

**AUBURN-LEWISTON AIRPORT  
BOARD OF DIRECTORS  
MEETING MINUTES  
01/06/2022**

The Auburn-Lewiston Airport Board of Directors Meeting was held at 5:30 p.m. VIA ZOOM.

Present: Chair Holmes, Mr. Horn, Mr. Blais, Ms. Williams, Ms. LaFontaine, Ms. Hunter, Mr. Morin, and Mr. McCarthy.

Also Present: Interim Manager Sheats, and Airport Manager James Scheller.

ALL VOTES MUST BE TAKEN BY ROLL CALL.

1. Chair Holmes called the meeting to order at 5:30 p.m.
2. Chair Holmes welcomed new members Lewiston City Council Representative Robert McCarthy and Auburn City Council Representative Joe Morin and tentative Airport Manager, James Scheller.

3. Minutes: Dec 2nd and special Session Dec 10, 2021 (Chair) (motion)

Ms. LaFontaine was in attendance by audio/phone only and left off the minutes. Two minutes were submitted for December 10<sup>th</sup> and Chair Holmes will make the necessary adjustments between the two draft minutes and submit for file tomorrow morning.

**ON MOTION BY MS. LAFONTAINE SECOND BY MS. HUNTER VOTE (1) TO ACCEPT THE MINUTES OF 2 DECEMBER, AND 10 DECEMBER TO BE RECONILED INTO ONE. VOTE: 8:0**

4. Financial Report (Treasurer) (motion)

Ms. Hunter reviewed the December financials with the board. Operations have a surplus of \$68,000 with still owing one lease payment is still pending. The FBO, Fixed Based Operations, has a surplus of \$2,500. Mr. Blais stated salaries was not included on the FBO side. Ms. Hunter stated the FBO direct personnel are charged, administrative/overhead charges are not included. All employees are cross trained to assist when needed. The position is slotted and paid there is no clocking in and out. All employees are cross trained to assist when needed as with plowing and fueling aircraft.

**ON MOTION BY MS. WILLIAMS SECOND BY MS. LAFONTAINE VOTE (2) TO ACCEPT THE DECEMBER FINANCIAL REPORT. VOTE: 7:0:1 Mr. Blais abstained.**

5. Budget draft presented (manager)

**ON MOTION BY MS. HUNTER SECOND BY MR. BLAIS VOTE (3) TO TABLE THE FY DRAFT BUDGET UNTIL THE NEXT MEETING. VOTE: 8:0**

6. Fuel Flow report

Fuel flow has dropped, a study was conducted, with data turned in was late and incomplete. Passenger count is recovering nicely. Fuel is not. The other local airports with higher gallons sold than Auburn-Lewiston are due to specific flight operations happening at those local airports. Sanford has currently a flight school that is booked up completely. A charter company was awarded a contract to fly Amazon packages to local islands which has increased the number of sales at another airport. A goal for the new manager is to see what Auburn-Lewiston can do to increase activity at Auburn-Lewiston. Mr. Blais stated customer service is a factor, fuel/tank issue and relocating the tanks.

7. Update of Internet security protocols.

Manager Sheats stated the airport has a firewall and the system can block websites. Conversations will need to begin if better service and prices would be better with the city. Ms. Hunter stated possibly having the cities evaluate the airport's system and compare where the airport is at compared to them. Manager was directed to reach out to the two cities IT department for a review of the airport system. The FAA security is on their own system. The computer internet policy usage needs to be reviewed and updated in the near future along with the employee handbook.

8. Review of Airport Equipment needs (inventory list attached): Manager's Report

A letter was received and sent in the packet from Alison Navia, representing Sanford Airport. Ms. Navia and her operations Director for over 20 years, visited our airport and reviewed the equipment we currently have compared to their airport. They do have a broom, the same as ours, although they do not use theirs often due to being by the coast. She stated there is no certification for airport equipment not purchased by FAA funds. When FAA funds are used, equipment must meet Federal Government's Buy American standards. There is always a FOD drive (foreign object debris) on the runways per Mr. Levasseur, Airport Line Supervisor. Mr. Blais has researched airport broom's and stated "do we know that Sanford is knowledgeable in the standard quality of brooms for airport operations". Mr. Blais stated he has not shared his research with the manager and Chair Holmes requested he send the information he found to all the board members and manager. The board has still opted to not use the broom. Ms. Hunter suggested once the truck magnet for the truck is in to complete the FOD drive arrives, it will still be unusable until the next meeting. A Gale Associates consultant texted the airport manager stating that other airports have a broom like ours and that other airports do FOD drives and/or walks. Most airports do not have magnets.

**ON MOTION BY MS. HUNTER SECOND BY MS. LAFONTAINE VOTE (5) TO ALLOW THE AIRPORT TO USE THE BROOM ONCE THE MAGNET IS IN PLACE AND THE PROCEDURE/POLICY/TRAINING IS IN PLACE, TO USE THE BROOM, WITH THE BEST FAA PRACTICES REGARDING FOD. VOTE: 8:0**

Sale of equipment, with both cities having an interest in the equipment, Ms. Hunter stated a sealed bid process should happen, if bids aren't satisfactory for the board, then it can go to auction. Loader bid tab was presented in the packet. The manager is recommending we award the bid to United, for the John Deere, including the warranty, not the preventative maintenance, for \$239,043 and purchasing the snow pusher from Viking, in the amount of \$44,205 with adding aircraft and maintenance radios for the equipment approximately \$2,000.

**ON MOTION BY MR. BLAIS SECOND BY MS. LAFONTAINE VOTE (4) TO AWARD UNITED THE PURCHASE FOR JOHN DEERE AND AWARD VIKING THE SNOW PUSHER WITH AN ADDITIONAL \$2,000 FOR RADIO INSTALLATION IN THE AMOUNT OF \$285,248.**

9. Safety Inspection: Manager's Report

The Manager contacted loss control Director from MEMIC and Varney Insurance, the airports current insurance company, and to conduct a safety inspection as directed by the board last month. The preliminary inspection showed only 2 safety concerns, climbing the beacon tower to change bulbs and hoist is not certified. A new 3-man policy was put in place according to their recommendations for access to the beacon. A door lock in the hangar locked by key and has been changed to push bar exit. This was only an operations inspection for our hangars and terminal. No leased hangars were involved. No aviation related equipment was inspected. The manager was directed to set up a safety inspection for aviation side.

10. Update Snow removal plan:

The line referencing an old piece of equipment on page 2 has been removed. The arial photo on page 4 does not show the Life Flight Crew Quarters that were built. That building does not affect our Snow Plan. There is only foot access, and it is in the lease that the tenant is responsible for walkways. The snow plan is on our website: FlytoMaine.com

Added the FOD walk to snow plan.

11. 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.

Laura Canham, Airport Planner with McFarland Johnson, very interesting and Happy New Year.

Jim Timoney, local pilot, lots of information tonight. It's great!

12. Airport Manager's Report

a. Fuel Ramp Construction Update.

We will hold onto the credit card reader until further decisions are made. Lakes Region Environmental has been very flexible. We will wait until the new manager is on board to finish up this project for the fuel cart and location of tanks.

b. Staff Training Report:

The airport staff reviewed computer and Freedom of Access policies and discussed information flow and responsibilities. No hands-on training at this time.

c. Personnel:

Operations position has been posted on Career Centers Job Link and Hire a Vet. The manager will be attending a Hire Event in Brunswick on 8 December.

d. Third Party Fuel Testing Results all good. Letter sent no contamination.

e. Weights and measures: one meter on the trailer and two on the fuel truck were calibrated by Ronnie's Meter Service on December 16.

f. Discussed previously line item #9 the safety inspection.

g. Discussed previously line item #8 Equipment review by outside consultants.

h. The Airport did not receive the tourism grant I applied for. The airport will apply again next year. Thanks to airport sponsors Hertz Rental Car, AVCOG, and Wolf Neck Inn for support letters.

Infrastructure Bill Passage- \$295,000 to KLEW. HTA stated this is on top of our normal entitlement, each year for 5 years. More to follow.

i. The "Toy Fly" was held on Dec 12th in conjunction with the airport being a "Bus Stop" for the Chamber of Commerce's toy drive. With support from Elite Airways and New England Air, our staff and customers, Keith Russell for his willingness to help Santa fly into the event, unfortunately, weather was not cooperating, but the event was a huge success. Santa's arrival to inspect our toy drive was noted in the Sun Journal.

13. New business-

a) NOTAMS:

Notice to airmen to give pilots and others runway conditions.

Manager Sheats explained the detail NOTAM sheet to the board members. Mr. Blais stated there was a NOTAM not properly recorded. Chair Holmes stated it would be followed up with personnel.

b) FAA Master Record (Operation section)

FAA Master Records can be found at: <https://adip.faa.gov/agis/public/#/airportData/LEW>  
The Master Record is a document from FAA for Auburn Lewiston Airport is included in the board packet. The state sends an inspector to the airport every 3 years to inspect the airport conditions. Only MDOT and the inspector has authority to make changes to the report. If errors are noted, they must be submitted in writing. Numbers for this record comes from the Maine Guard System, fuel flowage, the FAA system and reports from UNICOM. Every take off, every landing, touch and goes are recorded. Ms. Hunter stated, if the report or any item that comes before the board, is brought by a board member, with a question, is inaccurate, the board needs to have a summary memo of why it's on the agenda, why it's inaccurate, and what needs to be done to make it accurate. Going forward the board requested a memo outlining the topic to be discussed, what is the expected outcome of said topic, and what action/recommendations is expected, would be a great source of information for the Board Members going forward, especially with new members.

b) Airport board review (performance, objective and results)

Chair Holmes stated it is a document used by other airports and we could use to see if how we compare to other airports.

14. Old Business

a. Accept Airport Rescue Grant of \$59,000

**ON MOTION BY MS. HUNTER SECOND BY MS. LAFONTAINE VOTE (6) TO ACCEPT THE FAA AIRPORT RESCUE GRANT IN THE AMOUNT OF \$59,000 SUBJECT TO THE CONDITIONS SET FORTH IN THE GRANT AGREEMENT AND TO RATIFY THE SIGNATURE OF THE AIRPORT MANAGER ON THE GRANT AGREEMENT ON BEHALF OF THE AUBURN LEWISTON MUNICIPAL AIRPORT BOARD. VOTE: 8:0**

b. Acknowledge of an easement application through FAA for MDOT traffic and drainage improvements and more transactions regarding property issues are forthcoming.

c. Update on Manager Search

Welcome James Scheller, a contract has been discussed and awaiting signature on Friday at Chair Holmes office.

**ON MOTION BY MS. LAFONTAINE SECOND BY MR. BLAIS VOTE (7) TO EXECUTED A CONTRACT, SIMINLAR TO THE PREVIOUS AIRPORT MANAGER WITH FUNDING TO HELP WITH TEMPORARY RELOCATION, WITH A 6 MONTH PERFORMANCE EVALUATION AT THE END OF HIS PROBATIONARY PERIOD. VOTE: 8:0**

- d. Update on restaurant- currently the party the board was negotiating with has stopped responding. Anyone with interested parties to lease the café, please contact the Chair or Airport Manager, lease is very low cost, and the Airport Board is willing to work with an interested party.

The Board thanked Ms. Sheats for her time and guidance during her time as Interim Manager.

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

After speaking with legal counsel, was advised not to discuss at this time. Chair Holmes will revisit this item in the future.

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

Will be scheduling a Zoom based on Androscoggin County conditions.

Ms. Hunter suggested adding "OTHER BUSINESS" under the agenda. Board rules and organization back into the agenda package. A cut off for items for the agenda is needed.

Chair Holmes suggested the Tuesday before the Thursday before the meeting is the cut off for receiving items or suggestions for the agenda. The packet should be PDF together for easier flow at the meeting and can be viewed on screen during the meeting.

**ON MOTION BY MS. LAFONTAINE SECOND BY MR. BLAIS VOTE (8) TO ADJOURN THE MEETING AT 7:34 PM. VOTE: 8:0**

**Respectfully submitted,**

**Bettyann Sheats  
Interim Airport Manager**