

# **AUBURN-LEWISTON AIRPORT BOARD OF DIRECTORS MEETING MINUTES 05/12/2022**

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

## **VIA ZOOM:**

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

Absent: Ms. Williams, Ms. Hunter. ONE OPEN SEAT- Chamber Member Lewiston Representative.

Also Present: Airport Manager James Scheller.

## **Regular Monthly Meeting – 5:30 pm**

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

Addition to the Agenda under New Business, g. New FAA Grant.

Service Awards will happen during the meeting pending on arrival of recipients.

Chair Holmes presented a plaque to Stephanie Gelinas, for the board's appreciation of her time and dedication while serving on the airport board.

Chair Holmes introduced Brian Picard as the member representing the Lewiston Auburn Economic Growth Council. Chair Holmes stated he is still in contact with Shanna, with LAEGC, for a representative for the Chamber Business Member, both agencies have folded into LA Metro Chamber of Commerce. It seems there are two seats with this organization and may need to be reviewed by forming a group to research the by-laws for the airport.

2. Approve minutes for March 31, 2022.

**ON MOTION BY MR. MORIN SECOND BY MR. MCCARTHY IT WAS VOTED (1) TO ACCEPT THE MINUTES OF MARCH 31, 2022. VOTE: 6:0.**

3. Financial Report

Chair Holmes stated to table this item with Ms. Hunter absent at this meeting.

**ON MOTION BY MR. MCCARTHY SECOND BY MR. MORIN IT WAS VOTED (2) TO TABLE THE FINANCIAL REPORT UNTIL THE NEXT MEETING. VOTE: 5:1 MR. BLAIS OPPOSED.**

4. Fuel Flow report April – The airport is purchasing more fuel at this time of year. Recently, Elite has purchased more gallons than normal. Currently the Fuel Truck is down and at the shop. Should return to the airport within a couple of days. Avfuel does not have a replacement truck currently. Manager Scheller will research aviation fuel distributors in Maine. The airport's contract with Avfuel is a 90-day notice. Contract fuel is available currently at the airport, through Avfuel. Avfuel has their own credit card, and offers other aviation cards, they accept through our POS system. Manager Scheller stated he is working on discounting the based aircraft discount to be more competitive

with other airports. Mr. Blais stated we should be contacting Sandford, Bethel, Oxford, Rockland, Augusta to see how many gallons they have sold, roughly on the 15<sup>th</sup> of the month. Chair Holmes directed Manager Scheller to contact these other airports and ask if they are willing to share their monthly fuel sales with us.

**ON MOTION BY MR. BLAIS SECOND BY MR. MCCARTHY IT WAS VOTED (3) TO REMOVE THE BASED AIRCRAFT DISCOUNT, INCLUDING THE CHARGE CARD FEES, AND DROP FUEL PRICES TO THE DISCOUNTED RATE FOR EVERYONE. VOTE: 6:0**

Chair Holmes stated over the next 3 months if the fuel gallons have increased drastically compared to the past reports, due to lowering the fuel prices, and dropping the credit card charges of three ½ percent, which are previously implemented the airport would continue. If fuel gallons have not seen a fairly large increase in sales, for the airport to reinstate the based discount for based aircraft and possibly include the 3 ½ percent for credit card fees. Manager Scheller suggested contacting ATM providers to install an ATM machine in the lobby for customers the option to pay cash for fuel.

Can sales again have been brought up, there are signs up and literature is available at the front desk where customers can continue to buy avgas fuel at other locations.

5. Public Comments – NONE
6. Airport Manager's Report

Chair Holmes asked the board if there were any questions regarding the manager report.

None stated.

7. Old Business

- a. Airport Operating Area (AOA) access RFP: This RFP will be ready for July 2022 Board Meeting for the installment of a Physical Access Card System (PACS), which will be scalable to a full Secure Identification Display Area (SIDA). Manager has met with Griffon Security Technologies, LLC to discuss the scope of work that needs to be accomplished, they completed an assessment of the building and gates. The gate cards and clickers would be deleted from the system and go to a two factor of authentication. Our insurance provider is a pilot himself and wondering why this has not already been completed, especially the COI (certificate of insurance) from vehicles driving on the ramp. Based on Federally Funded Airport, fuel tanks, self-serve, have no security around them. Mr. Blais stated this system is based for a commercial airport and the manager is trying to hold us at a higher standard with no aircrafts on the ramp. There are other Maine airports that do not have this type of security and the Airport Interlocal Agreement would need to be updated. Mr. Platz stated it is not really clear what the existing situation is and what direction the airport is headed. There is security, no incidents, no vehicles driving around. With out having vehicles drive out on the ramp to their aircraft for loading and unloading will drive away our charter flights. Chair Holmes stated a procedure needs to be in place for aircrafts to get passengers and luggage to and from planes without having to load into a golf cart. More education from Manager Scheller will be presented at a later meeting. The passenger walk in gates are available at present time.
- b. Hangar Lease Agreement: The hangar lease agreement is for those tenants who wish to store their aircraft in an airport owned hangar longer then fourteen days. The leases follow Airport Grant Assurances, mitigate liability, have definite terms. The monthly rate for GA is \$0.0085 per square foot. The Commercial rate will be \$0.025 per square foot. Measurements are taken as follows:

1. Fixed wing: (Length x Wingspan) x .0085 x 30 days = Monthly rent.
  2. Rotary wing: (Length including blade x Skid width) x .0085 x 30 days = Monthly Rent
- Transient rates are currently \$65 nightly.

This is part of the airport fee schedule to be effective July 1, 2022. Most rates are staying the same. There currently have been hangar tenants that pay for their spot at a reduced rate when they plan of possibly coming back in the future. According to being in compliance with the FAA, payment can be made in advance for 2 to 3 months without losing their spot, but being away indefinitely, is discouraged especially while aircrafts are waiting for space. Manager Scheller is to draw up the hangar contracts with the rates for review and approval next month.

- c. Vehicle Storage Lease: The purpose of this lease is to utilize available airport property to generate non-aeronautical revenue. The lease is designed as a month-to-month lease. Lease requires proof of insurance and ownership of the vehicle (RV, Car, Trailers, Boats) to be presented at the time of the lease. Access to the lot – for now – will only be during normal Airport business hours, since the airport is open 7 days a week. The vehicles currently there will be contacted and asked to move the vehicle or come in and sign up for a month-to-month lease. The lot has the potential of adding \$12,000.00 to \$20,000.00 of non-aeronautical revenue to the Airport's business plan. Plowing a strip in the winter to gain access for vehicles if needed to be moved. No board action needed.
- d. Remaining funds in Rescue Grant. Currently there is \$7,000 left on this grant. The grubbing of the trees will be happening next week. Any left over from this project will be to cover vehicle maintenance line item.
- e. Flight Simulator RFP: The RFP is ready for review and publishing. The RFP is written to ensure the proper simulator will be compatible for the University of Maine at Augusta Aviation Part-141 Ground School Program. The RFP has a specific aircraft for training students and is certified with the FAA.

Flight Simulator Purchase: The cost of the simulator is estimated at \$58,339.00. Manager is requesting Airport Board vote to repurpose unused Capital Improvement Project funds from the purchase of the 624P John Loader. The loader had a budget of \$350,000.00 which only \$285,248.00 were used, leaving \$64,752.00 to repurpose/re-allocate to this project. FAA certified. Other vendors can put a bid in for other simulators. Not required to go to low bid, but for what the entire purchase will entail. Process for unspent CIP money will have to go to both councils for approval. A package will be prepared for Councilors if a vote is needed.

**ON MOTION BY MR. BLAIS SECOND BY MR. MCCARTHY VOTE (4) TO RELEASE THE RFP CONTINGENT ON THE APPROVAL FROM BOTH CITY OF AUBURN AND LEWISTON TO REALLOCATE THE USE OF THE BALANCE FROM THE LOADER PURCHASE. VOTE: 6:0**

- f. East Ramp Project. The timeline for construction is August. The area in question for the grass area to allow to just be paved. A permit is in hand and does not approve for paving. Updating the Airport DEP permit would take an additional 150 days, this permit does include stormwater. DEP is currently behind and understaffed. Mr. Ward stated this was brought up last year, but not done and lights were also added in this area. Ms. Sheppard stated yes lights were added due to the taxiway "J". She will speak with FAA and see their thoughts regarding the elimination of the lights. The drain was designed for trench drains and outlet into the deep swale. In July, Manager Scheller will be contacting the tenants to set up a preconstruction meeting for the tenants, contractors, and consultants for discussion.
- g. Cold Storage Hangar: At the last meeting the contract was awarded to Octagon Cleaning & Restoration, Inc. A tentative date of May 31, 2022 has been scheduled for the work to

begin. Manager Scheller and the Consulting firm have submitted for BIL AIG funds to support funding this project. The FAA would like to make that hangar a full project to include the floor, doors and Asbestos.

#### New Business

- a. Airport Master Plan RFQ: The RFQ was sent out for review. The Board will need to select members for the Airport Master Plan selection committee. Manager Scheller will need to know if the Board is comfortable with publishing the RFQ as presented.

**ON MOTION BY MR. MCCARTHY SECOND BY MR. BLAIS VOTE (5) TO RELEASE THE RFQ FOR THE AIRPORT MASTER PLAN IN JUNE WITH A 45-60 DAY TO RESPOND. VOTE: 6:0**

- b. Airport Engineering and Consulting RFQ: The RFQ was sent out for review. Manager Scheller will need to know if the Board feels it is ready for publishing. No action needed today. This is a five-year contract. The airport currently has two consultants on board.
- c. Self-Serve Fuel Area: RFP will be prepared and issued in June 2022. This project is identified in the Airport's CIP for FY2023 funding from both cities. This fuel farm will allow the airport to serve 100LL fuel 24/7. However, the AOA access points need to have a PACS installed with two-point authentication (Card reader and Pin), and cameras prior to the SS Fuel Farm being installed.
- d. FBO Hangar Door: Manager had a deadline of April 11, 2022, to submit BIL AIG proposals FY2022. The Manager Scheller has selected the FBO Hangar Door as the project to complete. Using the BIL funds should cause the Cities to defer some of the unexpended hangar door CIP funds to another project. The Sponsors CIP Budget projected the replacement of hangar door to be approximately \$150,000.00. Manager Scheller has received a quote for a hydraulic door replacement at approximately \$62,000.00. Manager Scheller will provide the RFP for the project.
- 1. Manger is recommending remaining funds not used for the hangar door to be used for refurbishing the Airport sign and updating the FBO's appearance: Upgrade Sid-ing, Update Office Area, Expand Office area.
- e. Federal Earmark Grant Submitted: This earmarked money notice came from the office of Congressman Jared Golden. All the required statements and request submission are completed. The airport has chosen to use the earmark funds to build a 75 ft x 85 ft x 30 ft heated hangar next to the Cold storage hangar. If awarded, this project would begin March 2023.
- f. FBO Privatization: The board needs to have a conversation if they want to go out for RFPs to have a private company operate the FBO. Chair Holmes is looking for people who have knowledge in the FBO business for an outline of what are the responsibilities, assets, lease timeframes and the process for an RFP for next month. Chair Holmes requested volunteers of Mr. Blais, Mr. Timoney, Mr. Chapman, and Mr. Platz to create a one-page outline for board review.
- g. New Grant: Chair Holmes stated that there is a \$500,000 Aviation Workforce Development Grant, from the Reauthorization Act of 2018 Section 625, with the FAA that can be used for several items and Matt Leonard approached Chair Holmes to draw up the grant for the airport. The price Mr. Leonard requested was \$25,000 to file the grant for the airport.

**ON MOTION BY MR. BLAIS SECOND MR. MCCARTHY VOTE (6) TO AUTHORIZE THE AIRPORT MANAGER TO CONTACT MR. LEONARD TO DRAW UP A CONTRACT FOR \$25,000 FOR THE FAA WORKFORCE DEVELOPMENT GRANT PROGRAM APPLICATION IN THE AMOUNT OF \$500,000, BASED ON A PAYMENT SCHEDULE OF \$1,000 IF NO SUBMISSION WITHIN 10 DAYS, \$12,000 UPON SUBMISSION AND \$12,000 WHEN THE GRANT IS AWARDED. VOTE: 6:0**

Next Regular Meeting – JUNE 2, 2022

Scheduled at the Airport Terminal Building.

8. Adjournment

**ON MOTION BY MR. MCCARTHY SECOND BY MR. MORIN VOTED (7) TO ADJOURN THE MEETING AT 7:19 PM.**

Respectfully Submitted,

James Scheller C.M.

Airport Manager