

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING MINUTES
02/03/2022**

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

VIA ZOOM. VOTES MUST BE TAKEN BY ROLL CALL

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

Also Present: Airport Manager James Scheller.

1. Chair Holmes called the meeting to order at 5:34 PM
2. Welcome New Member James Timoney, representing City of Auburn Resident.
3. Farewell to members

Airport Manager Scheller wanted to send out a thank you to outgoing Ms. Sheats, and everyone who has called or stopped in to meet and support him, along with staff helping him settle in.

Chair Holmes requested due to an unfilled position of Finance Director in Lewiston, to currently continue with Ms. Hunter as the Lewiston Finance Director Representative for the Board.

ON MOTION BY MR. BLAIS SECOND BY MS. WILLIAMS VOTE (1) TO CURRENTLY CONTINUE WITH MS. HUNTER ON THE AIRPORT BOARD OF DIRECTORS IN HER CURRENT POSITION ON THE BOARD. VOTE: 8:0:1 MS. HUNTER ABSTAINED.

4. Approval of minutes December 13, 2021 and January 6, 2022

**ON MOTION BY MS. HUNTER SECOND BY MS. LAFONTAINE VOTE (2) TO APPROVE THE MINUTES OF DECEMBER 13, 2021 AND JANUARY 6, 2022 AND PLACE ON FILE.
VOTE: 9:0**

5. Financial Report of January 27, 2022

Ms. Hunter reviewed the financial report with the board. The operational side has a surplus of \$50,500. The FBO side is running a deficit of \$63,700. Total of \$13,000 deficit at this juncture of the fiscal year. Mr. Blais asked where the monies received from the Tambrands property sale is accounted for and what can the airport use that money for. Ms. Hunter stated it is an asset and on the balance sheet, not reported on the financial reports. The land fund is included in the annual audit. The Land Account funds are limited to 1-time costs since it cannot be replenished. The board is required to vote on funds used from this account. This account is used to help cover payouts for our FAA projects until the reimbursement share from FAA has been drawn down on the grant.

6. Draft 2023 Budget presented (Manager)

Manager Scheller reviewed the fiscal year budget with the board. Making the airport a revenue generator, the airport needs to spend some money. There are two vacant full time line positions at the FBO that need to be filled. Hiring a financial administrator, to help with the financial reporting, what is sold and purchased, and other reports. Marketing the webpage and completing some sponsorships. Increasing deicing materials. There

are a few new vehicles arriving, currently from the current CIP account and need to be on the scheduled routine maintenance list. Restaurant preparation for leasing and/or consulting contract. The airport Schedule of Fees have not changed in a while and are low to the market. A list of fees and along with other airport fees will be presented at the next meeting. The draft budget gets presented to both cities administrative teams on February 15th. Headings will need to be tweaked on the report. Both cities will have concerns on the budget having an increase from last year and the board would like justification for these costs.

ON MOTION BY MR. BLAIS SECOND BY MR. MCCARTHY TO ACCEPT THE BUDGET FOR 2022-2023 AND RECOMMEND TO THE CITIES.

The budget needs to be explained on the positions added and the deficit of the FBO, and how the FBO will be self-supporting. The FBO is going to function as an enterprise and once it starts to produce revenue to support itself, then the FBO will go out to bid, currently is not the right time to go out to bid for services. New Services will be presented, and revenues attached to the new services to offset the bottom line. More to follow on Manager Scheller's report.

Chair Holmes requested to currently retrack the motion, Mr. McCarthy yes, Mr. Blais yes.

7. Fuel Flowage

Manager Scheller updated the data in the spreadsheet and this spreadsheet is used throughout the FBO and operations file. The report shows fuel purchases by gallon for Jet A and Avgas 100 LL. The bottom portion is fuel sales.

8. Public Comments.

Mr. Ward questioned why the public comments is currently before the other items.

Chair Holmes stated that items other than on this agenda. A public comment will be added again at the end of the agenda.

9. Update of Internet security protocols. Not discussed.

10. Review of Airport Equipment Needs.

Manager Scheller stated that buildings/hangar will be updated in the snow removal plan and the pilots concern of the snow/water runoff will be addressed in the upcoming plan for next season, and he will be working with the tenants, pilots and staff.

11. Master Record: Brief overview of the "Operations" section, and what it means.

Manager Scheller explained the Record. The FAA collects data. Auburn-Lewiston is a reliever airport. Our airport is a 30-minute drive to Augusta and to Portland, the FAA feels this area will support and relieve their congestion with our 5,000 ft runway, if need be. One of the reasons the airport receives grant money. The guard system was installed here by the FAA/MDOT. Clicks for lights are counted and the FAA is tracking their investment in their approach system. Currently an ADSB transporter system is at the airport and can provide reports, Manager Scheller will research to see the type of reports available and if those reports would benefit the airport.

12. Airport Manager's Report

- a. Fuel Ramp Construction update, pictures were presented in a slide show to what a new self-service fuel farm look like located up on the ramp around the FBO location. We will hold onto the credit card reader until further decisions are made. 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.

- b. Fuel Farm 30K Tanks: Both tanks will need to have the filters and scheduled annual inspection performed on them in February 2022. Manager recommends third-party, LR Fuel Systems, to perform the services.
- c. Staff Training Report: Completed "Safety Data Sheet" and "Hazardous Communications" training on 1/20/2022.
- d. Hoyle Tanner: East Ramp Project:

On 1/14/2022 Manger Scheller and Interim Manager Sheats 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 and tenants will be invited to join the meeting to express their concerns. HTA submitted a copy of the work that is eligible and ineligible pavement, with limits of phase 1 and phase 2. Manager Scheller is hoping for maximum participation from pilots and tenants. Phase 1 has been currently funded but Phase 2 will not come before the city councils for approval until mid-May 2022. An updated copy of the plan will be provided by HTA.
- e. Equipment:

As part of onboarding, Manager Scheller has done a walk around inspection of the equipment that the Airport staff use on a daily/seasonal basis. Staff was available during this inspection for discussion. The budget will reflect needed replacement items for FY2023.
- f. Notice to Airmen (NOTAM):

Manager Scheller is currently answering an inquiry, from the FAA New England Region Office, regarding condition reporting. Manager Scheller and Interim Manager Sheats have investigated this matter and will respond to the request. Manager Scheller will schedule NOTAM "Condition Reporting" training with staff at the next staff meeting.
- g. The Sweeper and the Magnet:

At the last meeting the Board voted to keep the Sweeper out of service until the Magnet was installed. Interim Manager Sheats notified the board of the purchase of the Magnet. The Magnet was received and installed in January and the Sweeper was placed back in service. The magnet has proven to be effective.
- h. Auction Sale:

The Airport sold the HLA Snow Wing 4205W through "govdeals.com" which is the auction site the airport uses. The Airport will receive \$15,800.00 following the financial transactions of the Buyer.
- i. Ford Tug:

The Airport 1980 tug received a new starter and was placed back into business.
- j. Airport Master Plan:

Manager Scheller signed a document which rolls this year's entitlement funds to next year, by combining both year's funds to pay for the Consulting Firm to produce the Airport Master Plan. This plan is covered by FAA grant money. The layout plan and projections are approved by the FAA. The FAA does not approve the Master Plan, they accept the master plan, and it is a plan for airport future activity and development projects. A task committee will be formed, and public meetings will be scheduled. The consultant reselection will also need to be completed since all projects have been completed in this last airport plan.

13. New business-

a) Tug Purchase

The new tug has been purchased and is on its way. Radios and equipment will be installed once arrived and staff will be trained before the new tug goes out for usage.

b) Sno-Go

The vehicle is the work horse of the snow removal fleet. The chain needs replacement and has been ordered.

c) Lavatory Cart.

Manager Scheller is requesting to purchase a Lavatory Cart to generate revenues to the airport and attracting customers requiring this service. Dumping and servicing of this container will be discussed with public works. Hepatitis shots for staff will be required, and Manager Scheller will research this issue. A break-even cost with revenues and expenses for this cart would be beneficial to see direct and indirect returns, for this cart and other revenue generating fees.

d) Tow Bar

Tow bars come in different shapes and sizes, and assortment of tow bar yolks which are common to most frequent aircraft using our airport. By adding the multi-link heads, interchangeable bar, will assist towing services to numerous customers. This can produce revenue for the airport.

e) FBO Hangar Door and cables need to be replaced and a picture was shown with corrosion, worn pulleys, and the motor is on its way out. This currently is turning into a safety issue and Manager Scheller stated he noticed this was already listed in the CIP for FY2023.

14. Old Business

- a. Update on restaurant- Manager Scheller suggests making the concession into a Management Contract, with hired help from the contract. Airport has invested capital in the restaurant and could hire a restaurant consultant to manage the restaurant. Airport assumes the risk but receives the reward. The primer was completed and needs a final deep cleaning for proper viewing to potential clients or management consultant.

b. Budget

ON MOTION BY MR. BLAIS SECOND BY MS. LAFONTAINE VOTE (3) TO APPROVE THE FY23 BUDGET. VOTE: 9:0

Adding three positions and purchasing a lavatory cart. More information to the council is better. Quality of service and costs matters, but the airport needs resources to improve the airport. Smart investment and potential to grow the airport. Hangars are full and calls for hangar availability continue to happen. Chair Holmes suggested an outline of current staff, and outline of the additional 2-line staff tasks will be doing to help current staff and a breakout of a detail financial job position will entail, and whoever is currently completing these tasks, what will replace said duties. To add additional staff, what comparison can you give for historically of staff to present day for additional staff. Manager Scheller was asked if

the cuts need to happen, where would he make them, to make the budget in line for the councilors.

Mr. Blais stated these last few storms have been a big change with snow removal and the plowing has never been done as it currently has been done. It has been a great change.

15. Executive Session to Discuss Personnel matters MRSA 405(6) A NONE

16. Public Comments: NONE

17. Next regular meeting: Mar 3, **2022** Hybrid/City Hall with Zoom option for public attendance.

18. Adjournment

ON MOTION BY MR. BLAIS SECOND BY MR. MORIN VOTE (4) TO ADJOURN THE MEETING AT 7:20 PM VOTE: 9:0

Respectfully Submitted,

James Scheller

Airport Manager