

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS
MEETING MINUTES
2/2/2023**

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

BOARD ABSENT: LAEGC OPEN SEAT, 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

A workshop with Jorge Pantelli from FAA was held regarding FAA Grant Assurances. This was an open session from 5:45 to 6:45. Information provided was beneficial to all.

1. Chair McCarthy called the meeting to order at 6:45 pm. Quorum was met.

The agenda was amended. Executive sessions were moved to the end of the meeting.

ON MOTION BY MR. LABONTE SECOND BY MR. NADEAU IT WAS VOTED (1) TO ADD AN EXECUTIVE SESSION REGARDING A PERSONEL MATTER PURSUANT TO 1 M.R.S.A SEC 405 (6)(A). VOTE: 5:0

2. Approve Minutes of January 5, 2023

Going forward minutes should be in the prescribed statute format, less detail.

ON MOTION BY MS. ROY SECOND MR. LABONTE BY IT WAS VOTED (2) TO ACCEPT THE MINUTES OF JANUARY 5, 2023. VOTE: 4:1. MR. BLAIS OPPOSED.

3. Approve Financial Statement of January 5, 2023

ON MOTION BY MR. LABONTE SECOND BY MR. BLAIS THE FINANCIAL REPORT WAS VOTED (3) TO BE PLACED ON FILE. VOTE: 5:0.

4. Public Comments:

No Comments.

5. Interlocal Agreement Language for voting/quorum establishment:

By-laws can be adjusted easier than an Interlocal Agreement.

ON MOTION BY MR. LABONTE SECOND BY MR. NADEAU IT WAS VOTED (4) TO AMEND EXISTING BY-LAWS ARTICLE 3: MEETINGS, SECTION 4: QUOROM – FROM A SIMPLE MAJORITY OF THE TOTAL BOARD MEMBERSHIP OF THE BOARD SHALL CONSTITUTE A QUOROM; CHANGED TO A MAJORITY OF THE INCUMBENT MEMBERS, NOT COUNTING VACANCIES, SHALL CONSTITUTE A QUORUM FOR CONDUCTING BUSINESS. DIRECTORS PRESENT AT A DULY ORGANIZED MEETING MAY CONTINUE TO TRANSACT BUSINESS UNTIL ADJOURNMENT, NOT WITHSTANDING THE WITHDRAWAL OF DIRECTORS TO LEAVE LESS THAN A QUOROM. VOTE:5:0.

6. Interlocal Agreement for Airport Board of Directors offices/nominations:

Chair: Bob McCarthy

ON MOTION BY MR. LABONTE SECOND BY MS. ROY IT WAS VOTED (5) THAT MR. MCCARTHY BE CHAIR OF THE BOARD OF DIRECTORS, VOTE: 5:0.

Vice Chair: Jonathon LaBonte. VOTE: 5:0.

Treasurer: Tracy Roy. VOTE: 5:0.

Secretary: James Scheller. VOTE: 5:0.

7. FY24 Draft Budget:

FY22 Unaudited values should be entered for comparison data.

A Budget Workshop was planned for 2/15/23 at 5:30pm at the Airport.

The next regular Board meeting will be held 3/8/23 at 5:30. The 2nd Wednesday of the month for the foreseeable future.

A Special Meeting on 3/29/23 at 5:30 for continued budgetary information.

Manager McCarthy will provide the City Manager's information on the timeline regarding the Airport Budget.

8. Managers' Report

Old Business

a.) Airport CIP

Tabled until next meeting for details on each proposed project.

b.) Self Serve

Gale Associates was on hand to provide the options they proposed and costs of each, including anticipated FAA funding percentages.

ON MOTION BY MR. LABONTE SECOND BY MR. NADEAU IT WAS VOTED (6) TO MOVE FORWARD WITH THE TWO OPTIONS PRESENTED OBTAINING EXPENSES AND FUNDING FOR MOVING OUR TANK (1) AND THE KIOSK (2). VOTE: 5:0.

c.) Master Plan (info)

Discussions occurred with McFarland Johnson regarding scope of work.

9. New Business

a.) Federal Funding Hangar (discussion)

A feasibility study should be conducted.

10. Executive Session for 405 (6)(C) (Lease Agreement)

ON MOTION BY MR. LABONTE SECOND BY MR. NADEAU IT WAS VOTED (7) 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

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

ON MOTION BY MR. LABONTE SECOND BY MR. NADEAU IT WAS VOTED (8) 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

NEXT MEETING: March 8, 2023, at 5:30pm.

Meetings now on 2nd Wednesday of the Month.

The public meeting adjourned at 9:18pm.

Respectfully submitted,

James Scheller

Airport Manager