

# **AUBURN-LEWISTON AIRPORT BOARD OF DIRECTORS MEETING MINUTES 10/13/2022**

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

**BOARD PRESENT:** Chair Holmes, Mr. Blais, Mr. Timoney, Mr. McCarthy, and Ms. Roy.

**BOARD ABSENT:** Brian Pickard; AVCOG OPEN SEAT; Chamber Business Member Lewiston Representative OPEN SEAT; Auburn City Councilor Representative OPEN SEAT.

**Also Present:** Airport Manager James Scheller.

## **Regular Monthly Meeting**

1. Chair Holmes called the meeting to order at 5:30 pm. Quorum was met.
2. Approve minutes of September 1, 2022.

Mr. Platz inquired as Zoom at the last meeting was not functioning properly. With multi executive sessions, in and out a new meeting was required, and the time had expired. Mr. Blais stated this has happened numerous times in the past. Manager Scheller explained the bandwidth is very limited. New meetings come with a passcode which was not deleted at the last meeting.

**ON MOTION BY MR. TIMONEY SECOND BY MR. MCCARTHY IT WAS VOTED (1) TO ACCEPT THE MINUTES OF SEPTEMBER 1, 2022 WITH THE AMENDMENT THAT THE ZOOM WAS NOT FUNCTIONING PROPERLY AT THE SEPTEMBER 1<sup>ST</sup> MEETING. VOTE: 5:0**

3. Financial Report.

Ms. Roy stated she has looked at airports similar to ours and must gather more information regarding our fuel. Our FBO revenues are short \$40,000 and not covering FBO expenses. Adjusting the fuel price on the FBO side is being worked on. Rental income on operations side is behind 5 months in arrears. MTD is month to date total for that month. Year to date includes the current month. The airport runs on a cash basis during the year. Mr. Platz requested why the line item for the hangar lease had not been paid and what was this for. Ms. Berube stated it was for the airport loan the airport has with the cities for the Elite hangar lease. The monies for hangar lease had not been paid to the cities due to airport holding monies to cover the contractor for the East Ramp project. The FAA and State of Maine funding is a reimbursement program and funds are currently being held until closeout for a few projects. Ms. Roy stated technically the airport has until the end of the fiscal year, June 30, to pay the cities on that loan.

**ON MOTION BY MR. MCCARTHY SECOND BY MR. TIMONEY IT WAS VOTED (2) TO ACCEPT THE FINANCIAL REPORT OF SEPTEMBER 30, 2022. VOTE: 4:0:1 MR. BLAIS ABSTAINED.**

4. Resignation.

Chair Holmes stated that Mr. Morin resigned from the board and the mayor must make a recommendation to the City Council for an airport board representative.

5. Board position change.

Chair Holmes stated that he tendered his resignation in an email to the Board on September 9. He would be resigning as Chair at the next scheduled board meeting. Last action of Chair will be to ask for nominations for a new chair.

Nominations for Airport Chair: Mr. Blais nominated Mr. McCarthy. Vote: 5:0

Nominations for Airport Vice Chair: Mr. McCarthy nominated Mr. Holmes. Vote: 4:1  
Mr. Blais opposed.

Public Comments – none

Mr. Blais stated that someone asked him to bring up the security issues at the airport regarding changes in rules for parking in the vicinity of aircraft GA ramp. An email was sent previously by Mr. Russell and read by Chair McCarthy at the meeting.

Mr. Holmes would like to add deicing truck under Manager Report 8B.

**ON MOTION BY MR. HOLMES SECOND BY MS. ROY IT WAS VOTED (3) TO ADD 8B UNDER THE MANAGER'S REPORT. VOTE: 5:0.**

6. Manager's Report

a. East Ramp Update

Manager Scheller stated the East Ramp pavement is completed and striping is being completed. Glass beads will be added during the final phase, all pending temperatures.

Ms. Sheppard from Hoyle Tanner stated Gendron did a good job and working on the punch lists including some topsoil that needs to come down. Seeding needs to be growing before closeout can be completed. 4 items are in the change orders. The project is coming in under the grant budget. The FAA requires change orders even though the project is under budget. Final quantities have not been completed and need to be agreed on between HTA and Gendron. There are additional HTA fees for the resident engineer on site due to Gendron went a week longer than expected, and with extended work hours. Approximately at \$22,000 at 75% eligible and 25% non-eligible which also includes some testing from subcontractors. A change order will be completed for the next meeting with final numbers.

**ON MOTION BY MR. BLAIS SECOND BY MS. ROY IT WAS VOTED (4) TO TABLE THIS ITEM UNTIL ALL THE FINAL UPDATES ON THE NUMBERS ARE IN. VOTE: 5:0**

b. Aviation Fuel Industry Standards by Rob Minelli, representative from Avfuel.

Mr. Minelli was on Zoom to give the Board some insight to the fuel industry. The airport currently leases the Jet A truck from them. High prices certainly will be coming in the near future with a lot of uncertainties and a fragile market. Trucking issue is dealing with driver shortages. No lead Avgas topic needs to be checked out on their website. Some aircraft still cannot take it. May consider another tank for these aircrafts when this happens.

Mr. Blais inquired about the supply margins/guidelines; what other airports are? Your margins are lower than other airports in your area and have room to raise the cost of fuel \$0.10 to \$0.15. Mr. Timoney requested what kind of logs are required to be maintained? These were received at the seminar and your airport is currently using the forms that

were handed out at the meeting. Standard general aviation log checks covering yearly, quarterly, and monthly checks.

Recently Manager Scheller talked about fuel pricing with several local airports. Portland with 2 FBO's is more or less a price war. Bethel stated their low cost is due to no overhead and do not want to make money off the fuel, nonprofit fuel market, only receiving fees for hangars, no tie down fees, no landing fees, self-serve fuel only, no fuel trucks, no employees. Mr. Blais inquired how many airports in Maine do not have self-serve? Manager Scheller wasn't sure. Mr. Blais stated this was the only one. Ms. Roy stated she doesn't understand why people keep comparing us to Portland. They have 2 FBO's and are an International Jetport, they buy more fuel than we do, so can sell at a cheaper rate. Mr. Blais passed out a report with a fuel graph and stated that this airport is going backwards with fuel. Chair McCarthy stated that we need to get the pilots back here and set a reasonable mark up on the fuel based on market and the budget. We need to get self-serve set up here.

The seminar presented by Avfuel was attended by Mr. Levasseur, FBO Line Supervisor. Other attendees were FBO Line Managers, FBO Managers, and airport personnel. Great seminar for hands on dealing with fuel, fuel handling and safety checks. Mr. Levasseur came back with lots of knowledge that will be passed on to the line staff.

Manager Scheller stated that a conflict since he arrived here is the CIP schedule for Auburn and Lewiston. CIP forms are different with each city. One budget goes to both cities. Both CIP projects should be the same. Monies may not be bonded or be funded elsewhere within each individual city. Manager Scheller was requested to contact the city finance directors and request a list of what was funded from both cities to the airport for FY23. Ms. Roy stated that to have a fuel price, it will have to be calculated for the annual cost of fuel by gallons, wages, fringe, rental of tank and truck, and any costs related with the sale of fuel, to include employee training, any utilities (cmp), all that must be calculated to determine the cost for the price of our fuel. A self-service fuel committee of Mr. Blais, Timoney, McCarthy, and Manager Scheller will bring back a plan to move forward on the self-serve fuel.

#### c. Elite Airways Update

John Pearsall, CEO President of Elite Airways, was present to tell the board his plan going forward with the hangar repair station at Auburn. Elite has charter business and an airline that flies FL, NY and ME. Mr. Pearsall wanted to thank the Board for working with him and plans went through with a new group of investors which was delayed 4 months, but funding will be here before Halloween. An increase of Elite employees is expected, along with upgrading the repair station. He is hoping to have the length of the runway be extended approximately 1400ft. The ILS is terrific. Landing and Handling fees are a given at other airports and can happen here in the long term. The company should be built back up to better than it was before. Mr. Blais stated what happens if this doesn't materialize, what happens next. Mr. Pearsall stated he has helped other tenants with free space during ramp construction and other issues but is confident that he will have the funding to the airport by the 31<sup>st</sup>. Mr. Holmes inquired; in your business model do you see the airport as a true revenue generator for your business? Currently the customers from this area do want to have service from this location, instead of incurring numerous fees from Portland. Ms. Roy asked how many passengers are you looking at? A 737 with 160 passengers, low-cost tickets for the public will increase flowage fees for passengers. Currently Elite runs 70-90 passengers, pending the length and width of the runway. The runway can be extended towards Hotel Road. The Master Plan will have to address this extension of the runway for future expansion and parking lot expansion.

A comment was made about being good stewards with other airports, if there is a large airport at Auburn, to maintain good relations, that are already up and running and not take away from Portland, shouldn't we be focusing here with having this airport fun for students and public, where they can come and watch the planes come in and out. Chair McCarthy stated we want to be good stewards but can't hold ourselves back either.

d. RFP Security Access System

Manager Scheller stated the security system he is proposing is not that different than what is currently here now but get rid of the garage door openers. He has been asked by customers why not keep it the same as it is now, keep it small, why get more aircrafts here? Manager Scheller would like to see this airport achieve a revenue amount where we can have a couple million dollars and have several projects going on at one time that benefit general aviation. The east ramp is general aviation. The taxi way will last longer for general aviation. Adding services at that ramp, open it up to having a pilot's lounge, or flight school. We have walk in gates unsecured. There is no airport watch with numbers to call if someone sees something happening. Geneva Aviation will be possibly closing at the end of the month. We must protect the things and buildings that we have with a security plan. People say we never had an accident here. The security RFP will have the badge needed to secure the gates and walk in gates. Gate tampering is violating the security plan. No FBI checks. We would just require a valid photo license to be assigned a pin number and card swipe. The system allows for one-time passcodes. Self-serve fuel would need access. Security cameras will be installed. The current cameras will be replaced. It could be set up for TSA if necessary. This system has not been in the budget but at a previous meeting was proposed for the BIL (Bipartisan Infrastructure Law) grant. Gale Associates thinks this security system should be tied into the 8-foot barbwire fence project.

**ON MOTION BY MR. BLAIS SECOND BY MR. TIMONEY IT WAS VOTED (5) TO TABLE THE SECURITY SYSTEM UNTIL CONFIRMING THE FUNDING SOURCE/FAA FUNDING IS AVAILABLE. VOTE: 4:1 MS. ROY OPPOSED.**

e. RFQ Airport Master Plan

Consultant Packets with grading sheets have been submitted for review to the committee consisting of Manager Scheller, Mr. Holmes, Mr. Timoney, Mr. Blais with a request for evaluation sheets be completed before October 25<sup>th</sup> and submitted results will be presented at the next board meeting for interviews. This is an FAA project and FAA entitlement fund monies will be used for this project for the Master Plan Update, costing approximately \$350,000 - \$425,000 and takes about a year to complete.

f. Self-Serve 100LL Fuel Station – earlier discussion.

7. New Business

a. FBO Partners, LLC

**ON MOTION BY MR. HOLMES SECOND BY MR. TIMONEY VOTE (6) TO AUTHORIZE THE FBO PARTNERS STUDY TO BE TAKEN FROM THE LAND FUND. VOTE: 5:0**

Mr. Doug Wilson is looking for email contacts with the Board, to obtain information regarding where Board members would like the direction of the airport to be heading. Mr. Holmes thought FBO Partners was supposed to come in and tell us what they thought the direction the airport should take. Chair McCarthy stated we would be looking for Mr.

Wilson to attend the November meeting. Ms. Roy stated that we need to have a balance from the land fund before we keep approving funding from this account. Ms. Roy and Airport Finance are currently working to get that updated with the ongoing projects. The airport uses the land fund as a cash flow for payouts to contractors for FAA projects until the airport is reimbursed from FAA.

b. Deicing Truck

Emails regarding purchasing the deicing truck were printed and brought into the airport for the airport's record. The truck was not purchased.

**ON MOTION BY MR. HOLMES SECOND BY MS. ROY IT WAS VOTED (7) TO GO INTO EXECUTIVE SESSION AT 8:05 PM TO DISCUSS A PERSONNEL MATTER PURSUANT TO 1 M.R.S.A. SEC. 405 (6) VOTE: 5:0**

**ON MOTION BY MR. HOLMES SECOND BY MS. ROY IT WAS VOTED (8) TO COME OUT OF EXECUTIVE SESSION AND ADJOURN THE MEETING AT 8:25 PM. 5:0**

NEXT MEETING: November 3, 2022 at 5:30pm.