

# 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 (2<sup>nd</sup>) 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

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. This software will allow the Airport Manager to operate the Airport more closely to the Part-139 Industry Standards.

- g. Information Technology Hardware: Manager 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 be seen by public at the airport.
- h. Marketing: The Manager 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.
- j. Restaurant start up: Manager 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 considered to be more of a contingency.
- k. Fence Repairs: Manager did an inspection of the perimeter fence, and reviewed fence related receipts from 10+ years ago. The fence was installed to deter wild-life 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. 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.
- l. Airport Operating Area (AOA) access: The Manager 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.

#### Revenues:

- a. The 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 aircraft 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 affects 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 still keeps us competitive.

- 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.

2. On 2/25/2022 at 10:45 am the AWOS was repaired by the FAA and was in operation. All pilots requiring AWOS have it available.
  3. The new AWOS computer is still being shipped and will be installed.
  4. The FAA representative expresses his apologies, and understands the inconvenience; however, the parts have been on back order.
- d. Calling the Flight Standards District Office (FSDO): Manager 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, the Manager 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.

#### 10. Old Business

- a. Staff Training Report: Completed NOTAM "Field Condition" reporting on 2/24/2022. Training was presented by Randy Marshall of LaFleur Airport (WVL) and Tim LeSiege of the MDOT Aviation Department; Also in attendance was the Manager from the Rockland Airport. The training conducted was in direct response to an inquiry from the Flight Standards District Office (FSDO) regarding the location of a LEW employee who published a NOTAM. The class instructors addressed this topic directly along with other pertinent information of writing NOTAMs. Much of the information is from the MDOT Airport Manager's Guide. The class was helpful to the LEW team in the fact future NOTAM reporting will be better understood. This training satisfied the FAA's inquiry about the LEW airport reporting Field Conditions off airport property.
- b. Notice to Airmen (NOTAM) Inquiry: Manager completed the inquiry, from the FAA New England Region Office, regarding a condition reporting complaint. Manager investigated this matter and responded to the inquiry on 2/25/2022, which included NOTAM training and corrective action. Matter is closed.
- c. Can Sales of 100 Low Lead Fuel: The Airport ended the sale of 100LL gasoline to unauthorized users (aka Can Sales) in October 2021. Authorized users are only aviation and race vehicles entered into sanctioned race events. This is following 40 CFR PART 1090: REGULATION OF FUELS, FUEL ADDITIVES, AND REGULATED BLENDSTOCKS 40 CFR 1090.615 (a) fuels, fuel additives, and regulated blendstocks that are used in aircraft, or racing vehicles or racing boats in sanctioned racing events, are exempt from these standards.
  1. This also includes per 40 CFR 1090.615 (d) this exempt fuel may not be made available or dispensed for use in motor vehicles or nonroad engines, vehicles, or equipment, including locomotive or marine engines that are not classified as aviation or sanctioned racing applications.
  2. Airport compliance: Customer requesting 100LL for other than aircraft is asked a series of questions by the Customer Service Representative (CSR):
    - a) Is this being used for a racing vehicle for a sanctioned event?
    - b) What is your race team name?
    - c) How much do you need to buy?

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