

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

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

VIA ZOOM: Mary LaFontaine, Jennifer Williams, Jim Horn, Joe Morin.

Present: Chair Holmes, Mr. Blais, Mr. Timoney and Mr. McCarthy.

Absent: Ms. Hunter.

Also Present: Airport Manager James Scheller.

Regular Monthly Meeting – 5:30 pm

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

Ms. LaFontaine has submitted her letter of resignation with deep regret.

ON MOTION BY MR. BLAIS SECOND BY MR. TIMONEY IT WAS VOTED (1) TO ACCEPT MS. LAFONTAINE'S RESIGNATION FROM THE BOARD WITH DEEP REGRET. VOTE: 7:0:1 MS. LAFONTAINE ABSTAINED AND LEFT THE MEETING.

2. Approve minutes for February 3, 2022.

ON MOTION BY MR. BLAIS SECOND BY MR. TIMONEY IT WAS VOTED (2) TO ACCEPT THE MINUTES OF FEBRUARY 3, 2022. VOTE: 7:0

3. Financial Report

ON MOTION BY MR. BLAIS SECOND BY MR. MCCARTHY IT WAS VOTED (3) TO TABLE THE FINANCIALS DUE TO MS. HUNTER BEING OUT TONITE UNTIL THE NEXT MEETING. VOTE: 7:0

4. Draft 2023 Budget, Revisit for Board approval

Manager Scheller reviewed the draft FY23 Budget with the Board. Staff salaries has a proposed increase up to 5%. Mr. Blais stated fuel sales are down 76%. Manager Scheller stated in the past, the airport has offered fuel discounts and those will be adjusted.

5. Fuel Flow report February – Updated as of yesterday. Mr. Blais stated fuel sales are very low compared to other airports. Why are fuel sales low, Mr. Blais stated it could be a personnel issue? Manager Scheller stated he had not been here long enough to notice this. A staff member stated Lifelight has been purchasing fuel in larger quantities these last few days. Mr. Blais stated the hospital tanks were low. The airport tanks are 20,000 gallons holding Avgas and 30,000 gallons for Jet A.
6. Snow removal operation – Manager Scheller stated the Sweeper has been updated with a second (2nd) magnet and it works great. The broom is used with powder snow or a thin layer of ice, the metal bristles will chop it. Pending how thick the ice is, makes a difference if the broom is used or not. Operations and Line Specialists have attended classes on winter operations.

7. Public Comments –

Mr. Ward stated are these items listed for the FBO really needed, and if a public FBO would actually purchase the equipment being requested to help generate revenue.

8. Airport Manager's Report

Manager Scheller stated that Auburn-Lewiston is a reliever airport. The FAA and MDOT invests capital money for the growth of all airports. The restaurant is another revenue producer for the airport, but not grant funded because it generates revenues.

Budget Expenses:

- a. Salaries: This year's budget includes an employee salary raise. Manager Scheller 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. The airport is on the lower end of other locate airports, regardless of the airport size. Airport employees need to be trained for their position as other airports and positions need to be kept filled.
- b. New Hires: Manager Scheller will look to fill the vacant Line Specialist 1 position to help with sick and vacation call outs and always have a two person on. A Finance Administrator to manage the airport finances, oversight of grant contracts, collection of grant money, and prepare budget reports, statements, and other financial accounts. This position will also satisfy the FAA's policy for accounting procedures with having a financial level of expertise to prepare documents for audits. Separation of duties is required.
- c. Duty Phone: Manager Scheller 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 employee is 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. The employee needs to be held accountable and return to work if service is needed. Mr. Blais asked if a time study or job description been completed. Manager Scheller stated employees are crossed trained for snow removal while they are here. A goal for this coming fiscal year would be to try to document if possible, tracking billable time when an employee changes his job task from operations side to a line position and vice versa.
- 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; hiring an employee, Janitor, on the airport payroll may be another option. Mr. Blais stated when he comes into the airport, a lot of employees are sitting there doing not much and could save money by doing this work along with their other jobs. Mr. McCarthy stated where he previously worked, companies have had problems with contracted services.

- 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 or less. Manager Scheller is proposing to buy a battery-operated cart/electric, rather than a hand pump or gas-powered cart. If the cart is spilling out, there is a problem, or the procedure was not followed as required. Mr. Ward requested seeing if this service is really needed before purchasing the cart. Manager Scheller stated in the short time he has been here; customers have requested this service. The cleanout of the cart will need to research where it can be dumped into the sewer with the man-hole cover but will check with the FAA and City of Auburn.
- f. Software: In addition to the windows office suite software subscriptions the Airport maintains, Manager Scheller has investigated airport program management software to track the daily inspections of the Airport, runway inspections, work orders, wildlife management, airfield inspections, fuel tank/truck inspections, Safety Inspections, etc. The Part-139 Software will provide the Airport staff with a tool to cohesively track the work and inspections which are covered in the FAA Airport Operating Certificate requirements. With the software it would show billable time between employees for job accountability tracking as requested previously. This software will allow Manager Scheller to operate the Airport more closely to the Part-139 Industry Standards.
- g. Information Technology Hardware: Manager Scheller is setting a budget to purchase iPads for the Part-139 software, and monitors which will visually display the Rates and Fees at KLEW. Would also have a monitor in place for FlightAware, which shows current weather patterns and aircraft in the vicinity of the airport. FlightAware will also be set up in the lobby to be seen by public while at the airport.
- h. Marketing: Manager Scheller will be marketing the airport online and in print. The current airport website will be getting a makeover. The website will be for advertising airport events and advertising the services and amenities of the Airport. The Airport will be advertised in Maine Visitor Guides, aeronautical publications, and in local print. It could also have the FlightAware built in. When it is time, the Airport will market the Airport's restaurant. This budget will also be used to create SWAG for gifts and for retail sales.
- i. Legal Services: This budget item increased due to the anticipated document preparations for lease agreements and contract reviews. Restaurant and FBO Hangar agreements. Increase rates and tenants in the cold/heated hangars.
- j. Restaurant start up: Manager Scheller feels it will be necessary to have a budget to clean and prepare the restaurant, as well as have a budget to purchase or repair any item related to the restaurant to ensure the new restaurant manager will have a fresh start. This amount is more of a contingency.
- k. Fence Repairs: Manager Scheller has done an inspection of the perimeter fence, and reviewed fence related receipts from 10+ years ago. The fence was installed to deter wildlife and to bring the airport closer to 49 CFR Part 1542 Airport Security. Recommend visiting the section of fence along Kitty Hawk Drive at the culvert area, and the culvert area along Lewiston Junction Road will be inspected by MDOT this spring. It is recommended for surveying and engineering work to be considered for concrete work or have fencing installed which keeps the top pole close to plumb. Another discrepancy is the lack of bottom staking and bottom strung barbed wire. Looking to get grant money to remove/update corroding fence. Fence with the accumulated snow was the height of Manager Scheller's chest. (no wonder wildlife is on the airfield).

- I. Airport Operating Area (AOA) access: Manager Scheller is assessing the AOA access which will require Physical Access Card System (PACS) and create a Secured Identification Display Area (SIDA) program, which is common at FAA Grant funded airports. Tenants will need to register their vehicles with stickers on bumpers and badges for tenants all with be color coded. Currently not in this budget. Mr. Ward stated he has deliveries and will need to be kept in the loop on the East side of the airport for access for his and LifeFlight deliveries. The service for self-service of fuel will benefit by this system. This is not an FAA requirement but works into a higher level of airport security that the airport is working towards.

Revenues:

- a. The FAA just released a Bill out for airports to receive \$295,000 in addition to the airport entitlement fund of \$150,000 annually. FY2023 Budget is focused on improving and adding services, with proposed rate increases to match industry rates at other FBOs. Some of these rate increases are Fuel Pricing, Towing, Hangar Rental, Landing Fees, Lavatory Service, Tie Down Fees, Overnight Fees, Shuttle Service, and Deicing.
- b. Rate menu: The proposed rate menu is consistent with the rates found on the Aircraft Owners and Pilot Association (AOPA) site, "Know before you Go" which was designed to give transparency to FBO rates. The KLEW Rates have the Tenant plane owners in mind and maintains the rate schedule for these customers. The new rate schedule (menu) should be implemented July 1, 2022.
- c. Fuel pricing: Fuel has gone up in price. The Airport has absorbed the effects of the rising fuel costs and has maintained a low retail rate, reducing the Airport's margin of profit. Using the AOPA site for price comparison, KLEW has been selling full-service 100LL at self-serve pricing. Raising fuel prices will put KLEW in the average range of our neighboring airports and keeps us competitive. Mr. Blais suggested fuel should be monitored daily by our airport staff and adjusted accordingly.
- d. Self-Serve Fuel Area: Manager Scheller 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 Scheller spoke with members of Hoyle Tanner team to discuss the East Ramp Drainage project this Spring. To clarify, the grass section is 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 to attend and participate in discussion.

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 Scheller 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. Mr. Ward stated in the past the hangars were both full of aircrafts.
- b. Flight instruction: Manager Scheller sees the airport setting aside property to develop a flight school center. Manager Scheller has received several suggestions from tenants to explore the possibility of carving out space to establish a flight school. 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 Scheller spoke with the FAA representative about the system. The 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. Freezing rain is unavailable due to the equipment does not have a sensor. On 2/25/2022 at 10:45 am the AWOS was repaired by the FAA and was in operation. All pilots requiring AWOS now have it available. A staff list of certified employees to issue NOTAMS will be sent to Mr. Blais as requested.
- d. Calling the Flight Standards District Office (FSDO): Manager Scheller is requesting tenants, stakeholders, airport employees, and interested parties to call the Airport Manager for all airport related business before choosing to call the FSDO. In the past few weeks, Manager Scheller has answered inquiries from the FSDO about matters which could have been answered by either the Manager or Airport Staff. The Airport Manager has the resources to answer airport related questions in a much more efficient way.
- e. Self-Serve Fuel Committee: As the Self-Serve Fuel farm is being planned, it is recommended for a committee to be formed to best execute this project. This committee should include the Manager, Board Members, Stakeholders, and Tenants. Please contact Manager Scheller to be part of the committee along with Manager Scheller, Russell Keith, Joe Payton, Marc Blais and Tom Ward.

Chair Holmes stated due to time constraints, the items on the agenda will be held over until the next board meeting.

Chair Holmes stated Mr. Flynt had the floor to speak due to screen issues previously. Mr. Flynt stated there were many items that offended him during the meeting. He stated employees are cross trained, including himself, which includes line technician, ground maintenance and front desk duties.

The FY23 budget including custodial services, lavatory cart, software and a financial employee will currently be discussed. A one-year contract for a finance person/company to see a return on the investment. Hiring custodial service. Ms. Beaulieu stated currently there were some employees that do the custodial cleaning in the FBO and Terminal. It was suggested to bring someone in or use current staff with added hours to complete the in-depth task. If the budget is not accepted by the cities, these items would possibly be the first to be deleted from the budget.

ON MOTION BY MR. TIMONEY SECOND BY MR. MCCARTY VOTED (4) TO ACCEPT THE PROPOSED BUDGET AND MOVE FORWARD TO THE CITY COUNCILS. VOTE: 7:0

ON MOTION BY MR. MCCARTHY SECOND BY MR. TIMONEY VOTED (5) TO ADJOURN THE MEETING AT 8:04 PM VOTE: 7:0

Respectfully Submitted,
James Scheller
Airport Manager

