

AUBURN-LEWISTON AIRPORT BOARD OF DIRECTORS MEETING MINUTES 06/2/2022

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, Mr. Picard and Ms. Roy.

Absent: Ms. Williams. ONE OPEN SEAT- Chamber Business 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

Chair Holmes introduced Ms. Tracy Roy as the new Finance Director for the City of Lewiston, replacing Ms. Heather Hunter on the Board.

2. Approve minutes of May 12, 2022.

ON MOTION BY MR. MORIN SECOND BY MR. MCCARTHY IT WAS VOTED (1) TO ACCEPT THE MINUTES OF MAY 12, 2022. VOTE: 6:0:1 MS. ROY ABSTAINED.

3. Financial Report

Chair Holmes stated to table this item until Ms. Roy could review the finances, and report back at the next meeting.

ON MOTION BY MR. MCCARTHY SECOND BY MR. MORIN IT WAS VOTED (2) TO TABLE THE FINANCIAL REPORT UNTIL THE NEXT MEETING. VOTE: 6:1 MR. BLAIS OPPOSED.

4. Fuel Flow report MAY— The airport is purchasing more fuel at this time of year. Currently the Fuel Truck is down again and should be back up shortly. Avfuel does not have a replacement truck currently. Looks like the airport has possibly loss of sale of 2,000 gallons during this down time of the Jet A fuel truck. Manager Scheller will have a more detailed report at the next meeting. Mr. Blais stated he is looking at real numbers and not a graph. Numbers are on the graph but need to be legible. Chair Holmes stated to reduce the months and report the last 18 months instead of 3 years' worth. Mr. Blais is looking for a day-by-day report of sales, since this airport is real low on sales and other airports at 60% higher.
5. Public Comments – Tom Ward stated the fuel prices are higher than anywhere else locally. No more savings for tenants of based discount. Chair Holmes stated that if the board wants to set a price of .03 over cost of purchased fuel, the board will hold accountable Manager Scheller for the overall budget. Avgas has not been recently purchased. Mr. Morin stated delivered price of fuel, fix cost, overhead cost, transaction

costs and operating costs must be factored in the sale of fuel pricing. Credit card percentage fees being charged to the airport for purchasing with credit cards are now being absorbed by the airport. Airport cash price is the same price as credit card pricing, contract fuel is preset by Avfuel. Operating in the red, there are some residual benefits for the airport and the cities when customers fly into the airport.

Chair Holmes stated maybe a time study could be completed, including the last 3 weeks delivered and sold price.

6. Airport Manager's Report

- a. Federal Earmark Reauthorization Act Grant Submitted. 1.6 million dollars and step one has been completed out of 15.
Aviation Workforce Development Grant Program. Manager Scheller and Matthew Leonard Consulting signed an agreement to submit a grant application in the amount of \$500,000 for the proposed Aviation Workforce Development Grant for an educational facility on airport property. Timeframe needs to be submitted by June 10.
- b. East Ramp Project. A meeting took place with Manager Scheller and HTA, the airport consulting firm on this project to discuss moving forward with the project, if there is a change, there is a cost for all changes made. If something needs to be changed, complete it in phase 2. Meeting is scheduled for July 19 at 10:30 am for tenants with the contractors for the workflow schedule to least impact the surrounding businesses. End of August the project is set to begin.
- c. Flight Simulator RFP and purchase. This item is on both city council agenda's to reallocate the funding balance from the equipment previously purchased to move for this project. RFP is out on the websites and closes mid-June.

ON MOTION BY MR. MCCARTHY SECOND BY MR. BLAIS VOTE (3) TO AUTHORIZE THE AIRPORT MANAGER TO ACCEPT THE LOWEST QUALIFIED BID IN HIS OPINION, AND THE CITY HAS APPROVED REALLOCATING THE CIP MONEY FOR THIS PROJECT. VOTE: 7:0

- d. Airport Master Plan RFQ – Chair Holmes stated to send any questions pertaining to the master plan to Manager Scheller.
- e. FBO Hangar Door RFP- FAA has stated that the hangar door is a safety hazard. A price quote was received, and this can be under the BIL grant money. \$295,000 is available money to airports and qualified for this project. HTA will be out to review the project and complete the grant to be submitted to the FAA.
- f. FBO Privatization – A one page letter was passed out to board members for review.

ON MOTION BY MR. MCCARTHY SECOND BY MR. BLAIS VOTE (4) TO GO OUT FOR RFP'S DRAFTED FOR BOARD REVIEW, TO GO OUT TO BID WITH A THIRD PARTY TO DO AN ANALYSIS FOR AN FBO USING FUNDS NOT TO EXCEED \$10,000 WITH THE 3 OPTIONS OUTLINED IN THE LETTER. VOTE: 7:0.

Mr. Blais asked for the motion to be rescinded.

Mr. McCarthy and Mr. Blais rescinded the motion.

ON MOTION BY MR. BLAIS SECOND BY MR. MCCARTHY VOTE (5) TO AUTHORIZE THE AIRPORT MANAGER TO SOLICIT 2 OTHER PROPOSALS FOR CONSULTING SERVICES TO COMPLETE AN ANALYSIS FOR AN FBO, LIKE

THE PREVIOUS ONE SUBMITTED 3 OPTIONS, FOR AN AMOUNT LESS THAN \$10,000.

Mr. Blais was uncomfortable with having the Airport Manager following through with the proposals. Manager Scheller stated he is opposed with the airport giving up the FBO at this time. Chair Holmes stated if a proposal is accepted, the attorneys will need to be involved. All we are doing currently is requesting three companies to submit a proposal on doing an analysis for the FBO. A comment was made that services are not where they should be at Auburn Lewiston Airport and an analysis is warranted. Mr. Blais stated he feels there is a bias opinion and suggested Mr. Timoney contact the other 2 companies. Chair Holmes stated the committee will submit a recommendation to James from the 3 proposals that are submitted.

VOTE: 7:0

9. New Business

- a. Roundy Property – In 2019 an RFP went out for a hotel. There was no response at that time. Chef Dan visited the property and considering a license for a bar. Manager Scheller suggested revisiting this and putting the property out again for a hotel.
- b. Cheesy Skillet – Seeking City of Auburn for a beer and wine permit. Restaurant area only.
- c. Fuel Vendor – Avfuel has some deficiencies in their contract. The fuel truck has been a big issue this last year, with no recourse from Avfuel. A meeting was held with another fuel vendor with lower costs to the airport and a newer fuel truck. Fuel deliveries would be quicker. If fuel truck is down for 6 hours, they have a replacement for us. Manager Scheller is moving forward for a new fuel company.

10. Public Comments – none

ON MOTION BY MR. HOLMES SECOND BY MR. PICARD VOTE (6) GO INTO EXECUTIVE SESSION TO DISCUSS ECONOMIC ISSUE AND NO ACTION WILL BE TAKEN. VOTE: 7:0

Next meeting will be August 4, 2022.

Meeting adjourned at 7:06 pm.

Respectfully Submitted,

James Scheller C.M.

Airport Manager

