

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
21 January 2021**

This meeting will be an online meeting. It will be available at:
<https://us02web.zoom.us/join/91186800000?pwd=ZkZkd-murz8rHNbgPMm6vrd2rh40mRU3pkuc>

YOU MUST PREREGISTER TO BE PART OF THE MEETING. After registering, you will receive a confirmation email containing information about joining the meeting. The meeting is open to the public and all are welcome to attend.

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of Minutes for 17 December 2020 meeting (motion to Approve)
3. Financial Report for December 2020 (Motion to Approve)
4. Airport Manager's Report
 - a. Construction Update
 - i. Runway Reconstruction/Runway Resurfacing Update
 - ii. Landside Parking Lot Update
 - iii. Fuel Farm Update
 - iv. East Ramp Rehabilitation Update
 - b. High School Graduation Planning
5. Public Comments –

Open for members of the public for items <u>other than</u> on this agenda; agenda items will be discussed during the item's time. When recognized by the Chair, please stand, and clearly state your name and relationship to the airport.
--
6. Old Business – Engineering Contract for Eastside Aircraft Apron Reconstruction project. (from December; Motion to Approve)
7. New Business – Annual Airport Operations Budget Adoption (Motion to Adopt)
8. Executive Session - Real Estate pursuant to 1 M.R.S.A. Sec. 405 (6)(C).
9. Adjournment – Next Regular Meeting will be 4 March 2021.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS MEETING**

February 2021

No meeting

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
4 March 2021**

This meeting will be an online meeting. It will be available at:

https://us02web.zoom.us/meeting/register/tZ0ude-gqjsiHdQV2ijbhrABWAUp62xd_Ds

YOU MUST PREREGISTER TO BE PART OF THE MEETING. After registering, you will receive a confirmation email containing information about joining the meeting. The meeting is open to the public and all are welcome to attend.

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of Minutes [Minutes will be presented at next meeting]
3. Financial Report for December 2020 (Motion to Approve)
4. Airport Manager's Report
 - a. Construction Update
 - i. Runway Reconstruction/Runway Resurfacing Update
 - ii. Landside Parking Lot Update
 - iii. Fuel Farm Update
 - iv. East Ramp Rehabilitation Update
 - b. High School Graduation Planning
5. Public Comments –

Open for members of the public for items <u>other than</u> on this agenda; agenda items will be discussed during the item's time. When recognized by the Chair, please stand, and clearly state your name and relationship to the airport.
--
6. Old Business – Requesting FAA Airport Improvement Grant for Land Purchase (Discussion and Approval)
7. New Business – Bid Acceptance for FBO Ramp Tank Removal and Reconstruction (Motion to Approve)
8. Executive Session - Real Estate pursuant to 1 M.R.S.A. Sec. 405 (6)(C). [Possible vote on matter after Executive Session]
9. Adjournment – Next Regular Meeting will be 1 April 2021.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
1 April 2021**

This meeting will be an online meeting. It will be available at:

<https://us02web.zoom.us/meeting/register/tZcucuCgqzotHdCMhmXLpAg1PZ5jyEXd786y>

After registering, you will receive a confirmation email containing information about joining the meeting. **YOU MUST PREREGISTER TO BE PART OF THE MEETING.** After registering, you will receive a confirmation email containing information about joining the meeting. The meeting is open to the public and all are welcome to attend.

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Special Workshop – Conflict of Interest for Board Members by Phil Saucier of Bernstein Shur
3. Approval of Minutes
 - a. for 21 January 2021 (Motion to Approve)
 - b. for 4 March 2021 (Motion to Approve)
4. Financial Report for March 2021 (Motion to Approve)
5. Airport Manager's Report
 - a. Construction Update
 - i. Runway Reconstruction/Runway Resurfacing Update
 - ii. Fuel Farm/ FBO Ramp Update
 - iii. East Ramp Rehabilitation Update
 - b. High School Graduation Planning
 - c. Aircraft Pull by Elite Airways.
6. Public Comments –

Open for members of the public for items other than on this agenda; agenda items will be discussed during the item's time. When recognized by the Chair, please stand, and clearly state your name and relationship to the airport.
7. Old Business –
 - a. FAA Airport Improvement Grant for Land Purchase Reimbursement [Foster Road Property] (Motion Authorizing Airport Director to Sign)
 - b. Sale of Airport Land to Tambrands (Motion to Approve)
8. New Business – Discussion about resuming in-person Airport Board of Director meetings.
9. Board Officer Elections – Annual election required in By-laws.
10. Adjournment – Next Regular Meeting will be 6 May 2021.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
6 May 2021**

This meeting will be an online meeting. It will be available at:

<https://us02web.zoom.us/meeting/register/tZUvduqgpjwGNSUyFvnX0q0Ygm4vFel8ph4>

After registering, you will receive a confirmation email containing information about joining the meeting. **YOU MUST PREREGISTER TO BE PART OF THE MEETING.** After registering, you will receive a confirmation email containing information about joining the meeting. The meeting is open to the public and all are welcome to attend.

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Financial Report for April 2021 (Motion to Approve)
3. Airport Manager's Report
 - a. Construction Update
 - i. Runway Reconstruction/Runway Resurfacing Update
 - ii. Fuel Farm/ FBO Ramp Update
 - iii. East Ramp Rehabilitation Update
 - b. High School Graduation Planning
 - c. Aircraft Pull by Elite Airways.
 - d. Land Sale Update
4. Public Comments –

Open for members of the public for items <u>other than</u> on this agenda; agenda items will be discussed during the item's time. When recognized by the Chair, please stand, and clearly state your name and relationship to the airport.
--
5. Old Business –
 - a. Disadvantaged Business Enterprise Program Update for Federal FY21-23 (Motion Authorizing Airport Director to Sign)
 - b. Bid Tabulation and Recommendation for East Ramp Reconstruction Project (Motion to accept Engineer Recommendation)
6. New Business – FAA Airport Coronavirus Response Grant Program offer acceptance. (Motion Authorizing Airport Director to Sign) {Similar to CARES Act grant - Money to cover operations}
7. Executive Session - Personnel pursuant to 1 M.R.S.A. Sec. 405 (6)(A).
8. Executive Session - Real Estate pursuant to 1 M.R.S.A. Sec. 405 (6)(C).
9. Executive Session - Real Estate pursuant to 1 M.R.S.A. Sec. 405 (6)(C).
10. Adjournment – Next Regular Meeting will be 3 June 2021.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
24 May 2021**

This meeting will be an online meeting. It will be available at:

[https://us02web.zoom.us/meeting/register/tZEtcemqjksH9DBRh1BApy3bcBxV9AVaeHZ](https://us02web.zoom.us/join/zoom-join?from=addon&join_url=https://us02web.zoom.us/join/zoom-join?from=addon&join_url=https://us02web.zoom.us/meeting/register/tZEtcemqjksH9DBRh1BApy3bcBxV9AVaeHZ)

After registering, you will receive a confirmation email containing information about joining the meeting. **YOU MUST PREREGISTER TO BE PART OF THE MEETING.** After registering, you will receive a confirmation email containing information about joining the meeting. The meeting is open to the public and all are welcome to attend.

Special Meeting – 11:30 am

1. Call to Order (Chair)
2. Executive Session - Real Estate pursuant to 1 M.R.S.A. Sec. 405 (6)(C). There is a good probability of a public vote after the executive session.
3. Adjournment – Next Regular Meeting will be 3 June 2021.

Airport Lewiston Auburn Lewiston Airport Board of Directors Meeting Agenda of June 10, 2021 regular meeting - 5:30 PM

1. call to order (chair)
2. executive session for a personal matter
 1. approval of minutes (April and May)
 2. financial report for May 2020 (Motion to approve)
 3. acting managers report: runway reconstruction resurfacing, landside parking lot, fuel farm update, east ramp update high school graduation update
 4. Public comments
 5. old business: Condo association lease negotiation, restaurant, land sale
 6. New business
 7. Executive session Dash real estate pursuant to 1MRSA section 405(6)(C)

Attached are the financials and minutes to approve.

ANYONE WISHING TO ATTEND IN-PERSON, THIS MEETING IS BEING HELD ON LEVEL 2 AT AUBURN CITY HALL IN THE COMMUNITY ROOM

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to

join. <https://us02web.zoom.us/j/86400158250?pwd=YWNPRnhnT1dYTWhpTkJIN3FhNjVFZz09>

Passcode: 701025

Or One tap mobile:

+13017158592,,86400158250#,,,,*701025# US (Washington DC)

+13126266799,,86400158250#,,,,*701025# US (Chicago)

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128

Webinar ID: 864 0015 8250

Passcode: 701025

International numbers available: <https://us02web.zoom.us/j/86400158250?pwd=YWNPRnhnT1dYTWhpTkJIN3FhNjVFZz09>

Bettyann Sheats
Board Chairperson
Auburn-Lewiston Airport

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
AMENDED 1 JULY 2021 AMENDED**

This meeting will be an online and in person meeting. It will be available at:

<https://us02web.zoom.us/j/82886853563?pwd=ZDlDakhzRmFVNGVtbFh0aTVYWW5TUT09>

NO PRE-REGISTRATION NEEDED.

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of May 24 special, June 2021 Minutes (Motion and Approve)
3. Financial Report for June 2021 (Motion to Approve)
4. Airport Manager's Report
 - a. Construction Update
 - i. Runway Reconstruction/Runway Resurfacing Update
 1. Grooving and Painting
 2. Final Hit List
 - ii. Fuel Farm/ FBO Ramp Update
 - iii. East Ramp Rehabilitation Update
 - b. Property and Liability Insurance Report
 - c. 100LL Fuel Trailer Update
5. Public Comments – Open for members of the public for items other than on this agenda; agenda items will be discussed during the item's time. When recognized by the Chair, please stand, and clearly state your name and relationship to the airport.
6. Old Business –
 - a. Discussion of Line SOPs and training on the fuel farm and the Jet-A fuel truck.
 - b. Airport Manager's Search Committee update by Ms. Fontaine.
 - c. Land Sale Update
 - d. P & G New Purchase and Sales Agreement (Motion and Approve)
 - e. Auburn Hangar Condo Association Update
7. New Business –
 - a. Amend the Board's bylaw to allow a vote from a member, as long as we have both video and audio of the member.
8. Executive Session - Personnel pursuant to 1 M.R.S.A. Sec. 405 (6)(A).
9. Adjournment – Next Regular Meeting will be 5 August 2021.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
SPECIAL MEETING AGENDA
9 JULY 2021
Auburn City Hall
Community Room**

Special Meeting – 8:30 am, this meeting will be in person only. A web option will not be offered.

1. Call to Order (Chair)
2. Restaurant update
3. Interim manager ad
4. Strategic planning meeting discussion
5. Hiring of investigator
6. Adjournment – Next Regular Meeting will be 5 August 2021.

Bettyann Sheats
Board Chair

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING AGENDA
5 August 2021**

****THIS IS A HYBRID ZOOM MEETING. THOSE WISHING TO ATTEND IN-PERSON MAY APPEAR IN THE COMMUNITY ROOM, 2ND FLOOR AT AUBURN CITY HALL**.**

It will be available at:

<https://us02web.zoom.us/j/86542479313?pwd=SHhiSzlMOWtVS1VDaTZ0WjRBYVBmZz09#success>

Meeting ID: 865 4247 9313

Passcode: 621906

Regular Meeting – 5:30 pm

1. Call to Order (Chair)
2. Approval of Minutes
 - a. 01 July 2021 meeting (Motion to Approve)
 - b. 09 July 2021 special meeting (Motion to Approve)
3. Financial Report for July 2021 (Motion to Approve)
4. Vote on new online attendance / Zoom policy
5. Election of new Vice Chair of the Airport Board
6. Airport Manager's Report
 - a. Construction Update
 - i. Runway Reconstruction/Runway Resurfacing Update
 - ii. East Ramp Rehabilitation Update
 - b. 100LL Fuel Trailer update
 - c. Approval of two FAA grants
 - iii. Land purchase (Motion to Approve)
 - iv. East ramp updates (Motion to Approve)
7. Public Comments –

Open for members of the public for items <u>other than</u> on this agenda; agenda items will be discussed during the item's time. When recognized by the Chair, please stand, and clearly state your name and relationship to the airport.
--
8. Old Business –
 - a. Approve the Airport Manager job posting (permanent position)
 - b. Recap the July 24, 2021 strategic workshop
 - c. Discussion to evaluate the need for additional hangars
9. New Business –
 - a. Establish a sexual harassment training program
 - b. Vote on Land Acquisition Project Contract
 - c. Vote on 030744 Contract Modification No. 1

10. Executive Session – Personnel matter pursuant to 1 M.R.S.A. Sec. 405 (6)(C).

11. Adjournment – Next Regular Meeting will be 2 September 2021

Robert Poulin, Acting Manager, Bettyann Sheats, Chair

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
SPECIAL MEETING AGENDA
26 AUGUST 2021**

PLEASE BE ADVISED THIS IS A HYBRID ZOOM MEETING. THOSE WISHING TO ATTEND IN-PERSON MAY APPEAR AT AUBURN CITY HALL, 60 COURT STREET, SECOND FLOOR IN THE COMMUNITY ROOM.

****THOSE WISHING TO PARTICIPATE VIA ZOOM MUST REGISTER IN ADVANCE FOR THIS MEETING. DEADLINE FOR REGISTRATION IS 4:30 P.M. AUGUST 26TH. ANYONE ATTEMPTING TO REGISTER AFTER THAT DATE AND TIME WILL NOT BE ADMITTED TO THE MEETING.****

****TO REGISTER, THE FOLLOWING WILL BE REQUIRED: FIRST AND LAST NAME, VALID EMAIL ADDRESS AND PHONE NUMBER. INCOMPLETE REGISTRATIONS WILL NOT BE ACCEPTED.****

****PARTICIPANTS WILL BE MUTED FOR THE DURATION OF THE MEETING UNLESS YOU RAISE YOUR HAND AND REQUEST TO SPEAK. AT THAT TIME, A REQUEST TO UNMUTE WILL BE SENT TO YOU BY THE HOST. PARTICIPANTS WILL NOT BE ALLOWED TO UNMUTE THEMSELVES WITHOUT PERMISSION FROM THE HOST.****

****THIS MEETING WILL BE RECORDED, SAVED TO THE CLOUD AND SHARED. PLEASE NOTE, CLOUD RECORDINGS MAY TAKE UP TO 72 HOURS TO UPLOAD****

Auburn Lewiston Airport is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/89653115647>

Meeting ID: 896 5311 5647

AGENDA

Special Meeting – 5:30 pm

1. Call to Order (Chair)
2. Update on P&G Lease
3. Update on Auburn Hanger Condo lease
4. Fuel Sales discussion
5. Accepting By Law changes for remote access (motion and vote)
6. HTA East Apron Contract Modification #1 (motion and vote)
7. Discussion of FOAA policy
8. Discussion of whether to make the results of the investigation public
9. Public Comments –

Open for members of the public for items <u>other than</u> on this agenda; agenda items will be discussed during the item's time. When recognized by the Chair, please stand, and clearly state your name and relationship to the airport.
--
10. Discussion of whether the 2 September 2021 meeting is needed.
11. Adjournment – Next Regular Meeting will be 2 September 2021.

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING NOTIFICATION
2 SEPTEMBER 2021**

PLEASE BE ADVISED THIS IS A HYBRID ZOOM MEETING. THOSE WISHING TO ATTEND IN-PERSON MAY APPEAR AT AUBURN CITY HALL, 60 COURT STREET, SECOND FLOOR IN THE COMMUNITY ROOM.

****THOSE WISHING TO PARTICIPATE VIA ZOOM MUST REGISTER IN ADVANCE FOR THIS MEETING. DEADLINE FOR REGISTRATION IS 4:30 P.M. SEPTEMBER 2ND. ANYONE ATTEMPTING TO REGISTER AFTER THAT DATE AND TIME WILL NOT BE ADMITTED TO THE MEETING.****

****TO REGISTER, THE FOLLOWING WILL BE REQUIRED: FIRST AND LAST NAME, VALID EMAIL ADDRESS AND PHONE NUMBER. INCOMPLETE REGISTRATIONS WILL NOT BE ACCEPTED.****

****PARTICIPANTS WILL BE MUTED FOR THE DURATION OF THE MEETING UNLESS YOU RAISE YOUR HAND AND REQUEST TO SPEAK. AT THAT TIME, A REQUEST TO UNMUTE WILL BE SENT TO YOU BY THE HOST. PARTICIPANTS WILL NOT BE ALLOWED TO UNMUTE THEMSELVES WITHOUT PERMISSION FROM THE HOST.****

****THIS MEETING WILL BE RECORDED, SAVED TO THE CLOUD AND SHARED. PLEASE NOTE, CLOUD RECORDINGS MAY TAKE UP TO 72 HOURS TO UPLOAD****

Auburn Lewiston Airport is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/89878669138>

Meeting ID: 898 7866 9138

AGENDA

09/02/2021

Regular Monthly Meeting – 5:30 pm

1. Call to Order and declare s quorum is present (Chair)
2. Approval of Minutes
 - a. Regular meeting 5 August 2021 (Note: minutes are not available at this time)
 - b. Special meeting 26 August 2021 (Note: minutes are not available at this time)
3. Financial Report
4. By-Law change for remote access (attached)
5. Fuel Sales discussion, 100LL (pending a response from Maine DEP)
6. Discussion of FOAA policy (attached)
7. Airport Manager's Report
 - a. Fuel Ramp Construction update
8. Public Comments –

Open for members of the public for items <u>other than</u> on this agenda; agenda items will be discussed during the item's time. When recognized by the Chair, please stand, and clearly state your name and relationship to the airport.
--
9. Executive Session – Personnel matter pursuant to 1 MRSA Sec. 405 (6)(C)
 - a. Café lease review
 - b. Interim manager discussion
10. Vote on the recommendation of the Hiring Committee
11. Posting of next regular meeting, 7 October 2021
12. Adjournment

AGENDA

10/07/2021

Regular Monthly Meeting – 5:30 pm

1. Call to Order and declare a quorum is present (Chair)
2. Approval of Minutes: August 5, Aug 26 and September 2, 2021 (Chair)
3. Acceptance of Ms. Sheats resignation as Board Chair (Chair)
4. Election of new Board Chair and other positions as necessary (Chair)
5. Financial Report (Treasurer)
6. Public Comments – Open for members of the public for items other than on this agenda; agenda items will be discussed during the item's time. When recognized by the Chair, please stand, and clearly state your name and relationship to the airport.
7. Lewiston CIP coming up, Auburn soon
8. Airport Manager's Report
 - a. Fuel Ramp Construction update: tank removal began Monday, October 4th
 - b. Harassment Training done online and reviewed at monthly staff/safety meeting
 - c. Early payoff of ABDC in order to finalize FAA grant
 - d. MOU with 911 on Antennae Placement
 - e. Press release
 - f. Conversations: Hertz will be doing reservation training at the airport. Sanford Flight School is too busy to start an annex school here but provided good ideas to pursue. Manager will speak about the Auburn Lewiston Airport and Maine aviation in general at the Exchange Club meeting in November. The Kiwanis are considering having their June Pancake Fundraiser at the airport. The 99's will work on a spring fly in event (like we had a few years ago) and will consider adding the Auburn Lewiston Airport to their next "poker run".
9. Board approval of Sexual Harassment Prevention Policy
10. MEPERS new policy requires board approval to offer to employees
11. Discussion of Board
make up and Bylaw/ Interlocal Agreement coordination
12. Through the gate Fuel Sales discussion, 100LL
13. Old Business: Update by Hiring Committee
Update on restaurant
14. New Business: Discussion on raising landing fees
15. Executive Session – Real Estate Matter
16. Next regular meeting: 4 November 2021
17. Adjournment

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING NOTIFICATION
4 NOVEMBER 2021**

PLEASE BE ADVISED THIS IS A HYBRID ZOOM MEETING. THOSE WISHING TO ATTEND IN-PERSON MAY APPEAR AT AUBURN CITY HALL, 60 COURT STREET, SECOND FLOOR IN THE COMMUNITY ROOM.

****THOSE WISHING TO PARTICIPATE VIA ZOOM MUST REGISTER IN ADVANCE FOR THIS MEETING. DEADLINE FOR REGISTRATION IS 4:30 P.M. NOVEMBER 4 2021. ANYONE ATTEMPTING TO REGISTER AFTER THAT DATE AND TIME WILL NOT BE ADMITTED TO THE MEETING.****

****TO REGISTER, THE FOLLOWING WILL BE REQUIRED: FIRST AND LAST NAME, VALID EMAIL ADDRESS AND PHONE NUMBER. INCOMPLETE REGISTRATIONS WILL NOT BE ACCEPTED.****

****PARTICIPANTS WILL BE MUTED FOR THE DURATION OF THE MEETING UNLESS YOU RAISE YOUR HAND AND REQUEST TO SPEAK. AT THAT TIME, A REQUEST TO UNMUTE WILL BE SENT TO YOU BY THE HOST. PARTICIPANTS WILL NOT BE ALLOWED TO UNMUTE THEMSELVES WITHOUT PERMISSION FROM THE HOST.****

****THIS MEETING WILL BE RECORDED, SAVED TO THE CLOUD AND SHARED. PLEASE NOTE, CLOUD RECORDINGS MAY TAKE UP TO 72 HOURS TO UPLOAD****

Auburn Lewiston Airport is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/81120504573>

Meeting ID: 811 2050 4573

AGENDA

11/04/2021

Regular Monthly Meeting – 5:30 pm

1. Call to Order and declare a quorum is present (Chair)
2. Executive Session –Consult Attorney pursuant to 1 M.R.S.A. Sec. 405 (6)(E).
3. Board Vice Chair Elections –To replace Mr. Holms who is now Chair. (Chair) (motion)
4. Minutes: November 7, 2021 (Chair) (motion)
5. Financial Report (Treasurer) (motion)
6. Public Comments – Open for members of the public for items other than on this agenda; agenda items will be discussed during the item's time. When recognized by the Chair, please stand, and clearly state your name and relationship to the airport.
7. Interlocal Agreement Discussion
8. Disposal of Airport Property Discussion
9. Airport Manager's Report
 - a. Fuel Ramp Construction update
 - b. Staff Training Report: Blood borne pathogens, hearing protection, and dealing with difficult customers; online and in-person. Hands on GPU training for line personnel. Manager attended Impairment Identification Training. Confirmed our Drug Testing Procedures are correct.
 - c. FAA found no negative indications on their inspections of our sumped 100LL fuel.
 - d. October 17th we had our first Fall Foliage Fly in. Prospective Restaurant operator provided food. Next event a "Toy Fly".
10. New business- Bid package approval for Wheeled Loader with options (Approved CIP item)
11. Old Business
 - a. Update on Manager Search
 - b. Update on restaurant
 - c. CIP
12. Next regular meeting: 2 December 2021 (Hybrid/City Hall)
13. Adjournment

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING NOTIFICATION
2 DECEMBER 2021**

PLEASE BE ADVISED THIS IS A HYBRID ZOOM MEETING. THOSE WISHING TO ATTEND IN-PERSON MAY APPEAR AT AUBURN CITY HALL, 60 COURT STREET, SECOND FLOOR IN THE COMMUNITY ROOM.

****THOSE WISHING TO PARTICIPATE VIA ZOOM MUST REGISTER IN ADVANCE FOR THIS MEETING. DEADLINE FOR REGISTRATION IS 4:30 P.M. December 2, 2021. ANYONE ATTEMPTING TO REGISTER AFTER THAT DATE AND TIME WILL NOT BE ADMITTED TO THE MEETING.****

****TO REGISTER, THE FOLLOWING WILL BE REQUIRED: FIRST AND LAST NAME, VALID EMAIL ADDRESS AND PHONE NUMBER. INCOMPLETE REGISTRATIONS WILL NOT BE ACCEPTED.****

****PARTICIPANTS WILL BE MUTED FOR THE DURATION OF THE MEETING UNLESS YOU RAISE YOUR HAND AND REQUEST TO SPEAK. AT THAT TIME, A REQUEST TO UNMUTE WILL BE SENT TO YOU BY THE HOST. PARTICIPANTS WILL NOT BE ALLOWED TO UNMUTE THEMSELVES WITHOUT PERMISSION FROM THE HOST.****

****THIS MEETING WILL BE RECORDED, SAVED TO THE CLOUD AND SHARED. PLEASE NOTE, CLOUD RECORDINGS MAY TAKE UP TO 72 HOURS TO UPLOAD****

Auburn Lewiston Airport is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/83169548844>

Meeting ID: 831 6954 8844

Please note our new Facebook Page:

https://www.facebook.com/Auburn-Lewiston-Airport-112297304557206/?ref=pages_you_manage

No longer the Auburn Lewiston Municipal Airport. That site is frozen.

AGENDA

12/02/2021

Regular Monthly Meeting – 5:30 pm

Reminder when one or more board members attend by remote: votes must be taken by roll call (if not unanimous) for the online member's vote to be counted.

1. Call to Order and declare a quorum is present (Chair)
2. Recognition of Brian Carrier's last meeting
3. Minutes: November 7, 2021 (Chair) (motion)
4. RKO Annual Audit
5. Financial Report (Treasurer) (motion)
6. Review of Internet security protocols. We do not have a policy on Internet Security. The FAA provides security for most systems in place with the exception of our computers. We do have internet security through The Computer Place who host Flytomaine.com for us. They provide out internet security (McAfee or Norton). The Computer Place handles all access to all our network emails (outlook) and files and provides our hard drive back up.
7. Review current Internet use Policy - Computer and Internet Usage Policy (included in meeting packet). Manager has ability to see what all employees are doing on their computers.
8. Review of Airport Equipment needs (If we have an inventory list of all Airport Equipment, that would be great)
9. Creation of a Safety Committee (purpose is to review current safety policies and recommend any changes or additional policies needed)
10. Review Vacant Board seats and process to fill
11. Review Snow removal plan (included in meeting packet)
12. Public Comments – Open for members of the public for items other than on this agenda; agenda items will be discussed during the item's time. When recognized by the Chair, please stand, and clearly state your name and relationship to the airport.
13. Airport Manager's Report
 - a. Fuel Ramp Construction update Sub-committee for self-service issues.
 - b. Staff Training Report: Review policies. Classroom and hands on aircraft De-icing training for line personnel.
 - c. Personnel changes: Dan's promotion, Tyler has left. Peggy added hours
 - d. Bob has been giving airport tours to boys and girls organizations. He has added adult day cares. The tours are greatly appreciated.
 - e. FOAA request 19 line items of logs and records dating back to January 2019.
 - f. Fuel Testing Results
 - g. Weights and measures: Weather permitting, the fuel meters on the trailer and jet truck will be calibrated by Ronnie's Meter Service on December 16 or 17, 2021s. The new fuel farm tanks and the diesel tank do not require calibration because nothing is sold directly

from them. The recently removed fuel tanks and the old fuel truck had been calibrated. The current fuel truck and new trailer were overlooked when they were recently put into service.

- h. The Airport, with the help of Dottie Perham from the city of Lewiston, has applied for a \$10,000 tourism grant to be used for marketing to draw guests from outside a 50 mile radius.
- i. Next event a "Toy Fly" on Dec 11th with a snow date of Dec 12. This is in conjunction with the airport being a "Bus Stop" for the Chamber of Commerce's toy drive.

14. New business- Would the board prefer to return to zoom meetings for January then re-evaluate the Covid 19 conditions? |

15. Old Business

- a. Confirm passing on two options to buy private hangars, for the record
- b. Acknowledge CMP easement for 911 tower through FAA
- c. Update on Manager Search
- d. Update on restaurant- restaurant has been primed and ready for paint. Rainy day activity.
- e. CIP

16. Next regular meeting: January 6, 2022 (Hybrid/City Hall)

17. Adjournment