

# **AUBURN-LEWISTON AIRPORT BOARD OF DIRECTORS MEETING MINUTES 12/7/22**

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

**BOARD PRESENT:** Chair McCarthy, Mr. Pickard, Mr. Blais, Mr. Timoney, and Ms. Roy. Mr. LaBonte arrived for the second Executive Session.

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

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

**Zoom Present:** Suzanne Sheppard with Hoyle, Tanner, and Associates.

## **Regular Monthly Meeting**

1. Chair McCarthy called the meeting to order at 5:30 pm. Quorum was met.
2. Executive Session for 405 (6)(A) and 405 (6)(C)

**ON MOTION BY MR. BLAIS SECOND BY MR. TIMONEY IT WAS VOTED (1) TO GO INTO EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER PURSUANT TO 1 M.R.S.A SEC 405 (6)(A) AND ON A REAL ESTATE MATTER PURSUANT TO 1 M.R.S.A SEC 405 (6)(C). VOTE: 5:0**

A document was presented by Mr. Blais to Chair McCarthy releasing privacy information if necessary.

Executive Session from 5:34 to 6:29pm. No voting was conducted.

3. Approve minutes of November 3, 2022

**ON MOTION BY MR. BLAIS SECOND BY MR. PICKARD IT WAS VOTED (2) TO ACCEPT THE MINUTES OF NOVEMBER 3, 2022. VOTE: 5:1. MR. LABONTE ABSTAINED AS HE WAS NOT PRESENT AT THE 11/3/22 MEETING.**

Minutes will be on the new website. We expect that site will be live by 12/25/22. A website sample was sent to Manager Scheller this week, which was visually displayed to all.

4. Financial Report.

Ms. Roy stated revenues should be higher. Both revenues and expenses are down. Expenses for Contract Services are over, due to FBO Partners, which was not originally budgeted. Electrical done at Cold Storage is the reason that account is over budget. FBO similar with revenue down, but expenses less too.

Chair McCarthy asked a meeting take place with the Financial Department, Ms. Roy, Manager Scheller and himself.

**ON MOTION BY MR. BLAIS SECOND BY MR. TIMONEY IT WAS VOTED (3) TO ACCEPT THE FINANCIAL REPORT OF NOVEMBER 3, 2022. VOTE: 6:0**

5. Public Comments: NONE

6. Airport Board Meetings will no longer be interactive ZOOM beginning January 2023. However, members of the public will be able to watch the Boards Meetings on Zoom.

Chair McCarthy would like to use YouTube so the meeting can be viewed later, like the City Council Meetings are. Chair McCarthy will see about the feasibility of this approach and update the board. Mr. Payton offered his assistance if required.

7. Dirigo Aerospace Solutions, LLC.

Sun Journal had article on Twitchell's which was family owned from 1945 to 2007. Mark and Kate were invited to Wiscasset, Waterville, Bangor, etc. Ultimately, they decided to keep it local. With 50-70 annual inspections per year, there will be revenue generated here. Fifteen (15) of the 40 planes at Twitchell's have relocated to KLEW.

**ON MOTION BY MR. BLAIS SECOND BY MR. LABONTE IT WAS VOTED (4) FOR THE AIRPORT MANAGER TO AUTHORIZE THE DIRIGO CONTRACT, WHICH INCLUDES CLERICAL ALTERATIONS IF NECESSARY. VOTE: 6:0**

Mr. LaBonte being new to the Board inquired if this type of discussion was normal for the Airport Board. Manager Scheller explained his signing authority limits. Chair McCarthy asked Manager Scheller to present information on his signing limits at next meeting.

8. Manager's Report

Old Business

a.) RFQ Airport Master Plan

Four (4) RFQ submissions were scored by members. The results were:

McFarland Johnson scored	406.75
Gale & Associates scored	386.25
King & DuBois scored	375.50
Environmental Science & Associates	359.75

Timeline is behind schedule already. We should be completing these interviews in early January. The firms are ready to go.

Those interviewing are Mr. Pickard, Mr. Blais, Mr. Timoney and Mr. LaBonte. The group was tasked with developing standard questions and format for best evaluation comparison.

**ON MOTION BY MR. BLAIS SECOND BY MS. ROY IT WAS VOTED (5) TO INTERVIEW THE TOP 3 FIRMS REGARDING THE MASTER PLAN. VOTE: 6:0**

**ON MOTION BY MR. BLAIS SECOND BY MS. ROY IT WAS VOTED (6) TO CREATE A SUB-COMMITTEE FOR INTERVIEWING THE FIRMS. VOTE: 6:0**

b.) Self Service 100LL Fuel Station

Gale & Associates has been designated as the consulting firm on this project due to the inground tank project having open bond funds remaining. They have provided three (3) options. A self-standing tank, a pipeline to SW corner of Tie Down Ramp (poses a congestion/safety issue, project cost \$80,000), and a pipeline from tanks (project cost

\$190,000). The overall idea is to save money on their KLEW experience as well as the ability to have 24-hour service.

Deciding on location tonight is the primary goal.

Scotty Simard from Simard & Sons came to bring his experience on tanks/pipes. In his experience underground piping has the largest liability. He believes relocating the tank would be the best option. Another option would be a smaller tank which could receive transfer from the main tank.

Mr. Blais stated he wants to be sure the location of the tanks is acceptable, not using a band-aid solution to rectify the problem created originally. The FAA will not pay to move tanks, as they paid to locate them initially.

Mr. LaBonte inquired about the timeline. He wondered if we could obtain more information regarding initial project costs and annual maintenance costs. To better understand the overall airport expense.

There is portable bathroom that Elite holds on their property. We may be able to acquire that as part of the ongoing proceedings with default.

**ON MOTION BY MR. BLAIS SECOND BY MR. LABONTE IT WAS VOTED (7) FOR MANAGER SCHELLER TO DETERMINE FEASIBLE OPTIONS (PIPELINE, MOVING TANK (AIRPORT EXPENSE), ETC.) INCLUDING INSTALLATION COSTS AND ANNUAL OPERATIONAL AIRPORT EXPENSES FOR EACH OPTION AND PRESENT TO BOARD TO MAKE AN INFORMED DECISION. VOTE: 6:0**

c.) FBO Partners, LLC

Report in Full was shared with the Board of Directors in Executive Session. The redacted copy is to be provided to the public. Chair McCarthy advised two attorneys have stated this was well within the right of the Board. FBO Partners remedy for the \$99000/yr. revenue loss is to increase the price of fuel (Jet A, Contract, AvGas). A redacted report will be sent to all Board Member packet receivers. To be sent 12/8/22.

d.) RFP Security Access System

Manager Scheller has three (3) revised quotes for the 2-part security system (necessary system for reliever airport) including a video system and a physical access card system (PACS). Funding available from AIP, with FAA funds covering 95%. Board members will be provided information to review prior to the next meeting. Discussion planned next meeting once Board Members have more information on the proposals.

e.) Red Bird Flight Simulator

December 13 -14 is the anticipated date for installation.

f.) White Hangar

This has been cleaned up and painted. All aeronautical space is used/rented.

9. New Business

a.) White Hangar

Security system for Red Bird in progress. Locks and cameras have been purchased. Digital locks for remote access are under review. TSA will be here December 13<sup>th</sup> to review existing system.

b.) T- Hangars

A \$2.2 Million project was submitted to the City of Lewiston. Manager Scheller is now learning through Senator Susan Collins' office we potentially could receive Grant Funds for construction of this. There is presently a waiting list for T-Hangars in Maine. Deposits will be taken for interested parties.

Mr. Blais wanted to be sure the rent pricing of the T-Hangars was fair for all, including existing T-Hangar owners.

Other Discussion.

Manager Scheller is to bring anything to the Board that he requires confirmation on. Otherwise, there should be no discussion until pertinent documentation is available. The Manager should develop the scope of work and present that to the Board to determine if we should proceed.

c.) 3<sup>rd</sup> Party Human Resources Management

Auburn and Lewiston have pulled their support for Human Resources from the Airport. Employees of the Airport are not Municipal Employees. Assistance is needed for HR evaluations, grievances with Manager, Employee Handbook, job descriptions, etc.. Auburn recommended this 3<sup>rd</sup> Party HR Resource. They charge \$110/hr. Initial estimate of 80 hours for the above scope of work.

**ON MOTION BY MR. LABONTE SECOND BY MR. PICKARD IT WAS VOTED (8) FOR MANAGER SCHELLER TO SOLE SOURCE 3<sup>rd</sup> PARTY HUMAN RESOURCES, WHILE STAYING WITHIN THE OVERALL AIRPORT BUDGET, NOT TO EXCEED \$10,000 THROUGH YEAR END. VOTE: 6:0**

d.) Aviation Attorney

Bill Welch is not an Aviation Attorney. On July 12<sup>th</sup> there was an FAA Land Use Inspection, reviewing land leases and use of land. The inspector is back from a special assignment and let Manager Scheller know he will resume. There are some special requirements for FAA including terms, requirements, and grant assurances. Manager Scheller spoke with a respected Aviation Attorney from Connecticut, which is the only New England council that specializes in FAA. She cannot litigate in Maine due to her location/credentials. But she can advise on contracts. The fee to retain this service is \$20,000, with \$500/hr. charges.

Once the FAA Report comes back, that will determine if an FAA Attorney is required. Manager Scheller suggested we table this discussion until more information is available.

Currently there are no funds in the Legal Services account, they have been consumed.

Mr. Pickard inquired if there are templates available from FAA or others that would provide some guidelines pertaining to FAA requirements?

e.) Scissor Lift purchase

Manager Scheller would like to purchase Dennis Columbe's scissor lift for \$6000. Renting one poses problems with not being available at time needed. He would like to purchase this using the Sale of Assets funds. There are not enough funds available in this account, nor is there excess revenue. Manager Scheller

**ON MOTION BY MR. BLAIS SECOND BY MR. TIMONEY IT WAS VOTED (9) TO AUTHORIZE SCISSOR LIFT HAVE A THIRD-PARTY SAFETY INSPECTION PERFORMED. VOTE: 6:0**

Chair McCarthy would like to confirm financials before the next meeting and determine then how to proceed.

f.) Bytes Vending

Without objection, Manager Scheller tabled this item.

g.) Monthly Pilot's Breakfast

The Cheesy Skillet offered Saturday or Sunday breakfast once per month for \$15/per person. Pilots prefer Sunday. We should advertise to get attendance. There are outlets for this such as: email the board packet group, Facebook pages, Maine Aeronautics, AOPA. It was recommended for consistency it be of some frequency, example: the 1<sup>st</sup> or 3<sup>rd</sup> Sunday of the month. Local families can attend.

h.) Pilot's meeting with the Airport Board Chair on 12/2/22

Pilot's meeting going forward will be held on Thursdays of the Board Meeting at 3:30pm. There will be agendas going forward. The next one will be regarding services the airport offers. Develop functions at the Airport to attract pilots. Sanford seems to be doing well with this.

Other discussion

Mr. Blais said there will be a Hot Dog Friday tomorrow at 1pm at Nate's Hangar. Anyone is welcome.

Chair McCarthy asked Manager Scheller for an update regarding Elite. Currently we are in the process of mitigating the situation. Manager Scheller is following the direction of Bill Welch and doing as he requests. Pictures of the property in the hangar, as well as certificates of ownership for the aircraft inside, were provided to the attorney.

The office space inside this location is not included in the contract. The condition of the office space is not desirable and ultimately should be removed.

The attorney inquired what the intent is if payment is made. Manager Scheller stated he needs to pay plus the contract requires use of hangar as an MRO that has employees working and benefits the greater good of the Airport. He cannot just use it as a storage.

The attorney has not asked for the doors to be locked. James has advised him there are people's tools in that hangar, that they make their livelihood from. Mr. McGhee mentioned there are still ex-employees who go in to service planes. Also, there is no way that space could be emptied in 48 hours.

Mr. LaBonte inquired if current discussions regarding a tenant in default and attorney information regarding this were acceptable in a public format. Mr. Pickard noted that we should get counsel on that. Just because people know, doesn't mean it is right/acceptable.

NEXT MEETING: January 5, 2022, at 5:30pm.

The meeting was adjourned at 8:57pm.

Respectfully submitted,

Lori Horton

Airport Administration