

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
January 21, 2021

The Auburn-Lewiston Airport Board of Directors meeting was held Remotely VIA Zoom at 5:30 p.m.

Present: Chair Sheats

Board Members Present: Carrier, Williams, LaChapelle, Hunter, and Gelinas.

Also Present: Rick Lanman, Airport Director; Suzanne Sheppard, and Robert Furey HTA; and Tom Ward, Tenant.

Absent: LaFontaine, Horn and Eastman.

Chair Sheats called the meeting to order at 5:35 p.m.

MINUTES – December 17, 2020.

ON MOTION BY MR. CARRIER SECOND BY MR. LACHAPELLE VOTE (1) TO ACCEPT THE MINUTES OF DECEMBER 17, 2020 AND PLACE ON FILE.

VOTE: 6:0

FINANCIAL REPORT – DECEMBER 2020

Director Lanman reviewed the financial report with the board. The airport is subsidizing the FBO as previously stated. This is not unusual in today's aviation world where municipalities are running the FBO (fixed based operation). Actual fuel sales are lagging payment between 10-15 days. Vehicle maintenance account will be over expended by year end, due to a broken snowplow. Snow and Ice Control is looking good due to surplus on hand from previous year. Director Lanman stated he will address the overages and curtailments in March/April. Comparison reports are tracking accordingly. The airport's large grants are just about completed as shown on the report.

The Parking Lot surplus of unspent money was approved by both city councils for transfer to the East Ramp Project (share unfunded by the FAA).

The lease payment due September 1 for the loan on the hangar has been postponed due to decrease in revenues brought on by COVID this summer. Director Lanman stated he would get a better idea if payment could be made to the cities by the next meeting in March. If this payment is deferred for this year, both cities will need to bring this item to the council for approval since it is part of their revenue for this budget year.

ON MOTION BY MR. CARRIER SECOND BY MS. HUNTER VOTE (2) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.

VOTE: 6:0

DIRECTOR'S REPORT – The meeting recording stops at this point and does not capture the rest of the meeting. While Director Lanman had notes concerning the Old and New Business there were no notes or other materials to create a proper record of his report or the public comment period.

ON MOTION BY MS. HUNTER SECOND BY MR. CARRIER VOTE (6) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE PURSUANT TO 1 M.R.S.A. SEC. 405 (6) (C)

VOTE: 6:0

ON MOTION BY MS. WILLIAMS SECOND BY MS. HUNTER VOTE (7) TO COME OUT OF EXECUTIVE SESSION WITH NO ACTION AT PRESENT TIME AND ADJOURN THE MEETING AT 7 P.M.

VOTE: 6:0

Respectfully submitted,

**Rick Lanman, AAE, ACE
Airport Director**

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

February 2021

No meeting

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
March 4, 2021

The Auburn-Lewiston Airport Board of Directors meeting was held Remotely VIA Zoom at 5:30 p.m.

Present: Chair Sheats

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

Also Present: Rick Lanman, Airport Director; Suzanne Sheppard, HTA; Nikolas Ippolito, Gale Assoc.; Mr. Platz, local pilot; and Devon Smith, representing Proctor and Gamble.

Absent: Board Member Horn.

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

MINUTES – January minutes will be submitted at the next meeting with March 2021.

Chair Sheats stated during the Zoom meetings, plaques have not been given out due to the pandemic. We would like to welcome new members to the board. Glen Holmes, City of Auburn- Director of Business and Community replacing Ms. Eastman and Marc Blais replacing Rick LaChapelle representing Lewiston.

FINANCIAL REPORT – FEBRUARY 2021

Chair Sheats stated the report was available and open for questions.

DIRECTOR'S REPORT

→ Construction Plan Update –

- Runway Construction – Grooving, markings and repairing Runway 4 will begin this spring and be finalized by summer.
- Landside Parking Lot – Director Lanman stated there was no progress report on this item.
- Fuel Farm- The new fuel tanks have been installed and currently we are awaiting a mobile cart for the avgas. The airport will not remove the old system until the new system has been fully operational and tested. There will be no lapse in service.
- East Ramp Rehabilitation – There was a public meeting with the FAA to finalize the plan for the updates on the East Ramp. The FAA does not have much lead way due to Congress. Portion of this grant is being locally funded. Ms. Sheppard stated permitting is being worked on and going out to bid for the grant process before May 3.

○
→ High School Graduation Planning-

The airport will be hosting the high school graduations to five schools this year. Leeds and Poland will be added this year. Lewiston, Edward Little and Oak will be returning. A small nominal fee may be charged, and any additional costs to the airport will be collected by the individual High Schools. A letter notifying the graduations taking place will be forward to the FAA for approval. The runway will need to partial close.

PUBLIC COMMENT – None

Old Business–

FAA AIRPORT IMPROVEMENT GRANT FOR LAND PURCHASE FOSTER ROAD PROPERTY
Director Lanman updated the board and is working with HTA to get the land grant in for processing. A section of the land allows the seller to purchase 12 acres back at a set price if it was needed for an ongoing project. The project is completed and now we are looking to release the option with ABDC. They were willing to release the agreement for a price of \$5,000 and that price was negotiated down to \$2,500 and the airport will own it free and clear. Once the grant has been finalized, the airport is looking for an August turn around. Ms. Hunter stated once the agreement is finalized, a motion from the board will be needed.

New Business-

BID ACCEPTANCE FOR FBO RAMP TANK REMOVAL AND RECONSTRUCTION.
The airport received 3 bids for the tank removal project and the acceptable low bidder was from Gaftek in the amount of \$563,150. They were also the company who installed the new tanks.

ON MOTION BY MS. HUNTER SECOND BY MS. WILLIAMS VOTED (1) TO APPROVE THE BID FROM GAFTEK IN THE AMOUNT OF \$563,150 TO REMOVE THE OLD FUEL FARM TANKS AND RECONSTRUCT THE FUEL APRON.

VOTE: 8:0

ON MOTION BY MS. HUNTER SECOND BY MS. WILLIAMS VOTED (2) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE PURSUANT TO 1 M.R.S.A. SEC. 405 (6) (C)

VOTE: 8:0

ON MOTION BY MS. WILLIAMS SECOND BY MS. HUNTER VOTED (3) TO COME OUT OF EXECUTIVE SESSION WITH NO ACTION AT PRESENT TIME AND ADJOURN THE MEETING.

VOTE: 8:0

Respectfully submitted,

**Rick Lanman, AAE, ACE
Airport Director**

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

April 2021

No minutes available

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
May 6, 2021

The Auburn-Lewiston Airport Board of Directors meeting was held Remotely VIA Zoom at 5:30 p.m.

Present: Chair Sheats

Board Members Present: Carrier, Williams, Hunter, Gelin, LaFontaine, Blais, Horn and Holmes.

Also Present: Rick Lanman, Airport Director; Robert Poulin, Airport Staff; Suzanne Sheppard, HTA; Nikolas Ippolito, Gale Assoc.; Devon Smith and representing Proctor and Gamble.

Chair Sheats called the meeting to order at 5:32 p.m.

FINANCIAL REPORT – APRIL 2021

The airport is lagging in revenues for the year. Airfield maintenance line will be over budget due to the damage from the aircraft earlier and the insurance money received is in service fees received to cover the expenditure in airfield maintenance. Prices of fuel have increased drastically. \$4.85 per gallon to \$5.40. Historically we are doing the same as previous years and still consistent. Sale of assets for \$29,000 was from some surplus old equipment auctioned off during the winter months.

ON MOTION BY MR. CARRIER SECOND BY MS. HUNTER VOTE (1) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED.

VOTE: 9:0

DIRECTOR'S REPORT

Runway Reconstruction /Runway Resurfacing Update

Ms. Sheppard updated the board. The repair work will begin May 17 with a week closure and 30 days later around June 30, nighttime grooving will take place and markings will follow. There has been a lot of start and stops with this ongoing project. Wiggins is aware of the construction, and it should not affect their operations. Mr. Carrier stated he spoke previously with Director Lanman regarding letters being sent out to abutters for the construction. Chair Sheats requested Jersey barriers to help with the noise problem during the construction. Ms. Sheppard will inquire. It may make more noise moving them as the project moves down the runway, plus the height may be a problem. A press release will be sent out to help defray any public questions.

Fuel Farm/FBO Ramp Update

The ramp project is parked until September, when the fuel farm will be dismantled, taken out, filled in and paving and grading. Waiting on Avgas trailer coming in June/July. A company down in Florida, back in September 2020, was low bidder and declined to produce the trailer due to the pandemic, so the airport contacted the second bidder on the list. No payments were sent to the first bidder. The new tanks are currently installed and operating. There is a daily/monthly standard routine checklist for the fuel truck and tanks. If there are any issues or concerns, they should be addressed to the board and placed on the agenda for discussion. The board handles budgetary and policies. Specific concerns should be addressed with a freedom of information letter, or a letter of concern written to the Director, and he can respond to. The Board does not oversee airport employees but does oversee the Directors performance. There is a different way to approach concerns brought up.

East Ramp Rehabilitation Update

The East Ramp Rehabilitation project is estimated at currently a \$2.3 million dollar. The grant has been submitted for \$1.8 million to FAA. Looking to start in mid-September 2021.

b. High School Graduation Planning

All schools have agreed and are sharing and cooperating with funding and sharing costs. Drones can be flown but need to follow the FAA rules. Requests need to be submitted for this by May 31, 2021.

c. Aircraft Pull by Elite Airways

Elite has raised over \$1,000 and there are a few teams competing. The ramp is set up for the event on May 15, for Big Brothers Big Sisters Aircraft Pull.

d. Land Sale Update

The appraisal is expected by next week for review. Selling price will be negotiated, with approval from the board, a closing will be estimated for June 12th. RFP's go out to do FAA appraisals for the sale of land at the airport.

4. PUBLIC COMMENT –

Mr. Blais had suggested fuel filters need to be changed on Jet A truck, on passengers' side. Mr. Blais requested information from FSDO in Portland regarding fuel trucks. What questions are board members allowed to ask airport employees. Any issues/questions should be referred to the Airport Director, not airport staff, FAA, or Portland. If it is not addressed in a timely matter, then it becomes a board issue. Investigations should be completed by the FAA if the issue rises to that point. Individual board members should not be conducting this on their own. If an employee staff should contract a board member with concerns, the board member would contact the Airport Director or the Airport Chair to address the issue at hand.

5. OLD BUSINESS

a. Disadvantaged Business Enterprise Program Update for Federal FY 21-23

The airport has this updated every 3 years to file with the FAA for determining of grant percentages with contractors. If they do not meet the DBE goals, the FAA has to approve an exception to attain the goal. It gets published in the local paper for availability for review up to 45 days. All airports need to complete this, it is part of the grant process.

ON MOTION BY MS. HUNTER SECOND BY MS. LAFONTAINE VOTE (2) TO ACCEPT THE DISADVANTAGED BUSINESS ENTERPRISE PROGRAM UPDATE FOR FY 21-23.

VOTE: 9:0

b. Bid Tabulation and Recommendation for the East Ramp Reconstruction Project.

Bids are in and the lowest overall bidder was Gendron and Gendron. Well-known local company.

ON MOTION BY MS. HUNTER SECOND BY MR. CARRIER VOTE (3) TO ACCEPT AND AWARD THE PROJECT TO THE LOW BIDDER GENDRON AND GENDRON IN THE AMOUNT OF \$1,882,584.36 FOR THE EAST APRON RECONSTRUCTION PROJECT.

VOTE: 9:0

New Business-

FAA AIRPORT CONORNAVIRUS RESPONSE GRANT PROGRAM OFFER ACCEPTANCE.

Round two of the Federal Relief Packages shared by airports. Money can be used for operations. \$23,000 to help with the airport budget. Broken down by primary and non-primary airports.

ON MOTION BY MR. HOLMES SECOND BY MR. CARRIER VOTE (4) TO ACCEPT THE FAA AIRPORT CONORNAVIRUS RESPONSE GRANT PROGRAM OFFER AS PRESENTED IN THE AMOUNT OF \$23,000, SUBJECT TO THE CONDITIONS SET FORTH IN THE GRANT AGREEMENT AND TO RATIFY THE SIGNATURE OF THE AIRPORT DIRECTOR ON THE GRANT AGREEMENT ON BEHALF OF THE AUBURN LEWISTON AIRPORT.

VOTE: 9:0

Next Regular Meeting will be tentatively scheduled for June 3, 2021.

ON MOTION BY MS. HUNTER SECOND BY MR. BLAIS VOTE (5) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE PURSUANT TO 1 M.R.S.A. SEC.405 (6).

ON MOTION BY MS. LAFONTAINE SECOND BY MR. CARRIER VOTE (6) TO COME OUT OF EXECUTIVE SESSION AND ADJOURN THE MEETING AT 6:40 PM

VOTE: 9:0

Respectfully submitted,

**Rick Lanman, AAE, ACE
Airport Director**

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
SPECIAL MEETING of May 24, 2021

The Auburn-Lewiston Airport Board of Directors meeting was held Remotely VIA Zoom at 11:45 a.m.

Present: Chair Sheats

Board Members Present: Carrier, Gelinias, LaFontaine, Blais, Williams, Horn and Holmes.

Also Present: Rick Lanman, Airport Director; Devon Smith and Jack Ricker, representing Proctor and Gamble.

Absent Members: Ms. Hunter.

Chair Sheats called the meeting to order at 11:46 a.m.

ON MOTION BY MR. HOLMES SECOND BY MS. LAFONTAINE VOTE (1) TO ACCEPT THE OFFER MADE BY PROCTOR AND GAMBLE.

Director Blais had questions for discussion regarding Appraisal and Offer.

ON MOTION BY MS. GELINAS SECONDED BY MS. LAFONTAINE VOTE (2) TO GO INTO EXECUTIVE SESSION TO DISCUSS THE APPRAISAL AND OFFER.

VOTE: 8:0

ON MOTION BY MR. HORN SECOND BY MS. WILLIAMS VOTE (3) TO COME OUT OF EXECUTIVE SESSION.

VOTE: 8:0

ON MOTION BY MR. HOLMES SECOND BY MR. CARRIER VOTE (4) TO ACCEPT THE OFFER FOR \$10,000 PER ACRE BY PROCTOR AND GAMBLE AS OUTLINED BY THE APPRAISAL AND THAT THAT IT BE INCORPORATED INTO THE PURCHASE AND SALES AGREEMENT AND FOLLOW ALL CONDITIONS SET FOR FAA APPROVAL.

VOTE: 8:0

The next meeting currently scheduled for June 3, 2021, will be a hybrid meeting conducted by Mr. Holmes office at Auburn City Hall, second floor, parking garage entrance 2nd floor, someone will be at the door to let you in. Five Directors prefer an in-person and others prefer by zoom. The conference room at Auburn Hall can accommodate under 10 people with 6 feet social distancing. Log in will be made available for the public with the Agenda notice.

Chair Sheats requested an Executive Session to discuss personnel issue.

ON MOTION BY MR. HOLMES SECOND BY MS. LAFONTAINE VOTE (5) TO DISCUSS PERSONNEL ISSUE.

VOTE: 8:0

ON MOTION BY MR. HOLMES SECOND BY MS. LAFONTANE VOTE (6) TO COME OUT OF EXECUTIVE SESSION.

VOTE: 8:0

Next Regular Meeting will be a hybrid meeting conducted at Auburn City Hall scheduled for June 3, 2021.

**ON MOTION BY MR. CARRIER SECOND BY MR. HORN VOTE (7) TO ADJOURN THE MEETING AT
12:05 PM**

VOTE: 8:0

Respectfully submitted,

**Rick Lanman, AAE, ACE
Airport Director**

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
June 10, 2021

The Auburn-Lewiston Airport Board of Directors meeting was held Remotely VIA Zoom at 5:30 p.m.

Present: Chair Sheats

Board Members Present: Carrier, Williams, Gelinias, LaFontaine, Blais, Horn and Holmes.

Also Present: Bob Poulin, Acting Airport Manager; Suzanne Sheppard, HTA;

Absent: Ms. Hunter.

Chair Sheats called the meeting to order at 5:32 p.m.

ON MOTION BY MS. LAFONTAINE SECOND BY MR. CARRIER VOTE (1) TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL ISSUE.

VOTE: 8:0

ON MOTION BY MS. LAFONTAINE SECOND BY MR. CARRIER VOTE (2) TO COME OUT OF EXECUTIVE SESSION.

VOTE: 8:0

Chair Sheats stated Director Lanman has taken ill and will not renew his contract in October 2021. The board will begin searching for a new Airport Manager. In the interim period Chair Sheats would like a motion from the board for an Acting Airport Manager.

ON MOTION BY MR. HOLMES SECOND BY MR. CARRIER VOTE (3) TO APPOINT BOB POULIN AS ACTING AIRPORT MANAGER.

VOTE: 8:0

The sale of land will continue being handled by Chair Sheats and Mr. Holmes. Suzie Sheppard with Hoyle Tanner & Associates will continue being the point person for ongoing projects with the FAA and the Board. Nik Ippolito, Gale Associates will continue being the point person for their current projects with the FAA and the Board. Acting Manager will handle NOTAMS, Airport Safety Issues, and Fuel Operations. Minor issues may arise and patience during this period is requested until a new Airport Manager is hired. Director Lanman has stated he is currently available to the Board and Acting Manager Poulin for consults with any issues that may arise until a replacement is found.

NOTAMS will be published in advance as much as possible to help create a smooth flying experience for everyone involved.

MINUTES – APRIL AND MAY 2021

ON MOTION BY MS. LAFONTAINE SECOND BY MS. GELINAS VOTE (4) TO APPROVE THE MINUTES AS PRESENTED.

VOTE: 8:0

FINANCIAL REPORT – MAY 2021

The report was submitted. Ms. Berube, Airport Secretary, stated she had to clarify some numbers with Ms. Eastman.

ON MOTION BY MR. HOLMES SECOND BY MR. BLAIS VOTE (5) TO TABLE THE FINANCIAL REPORT UNTIL NEXT MONTH.

VOTE: 8:0

ACTING MANAGER'S REPORT

Runway Reconstruction/Runway Resurfacing Update

June 20 Grooving will begin after airport operating hours, the equipment will begin arriving on June 19. Grooving and marking will all be completed after hours; customers were notified and NOTAMS will be issued. Wiggins is a daily customer and has worked their schedule to continue flying during the planned open hours.

Landside Parking -
Currently on Hold.

Fuel Farm/FBO Ramp Update

The trailer has been delayed due to COVID, parts were unavailable. The component is now in and being installed. The trailer should be shipped the week of June 28, 2021. Once received, the credit card device will be installed. The new tanks are currently installed and operating. There is a daily/monthly standard routine checklist for the fuel truck and tanks. All new hires are trained on-line with NATA, National Air Transportation Association. Once on-line training is complete, line technicians are trained by staff with step-by-step instructions to follow. The airport is looking to remove the old system and resurface the ramp sometime after Labor Day.

East Ramp Rehabilitation Update-
Currently waiting for FAA Grant.

High School Graduation Planning

All schools, Lewiston, Poland, Leavitt, Oak Hill all had a satisfactory graduation. Edward Little withdrew due to the lightening of restrictions. 535 graduates with 1,000 plus vehicles. Some aircraft landings took place during the events and was an added attraction. Ms. Williams stated she attended her son's graduation and stated it was well done. Everything went smoothly.

PUBLIC COMMENT - none

OLD BUSINESS

Auburn Hangar Condo Association Lease

AHCA, has agreed to a 90-day extension before continuing with negotiations.

Restaurant

Mr. Holmes and Director Lanman met the chef while having breakfast at Sedgley's. Mr. Holmes and Mr. Blais will pursue possibilities for Sedgley's to operate at the airport. A few concerns were café space, outdoor seating and if the airport would expand the area to meet their needs. The board will be looking forward to their business plan and proposal soon. A proposal was previously submitted to Director Lanman, stating usage of the airport lobby with tables for drinks, before entering the café for dining. The

layout for the café currently does not include outside the café walls, occasionally renting the conference room for large parties when not in use, and the previous owners were also doing outdoor dining and had a liquor license.

Land Sale Update

The FAA has the grant application for the reimbursement of land the airport previously purchased a few years ago from ABDC. Waiting on Grant Offer.

NEW BUSINESS

Airport Manager Search

City of Auburn HR has offered to help. The board set up a hiring committee to create a job description and advertise. Ms. LaFontaine will be heading the committee with Mr. Blais, Mr. Holmes, Mr. Poulin and two other seats to be determined by the committee, one being a tenant of the airport and an airport pilot.

ON MOTION BY MR. HOLMES SECOND BY MR. BLAIS VOTE (6) TO FORM THE COMMITTEE FOR THE AIRPORT MANAGER'S POSITION WITH MS. LAFONTAINE AS HEAD OF THE COMMITTEE AS STATED.

VOTE: 8:0

Next Regular Meeting will be tentatively scheduled for July 1, 2021. Meetings will continue with zoom and in-person social distancing for those who prefer (hybrid meetings) until the Governor Civil Order changes or is lifted. The City of Auburn will be heading up the zoom and room location until further notice.

ON MOTION BY MS. WILLIAMS SECOND BY MR. BLAIS VOTE (7) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE PURSUANT TO 1MRSA SECTION 405(6)(C).

ON MOTION BY MS. LAFONTAINE SECOND BY MR. CARRIER VOTE (8) TO COME OUT OF EXECUTIVE SESSION AND ADJOURN THE MEETING AT 6:22 PM

VOTE: 8:0

Respectfully submitted,

Bob Poulin, Acting Airport Manager
Betty Ann Sheats, Chair

AUBURN-LEWISTON AIRPORT
Airport Board of Directors Meeting Minutes
July 1, 2021

The Auburn-Lewiston Airport Board of Directors meeting was held in-person and remotely VIA Zoom at 5:30 p.m.

Present: Chair Sheats

Board Members Present: Williams, Gelinias, LaFontaine, Blais, Hunter, and Holmes.

Also Present: Bob Poulin, Acting Airport Manager; Suzanne Sheppard, HTA.

Absent: Mr. Horn, Carrier

MINUTES – May 24 Special and June 10, 2021.

ON MOTION BY MS. WILLIAMS SECOND BY MR. HOLMES VOTE (1) TO APPROVE THE MINUTES AS PRESENTED.

VOTE: 5:0

Ms. Hunter Abstained.

FINANCIAL REPORT – June 2021

The funds for the parking lot have been transferred to the East Ramp Project. Outside auditors were here last week and will be back in August. The airport overall budget (operations and FBO) is running a deficit of \$22,482. Some outstanding receivables and payables continue to come in through July. Fuel inventory adjustments will be adjusted with the audit, and will be presented to the Board in November. The completed audit was requested to be posted on the airport website once completed. The FBO has not been profitable since it has been acquired by the airport. All airport staff is cross trained for any vacancies. Before COVID, the airport was starting to make a turn into the black with the FBO side. Tax Sharing has been received in full. The Intermodal lease is accounted for under the Rental Fee account. The COVID grant in the amount of \$23,000 that was voted on by the Board in June, has not been received by the airport from the FAA. Strategic Goals and Planning Sessions occur regularly with the Airport Board due to our capital process.

ON MOTION BY MR. HOLMES SECOND BY MS. WILLIAMS VOTE (2) TO ACCEPT THE REPORT AS PRESENTED.

VOTE: 7:0

ACTING MANAGER'S REPORT

Runway Reconstruction Update

Grooving and Painting- Delayed by one day, everything went smooth. Great job. NOTAMS out. Slow posting on NOTAMS at the center. Closed intersections for short period at night, went fine. Silk fence and staging removal is next. Final inspection with the FAA to complete the final hit list will occur within a month or so.

Fuel Farm

Gaftek will be on site shortly and finish up 2 small items. Start time for ramp removal is still on track for fall. The fuel trailer had been in final testing and arrived today. Credit Card installation will be installed next week. (As requested by pilots a few years ago) By August 1, the cart will be up and the airport will have both systems working for a month or two and ensure the airport can move fuel without any complications before discontinuing the old system. Internet with wireless bridge will be set up. The fuel cart will be located on tie down ramp, connected to the power currently on the field. Researching removal pylons. This is an airport project and not covered by the FAA for funding. Avfuel, our vendor for fuel will be the administrator and let the fuel cart tie into the system. The board requested Mr. Poulin to find out how often testing for encryption is being completed by Avfuel for protection.

Property and Liability Insurance Report

The airport insurance billing comes in a lump sum, due July 1. Insurance for liability (FBO fuel and activities) has gone up for the next 3 years by \$1,200 each year. The Directors and Officials insurance has gone down \$880. Our insurance broker goes out and shops for insurance and gets prices for the airport annually. The airport changed over to Varney Agency for our airport policies for property, directors/officials, automobile, property casualty and liability back in 2014 due to a significant decrease in policies. Maine Municipal Association covers a membership fee and covers our Health Insurance only. MEMIC covers our worker's compensation.

East Ramp Rehabilitation Update

Currently the FAA East Ramp Grant is being processed along with the Land Grant and will be sent to the airport for acceptance at the next meeting. The airport will be starting the process for the east ramp and fuel ramp after Labor Day. A question was asked if it was going to be a problem with two projects overlapping. Gendron and Gendron will be officially awarded for the East Ramp Rehab Project once the grant is accepted by the board. Adjustments with relocation of aircrafts and coordination between tenants and the contractor are usually discussed only when grant is in hand. Is there a plan so people can stay operating on the East side while construction is occurring? It is a plan for HTA and the contractor to set up a meeting with those customers and tenants, (Skyward, Geneva, LifeFlight) to answer any unanswered questions involving this project, there were several meetings previously held to discuss this project with tenants and pilots, months ago when the project first developed with Director Lanman. Will customers and tenants on that side of the field get a grant of some sort for being shut down, was another question asked. Construction Phase 1 is not FAA funded; Phase 2 is FAA funding. HTA will forward recent drawings and a meeting will be set up with tenants, HTA, and staff/board members.

PUBLIC COMMENT - Keith Russell had a concern for safety on east side construction project with Taxi J and B, you must look behind you. Stopping on the short hold line is concerning. This should be discussed at the east ramp meeting. Per Ms. Sheppard, HTA, it is designed by the FAA specs and guidelines.

OLD BUSINESS

Discussion of Line SOP's and Training on Fuel Farm and the Jet A Fuel Truck.

Training package was included in the materials sent out. Online training and in-house training are completed by all Line Techs and Operations Personnel. Director Lanman used to have staff meetings, which involved training sessions with employees, but with COVID the meetings slowed down to a stop, but will continue moving forward now that COVID restrictions have lighten up. A check list detailing the steps should be completed, dated, initialed, and installed in the truck. Should be completed within 60 days.

Airport Manager's Search Committee Update – Ms. LaFontaine.

Ms. LaFontaine updated the board from the June 22nd meeting and City of Auburn HR has offered to help. Formalize the time frame, where advertising will be, the job advertisement and description will be approved by the board. Mr. Blais forward some interested parties to be on the committee to Ms. LaFontaine. The airport is looking a 6-to-8-month period before a new Director is hired. What are the skills the airport is looking to find? A manager who is a visionary with proven track record to move the Auburn-Lewiston Airport forward. A strategic meeting will be set up on a Saturday to help answer some of the candidates' questions on what and where the airport direction should be headed.

Land Sale Update

Mr. Holmes updated the board with P & G discussions. The FAA has agreed to move forward as quickly as they can. P & G are working on their side with all costs related to the sale including but not limited to environmental, permitting and closing costs. They agreed to enter a lease with the airport for 1% of cost, for \$2,800 per month until sale is finalized, and the money is not being applied towards the sale price. This will be applied as rent towards the operating budget.

ON MOTION BY MR. HOLMES SECOND BY MR. BLAIS VOTE (3) TO APPROVE THE REVISED PURCHASE AND SALES AGREEMENT WITH PROCTOR AND GAMBLE.

VOTE: 7:0

ON MOTION BY MR. HOLMES SECOND BY MR. BLAIS VOTE (4) TO AUTHORIZE CHAIR SHEATS SIGNATURE ON BEHALF OF THE AIRPORT BOARD TO ENTER INTO A LEASE AGREEMENT OF \$2,800 PER MONTH FOR LEASING OF THE LAND TO PURCHASE WITH PROCTOR AND GAMBLE UNTIL THE SALE IS COMPLETED AND LANGUAGE ADDED TO THE LEASE AGREEMENT TO HOLD HARMLESS AND COMPLIANCE WITH THE FAA REGULATIONS.

VOTE: 7:0

Auburn Hangar Condo Association

They are asking to hold the lease payments to the board in escrow to the airport until the lease can be negotiated and approved by the board.

NEW BUSINESS

Amend the Board's By-Laws

ON MOTION BY MS. LAFONTAINE SECOND BY MS. WILLIAMS (5) TO CHANGE BY-LAWS TO ALLOW BOARD MEMBERS VOTING FROM ZOOM WITH AUDIO AND VISUAL RECORDING.

Chair Sheats would like the board to review changing the by-laws to allow board members to vote at meetings by zoom remotely if it is both video and audio recorded on file. Mr. Blais stated guidelines should be followed, and Ms. Hunter stated to table due to an order from the state has specific elements to be included in a policy as to when to elect to convert to a zoom meeting.

TABLE MOTION BY MS. HUNTER SECOND BY MS. WILLIAMS VOTE (6) UNTIL QUESTIONS AND A POLICY CAN BE DRAFTED.

VOTE: 7:0

Executive Session- Personnel pursuant to 1 M.R.S.A. sec 405 (6)(A)

Next Regular Meeting will be tentatively scheduled for August 5, 2021. Board Members cannot be part of quorum by remote status. Option for remotely zoom in to meeting by the public will be continued currently.

ON MOTION BY MS. WILLIAMS SECOND BY MS. HUNTER VOTE (7) TO GO INTO EXECUTIVE SESSSION TO DISCUSS 1 M.R.S.A. SEC. 405 (6) (A).

VOTE: 7:0

ON MOTION BY MS. LAFONTAINE SECOND BY MS. HUNTER VOTE (8) TO COME OUT OF EXECUTIVE SESSION AND ADJOURN THE MEETING AT 7:15 PM

VOTE: 7:0

Respectfully submitted,

Bob Poulin, Acting Airport Manager
Betty Ann Sheats, Chair

AUBURN-LEWISTON AIRPORT

Airport Board of Directors

Special Meeting Minutes

July 9, 2021

The Auburn-Lewiston Airport Board of Directors Special meeting was held at 8:30 a.m. at Auburn City Hall, Auburn, Maine.

Present: Chair Sheats

Board Members Present: Williams, Gelinias, Blais-video, Hunter, and Holmes.

Also Present: Bob Poulin, Acting Airport Manager.

Absent: Mr. Horn, Carrier, LaFontaine.

Chair Sheats stated the paperwork for the sale of Proctor and Gamble has been forwarded to the FAA. The FAA has agreed to move forward with the formal request for release for the sale.

Ms. Hunter stated due to this item missing the agenda, requested from the board to vote to waive Robert Rules for this item.

ON MOTION BY MS. HUNTER SECOND BY MR. HOLMES VOTE (1) TO WAIVE ROBERT RULES DUE TO THE URGENCY OF MOVING FORWARD TO ADD PROCTOR AND GAMBLE TO THE AGENDA.

VOTE: 5:0

ON MOTION BY MR. HOLMES SECOND BY MS. GELINAS VOTE (2) TO ALLOW EXPENDURE OF FUNDS MIRRORING PREVIOUS RATES FROM HTA FOR THE WORK THEY ARE PROVIDING TO THE AIRPORT FOR THE FAA RELEASE FOR THE LAND SALE.

VOTE: 5:0

Restaurant Update

Mr. Holmes updated the board and requested to continue to move forward discussing a potential lease for the restaurant area, with options of a simple lease to include a few months of free rent, exit with short notice for both sides and potential need if successful to have tables outside the restaurant area, with compliance with all codes and regulations, and not interfere with normal airport operations for a short period. Terms and a written lease will be brought back in executive session for discussion with the Board.

Interim Manager Ad

Mr. Poulin was made acting manager at the last meeting and the board has a subcommittee for the hiring of an Interim and Airport Manager with Ms. LaFontaine leading the committee. An ad will be placed for Interim Manager locally, statewide, and nationally. All resumes will be submitted to Auburn City Hall, Human Resources Department, for the position. The job will be posted and once the interim position is filled, the Airport Manager position will be posted.

Strategic Planning Meeting Discussion

The board will be holding a strategic meeting to discuss among themselves, to hire a full-time airport manager, to know what kind of skills they are looking for and what their focus will be in regard to operations and the Fixed Based Operation. This is a public meeting without motions. Auburn and Lewiston City Clerks will continue to receive all notices for board meetings.

Hiring of Investigator

HR issues came up regarding appropriate behavior and allegations in relation to board and staff.

ON MOTION BY MR. HOLMES SECOND BY MS. HUNTER VOTE (3) TO HIRE AN INVESTIGATOR FOR UP TO \$2,500 TO DISCUSS HR ALLEGATIONS BROUGHT UP PREVIOUSLY AND WORK-PLACE ENVIRONMENT ASSESSMENT AND TO HAVE THE CITY OF LEWISTON HR DEPARTMENT HIRE THE INVESTIGATOR, SEPARATELY FROM THE BOARD.

VOTE: 5:0

Going forward the agendas will specify the location and zoom availability on the agenda.

This meeting was a Special Meeting, and no open session is scheduled, but the board is always open to answer any related questions from the public.

Adjournment - Next tentative meeting scheduled for August 5, 2021.

**ON MOTION BY MS. WILLIAMS SECOND BY MS. HUNTER VOTE (4) TO ADJOURN THE MEETING
8:57 AM**

VOTE: 5:0

Respectfully submitted,

**Bob Poulin, Acting Airport Manager
Betty Ann Sheats, Chair**

Friends of Auburn Lewiston Airport,

The Airport Board will hold a strategic workshop on July 24th from 1-5 at the Airport. The public is invited to join us on Zoom: meeting #463 332 0519

Some background: Our FAA CIP calls for a new Master Plan to be performed in 2022. Hoyle and Tanner will facilitate the whole process. The timing will be perfect as we have things coming due, an Airport Layout Plan, review of Exhibit A, an Aviation Forecast and an obstruction study, which can all be done as part of the Master Plan with the FAA will covering the cost. It will also occur after the hiring of a new manager. There is a great deal of public input to the Master Plan, which will give our new manager a well informed learning curve. A formal Strategic Plan or Business Plan generally follows the Master Plan and our new Airport Manager will be in place to facilitate it.

At a previous meeting and on the agenda, we referred to this workshop as a strategic planning meeting. It is not a formal Strategic Plan, but a workshop to bring the board together on some goals, within the airport's purpose, and inform the board where we should focus and what skills we will seek in a candidate to lead that process.

To make the best use of our time, board members have been asked to submit ideas in advance. The public is be invited to do the same:

List two short term goals for the airport, something we can expect to do within one year. As hiring a manager is already in the process you can omit this.

List two medium term goals, 1-3 years, things we need to be putting on our cities and our FAA CIP now.

List two long term goals, 3-10 years: where do we want to go?

Board Member Hunter has offered to gather our thoughts/ lists and put them into a format for the workshop. Please email your ideas to her at hhunter@lewistonmaine.gov. by July 22nd.

In thinking of the airport also keep in mind the purpose of the board as stated in our bylaws: The purpose of the Airport Board will be to operate, maintain and improve the Auburn-Lewiston Municipal Airport, hereinafter called the "Airport"; and to plan, acquire facilities for, construct and operate as may be necessary to provide optimum air transportation service for Auburn, Lewiston and the surrounding area. In addition, the purposes of the corporation shall be to foster, encourage, and assist the physical location, settlement, or resettlement of industrial, manufacturing, and other business enterprises at the Auburn-Lewiston Municipal Airport including the Airpark.

Our current Master Plan, done in 2006, is available on our website: <https://flytomaine.com/business/>

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**

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 MOTIN 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**

AUBURN-LEWISTON AIRPORT

Airport Board of Directors

Meeting Minutes

September 2, 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, LaFontaine, Horn, and Williams.

Also Present: Bob Poulin, Acting Airport Manager.

Absent: Chair Sheats.

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

APPROVAL OF MINUTES

ON MOTION BY MS. HUNTER SECOND BY MS. GELINAS VOTE (1) TO TABLE THE MINUTES OF AUGUST 5 AND AUGUST 26 UNTIL THE NEXT BOARD MEETING.

VOTE: 7:0:1

MR. BLAIS ABSTAINED.

FINANCIAL REPORT

Ms. Hunter reviewed the financials with the board. The auditors were at the airport completing the annual audit. Airport operations has received the city subsidizes, leaving a surplus of \$140,316. FBO side has a deficit of \$5,000. Early in the fiscal year and trending as past years.

ON MOTION BY MR. CARRIER SECOND BY MS. GELINAS VOTE (2) TO APPROVE THE FINANCIALS AS PRESENTED.

VOTE: 8:0

REMOTE ACCESS BY LAW CHANGE

The change was included in the package with the redline version and updated copy.

ON MOTION BY MR. CARRIER SECOND BY MS. HUNTER VOTE (3) TO ACCEPT THE BY LAW CHANGE FOR REMOTE ACCESS AS PRESENTED.

VOTE: 8:0

FUEL SALES DISCUSSION

Documentation was received from Mr. Carleton, State of Maine, regarding record keeping of exempt fuel purchasing requirements. Language not specific but gave some recommendations as to what records could include. Name, tail number, owner/operator of aircraft, with amount of fuel sold. If sold for sanctioned racing event, the record could include the purchase's name, the name of the sanctioned event, contact info as well as purchase amount.

ON MOTION BY MR. BLAIS SECOND BY MR. HOLMES VOTE (4) FOR THE AIRPORT TO SET UP ITS OWN POLICY BY THE INTERIM MANAGER FOR APPROVAL BY THE BOARD.

Mr. Holmes asked if there was a written policy currently handling the fuel transaction. Mr. Poulin stated, Ms. Sheats sent out the required procedure for selling fuel for sanctioned racing, which includes, racing event, customer name and/or tail number. Mr. Blais stated the FAA requires only authorized vehicles to operate on the airfield. The new avgas cart requires vehicles to drive onto the ramp. Mr. Poulin stated once the avfuel cart is operational a policy will be brought to the board regarding vehicles going out on the ramp for fuel sales. Mr. Blais stated waiting to implement policy is a security and safety issue.

MS. HUNTER AMENDED THE MOTION TO INCORPORATE THE SUGGESTED 3 BITS OF INFORMATION; AND TO VERIFY THE ID, NOT CAPTURE THE ID, WHEN FUEL IS SOLD; AND INCORPORATE OTHER POLICIES AND PROCEDURES IN PLACE TO SECURE THE SAFETY OF THE AIRPORT.

VOTE: 8:0 (ON AMENDMENT)

ON MOTION BY MR. BLAIS SECOND BY MR. HOLMES VOTE (4) FOR THE AIRPORT TO SET UP ITS OWN POLICY BY THE INTERIM MANAGER FOR APPROVAL BY THE BOARD AND TO INCORPORATE THE SUGGESTED 3 BITS OF INFORMATION; AND TO VERIFY THE ID, NOT CAPTURE THE ID, WHEN FUEL IS SOLD; AND INCORPORATE OTHER POLICIES AND PROCEDURES IN PLACE TO SECURE THE SAFETY OF THE AIRPORT.

VOTE: 8:0

FOAA POLICY DISCUSSION

The draft policy was included in packet.

Ms. Hunter suggested the policy should include when the form is completed and returned to the front desk, the form should be to the attention of the FOAA Officer.

ON MOTION BY MS HUNTER SECOND BY MR. CARRIER VOTE (5) TO ACCEPT THE FOAA POLICY AS AMENDED TO INCLUDE RETURNED FORMS SUBMITTED TO THE ATTENTION THE FOAA OFFICER.

VOTE: 8:0

Acting Airport Manager's Report

FUEL RAMP CONSTRUCTION

Mr. Poulin stated there was a preconstruction meeting last week. Drainage and relocating culverts. Trailer is up and running without the credit card machine. The card machine will be hard wired, and it is a dedicated line directly to the server. Interruption in services due to distance, may be a factor, but we are 275 feet and under the limit of 350 feet or greater. The only issue would be when connection from spectrum is down.

PUBLIC COMMENTS

Ms. Ward stated the minutes on the website are the agenda posting and not minutes. Mr. Poulin stated it will be adjusted.

It was suggested to move public comments to the beginning of the agenda in the future.

EXECUTIVE SESSION

CAFÉ LEASE REVIEW

ON MOTION BY MS. LAFONTAINE SECOND BY MS. HUNTER VOTE (6) TO GO INTO EXECUTIVE SESSION TO DISCUSS LEASE NEGOTIATION FOR THE CAFÉ.

VOTE: 8:0

OUT OF EXECUTIVE AT 6:06 PM

INTERIM MANAGER DISCUSSION

ON MOTION BY MS. HUNTER SECOND BY MS. GELINAS VOTE (7) TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTER.

VOTE: 8:0

OUT OF EXECUTIVE SESSION AT 6:29 PM.

ON MOTION BY MS. LAFONTAINE SECOND BY MR. CARRIER VOTE (8) TO AUTHORIZE VICE CHAIR HOLMES TO NEGOTIATE AN EMPLOYMENT CONTRACT WITH THE RECOMMENDED CANDIDATE FOR A SPECIFIED TIME PERIOD AND TO OUTLINE THE WORK PLAN WITH A SALARY NOT TO EXCEED \$78,000.

VOTE: 8:0

Mr. Holmes stated the attorney was requesting the minutes for the closing on the property with authorization from the board for the sale of P & G property. Mr. Holmes reread the motion minutes from Special Meeting of May 24, 2021, to confirm this is what the board wants to forward to the attorney as requested. Board agreed.

ON MOTION BY MS. HUNTER SECOND BY MR. CARRIER VOTE (9) TO ADJOURN THE MEETING AT 6:32 PM.

VOTE: 8:0

Respectfully submitted,

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

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**

AUBURN-LEWISTON AIRPORT

Airport Board of Directors

Meeting Minutes

November 4, 2021

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

Present: Chair Holmes

Board Members Present: Gelinias, Williams, Blais, Hunter, and Horn.

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

VIA ZOOM: LaFontaine.

Absent: Carrier

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

2. EXECUTIVE SESSION

ON MOTION BY MS. GELINAS SECOND BY MS. HUNTER VOTE (1) TO GO INTO EXECUTIVE SESSION WITH AIRPORT ATTORNEY PURSUANT TO 1 M.R.S.A. SEC.405 (6)(E). VOTE – 7:0

ON MOTION BY MS. GELINAS SECOND BY MS. HUNTER VOTE (2) TO COME OUT OF EXECUTIVE SESSION. VOTE – 7:0

3. BOARD VICE CHAIR ELECTIONS

MS. HUNTER NOMINATE JENNIFER WILLIAMS TO VICE CHAIR VOTE (3) 6:0:1 - MS. WILLIAMS ABSTAINED.

4. MINUTES OF OCTOBER 7, 2021

MS. GELINAS SECOND BY MS. HUNTER VOTE (4) TO ACCEPT THE MINUTES AS PRESENTED. VOTE - 6:0:1 MS. WILLIAMS ABSTAINED.

5. FINANCIAL REPORT

Ms. Hunter reviewed the financials through the end of October with the board members. Vehicle and electrical maintenance running high as in the past years. Operations side is at \$37,343 surplus and the FBO side is \$13,781 in the deficit. Lease payment is due to both municipalities, and one payment has been sent.

ON MOTION BY MS. WILLIAMS SECOND BY MS. GELINAS VOTE (5) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED. VOTE – 7:0

6. PUBLIC COMMENTS

Mr. Bilodeau, North Auburn, stated it's beautiful flying out of KLEW especially with the completed improvements on the runway. Pilots do appreciate the improvements.

Chair Holmes welcomed HTA ASSOCIATES, Ms. Sheppard and Ms. Mongillo.

7. INTERLOCAL AGREEMENT DISCUSSION

ON MOTION BY MS. HUNTER SECOND BY MS. GELINAS TO (6) TABLE THIS ITEM. VOTE – 6:0

Manager Sheats stated the dollar amount for selling/auction items from the airport should be adjusted. Name change to delete Municipal from the name. FAA stated we currently are a Regional Reliever Airport.

8. DISPOSAL OF AIRPORT PROPERTY

Ms. Hunter stated Lewiston has a contract in place, no percentage would be taken from the airport. Manager Sheats stated the airport has been dealing with gov deals with no charge to the airport.

The equipment we are auctioning off is equipment we no longer use or parts that came with a piece of equipment, which we did not have a need for. Mr. Blais stated a new loader and selling the pushers before purchasing the new loader, this could fit the new equipment the airport wants to go out to bid for. The John Deere bought approximately 3 years ago, and with the grooved pavement, we need a dedicated broom for the runway. The airport is looking to have dedicated equipment to match the job being completed. It usually takes a little longer than 15 minutes, especially in low temperatures, and night hours, it is much more cost efficient than pulling an employee off a plowing area to help with changing the attachments when needed.

Ms. Sheats stated the money received will go into the operating budget. The airport is hoping to dedicate some money for a tug to be discussed at a future meeting.

ON MOTION BY MS. GELINAS SECOND BY MS. HUNTER VOTE (7) TO APPROVE THE LIST OF ITEMS TO AUCTION AND TO MOVE FORWARD WITH A MEMO TO AUBURN AND LEWISTON CITY COUNCILS FOR APPROVAL FOR SALE. VOTE - 6:0

9. AIRPORT MANAGER'S REPORT

a. Fuel Ramp Construction Update

The airport has removed the fuel tanks, paperwork is being certified and the ramp has been paved ramp and a second layer is being completed.

b. Staff Training Report.

Manager Sheats attended a course in Lewiston regarding drug testing and our drug testing procedures are current.

c. FAA 100LL Fuel

The FAA was out on the airport and checked the fueling station. The FAA found no indication of a problem with the fuel, stating that the fuel, sitting in the hose, in direct sun was most likely to cause the change in color. The hose has been changed from a plastic to a steel hose. FAA did not want to have any tests completed. The FAA was shown samples, before and after. AvFuel was contacted to complete some testing and without knowing more information, a broad spectrum of tests would need to be completed, and it would be costly. Consensus of the board to have AvFuel do a test to confirm the fuel is safe and post on the results on the airport's web/Facebook pages. Mr. Blais asked if the meters were certified for pumping the correct amount of fuel in an aircraft. The airport does have the meters calibrated, will check if they are up to date. There was a handout again from the state and it is vague for the details they are requesting for record keeping. The airport is asking for a tail number, name of sanctioned racing team, and/or phone number. There is a listing of other locations, on the desk, where ethanol free fuel can be purchased locally at other airports. There are numerous sanctioned racing events, racing cars, snowmobiles, boats, and motorcycles. The airport had (2) 2x2 signs made up stating that 100LL cannot be sold through the fence unless for sanctioned racing and they are being installed on the entry fence and by the fueling station.

- d. Manager Sheats had a meeting with Dottie Perham-Whitter, Community Relations from the City of Lewiston, to discuss a tourism grant that is available to the airport.

The airport will also be receiving a Rescue Grant from the FAA. The rescue grant will be coming soon for board approval. Elite invited the fire department out to do some training on a decommissioned plane. The fire department will complete an emergency evacuation and use of cutting tools for an exercise. A press release will be sent out to the media and elected officials, and the Board of Directors.

We had a small fall foliage fly-in the past few weeks and the tentative restaurant lessee provided some sandwiches and soup he prepared off site. The restaurant space is open and awaiting a signed lease before moving forward with painting and repairs. There will be a "toy fly" for the stuff the bus, in conjunction with the Chamber of Commerce coming in December.

ON MOTION BY MS. HUNTER SECOND BY MR. BLAIS VOTE (8) TO ACCEPT THE AIRPORT MANAGER'S REPORT. VOTE - 6:0

10. WHEELED LOADER WITH OPTIONS- (approved CIP item)

ON MOTION BY MS. WILLIAMS SECOND BY MR. HORN VOTE (9) TO APPROVE THE BID PACKAGE FOR A WHEELED LOADER WITH OPTIONS. VOTE – 6:0

Mr. Blais stated we have one. Mr. Poulin pointed out that we have added more pavement to the airport in the last few years. With heavy wet snow, the 1995 loader is requiring more maintenance. Staff does regular maintenance. Parts are tracked with emails for each vehicle, hours are not recorded, it is part of staff normal duties, only when it needs to get a sticker or major repair, it goes to the local maintenance garage. Airport staff qualifications to work on these vehicles are for normal routine maintenance. Mr. Blais stated, if snow removal was done on a regular basis, there would not be heavy wet snow. The cities do not wait until the storm is done to start snowplowing. There is not so much pile up. Manager Sheats stated the snow removal plan is being updated and in compliance with FAA standards for snow removal. There are certain criteria for how many inches of snow can be on the runways before they need to start snow removal or close it. NOTAMS are frequently updated with runway conditions and spell out criteria. Mr. Blais stated in front of his hangar has been an issue in the past, Mr. Platz has PALS flights, and med flights from LifeFlight He said the airport has been closed many times in the past and he had to call and ask when the airport will be flyable. Chair Holmes stated the airport is moving forward, and under new management, and will focus on moving forward. Snow Removal Plan will be on the website.

11. OLD BUSINESS

a. Update on Airport Manager Search

Received a nice stack of resumes and will be going through them around the 15th of this month with Ms. LaFontaine and regrouping the hiring committee.

b. Update on Restaurant

If Manager could get a timeline on when the lease will be executed, there is another interested party awaiting the opportunity.

c. CIP

The airport's CIP Planning Document was presented to the board for review. No actual commitment of cash, this is a planning document for the council's review.

Mr Blais asked to discuss formation of a Safety Committee. Chair Holmes asked that that be added as a Dec agenda item, since it was not on the Agenda for Nov.

ON MOTION BY MS. HUNTER SECOND BY MR. HORN VOTE (10) TO APPROVE THE PLANNING DOCUMENT WITH THE ADDITIONAL OF TERMINAL ROOF \$150,000 for 2024 AND SUBMIT TO THE CITIES. VOTE - 6:0

ON MOTION BY MS. GELINAS SECOND BY MS. WILLIAMS VOTE (11) TO ADJOURN MEETING AT 7:10 PM VOTE – 6:0

Respectfully submitted,

**Bettyann Sheats
Interim Airport Manager**

AUBURN-LEWISTON AIRPORT

Airport Board of Directors

Meeting Minutes

December 2, 2021

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

Present: Chair Holmes

Board Members Present: Gelinias, Williams, Blais, Hunter, and Carrier.

Also Present: Ms. Bettyann Sheats, Interim Airport Manager; Casey Leonard, RKO Audit Firm.

VIA ZOOM: Mr. Horn.

VIA AUDIO: Ms. LaFontaine.

1. Chair Holmes called the meeting to order at 5:30 PM

FOAA and sexual harassment training for all Board Members must be completed. If a board member has already received the required training from your current employment, please submit your certifications to the Chair for recording. Those who have not, please see the Chair and training will be provided.

2. Recognition of Brian Carrier's last meeting

Chair Holmes recognized Brian Carrier and presented him with a plaque showing the board's appreciation for his dedication and commitment to the progress of the airport. Thank you!

3. Minutes: November 4, 2021

ON MOTION BY MR. CARRIER SECOND BY MS. GELINAS VOTE (1) TO APPROVE THE MINUTES OF NOVEMBER 4, 2021 AS PRESENTED. VOTE: 6:0

4. RKO Annual Audit

Casey Leonard, auditor with Runyon Kersteen Ouellette, reviewed the fiscal year audit for 2021. Mr. Leonard stated there were numerous inputs to the audit this year and would like to thank everyone for their support. Mr. Leonard reviewed the slide presentation, with the board. Revenues and Expenditures were both under budgeted. Grant expenditures and receivables not recorded in proper fiscal year, noticed they were at cash basis and not accrued. Manager Sheats stated all invoices were paid, but work completed and not invoiced was not accounted for. Going forward the airport will reach out to the contractor for work completed, but unbilled. The airport spent more than \$750,000 due to the construction project and a single audit was completed, with no findings. Ms. Hunter stated going forward when soliciting for bids, to include in the RFPs for all billing be completed on a monthly basis, and that the cut off would be June 30 for fiscal year expenses. Mr. Blais asked if other airports were compared in the audit, in regard to fuel sales, and Mr. Leonard stated they never have compared other airports with the airport audit.

ON MOTION BY MS. HUNTER SECOND BY MR. CARRIER VOTE (2) TO ACCEPT THE AUDIT REPORT FOR FISCAL YEAR 2021. VOTE: 6:0

5. Financial Report (Treasurer) (motion)

Ms. Hunter stated Lewiston has filled the Lewiston Financial Director position and requested to stay on until the Financial Director and the Airport Manager is appointed and in place. Estimated period to be February. Most of the financial numbers are in line as the past years. The FBO payroll does not include administration but does include line positions and front desk positions. Only overhead has not been accounted for on the FBO side. The time to change the line items would be at the beginning of the budget discussion for the next fiscal year.

ON MOTION BY MS. WILLIAMS SECOND BY MS. GELINAS VOTE (3) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED. VOTE: 6:0

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. Direct Manager Sheats to provide an overview of what the Computer Place provides for security protocols for the airport, and government entities and what can they provide regarding access to sites, security. The city does provide limited access to certain employees and blocks others due to their Job specifications.

7. Review current Internet use Policy - Computer and Internet Usage Policy. The Manager has ability to see what all employees are doing on their computers. The policy was not included in the packet.

ON MOTION BY MS. HUNTER SECOND BY MS. GELINAS VOTE (4) TO TABLE ITEM UNTIL NEXT MEETING. VOTE: 6:0

8. Review of Airport Equipment needs. The airport has an inventory list of all Airport Equipment for the board to review. Chair Holmes suggested we have someone come out and do an assessment of what we have, what it's used for, and what the airport is missing for equipment. The board needs to be educated on what other airports are currently using and have a comparison to Auburn-Lewiston. Superintendents of the Lewiston/Auburn cities, can provide an independent review of the equipment. An operations manager/supervisor from another airport of our size is another option for comparison.

9. Creation of a Safety Committee

Mr. Horn and Mr. Blais have volunteered to be on this committee. The purpose is to review current safety policies and recommend any changes or additional policies that may be needed. This is policy review only. Insurance companies provide this service along with safety works. The board directed Manager Sheats to contact our insurance company, Varney Insurance, MEMIC and safety works to schedule a walk around.

10. Review Vacant Board seats and process to fill.

Anyone interested, please contact your city clerk's office, Auburn/Lewiston, and fill out an application for Airport Board of Directors Position. Currently Ms. Sheats position is

open on the Auburn side. City councilors from both Lewiston and Auburn are appointed by the mayor.

11. Review Snow removal plan (included in meeting packet)

Chair Holmes was not clear on when the airport starts to plow. When is the airport closed? Manager Sheats stated it's all pending on the storm. Freezing rain with snow, heavy wet snow, light flurries, when, how big and how long it's predicted. NOTAMS go out. 10-minute PPR's are issued. UPS and customers know that if they need to go out and a storm is approaching, customers usually call ahead and relate their needs to the airport manager and the runway is ready for them. Mr. Carrier stated the airport staff is out there, I can hear them, it wakes me and my wife up at 1,2,3 am. Ms. Hunter stated limited staffing and required hours are all a factor with storms. State of Emergency storms are different. Mr. Platz stated numerous times he had Pals patients to fly and with a storm approaching, had to cancel the flights knowing he would not be able to get his aircraft out. Mr. Ward stated he has not been able to get into his business due to high banks and being unplowed. The excuse has been manpower. Mr. Blais stated when he complained about snow removal, he was told money was not in the budget to be out here during the whole storm. Mr. Blais stated if a city plow is on the street, the airport should be plowing. Ms. Hunter stated there is different elements to the storms and with the different types of storms, they are handled accordingly. The manager will send the plan out in word so comments can be addressed and/or send feedback to the airport manager for review and incorporated into the plan.

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.

NO COMMENTS.

13. Airport Manager's Report

- a. Fuel Ramp Construction update Sub-committee for self-service issues. Manager Sheats presented a few options to the board. Leasing a fuel truck, relocating the tanks, set up a smaller tank. The mobile cart has credit card code issues (fire and electrical) that were not foreseen and need to be resolved before being self-service. Investing more at this point is not recommended at this point. With a new manager coming and an airport master plan update, this would be best to put on hold. The company we purchased the equipment from for self-service, did not understand what it would be used for. If surplus undesignated funds (\$50,000) are available, the board may want to hire a contractor to do an all-inclusive study on the system and what the airport needs to be self-service.

**ON MOTION BY MS. HUNTER SECOND BY MR. BLAIS VOTE (5) TO
INCLUDE A PLACEHOLDER IN CIP FOR AN ALL-INCLUSIVE RFP FOR A
CONTRACTOR COMPLETE A STUDY FOR A REMOTE SELF SERVICE
SYSTEM OUTLINING OPTIONS FOR EVERYTHING REGARDING SELF
SERVICE. VOTE: 6:0**

- b. Staff Training Report: Review policies. Classroom and hands on aircraft De-icing training for line personnel this past month.
- c. Personnel changes: Dan Levasseur is Line Supervisor, Tyler our student has left, due that summer is over. Peggy, with Bonney Staffing has added hours due to unable to fill the other part time position that is currently empty.

- d. Bob Poulin has been giving airport tours to boys and girls organizations. He has also given tours to adult day cares, day cares, middle and high schools and other organizations. The tours are greatly appreciated by our community.
- e. FOIA request of 19-line items of logs and records dating back to January 2019 has been completed and sent off at no charge per Chair request.
- f. Fuel Testing has been sent out to a company in Portland and results will be within the next few weeks. No green fuel is on the field. The sample came from the tank as requested at the last board meeting.
- 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 materials to draw guests from outside a 50-mile radius. Mr. Platz has volunteered to distribute airport flyers to other airports once they are completed.
- 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. The Lewiston Sun Journal was out for the event and followed up with an article with pictures of Santa arriving. A number of the community came out to visit with Santa and have some goodies.

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

The board agreed to have a Zoom January meeting.

15. Old Business

- a. Confirm passing on two options to buy private hangars, for the record.
Mr. Light and Mr. O'Connell are selling their private hangars and the airport has the option to purchase these hangars.

ON MOTION BY MS. HUNTER SECOND BY MR. CARRIER IT WAS VOTED (6) TO WAIVE THE RIGHT OF FIRST REFUSAL TO PURCHASE OF MR. LIGHT'S AND MR. OCONNELL'S HANGARS. VOTE: 6:0

- b. acknowledge CMP easement for 911 tower through FAA is ongoing and the new lease is sent to FAA
- c. Update on Manager Search to be discussed in Executive Session. No action will be taken on this issue.
- d. Update on restaurant- restaurant has been primed and ready for paint. Waiting on a release from the tenant.
- e. CIP is being presented at Lewiston on January 11, 2022 for review.

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

17. Adjournment

1. EXECUTIVE SESSION – Airport Manager interviews discussion, pursuant to 1 M.R.S.A. Sec. 405 (6)(A)

ON MOTION BY MR. CARRIER SECOND BY MS. HUNTER VOTE (7) TO GO INTO EXECUTIVE SESSION TO DISCUSS AIRPORT MANAGER INTERVIEWS PURSUANT TO 1 M.R.S.A. SEC. 405 (6) (A) AND TO RECESS THE MEETING TO A LATER DATE. VOTE – 6:0

Respectfully submitted,

**Bettyann Sheats
Interim Airport Manager**

AUBURN-LEWISTON AIRPORT
Airport Board of Directors – Special Board Meeting
Meeting Minutes
December 10, 2021

The Auburn-Lewiston Airport Board of Directors Special Board Meeting was held at 3:00 p.m. via Zoom meeting.

Board Members Present: Holmes, Gelinas, Carrier, Blais and Hunter

Absent: Lafontaine, Horn, Williams

1. Chair Holmes called the meeting to order and declared a quorum at 3:07 p.m.

2. DISCUSSION OF SCHEDULING AIRPORT MANAGER SECOND INTERVIEWS

Mr. Holmes proposed dates and times for second interviews for two candidates for the Airport Manager position. An agreement was made by the Board members present to schedule for Monday, December 13, 2021 at 4:00 p.m., via Zoom meeting.

MEETING WAS PLACED IN RECESS TO DECEMBER 13, 2021, AT 4:00 P.M.

Respectfully submitted,

Holli Olivier
Executive Assistant to Airport Board Chair, Glen E. Holmes

AUBURN-LEWISTON AIRPORT
Airport Board of Directors – Continuation of Special Board Meeting
Meeting Minutes
December 13, 2021

The Auburn-Lewiston Airport Board of Directors Continuation of Special Board Meeting was held at 4:00 p.m. via Zoom meeting.

Board Members Present: Holmes, Gelinias, Blais, Lafontaine and Hunter

Absent: Horn, Williams, Carrier

1. Chair Holmes called the meeting to order at 3:57 p.m.

2. EXECUTIVE SESSION - Interview

ON MOTION BY MR. HOLMES, SECOND BY MS. HUNTER TO GO INTO EXECUTIVE SESSION WITH POTENTIAL CANDIDATE FOR AIRPORT MANAGER POSITION, PURSUANT TO 1 M.R.S.A. SEC.405 (6)(E). VOTE – 5:0

ON MOTION BY MR. HOLMES, SECOND BY MS. GELINAS, VOTE TO ADJOURN THE MEETING AT 5:10 P.M. VOTE – 5:0

NEXT BOARD MEETING: JANUARY 6TH, 2022 AT 5:30 P.M. VIA ZOOM.

Respectfully submitted,

Holli Olivier
Executive Assistant to Airport Board Chair, Glen E. Holmes