

AUBURN-LEWISTON AIRPORT

Airport Board of Directors

Meeting Minutes

October 7, 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: Gelinias, Blais, Carrier, Hunter, and Horn.

Also Present: Ms. Bettyann Sheats, Interim Airport Manager.

Absent: LaFontaine and Williams.

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

2. APPROVAL OF MINUTES

ON MOTION BY MS. GELINAS SECOND BY MR. CARRIER VOTE (1) TO APPROVE THE MINUTES OF AUGUST 5, AUGUST 26, SEPTEMBER 2, 2021 AS PRESENTED. VOTE - 6:0

3. ACCEPTANCE OF MS. SHEATS RESIGNATION AS CHAIR

ON MOTION BY MR. CARRIER SECOND BY MS. GELINAS VOTE (2) TO ACCEPT THE RESIGNATION FROM MS. SHEATS. VOTE - 6:0

4. ELECTION OF NEW BOARD CHAIR AND OTHER POSITIONS AS NECESSARY

**MR. BLAIS NOMINATE GLEN HOLMES TO CHAIR SECOND BY MR. CARRIER VOTE (3) 5:0:1-Mr. Holmes
MR. BLAIS TABLE VICE CHAIR UNTIL NEXT MEETING SECOND BY MS. GELINAS VOTE (4) 6:0**

5. FINANCIAL REPORT

Ms. Hunter reviewed the financials with the board members. The Auditors were here this past summer and will probably be here to review the audit report with the board in November or December timeframe.

Operations has a surplus and everything is in line normal this time of year. The hangar lease is due this fall, trending as normal. The FBO is fluctuating due to the sale of fuel and is trailing behind. Manager Sheats stated the land fund fluctuates daily due to the ongoing FAA projects (payouts to contractors and reimbursements from FAA) and the Fuel Tank Removal project (local share project, no reimbursement on this project).

The P & G property did closeout and from the money received; invoices will be deducted for the attorney, appraisal and HTA contract currently leaving an estimated balance of \$268,000.

ON MOTION BY MR. CARRIER SECOND BY MS. GELINAS VOTE (5) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED. VOTE - 6:0

6. PUBLIC COMMENTS

Mr. Ward, Skyward Aviation, what is happening with the FBO? Chair Holmes stated the job posting for the Airport Manager will be advertised. The leasing of the FBO is currently still a goal. No discussion has been had since the strategic meeting a few months ago.

7. LEWISTON CIP – AUBURN CIP

Ms. Sheats stated a tug, no price has been obtained yet. A new vehicle to replace a pickup. Ms. Hunter stated these would come under operating budget, being under \$50,000 each for Lewiston's side.

The next 5 years of CIP will need to be presented to the board for approval at the next meeting. There are a couple of pieces of equipment the airport would like to auction off. The hot water heater solar system at the old Roundy property has been requested by a member of American Legion Post 31 to be donated to the post to be given to a local vet. It is

currently unnecessary weight on the old roof. They will patch the roof and sign waivers for the removal and take care of all related costs for removal.

ON MOTION BY MS. HUNTER SECOND BY MS. GELINAS VOTE (6) TO DONATE THE HOT WATER POOL SOLAR SYSTEM FROM THE ROUNDY PROPERTY TO THE VETERAN'S ASSOCIATION FOR THEM TO DISTRIBUTE AS THEY REQUESTED. VOTE - 6:0

A formalized list will be presented at the next meeting with items to auction. The manager was reminded to bring to the board and then council what the airport needs/want, even though if it's uncertain. Being on the list will help in future years. The council will more likely see an expense as a need for the item once it is on the list. The item can be moved on the prioritized list each year going forward or deleted.

8. AIRPORT MANAGER'S REPORT

The tank removal has been completed. The construction crew is now pulling up the old pavement and some electrical work will be completed for the new pad for the trailer to run the credit card, internet, and light pole at the site.

Staff has been completing the harassment training and the next few weeks a couple more courses will be required by the next staff meeting. New hearing equipment has been passed out to employees. Quizzes and tests are being completed and once completed, they are recorded, and a certificate of completion is in their file. Several employees took 6 tries before completing the course.

The FAA land grant for the purchase of the ABDC property has been reimbursed for expenses up to date and currently waiting final payment to ABDC to complete the loan. Requesting permission to payoff the loan before 2022 and complete the final reimbursement to FAA for this project and save the airport over \$400 in interest.

ON MOTION BY MS. HUNTER SECOND BY MR. CARRIER VOTE (7) TO PAY OFF THE LOAN TO ABDC LOAN IN ADVANCE TOTALING \$22,030.73 OR LESS PENDING EARLY PAYOFF WITHOUT PENALTY AND COMPLETE THE PROJECT FOR REIMBURSEMENT WITH THE FAA. VOTE - 6:0

911 approached the airport manager, a while back, to put a repeater antenna on top of the airport tower on the hill, the airport needed permission from the FAA for the antennae placement. Currently Manager Sheats reached out to the FAA, they responded with an approval letter for the antennae. It is currently being installed. The MOU (in the package) between 911 and the airport needs Board's approval.

ON MOTION BY MR. CARRIER SECOND BY MS. GELINAS VOTE (8) TO APPROVE THE MOU WITH 911 FOR THE ANTENNAE PLACEMENT ON THE AIRPORT TOWER. VOTE - 6:0

Hertz training will be happening soon from the Hertz local manager. The excess of vehicles from Hertz are welcome to park in our lot if needed for short term parking, due to their limited space on Center Street. Manager Sheats has requested if there are any available vehicles to be left for rental to pilots/customers at the airport it would be appreciated.

Manager Sheats contacted the flight school at Sanford to see if they wanted to start up an annex flight program here, but they have only a few planes and are currently at their limit. The CAP does have flight program for their students that is happening at Auburn.

Manager Sheats spoke with the Exchange Club, the 99's for a poker run, and is putting together an October fall fly-in.

A request to support an indoor hangar car show for March 2022 could not be accommodated due to size requested (22,000 sq ft).

A Press Release will be sent out to announce the passing of Director Lanman, and updating the community about the current events happening at the airport.

City of Auburn is overseeing some apartment development being built in or close to the flight path of Runway 17. Manager Sheats will contact Mr. Cousens for more information.

9. SEXUAL HARASSMENT PREVENTION POLICY BOARD ACTION

ON MOTION BY MR. CARRIER SECOND BY MR. BLAIS VOTE (9) TO APPROVE THE AIRPORT SEXUAL HARASSMENT POLICY, MODIFY THE FORMATTING IN THE POLICY AND REMOVE THE COMPLAINT FORM TEMPORARY UNTIL AN UPDATED FORM IS COMPLETED. VOTE - 6:0

The complaint form needs to be removed or rewritten. It does not need to go to the manager for signature. Board Member training will be arranged for FOAA, harassment and other training currently for members, members who had training, it is requested to bring in certification as completed for file and will be dismissed from said training.

10. MEPERS OFFER OPEN ENROLLMENT TO EMPLOYEES BOARD ACTION

A new opportunity is available to staff for open enrollment period. Auburn opted out; Lewiston opted in. No buy back provision. Larger employee share. Waivers will be required when employees opt out.

ON MOTION BY MR. CARRIER SECOND BY MS. GELINAS VOTE (10) TO HAVE EMPLOYEE STAFF AT THE AIRPORT THE OPTION TO OPT IN DURING THE OPEN ENROLLMENT PERIOD PROVIDED BY THE MEPERS RETIREMENT PLAN. VOTE – 4:2 – Mr. Holmes, Mr. Blais declined.

11. BOARD DISCUSSION BYLAWS AND INTERLOCAL AGREEMENT COORDINATION

Mr. Holmes stated the document should be reviewed by a subcommittee. An Ad Hoc advisory committee will consist of Ms. Hunter, Mr. Holmes, and members not in attendance will be invited to join the committee.

12. FUEL SALES THROUGH THE GATE 100LL

Manager Sheats stated a policy is being developed. Fuel has not been sold for other uses except for sanctioned racing and aircrafts. Customers are not coming on field due to construction. Once construction is complete, it will be difficult to keep customers off the field after hours, except for signs at the gates. The airport has been turning away customers and they are aware they cannot purchase 100LL at this airport, for carry out except for aircraft and sanctioned racing teams, and can go at other locations where this fuel is being sold.

13. OLD BUSINESS

The modified advertisement will be posted at all locations the Interim Manager was posted, plus additional regional aviation sites. The board requested a limit of up to \$2,000. Ms. Hunter suggested editing the advertisement HR duties, Strategic Planning, NOTAM'S, Negotiation of Contracts, and Soft Skills- communication and interpersonal skills.

ON MOTION BY MS. HUNTER SECOND BY MR. CARRIER VOTE (11) TO LIMIT ALL ADVERTISING TO \$2,000 FOR THE POSITION. VOTE - 6:0

Restaurant Update - The current potential lessee is hard to reach, waiting to hear back if the draft lease was acceptable, if not there is another interested party. Board in agreement.

14. NEW BUSINESS

Discussion on raising some fees at the airport, Manager Sheats will bring back updated information on the current fee schedule in place.

ON MOTION BY MS. HUNTER SECOND BY MR. BLAIS VOTE (12) TO TABLE UNTIL NEXT MEETING. VOTE – 6:0

15. EXECUTIVE SESSION-REAL ESTATE MATTER - Real Estate pursuant to 1 MRSA Sec. 405 (6)(C).

ON MOTION BY MR. CARRIER SECOND BY MS. HUNTER VOTE (13) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE MATTER. VOTE – 6:0

ON MOTION BY MS. HUNTER SECOND BY MS. GELIANS VOTE (14) TO PURCHASE PIECE OF PROPERTY CONTINGENT ON DEP USAGE. VOTE – 6:0

16. EXECUTIVE SESSION-PERSONNEL MATTER- 1 MRSA Sec. 405 (6)(A)

ON MOTION BY MS. HUNTER SECOND BY MR. CARRIER VOTE (15) TO GO INTO EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER. VOTE – 6:0

ON MOTION BY MS. GELINAS SECOND BY MR. CARRIER VOTE (16) TO COME OUT OF EXECUTIVE SESSION WITH NO ACTION. VOTE – 6:0

17. NEXT MEETING NOVEMBER 4, 2021
18. ADJOURNMENT

**ON MOTION BY MR. BLAIS SECOND BY MR. CARRIER VOTE (17) TO ADJOURN THE MEETING AT 9:15 PM.
VOTE – 6:0**

Respectfully submitted,

**Bettyann Sheats
Interim Airport Manager**