

AUBURN-LEWISTON AIRPORT

Airport Board of Directors
Special Meeting Minutes
August 26, 2021

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

Present: Vice Chair Holmes

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

Also Present: Bob Poulin, Acting Airport Manager.

Absent: Chair Sheats, Ms. Williams.

Vice Chair Holmes called the meeting to order at 5:30 p.m.

2. Accepting By Law changes for remote access

ON MOTION BY MR. CARRIER SECOND BY MS. LAFONTAINE VOTE (1) TO ACCEPT THE BY LAW CHANGES FOR REMOTE ACCESS

Ms. Hunter asked if the by-laws were included in the package. They were not sent to Mr. Poulin for inclusion.

ON MOTION BY MR. CARRIER SECOND BY MS. HUNTER VOTE (2) TO TABLE THE BY LAW CHANGES FOR REMOTE ACCESS.

VOTE: 6:0

3. UPDATE ON P & G LEASE

Mr. Holmes reported the FAA will release the parcel of land to P & G. Looking towards a September 10 closing date. The lease payment of 14 days will be prorated and will be made at the same time as closing.

4. UPDATE ON AUBURN HANGAR CONDO ASSOCIATION LEASE

Mr. Holmes reported the Auburn Hangar Condo has signed the lease and copies have been provided. The lease was negotiated at \$745.12 monthly.

ON MOTION BY MS. HUNTER SECOND BY MR. CARRIER VOTE (3) TO RATIFY THE A.H.C.A. LEASE AND PLACE ON FILE.

VOTE: 5:0:1

Mr. Blais Abstained.

Ms. Gelinas arrived.

5. FUEL SALES DISCUSSION, 100LL

Mr. Poulin reported there was a discussion with Federal and State DEP/EPA. A representative from the State dropped by and stated that selling Avgas through the gate was not allowed unless they have an aircraft tail# at their home (some pilots fly from grass strips) or sanction for racing, due to lead in the fuel.

The new policy now requires the name of the person, who is racing or racing team, on the filed receipt for auditing purposes. New policy went into effect last weekend. A flyer is currently at the front desk stating the guidelines, and other locations where customers can buy the fuel legally.

ON MOTION BY MR. BLAIS SECOND BY MS. LAFONTAINE VOTE (4) THAT WHEN THE AIRPORT IS SELLING FUEL FOR RACING PURPOSES, CUSTOMERS SHOULD HAVE RACING CREDITIALS.

A discussion began that if a customer is not qualified to buy fuel for racing, they should show identification. Mr. Poulin stated what the airport was currently requesting from customers was tail # or name of the customer, name of racing team, and take people at face value. The airport does not have the security system to store customers licenses or other credentials. A letter will be sent to State EPA/DEP to request what documentation is required from the customer.

MR. BLAIS AMENDED THE ABOVE MOTION TO: CUSTOMERS SHOULD SHOW PROOF OF IDENTIFICATION TO BUY FUEL.

VOTE: 7:0

ON MOTION TO TABLE THE MOTION BY MR. CARRIER SECOND BY MS. GELINAS VOTE (5)

VOTE: 6:1

Mr. Blais

6. HTA EAST APRON CONTRACT MODIFICATION #1

Patrick Sharrow, HTA representative filling in for Ms. Sheppard, stating the additional amount requesting on the contract is due to the revisions made in drainage and green areas with grading, caused additional permits, digging and grading. Approximately \$9,000 is requested. Ms. Hunter requested name change for Interim Airport Manager on page one, and Airport Board Chair, Ms. Sheats, on signature page.

ON MOTION BY MS. HUNTER SECOND BY MR. CARRIER VOTE (6) TO APPROVE THE REQUESTED EAST APRON CONTRACT MODIFICATION #1 WITH REQUESTED CHANGES.

VOTE: 7:0

7. NOTICE OF AWARD FOR EAST APRON PROJECT

Mr. Sharrow, HTA, stated Gendron & Gendron came in as low bidder in the amount of \$1,882,584.36 and will hold the bid until September 30, 2021. Availability of contractor resources are currently unknown and HTA will update the board at the next meeting.

ON MOTION BY MS. HUNTER SECOND BY MS. LAFONTAINE VOTE (7) TO AWARD GENDRON AND GENDRON THE CONTRACT FOR RECONSTRUCTION OF THE EAST APRON.

VOTE: 7:0

8. HTA CONTRACT FOR FOSTER ROAD LAND ACQUISITION

This contract had been signed previously. No motion needed.

9. DISCUSSION OF FOAA POLICY

The draft policy was not sent out to the public.

ON MOTION BY MS. HUNTER SECOND BY MS. LAFONTAINE VOTE (8) TO ELECT MR. HOLMES AS THE FOAA OFFICIER.

VOTE: 7:0

ON MOTION BY MS. HUNTER SECOND BY MS. LAFONTAINE VOTE (9) TO TABLE THE FOAA POLICY.

VOTE: 7:0

10. DISCUSSION TO MAKE RESULTS OF INVESTIGATION PUBLIC

Mr. Holmes talked to Auburn HR, and they recommended due to the size of the organization, the report not be made public. The report does not name any names but based on the report, it can be made known who made specific comments. Mr. Blais stated an investigation was to show transparency at the airport, and problems that were happening at the airport, and now nothing is being done to resolve the problems. Ms. LaFontaine stated the board is working on the content of the investigation, and it will be addressed through a variety of formats. The group is too small and can be identified as to who said what.

ON MOTION BY MR. BLAIS TO RELEASE THE INVESTIGATION REPORT TO THE PUBLIC.

LACK OF A SECOND. MOTION FAILS.

11. PUBLIC COMMENTS - NO COMMENTS

12. 13. SEPTEMBER 2, 2021, MEETING

14. EXECUTIVE SESSION – PERSONNEL MATTER PURSUANT TO M.R.S.A. SEC.405 (6)(C)

ON MOTION BY MR. CARRIER SECOND BY MS. HUNTER VOTE (10) TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTER PURSUANT TO M.R.S.A.SEC.405(6)(C).

VOTE: 7:0

No action from Executive Session.

ON MOTION BY MR. CARRIER SECOND BY MS. HUNTER VOTE (11) TO COME OUT OF EXECUTIVE SESSION AT 6:20 PM.

A meeting will be held on September 2, 2021, at Auburn City Hall.

15. ADJOURNMENT.

ON MOTION BY MR. CARRIER SECOND BY MS. LAFONTAINE VOTE (12) TO ADJOURN THE MEETING AT 6:22 P.M.

VOTE: 7:0

Respectfully submitted,

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