

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING NOTIFICATION
3 March 2022**

****PLEASE BE ADVISED THIS IS A HYBRID ZOOM MEETING.** THOSE WISHING TO ATTEND IN-PERSON MAY APPEAR AT AUBURN CITY HALL, 60 COURT STREET, SECOND FLOOR IN THE COMMUNITY ROOM. **** **FOR THOSE WISHING TO PARTICIPATE VIA ZOOM, NO PRE-REGISTRATION IS REQUIRED, HOWEVER, YOU MUST PROVIDE A VALID FIRST AND LAST NAME IN ORDER TO BE ADMITTED INTO THE MEETING**** ****PARTICIPANTS WILL REMAIN MUTED FOR THE DURATION OF THE MEETING UNLESS YOUR HAND IS RAISED AND YOU REQUEST TO SPEAK.** **THIS MEETING WILL BE RECORDED AND SAVED TO THE CLOUD. PLEASE NOTE, CLOUD RECORDINGS MAY TAKE UP TO 72 HOURS TO UPLOAD****

Auburn Lewiston Airport is inviting you to a scheduled Zoom meeting.

****PLEASE USE THIS ATTACHED LINK ONLY FOR THE MARCH 3, 2022 MEETING. PLEASE DO NOT USE PRIOR MEETING LINKS.****

Join Zoom Meeting

<https://us02web.zoom.us/j/84204242819>

Meeting ID: 842 0424 2819

One tap mobile

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+1 253 215 8782 US (Tacoma)

Meeting ID: 842 0424 2819

James Scheller

Airport Manager

p: 207-786-0631

AGENDA

03/03/2022

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. Minutes: Approve minutes for February 3, 2022
3. Financial Report (Treasurer) (motion)
4. Draft 2023 Budget, Revisit for Board approval, presented (Manager)
5. Fuel Flow report February
6. Snow removal operation: Sweeper update since second (2nd) magnet was installed (Manager).
7. 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.
8. Airport Manager's Report
 - Budget Expenses:
 - a. Salaries: This year's budget includes an employee salary raise. Manager has researched salaries for the positions each employee fills and compared them to the national average. The increased amounts are consistent with the national average.
 - b. New Hires: Manager will look to fill the vacant Line Specialist 1 position and also hire a Finance Administrator to manage the airport finances and prepare budget reports and oversee the Grants, Banking statements, and other financial accounts. This position will also satisfy the FAA's policy for accounting with having a Financial Administrator to prepare documents for audits and collect payments from lease agreements.
 - c. Duty Phone: Manager would like to add "Duty-Phone" pay for the employees who are scheduled to be on call for the weekend (Friday, Saturday, Sunday). The wage earned will be equal to one-hour (1-hour) of their scheduled hourly wage. If called out, the employee will also earn the normal three-hour minimum Call-Out wage. The amount in the budget is calculated at \$1,100.00 for the year.
 - d. Custodial Services: The need for weekly custodial services is needed to more deeper cleaning in the terminal and FBO. The custodial services will have the equipment and skill to clean the common areas and windows of the airport. The budget is set for an amount higher than historically contracted custodial services; however is the cost become the same as hiring.
 - e. Lavatory Cart and Fluid: The cart will be used to service aircraft lavatories. The purchase of the cart is budgeted at \$10,000.00. Manager is proposing to buy a battery-operated cart, rather than a hand pump or gas-powered cart.
 - f. Software: In addition to the windows office suite software subscriptions the Airport maintains, the Manager has investigated airport program management software to track the daily inspections of the Airport, runway inspections, work orders, wildlife

- d. Self-Serve Fuel Area: Manager is in conversation with the vendor who installed the current fuel farm tanks and is gathering the costs to install the Self-Serve 100LL fuel area. The advantage is more opportunity to capture revenue, tenant pilots (piston engines) will have 24/7 access to fuel. This is a Joint City CIP item for FY2023.
- e. Deicing: The Airport has a deicing rate of \$100.00 (up to 10 gallons) and \$25.00 per gallon over the initial 10 gallons. The current rate puts the Airport in the negative for this service. The Airport has recently purchased a stainless-steel digital flow meter to measure the amount of fluid being used. The Deicing rate will need to increase to \$200.00 (with 10 gallons) and \$20.00 per gallon beyond the initial 10 Gallons. This rate puts us consistent with other FBOs offering deicing services.
- f. Other Revenues: The Airport has a list of items that will be put to auction in FY2023. The largest item is a 1995 John Deere 544G Loader. There are other ancillary items for this loader that will be put on GovDeals.com, such as the spare tires for the vehicle and the snow blade that goes to similar loaders. The total for the current list is \$46,000.00
- g. Aircraft Lavatory service: This is a service which would assist in attracting customers and generating revenue. The price point for Lavatory service will be \$75.00. The expense of the Lavatory Cart is built into the FY2023 FBO Expenses.
- h. Hoyle Tanner: East Ramp Project: Manager spoke with members of Hoyle Tanner to discuss the East Ramp Drainage project this Spring. To clarify, the grass sections are being installed as part of the FAA requirement to create public use taxiing lanes. Since this work involved in this project will affect the ingress and egress of certain T-Hangar tenants, a pre-commencement of work meeting will be scheduled where the Tenants will be invited.

9. New business-

- a. Cold Storage Hangar: The hangar is an old Navy hangar and is currently being used to hangar aircraft and store FBO items. Due to the asbestos and non-functioning front bottom rolling doors, the hangar is only used for based aircraft (CAP, Wiggins). Manager has one estimate to mitigate the asbestos and sees the revenue potential in this hangar. This would be the investment to create space for FBO Maintenance which will draw customers and mechanics to the to the airport.
- b. Flight instruction: Manager sees the airport setting aside property to develop a flight school center. Manager has received several suggestions from tenants to explore the possibility of carving out space to establish flight schools. The FAA identifies Flight Schools as either Part 61 or Part 141. Part 61 training is done at the individual schedules of the Flight Instructor and the Student. Part 141 training is structured curriculum, and depending on the credentialing/affiliation of the flight school students can qualify for PEL Grants, Student Loans, GI Bill, etc. The Master Plan process will give the Board and the Sponsoring Cities a closer look at this option.
- c. Automated Weather Observing System (AWOS): The Airport's AWOS has been intermitting for several months. The FAA is responsible for the AWOS operation and its maintenance.
 - 1. On 2/18/2022 and 2/22/2022 Manager spoke with the FAA representative about the system. FAA stated the new AWOS computer will be installed the first week of March 2022. The FAA will provide the shipping tracking number to the Airport Manager.

3. Once the CSR approves the sale, the customer is sent to the FBO for the dispensing of fuel in approved containers.
 4. The FBO Line Technician has no obligation to interview or question the customer about the use of the fuel.
 5. The fuel receipt will have the name of the racing team, the quantity, and the person's name if paying with a credit card.
 6. A large sign is placed at the CSR counter, and the walk through gate to the FBO.
- d. The Sweeper and the Magnet: Last Board meeting the Manager mentioned adding a second magnet to the sweeper. The second magnet was installed by the Airport staff. The magnet now spans the length of the sweeper. The bracket to attach the magnets was designed and built by the Airport and FBO staff. The design adds zero hours for the broom change. This issue is closed.
 - e. Update of 911 easement application: Manager has received an updated survey from the Engineering firm that did the survey which adds language to the survey describing the dimensions of the easement. This dimension is key information for the letter to the FAA New England Region Office which will complete the Easement Application.
 - f. Update on restaurant- Manager suggests making the concession into a Management Contract. Airport has invested capital in the restaurant and could contract a restaurant consultant to manage the restaurant. Airport assumes the risk, but ultimately receives the reward. Manager will have the restaurant cleaned by April 2022 to invite potential restaurateurs to consider.
 - g. Budget approval (By the Board)
11. Next regular meeting: April 7, 2022 (Hybrid/City Hall or Zoom?)
 12. Adjournment