

**AUBURN-LEWISTON AIRPORT  
BOARD OF DIRECTORS  
MEETING NOTIFICATION  
6 January 2022**

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**PLEASE BE ADVISED THIS IS A ZOOM ONLY MEETING.**

**\*\*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. YOU WILL BE REQUIRED TO IDENTIFY YOURSELF BEFORE SPEAKING. 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/87238177179>

Meeting ID: 872 3817 7179

**Please note our new Facebook Page:**

**<https://www.facebook.com/Auburn-Lewiston-Airport-112297304557206>**

We are no longer the Auburn Lewiston Municipal Airport. That site is frozen.

# AGENDA

## 01/06/2022

### Regular Monthly Meeting – 5:30 pm

Reminder when using zoom all votes must be taken by roll call.

1. Call to Order and declare a quorum is present (Chair)
2. Welcome New Members:
3. Minutes: Dec 2nd and special Session Dec 10, 2021 (Chair) (motion)
4. Financial Report (Treasurer) (motion)
5. Budget draft presented (manager)
6. Draft 2023 Budget presented (Manager)
7. Fuel Flow report
8. Update of Internet security protocols.
9. Review of Airport Equipment needs (inventory list attached): Manager's Report
10. Safety Inspection: Manager's Report
11. Update Snow removal plan: the line referencing an old piece of equipment on page 2 has been removed. The arial photo on page 4 does not show the Life Flight Crew Quarters that were built. That building does not affect our Snow Plan. There is only foot access, and it is in the lease that the tenant is responsible for walkways. The snow plan is on our website: FlytoMaine.com
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 We will hold onto the credit card reader until further decisions are made. Lakes Region Environmental has been very flexible.
  - b. Staff Training Report: Reviewed computer and Freedom of Access policies. Discussed information flow and responsibilities.
  - c. Personnel: Job posted on Career Centers Job Link and Hire a Vet
  - d. Third Party Fuel Testing Results all good. Letter sent
  - e. Weights and measures: one meter on the trailer and two on the fuel truck were calibrated by Ronnie's Meter Service on December 16.
  - f. Randy Klatt the Director- Loss Control Region 2, The MEMIC Group and our agent from Varney Insurance, Blake Fryer spent several hours on Dec 22<sup>nd</sup>
  - g. Equipment review by outside consultants: Alison Navia, Airport Manager Joe Ridley, and Matt Punsky, Maintenance Director at the Sanford Airport.
  - h. The Airport did not receive the tourism grant I applied for. Infrastructure Bill Passage- \$295,000 to KLEW. More to follow

- i. The “Toy Fly” was held on Dec 12th in conjunction with the airport being a “Bus Stop” for the Chamber of Commerce’s toy drive. With support from Elite Airways and New England Air, our staff and customer, the event was a huge success. And Santa’s arrival to inspect our toy drive was noted in the Sun Journal.

14. New business-

- a) Notams: On site evaluation? explanation of procedures
- b) FAA Master Record (Operation section)

FAA Master Records can be found at: <https://adip.faa.gov/agis/public/#/airportData/LEW>  
The Master Record for Auburn Lewiston is in the board packet. Scroll to pages 2 and 3.

- c) Airport board review (performance, objective and results)

15. Old Business

- a. Accept Airport Rescue Grant of \$59,000
- b. Acknowledge easement application through FAA for MDOT traffic and drainage improvements
- c. Update on Manager Search
- d. Update on restaurant-
- e. Budget

16. Executive Session to Discuss Personnel matters MRSA 405(6) A

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18. Next regular meeting: Feb 3, **2022** (Hybrid/City Hall or Zoom?)

19. Adjournment