

# **AGENDA**

## **03/31/2022**

### **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 March 3, 2022
3. Financial Report (Treasurer) (motion)
4. Fuel Flow report March 2022
5. 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.
6. Airport Manager's Report
  - a. Airport Restaurant: Manager will introduce Chef Dan Caron, the Chef/Owner of the "The Cheesy Skillet".
  - b. Manager attended the City of Lewiston's Municipal proposed budget planning meeting on March 29, 2022.
  - c. Self-Serve Fuel Area: Last meeting there was a Self-Serve Fuel farm committee being formed. Manager needs input from committee members to best locate the fuel station.
  - d. Hoyle Tanner: East Ramp Project: Hoyle Tanner to advise Airport of a project start date. Preconstruction meeting held March 30, 2022.
  - e. Bilateral Infrastructure Law (BIL): The airport is scheduled to receive \$295,000.00 each year for the next five (5) years, in addition to its annual \$150,000.00 of entitlement fund.
  - f. What the BIL offers: The BIL includes Airport Terminal Program (ATP) discretionary funds airports compete for.
  - g. Airport infrastructure proposal FY2023: Manager has a deadline of April 11, 2022, to submit proposals. The Manager has selected the FBO Hangar Door as the project to complete. Using the BIL funds would cause the Cities to defer the CIP funds to another project.
  - h. Flight Simulator: The Manager is recommending the Airport Board consider offering Part 141 Ground School instruction, through the University of Maine's curriculum; while also receiving a return on the investment through General Aviation Students and local aviation enthusiasts who need to maintain their flight hours and who want to learn to fly.
  - i. Flight instruction: Manager sees the airport setting aside 90 sqft of terminal space to develop a flight school training center. Manager is working with Greg Jolda, University of Maine's Aviation Program Coordinator to establish a UMA satellite aviation education center at LEW.
  - j. Measuring Operations Activity: Manager will have a list of companies that will measure the operations at the airport for the next Board meeting. This measurement will assist in annual projection for future FAA Grant funding.
7. Old Business

- a. Airport Management Software: The Manager has investigated airport program management software to track the daily inspections of the Airport, The APP-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.
- b. Fence Repairs: Recommend replacing the section of fence along Kitty Hawk Drive, and the culvert area along Lewiston Junction Road. It is recommended for surveying and engineering work to be considered for improving the fencing which will keep the top pole close to plumb. Another discrepancy is the need for staking and installing bottom strung barbed wire.
- c. Update of 911 easement application: Manager has submitted the updated easement survey to the FAA New England Division. Waiting on FAA response.

8. New Business

- a. Airport Restaurant Agreement: **Motion to sign the Agreement.**
- b. Cold Storage Hangar: The hangar is an old Navy hangar and is currently being used to hangar aircraft and store FBO items. Manager sees the need to mitigate the asbestos and refurbish the hangar to improve appearance and increase revenue. **Manager has three quotes. Motion for a vote.**
- c. Hangar lease: Manager is drafting a hangar lease agreement. All current tenants of the FBO and Cold Storage hangars will need to sign a lease and provide certificate of insurance which includes adding the Airport as "Additional Insured" to the COI. The lease will be a legal document which supports the good-faith business practices of airport management.
- d. 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.
- e. Vehicle storage: Nonaeronautical revenue opportunity which will draw between \$12,000.00 - \$20,000.00 annually.
- f. Rescue Grant: There is \$10,689.29 which can be spent on items which support the airport operations. **Manager is requesting a motion for specific items which to use the available Rescue Grant funds.**

9. Next regular meeting: Date needs to be voted on. (Date, Hybrid, Zoom, Airport)

10. Adjournment