and nationally. All resumes will be submitted to Auburn City Hall, Human Resources Department, for the position. The job will be posted and once the interim position is filled, the Airport Manager position will be posted.

Strategic Planning Meeting Discussion

The board will be holding a strategic meeting to discuss among themselves, to hire a full-time airport manager, to know what kind of skills they are looking for and what their focus will be in regard to operations and the Fixed Based Operation. This is a public meeting without motions. Auburn and Lewiston City Clerks will continue to receive all notices for board meetings.

Hiring of Investigator

HR issues came up regarding appropriate behavior and allegations in relation to board and staff.

ON MOTION BY MR. HOLMES SECOND BY MS. HUNTER VOTE (3) TO HIRE AN INVESTIGATOR FOR UP TO \$2,500 TO DISCUSS HR ALLEGATIONS BROUGHT UP PREVIOUSLY AND WORK-PLACE ENVIRONMENT ASSESSMENT AND TO HAVE THE CITY OF LEWISTON HR DEPARTMENT HIRE THE INVESTIGATOR, SEPARATELY FROM THE BOARD.

VOTE: 5:0

Going forward the agendas will specify the location and zoom availability on the agenda.

This meeting was a Special Meeting, and no open session is scheduled, but the board is always open to answer any related questions from the public.

Adjournment - Next tentative meeting scheduled for August 5, 2021.

ON MOTION BY MS. WILLIAMS SECOND BY MS. HUNTER VOTE (4) TO ADJOURN THE MEETING 8:57 AM

VOTE: 5:0

Respectfully submitted,

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