

# 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 subsidies, 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**