

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
June 10, 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, Gelinias, LaFontaine, Blais, Horn and Holmes.

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

Absent: Ms. Hunter.

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

ON MOTION BY MS. LAFONTAINE SECOND BY MR. CARRIER VOTE (1) TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUE.

VOTE: 8:0

ON MOTION BY MS. LAFONTAINE SECOND BY MR. CARRIER VOTE (2) TO COME OUT OF EXECUTIVE SESSION.

VOTE: 8:0

Chair Sheats stated Director Lanman has taken ill and will not renew his contract in October 2021. The board will begin searching for a new Airport Manager. In the interim period Chair Sheats would like a motion from the board for an Acting Airport Manager.

ON MOTION BY MR. HOLMES SECOND BY MR. CARRIER VOTE (3) TO APPOINT BOB POULIN AS ACTING AIRPORT MANAGER.

VOTE: 8:0

The sale of land will continue being handled by Chair Sheats and Mr. Holmes. Suzie Sheppard with Hoyle Tanner & Associates will continue being the point person for ongoing projects with the FAA and the Board. Nik Ippolito, Gale Associates will continue being the point person for their current projects with the FAA and the Board. Acting Manager will handle NOTAMS, Airport Safety Issues, and Fuel Operations. Minor issues may arise and patience during this period is requested until a new Airport Manager is hired. Director Lanman has stated he is currently available to the Board and Acting Manager Poulin for consults with any issues that may arise until a replacement is found.

NOTAMS will be published in advance as much as possible to help create a smooth flying experience for everyone involved.

MINUTES – APRIL AND MAY 2021

ON MOTION BY MS. LAFONTAINE SECOND BY MS. GELINAS VOTE (4) TO APPROVE THE MINUTES AS PRESENTED.

VOTE: 8:0

FINANCIAL REPORT – MAY 2021

The report was submitted. Ms. Berube, Airport Secretary, stated she had to clarify some numbers with Ms. Eastman.

ON MOTION BY MR. HOLMES SECOND BY MR. BLAIS VOTE (5) TO TABLE THE FINANCIAL REPORT UNTIL NEXT MONTH.

VOTE: 8:0

ACTING MANAGER'S REPORT

Runway Reconstruction/Runway Resurfacing Update

June 20 Grooving will begin after airport operating hours, the equipment will begin arriving on June 19. Grooving and marking will all be completed after hours; customers were notified and NOTAMS will be issued. Wiggins is a daily customer and has worked their schedule to continue flying during the planned open hours.

Landside Parking -
Currently on Hold.

Fuel Farm/FBO Ramp Update

The trailer has been delayed due to COVID, parts were unavailable. The component is now in and being installed. The trailer should be shipped the week of June 28, 2021. Once received, the credit card device will be installed. The new tanks are currently installed and operating. There is a daily/monthly standard routine checklist for the fuel truck and tanks. All new hires are trained on-line with NATA, National Air Transportation Association. Once on-line training is complete, line technicians are trained by staff with step-by-step instructions to follow. The airport is looking to remove the old system and resurface the ramp sometime after Labor Day.

East Ramp Rehabilitation Update-
Currently waiting for FAA Grant.

High School Graduation Planning

All schools, Lewiston, Poland, Leavitt, Oak Hill all had a satisfactory graduation. Edward Little withdrew due to the lightening of restrictions. 535 graduates with 1,000 plus vehicles. Some aircraft landings took place during the events and was an added attraction. Ms. Williams stated she attended her son's graduation and stated it was well done. Everything went smoothly.

PUBLIC COMMENT - none

OLD BUSINESS

Auburn Hangar Condo Association Lease

AHCA, has agreed to a 90-day extension before continuing with negotiations.

Restaurant

Mr. Holmes and Director Lanman met the chef while having breakfast at Sedgley's. Mr. Holmes and Mr. Blais will pursue possibilities for Sedgley's to operate at the airport. A few concerns were café space, outdoor seating and if the airport would expand the area to meet their needs. The board will be looking forward to their business plan and proposal soon. A proposal was previously submitted to Director Lanman, stating usage of the airport lobby with tables for drinks, before entering the café for dining. The

layout for the café currently does not include outside the café walls, occasionally renting the conference room for large parties when not in use, and the previous owners were also doing outdoor dining and had a liquor license.

Land Sale Update

The FAA has the grant application for the reimbursement of land the airport previously purchased a few years ago from ABDC. Waiting on Grant Offer.

NEW BUSINESS

Airport Manager Search

City of Auburn HR has offered to help. The board set up a hiring committee to create a job description and advertise. Ms. LaFontaine will be heading the committee with Mr. Blais, Mr. Holmes, Mr. Poulin and two other seats to be determined by the committee, one being a tenant of the airport and an airport pilot.

ON MOTION BY MR. HOLMES SECOND BY MR. BLAIS VOTE (6) TO FORM THE COMMITTEE FOR THE AIRPORT MANAGER'S POSITION WITH MS. LAFONTAINE AS HEAD OF THE COMMITTEE AS STATED.

VOTE: 8:0

Next Regular Meeting will be tentatively scheduled for July 1, 2021. Meetings will continue with zoom and in-person social distancing for those who prefer (hybrid meetings) until the Governor Civil Order changes or is lifted. The City of Auburn will be heading up the zoom and room location until further notice.

ON MOTION BY MS. WILLIAMS SECOND BY MR. BLAIS VOTE (7) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE PURSUANT TO 1MRSA SECTION 405(6)(C).

ON MOTION BY MS. LAFONTAINE SECOND BY MR. CARRIER VOTE (8) TO COME OUT OF EXECUTIVE SESSION AND ADJOURN THE MEETING AT 6:22 PM

VOTE: 8:0

Respectfully submitted,

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