

AUBURN-LEWISTON AIRPORT

Airport Board of Directors

Meeting Minutes

November 4, 2021

The Auburn-Lewiston Airport Board of Directors Meeting was held at 5:30 a.m. at Auburn City Hall, Auburn, Maine.

Present: Chair Holmes

Board Members Present: Gelinias, Williams, Blais, Hunter, and Horn.

Also Present: Ms. Bettyann Sheats, Interim Airport Manager.

VIA ZOOM: LaFontaine.

Absent: Carrier

1. Chair Holmes called the meeting to order at 5:30 p.m.

2. EXECUTIVE SESSION

ON MOTION BY MS. GELINAS SECOND BY MS. HUNTER VOTE (1) TO GO INTO EXECUTIVE SESSION WITH AIRPORT ATTORNEY PURSUANT TO 1 M.R.S.A. SEC.405 (6)(E). VOTE – 7:0

ON MOTION BY MS. GELINAS SECOND BY MS. HUNTER VOTE (2) TO COME OUT OF EXECUTIVE SESSION. VOTE – 7:0

3. BOARD VICE CHAIR ELECTIONS

MS. HUNTER NOMINATE JENNIFER WILLIAMS TO VICE CHAIR VOTE (3) 6:0:1 - MS. WILLIAMS ABSTAINED.

4. MINUTES OF OCTOBER 7, 2021

MS. GELINAS SECOND BY MS. HUNTER VOTE (4) TO ACCEPT THE MINUTES AS PRESENTED. VOTE - 6:0:1 MS. WILLIAMS ABSTAINED.

5. FINANCIAL REPORT

Ms. Hunter reviewed the financials through the end of October with the board members. Vehicle and electrical maintenance running high as in the past years. Operations side is at \$37,343 surplus and the FBO side is \$13,781 in the deficit. Lease payment is due to both municipalities, and one payment has been sent.

ON MOTION BY MS. WILLIAMS SECOND BY MS. GELINAS VOTE (5) TO ACCEPT THE FINANCIAL REPORT AS PRESENTED. VOTE – 7:0

6. PUBLIC COMMENTS

Mr. Bilodeau, North Auburn, stated it's beautiful flying out of KLEW especially with the completed improvements on the runway. Pilots do appreciate the improvements.

Chair Holmes welcomed HTA ASSOCIATES, Ms. Sheppard and Ms. Mongillo.

7. INTERLOCAL AGREEMENT DISCUSSION

ON MOTION BY MS. HUNTER SECOND BY MS. GELINAS TO (6) TABLE THIS ITEM. VOTE – 6:0

Manager Sheats stated the dollar amount for selling/auction items from the airport should be adjusted. Name change to delete Municipal from the name. FAA stated we currently are a Regional Reliever Airport.

8. DISPOSAL OF AIRPORT PROPERTY

Ms. Hunter stated Lewiston has a contract in place, no percentage would be taken from the airport. Manager Sheats stated the airport has been dealing with gov deals with no charge to the airport.

The equipment we are auctioning off is equipment we no longer use or parts that came with a piece of equipment, which we did not have a need for. Mr. Blais stated a new loader and selling the pushers before purchasing the new loader, this could fit the new equipment the airport wants to go out to bid for. The John Deere bought approximately 3 years ago, and with the grooved pavement, we need a dedicated broom for the runway. The airport is looking to have dedicated equipment to match the job being completed. It usually takes a little longer than 15 minutes, especially in low temperatures, and night hours, it is much more cost efficient than pulling an employee off a plowing area to help with changing the attachments when needed.

Ms. Sheats stated the money received will go into the operating budget. The airport is hoping to dedicate some money for a tug to be discussed at a future meeting.

ON MOTION BY MS. GELINAS SECOND BY MS. HUNTER VOTE (7) TO APPROVE THE LIST OF ITEMS TO AUCTION AND TO MOVE FORWARD WITH A MEMO TO AUBURN AND LEWISTON CITY COUNCILS FOR APPROVAL FOR SALE. VOTE - 6:0

9. AIRPORT MANAGER'S REPORT

a. Fuel Ramp Construction Update

The airport has removed the fuel tanks, paperwork is being certified and the ramp has been paved ramp and a second layer is being completed.

b. Staff Training Report.

Manager Sheats attended a course in Lewiston regarding drug testing and our drug testing procedures are current.

c. FAA 100LL Fuel

The FAA was out on the airport and checked the fueling station. The FAA found no indication of a problem with the fuel, stating that the fuel, sitting in the hose, in direct sun was most likely to cause the change in color. The hose has been changed from a plastic to a steel hose. FAA did not want to have any tests completed. The FAA was shown samples, before and after. AvFuel was contacted to complete some testing and without knowing more information, a broad spectrum of tests would need to be completed, and it would be costly. Consensus of the board to have AvFuel do a test to confirm the fuel is safe and post on the results on the airport's web/Facebook pages. Mr. Blais asked if the meters were certified for pumping the correct amount of fuel in an aircraft. The airport does have the meters calibrated, will check if they are up to date. There was a handout again from the state and it is vague for the details they are requesting for record keeping. The airport is asking for a tail number, name of sanctioned racing team, and/or phone number. There is a listing of other locations, on the desk, where ethanol free fuel can be purchased locally at other airports. There are numerous sanctioned racing events, racing cars, snowmobiles, boats, and motorcycles. The airport had (2) 2x2 signs made up stating that 100LL cannot be sold through the fence unless for sanctioned racing and they are being installed on the entry fence and by the fueling station.

- d. Manager Sheats had a meeting with Dottie Perham-Whitter, Community Relations from the City of Lewiston, to discuss a tourism grant that is available to the airport.

The airport will also be receiving a Rescue Grant from the FAA. The rescue grant will be coming soon for board approval. Elite invited the fire department out to do some training on a decommissioned plane. The fire department will complete an emergency evacuation and use of cutting tools for an exercise. A press release will be sent out to the media and elected officials, and the Board of Directors.

We had a small fall foliage fly-in the past few weeks and the tentative restaurant lessee provided some sandwiches and soup he prepared off site. The restaurant space is open and awaiting a signed lease before moving forward with painting and repairs. There will be a "toy fly" for the stuff the bus, in conjunction with the Chamber of Commerce coming in December.

ON MOTION BY MS. HUNTER SECOND BY MR. BLAIS VOTE (8) TO ACCEPT THE AIRPORT MANAGER'S REPORT. VOTE - 6:0

10. WHEELED LOADER WITH OPTIONS- (approved CIP item)

ON MOTION BY MS. WILLIAMS SECOND BY MR. HORN VOTE (9) TO APPROVE THE BID PACKAGE FOR A WHEELED LOADER WITH OPTIONS. VOTE – 6:0

Mr. Blais stated we have one. Mr. Poulin pointed out that we have added more pavement to the airport in the last few years. With heavy wet snow, the 1995 loader is requiring more maintenance. Staff does regular maintenance. Parts are tracked with emails for each vehicle, hours are not recorded, it is part of staff normal duties, only when it needs to get a sticker or major repair, it goes to the local maintenance garage. Airport staff qualifications to work on these vehicles are for normal routine maintenance. Mr. Blais stated, if snow removal was done on a regular basis, there would not be heavy wet snow. The cities do not wait until the storm is done to start snowplowing. There is not so much pile up. Manager Sheats stated the snow removal plan is being updated and in compliance with FAA standards for snow removal. There are certain criteria for how many inches of snow can be on the runways before they need to start snow removal or close it. NOTAMS are frequently updated with runway conditions and spell out criteria. Mr. Blais stated in front of his hangar has been an issue in the past, Mr. Platz has PALS flights, and med flights from LifeFlight He said the airport has been closed many times in the past and he had to call and ask when the airport will be flyable. Chair Holmes stated the airport is moving forward, and under new management, and will focus on moving forward. Snow Removal Plan will be on the website.

11. OLD BUSINESS

a. Update on Airport Manager Search

Received a nice stack of resumes and will be going through them around the 15th of this month with Ms. LaFontaine and regrouping the hiring committee.

b. Update on Restaurant

If Manager could get a timeline on when the lease will be executed, there is another interested party awaiting the opportunity.

c. CIP

The airport's CIP Planning Document was presented to the board for review. No actual commitment of cash, this is a planning document for the council's review.

Mr. Blais asked to discuss formation of a Safety Committee. Chair Holmes asked that that be added as a Dec agenda item, since it was not on the Agenda for Nov.

ON MOTION BY MS. HUNTER SECOND BY MR. HORN VOTE (10) TO APPROVE THE PLANNING DOCUMENT WITH THE ADDITIONAL OF TERMINAL ROOF \$150,000 for 2024 AND SUBMIT TO THE CITIES. VOTE - 6:0

ON MOTION BY MS. GELINAS SECOND BY MS. WILLIAMS VOTE (11) TO ADJOURN MEETING AT 7:10 PM VOTE – 6:0

Respectfully submitted,

**Bettyann Sheats
Interim Airport Manager**