

AUBURN-LEWISTON AIRPORT

Airport Board of Directors

Meeting Minutes

August 5, 2021

The Auburn-Lewiston Airport Board of Directors Meeting was held at 5:30 a.m. at Auburn City Hall, Auburn, Maine.

Present: Chair Sheats

Board Members Present: Gelinas-remote, Blais-remote, Carrier, Hunter, LaFontaine and Holmes.

Also Present: Bob Poulin, Acting Airport Manager.

Absent: Mr. Horn, and Ms. Williams

Chair Sheats requested due to shortage of a Board Member to start the meeting with Airport Manager's Report until we have a quorum.

Acting Airport Manager's Report

Runway Reconstruction/Runway Resurfacing Update

A meeting was held a couple of days ago with HTA, FAA, Sargent, and staff to review the punch-list which was submitted for project 26 and 28 to close out the projects. Sargent will be out to clean up some items, runway lighting issue, tagging equipment, labeling equipment, staging area, by November the project should be finished. Chair Sheats is working on logging into the Delphia program for reimbursement with the FAA.

East Ramp Rehabilitation Update

Mr. Poulin received an email from Suzie Sheppard, HTA, stating Gendron would like to push the project back to spring due to issues with receiving some materials needed for the project (electrical wiring, copper, paint, etc). Pilot concerns regarding grass and aircraft on the East side is dangerous to surrounding aircrafts. Paving over the grass area will be an additional cost. DEP application will need to be completed. The board would like an estimated cost for paving that area, and it could be purchased with the land account, land sale money or CIP pending timeframe with the cities. Skyward Aviation has access from both sides of the building, LifeFlight has been contacted and understand construction project and will work around it, and local aircrafts can be relocated to the west side without a parking charge until the project is complete. Estimates for the additional costs for paving and where the funds will be derived from will be researched.

100LL Avgas Fuel Trailer Update

Mr. Poulin stated the trailer is here. Credit Card Unit is on order, the airport is registering it and Mr. Poulin has completed webinar training. It is 4 weeks out and the company never ordered it until the trailer physically was on site. Fuel has been pumped from the trailer. Chair Sheats stated she contacted MDOT and questioned the issue that was brought up previously regarding the airport filling fuel can containers to carry out of the airport, MDOT, Mr. LeSiege stated it is legal. The airport cannot pump fuel in a registered road vehicle. Maine Airports can sell fuel but must be in a legal fuel container. EPA had a ruling a few years back, Federal DEP challenged ruling for general use, the rule is currently being rewritten. The airport cannot pump fuel into a street vehicle, or be used in a street vehicle.

4. Vote on new online Attendance / Zoom Policy

A state policy for Zoom has been created and the airport would like to adopt a policy for the Airport Board. The Board may need an amendment to the airport By-Laws. The Board's intent is to always allow zoom for the airport. It helps with contractors, consultants, and community participation to have the ability to be included in the meeting without being physically at the meeting. Mr. Holmes stated the By-

Laws contradict the policy. Mr. Holmes stated in Article 3 Meetings, to remove "Voting may only be in person" and replace with "any board member not present must confirm to the remote board policy adopted by the Board of Directors at a meeting dully called to do so". Multiple ways to attend an airport meeting, zoom is a valuable tool for participation from the public. Any changes to the By Laws need to be on an Agenda at a duly called meeting.

ON MOTION BY MS. LAFONTAINE SECOND BY MS. HUNTER VOTE (1) TO ADOPT THE REMOTE BOARD POLICY WITH THE CONDITION AT THE NEXT MEETING THE BY LAWS BE CHANGED TO REFLECT THE CURRENT POLICY.

VOTE: 5:0

ON MOTION BY MS. HUNTER SECOND BY MS. LAFONTAINE VOTE (2) TO ACCEPT THE MINUTES OF JULY 1, 2021, WITH THE CHANGE TO VISIONARY UNDER THE AIRPORT MANAGER SEARCH COMMITTEE SECTION.

VOTE: 5:0

ON MOTION BY MR. HOLMES SECOND BY MR. CARRIER VOTE (3) TO APPROVE THE JULY 9, 2021 MEETING MINUTES.

VOTE: 5:0

Financial Report

In the packet was from FY 21 with a slight change due to the accounts payable runoff. Separate email the current financial report has been passed out with individual totals for operations and FBO. \$63,000 fuel purchase has the FBO in the deficit currently. Possibly having the FBO being taken over, all expenses are accounted for separately. The deficit will be absorbed by the airport side. The overhead expenses of management and insurance are not charged on the FBO side.

ON MOTION BY MR. CARRIER SECOND BY MS. LAFONTAINE VOTE (4) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.

VOTE: 5:0

Mr. Carrier will be leaving the board in December and would like to currently step down as vice chair.

Chair Sheats nominated Mr. Holmes for vice chair position, with no other nominations

ON MOTION BY MS. HUNTER SECOND BY MS. LAFONTAINE VOTE (5) TO NOMINATE MR. HOLMES AS VICE CHAIR.

VOTE: 5:0

Approval of FAA Grants

ON MOTION BY MS. HUNTER SECOND BY MR. CARRIER IT WAS VOTED (6) TO RATIFY THE CHAIR'S EXECUTION ON BEHALF OF THE AUBURN LEWISTON MUNICIPAL AIRPORT BOARD OF DIRECTORS TO ACQUIRE LAND ON THE APPROACH ON THE FAA GRANT#31 IN THE AMOUNT OF \$141,100, SUBJECT TO TH ECONDITIONS SET FORTH IN THE GRANT AGREEMENT.

VOTE: 5:0

ON MOTION BY MR. CARRIER SECOND BY MS. LAFONTAINE IT WAS VOTED (7) TO RATIFY THE CHAIR'S EXECUTION ON BEHALF OF THE AUBURN LEWISTON MUNICIPAL AIRPORT BOARD OF DIRECTORS FOR THE AIRPORT DEVELOPMENT OF THE EAST RAMP ON THE FAA GRANT#32 IN THE AMOUNT OF \$1,658,485 SUBJECT TO THE CONDITIONS SET FORTH IN THE GRANT AGREEMENT.

VOTE: 5:0

Restaurant Update

Mr. Holmes stated a draft lease was sent out to the tentative lessee for negotiations. No deadline was mentioned, but Mr. Holmes stated he would check on the status if they had not contacted him next week.

OLD BUSINESS

Airport Manager Job Posting

The board has a subcommittee for the hiring of an Interim and Airport Manager with Ms. LaFontaine as Chair of the committee. An ad was placed for Interim Manager locally, and statewide. All 4 resumes have been received and Chair LaFontaine of the committee is currently doing phone interviews. Once the interim position is filled, the Airport Manager position will be posted.

ON MOTION BY MS. HUNTER SECOND BY MR. CARRIER VOTE (8) TO APPROVE THE AIRPORT MANAGER JOB POSTING.

VOTE: 5:0

Strategic Planning Meeting Discussion

The board held a strategic meeting, to discuss among themselves, hiring a full-time airport manager, to know what kind of skills they are looking for and what their focus will be regarding Airport Operations and Fixed Based Operations. Recap of immediate goals, mid-term goals and long-term goals was discussed. A copy of the recap from this meeting will be in the next Agenda packet for approval.

Discussion to evaluate the need for additional hangars

This was brought up at the strategic meeting. Mr. Holmes was approached previously regarding developing a hangar at the airport. In the Master Plan there is a specific area designated for hangar development. Other people/businesses may be interested in parking at the airport and is the airport willing to move in that direction. US Foods currently have been using the parking lot and it will be researched if they currently have a lease. The board would like to review the lease and when it was last adjusted.

Items to be discussed at next meetings, Land Fund status, what is currently earmarked, and FAA documentation of fund usage, will determine what is the economic direction of the airport. The sale from Proctor Gamble will be currently transferred to the land fund.

NEW BUSINESS

Establish a sexual harassment training program

Airport employees have had little training and the Board wants all employees to complete Discrimination Harassment and Diversity training going forward. By law, all employers need to offer training to all employees. Cost effective to contact MMA and schedule training for employees and supervisor training.

The board set up a subcommittee of Ms. Sheats, Ms. Hunter, and Ms. LaFontaine to review and update the Airport Employee Handbook and submit a redlined version to the board to adopt at the next meeting.

The airport will develop a whistleblowing policy and it is for everyone. Pilots, customers, employees. Staff meetings had been regularly scheduled before COVID. These staff/training meetings will begin going forward. The board can't change what happened in the past but will be working and making changes to move the airport forward.

ON MOTION BY MS. HUNTER SECOND BY MR. CARRIER VOTE (9) TO CONTRACT WITH MMA FOR ALL REQUIRED ANNUAL TRAINING AND REQUIRED TRAINING SUBJECTS FOR ALL NEW HIRES AND SUPERVISOR TRAINING TO BE SCHEDULED AND DOCUMENTED.

VOTE: 5:0

ON MOTION BY MS. HUNTER SECOND BY MR. CARRIER VOTE (10) TO AMEND THE REMOTE POLICY TO HAVE INDIVIDUALS REGISTER FOR ZOOM MEETINGS.

VOTE: 5:0

Executive Session – Personnel Matter pursuant to M.R.S.A. Sec.405 (6)(c).
Adjournment -Next Regular Meeting will be September 2, 2021.

ON MOTION BY MR. CARRIER SECOND BY MS. LAFONTAINE VOTE (11) TO DISCUSS PERSONNEL MATTER PURSUANT TO M.R.S.A.SEC.405 (6)(C).

VOTE: 5:0

ON MOTION BY MS. LAFONTAINE SECOND BY MS. HUNTER VOTE (12) TO EXIT EXECUTIVE SESSION WITH NO ACTION AND ADJOURN THE MEETING 7:45 PM.

VOTE: 5:0

Respectfully submitted,

**Bob Poulin, Acting Airport Manager
Bettyann Sheats, Chair**