

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING MINUTES
1/5/2023**

BOARD PRESENT: Chair McCarthy, Kirk Nadeau, Mr. Blais, Ms. Roy, and Mr. LaBonte

BOARD ABSENT: Mr. 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 McCarthy called the meeting to order at 5:35 pm. Quorum was met.
2. Executive Session for 405 (6)(C) (Lease Agreement)

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

3. Executive Session for 405 (6)(C) (Land)

ON MOTION BY MR. LABONTE SECOND BY MS. ROY IT WAS VOTED (2) TO GO INTO EXECUTIVE SESSION TO DISCUSS A REAL ESTATE MATTER PURSUANT TO 1 M.R.S.A SEC 405 (6)(C). VOTE: 5:0

4. Executive Session for 405 (6)(A) (Personnel)

ON MOTION BY MR. LABONTE SECOND BY MS. ROY IT WAS VOTED (3) TO GO INTO EXECUTIVE SESSION TO DISCUSS A PERSONNEL MATTER PURSUANT TO 1 M.R.S.A SEC 405 (6)(A). VOTE: 5:0

Executive Session from 5:36 to 6:35pm.

5. Approve minutes of December 7, 2022

ON MOTION BY MR. LABONTE SECOND BY MS. ROY IT WAS VOTED (4) TO ACCEPT THE MINUTES OF DECEMBER 7, 2022. VOTE: 4:0:1. MR. NADEAU ABSTAINED SINCE HE DID NOT ATTEND THE PREVIOUS MEETING.

6. Financial Report.

Ms. Roy is awaiting details regarding Airport finances. A meeting was held December 14th with Manager Scheller, the Airport Finance Department, Chair McCarthy, and Ms. Roy to discuss finances. The Airport is adjusting. No financial report was discussed at the meeting.

Mr. LaBonte stated there was a sharing of Excise Tax interlocal agreement executed in 1989 that should be accounted for in a different fund and he wanted to know the amount.

Mr. Blais and Chair McCarthy want to know the amount that is available in the Land Fund. Tracy is obtaining that information.

Mr. Nadeau inquired if the financials could be displayed differently, more like a P&L on cash basis, which is easier and more consolidated than a Balance Sheet.

Mr. Blais inquired if the new equipment of the Lavatory Cart and Simulator will have revenues broke out separately. Yes, they will.

Discussion on Snow Removal budgeted funds since none has been consumed thus far this year. Inventory should be allocated to the proper year and reported to the auditors.

ON MOTION BY MR. LABONTE SECOND BY MS. ROY IT WAS VOTED (5) TO APPROVE SUBMISSION OF THE DRAFT 2024 CIP PACKET TO THE CITY OF LEWISTON WITH THE FIVE-YEAR CIP AVAILABLE FOR REVIEW AT THE FEBRUARY MEETING. 4:1. MR. BLAIS VOTED AGAINST.

Going forward the Board of Directors needs to be more involved in the LCIP process and approve these prior to submittal to the Cities.

7. Public Comments:

Going forward Board Meetings will be like Council Meetings.

Discussion occurred again regarding when Public Comments are permitted. If an item is noted Discussion Only, there will be no public comments accepted. If a vote is going to take place, the public may voice their comments at that time. Otherwise, use the Public Comment portion of the meeting.

No other comments.

8. 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 an estimate of holding meetings through YouTube. The primary goal is to provide access to the meeting after the meeting is complete. Manager's Report

9. Managers' Report

Old Business

a.) Scissor Lift Purchase

How will this be funded? Besides the initial expense for purchase of equipment, there will be other fees incurred for insurance, service, training, etc. that need to be factored in.

WD Matthews inspected this equipment. It requires a few minor maintenance items. Bent step (mechanical) and hoses associated with the drive that can be readily replaced.

ON MOTION BY MR. LABONTE SECOND BY MR. NADEAU IT WAS VOTED (6) TO PURCHASE THE SCISSOR LIFT. VOTE 0:5. MOTION FAILED.

The request was made that this motion be re-visited once a funding source is found within the operational budget.

b.) Self Service 100LL Fuel Station

Manager Scheller recommended pipeline from the bulk tanks to the self-serve location, which would be located near FBO Hangar for \$120,000. The local cost would be \$9500

split between the Cities. The RFP by Gale Associates has a \$500,000 grant open for KLEW that expires in July.

ON MOTION BY MR. LABONTE SECOND BY MR. NADEAU IT WAS VOTED (7) TO ACCEPT THE MANAGERS PROPOSAL. VOTE: 1:4. MR. LABONTE VOTED IN FAVOR. MOTION FAILED.

To move forward the Board will need a layout of the property where the self-serve will be located, and the quantity of land that will be consumed that reduces other revenue streams. As well as information from Gale Associates on costs, both initial and annual, for all options (FAA and City shares).

c.) Flight Simulator (grand opening)

Mr. Pickard with the LAEGC could ask the Chamber for help with the logistics of the grand opening. The yoke will be swapped out for more realistic feel.

The following sections of Old Business were not discussed in further detail. Information was previously supplied to the Board.

d.) White Hangar

e.) RFQ Airport Master Plan; Interview Phase

f.) Airport Audit

g.) Airport Website

h.) 3rd Party Human Resource Management

i.) Airport Manager's Purchase Limit

j.) FBO Partners redacted report

10. New Business

a.) FAA Visit: Educate Board of Directors

George Panteli conducted a Land Use Review including Grant Assurances. He has offered a special session to educate the Board better regarding requirements, etc. Manager Scheller can provide dates of his availability to the Board. Mr. Panteli will have a formal meeting with the City Planners and Financial Departments, etc. regarding the obligations of Grant Assurances. No interest was expressed at this time. Review this offer in a few months after other necessary matters have been addressed.

b.) Airport FY2024 Budget: Focus of effort

Manager Scheller focused FY2023 expenses that will generate revenue. His recommendation is to focus on maintaining the current structures, equipment, etc. in FY2024. Also increasing Legal budget given the situations that are arising.

Chair McCarthy recommended the overall budget be proposed, with supporting details for the Board. This information needs to be presented at the next meeting. Significantly different budget expenses for any account in 2024 requires explanation.

c.) FBO business direction

Manager Scheller would prefer the position of FBO/Maintenance Supervisor be salary/exempt. He is seeking ACE qualifications, a two-year college degree and experience with Airport services. He anticipates this position would report directly to him and assist with budget and airport development.

Mr. LaBonte fundamentally supports Manager Scheller on personnel changes that will increase the effectiveness of Airport Operations. However, we need to understand the budget better and review HR exemptions.

Chair McCarthy cannot support the creation of a new position that will take on new functions, requiring a part time position be created in Operations, given our current financial status.

Mr. Nadeau expressed his concern that the position cannot be exempt to simply offset over time.

A hard copy of another FBO analysis was presented to the Board by Mr. Blais.

d.) Crew Car

There are presently no funds to support this. We have had requests for one.

Mr. Blais commented he has been to smaller airports where an aged courtesy vehicle was available.

There are liabilities tied with the use of any airport vehicle.

e.) Pilots Breakfast

Chef Megan is prepared to have pilots' breakfast.

f.) Board of Director/Pilot Meeting

These meetings will be held at 4:30 pm on the date of the regular Board meeting. Chair McCarthy will be working at getting an agenda out.

NEXT MEETING: February 2, 2023, at 5:30pm.

The meeting adjourned at 9:05pm.

Respectfully submitted,

Lori Horton

Airport Administration