

**AUBURN-LEWISTON AIRPORT  
BOARD OF DIRECTORS  
MEETING NOTIFICATION  
3 February 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

## 02/03/2022

### 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. Farewell to Members:
4. Minutes: December 13<sup>th</sup> & January 6<sup>th</sup>
5. Financial Report (Treasurer) (motion)
6. Draft 2023 Budget presented (Manager)
7. Fuel Flow report
8. 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.
9. Update of Internet security protocols.
10. Snow removal operation: Sweeper update since magnet was installed (Manager). The snow plan is on our website: FlytoMaine.com
11. Master Record: Brief overview of the "Operations" section, and what it means for LEW (Manager).  
FAA Master Records can be found at: <https://adip.faa.gov/aqis/public/#/airportData/LEW>
12. Airport Manager's Report
  - a. Snow removal: Snow removal is on going from the Snow and Freezing Rain the area received on 1/17/2022. Sand was
  - b. Fuel Ramp Construction update: Contacted Lakes Region Environmental to discuss adding a 100LL tank across from the FBO. This inquiry will shed light on the cost of installing a true Self-Serve fuel station. We have the credit card reader.
  - c. Staff Training Report: Completed "Safety Data Sheet" and "Hazardous Communications" training on 1/20/2022.
  - d. Manager staff meetings: On 1/20/2022 Manager met the staff as a group. Manager has met with Senior staff members to discuss budget items and learn about their positions at the airport.
  - e. Personnel: Job posted on Career Centers Job Link and Hire a Vet. One application has been received from Hire a Vet and one email from an interested applicant.
  - f. Hoyle Tanner: East Ramp Project: On 1/14/2022 Manger and Interim Manager met with members of Hoyle Tanner to discuss the East Ramp Drainage project this Spring. Since this project will affect ingress and egress of the T-Hangar tenants, a pre-commencement of work meeting will be scheduled where the Tenants will be invited.

- g. East Ramp Project contract signed: Manager received notice from Hoyle Tanner that the contractor needed the project contract signed to schedule the work and logistics. Manager has completed this task and awaiting the completed contract.
- h. Equipment: As part of onboarding, Manager has done a walk around inspection of the mobile equipment Airport staff use on a daily/seasonal basis. Staff was available during this inspection. Budget will reflect needed replacement items for maintaining the equipment in the FY2023 Budget.
- i. Notice to Airmen (NOTAM): Manager is currently answering an inquiry, from the FAA's New England Region Office regarding Condition Reporting. Manager and former Interim Manager have investigated this matter and will respond to the request. Manager will schedule NOTAM "Condition Reporting" training with staff in February 2022.
- j. The Sweeper and the Magnet: Last meeting the Board voted to keep the Sweeper out of service until the Magnet was installed. The Interim Manager notified the Board of the purchase of the Magnet. The Magnet was received and installed on January 13, 2022 and the Sweeper was placed back in service. The Sweeper and Magnet were used on 1/26/2022. The Magnet has proven to be effective with conjunction with a FOD inspection.
- k. Auction Sale: The Airport sold the HLA Snow Wing 4205W through "govdeals.com" which is an auction site. The Airport will receive \$15,800.00 following the financial transactions of the Buyer.
- l. Ford Tug: This 1980s vintage vehicle received a new starter on 1/25/2022. Staff were able to complete the removal and replacement of the starter and place the vehicle back in service. This Tug is the only closed cab Tug at the Airport. Staff used the open cab Tug while the Ford Tug was out of service.
- m. Airport Master Plan: Manager signed document which rolls over this year's Entitlement Fund to next year, by combining both year's funds to pay for the Consulting Firm to produce the Airport's Master Plan.

### 13. New business-

- a) Tug purchase: New Tug is paid for and scheduled to arrive in three weeks.
- b) Sno-Go, Snow Blower: This vehicle is the work horse of the snow removal fleet. It has two engines (One for the vehicle and one for the snow blower). The blower engine is connected to the blower's drive axel by a single chain. The chain needs replacement. Purchase Order request for a new drive chain was submitted. Cost: \$7,644.89
- c) Lavatory Cart: Manager has researched the need to purchase a Lavatory cart. The Lavatory cart would generate revenue for the Airport, by attracting customers requiring this service for their aircraft. According to Airport staff the Airport does get requests for this service. On 1/22/2022 the Airport received a request to service an aircraft lavatory and was unable to. Having this service available is another stream of revenue for the Airport.
- d) Tow Bar: The FBO has several tow bars to move various aircraft; However, there is room to improve this service. The FBO has a common tow bar with a yoke which fits a Cessna Citation (Jet). This same tow bar allows the Line Specialist to change the yolks for a specific aircraft. Recommend purchasing tow bar yolks which are common to the most frequent aircraft using LEW. These yolks will allow the Airport to generate revenue and improve the customer service, while also having the ability to remove stranded aircraft from the movement areas and prevent closures.

e) FBO Hangar door: Erring on the side of safety. This is a bifold door which is reaching its service limits. Manager visually inspected the moving parts of the door and feels there is a need to replace or refurbish the door. Customers, Aircraft and FBO Staff use this door. Concerning Items noted on the door are: worn pulley's, corrosion treatment needed to structure of door, drive motor/gear box needs replacement or overhaul, hinges need replacing. In the past, the Staff have replaced cables and pulleys as necessary. Manager is requesting permission, which would lead to remedying a potential safety hazard, by being allowed to pursue quotes for the purchase of a new door or refurbishing the existing door.

14. Old Business

- a. Acknowledge easement application through FAA for MDOT traffic and drainage improvements: Manager is working with FAA New England Region Office to complete a short list of items for the Easement Application of the drainage improvements. Statement will be completed by February 2022.
- b. Update on restaurant: Manager suggests making the concession into a Management Contract. Airport has invested capital in the restaurant and could hire a restaurant consultant to manage the restaurant. Airport assumes the risk, but ultimately receives the reward. Consultant could recruit local restaurants/eateries to produce menu items, as well as produce hot food on site. This type of Agreement could also incorporate a Disadvantage Business Enterprise (DBE) *Goal* clause.

15. Next regular meeting: Mar 3, 2022 **This meeting will be in person with Zoom option for the public**

16. Adjournment