



**Auburn Lewiston Municipal Airport
Board of Directors
Meeting Agenda
June 14, 2023 5:30 P.M.
Administrative Conference Room 80 Airport Drive, Auburn, Maine**

Board of Directors Meeting

- I. Consent Items – All items with an asterisk (*) are considered routine and will be enacted by one motion.**
- II. Minutes**
 - 1. May 17, 2023 Board Meeting, June 7, 2023 Board Meeting**
- III. Financial Report – Treasurer**
- IV. Communications**
- V. Public Comment – *Members of the public are invited to speak to the Board of Directors about any issue directly related to airport business.***
- VI. Old Business**
- VII. New Business**
 - 1. Authorizing the Board Chair to submit appropriate documentation to appoint Rita Beaudry, Grants Manager for the City of Auburn, as Entity Administrator within the Federal System for Award Management (SAM)**
 - 2. Authorizing the Board Chair to execute modification #2 for East Apron Contract with Hoyle Tanner with**
 - 3. Approving the FAA/MaineDOT 5-Year Capital Improvement Plan**
 - 4. Approving the Fiscal Year 2024 Airport Budget**
 - 5. Authorizing the Board Chair to submit the Corrective Action Plan memo to the FAA pursuant to their Land Use Inspection Report**
- VIII. Reports**
 - 1. Chairman's Report**
 - 2. Board of Directors Reports**
- IX. Executive Sessions**
 - 1. Real estate negotiation (Pursuant to 1 MRSA 405(6)c)**
- X. Adjournment**

Executive Session: On occasion, the Board of Directors discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Director must make a motion in public. The motion must be recorded. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable are:

A. Discussion of personnel issues

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency

D. Labor contracts

E. Contemplated litigation



**Auburn Lewiston Municipal Airport
Board of Directors
Meeting Minutes
May 17, 2023
Administrative Conference Room 80 Airport Drive, Auburn, Maine**

Board Present: K. Nadeau, L. Allen, J. LaBonte, T. Roy, M. Blais
Quorum met and business meeting called to order at 7:00 PM

- I. Consent Items – All items with an asterisk (*) are considered routine and will be enacted by one motion.**

Minutes

- 1. April 2023 Board Meeting** – On a motion by T. Roy and second by L. Allen, it was voted to accept the minutes of the April 2023 meeting (Vote 5-0)

Financial Report – Treasurer - On a motion by L. Allen and second K. Nadeau, it was voted to accept the financial report (Vote 5-0)

New Business

- 1. Accepting the Fiscal Year 2022 Audit and Financial Statements (as presented at April meeting)** – On a motion by T. Roy and second by L. Allen, it was voted to approve the 2022 Audit and Financial Statements (Vote 3-2 with K. Nadeau and M. Blais in opposition).
- 2. Authorizing the Board Chair to execute an amendment to an existing non-aeronautical lease on Kittyhawk Avenue (Tax Map 142 Lot 001 and Tax Map 130 Lot 002) to NGL Energy for a term of five (5) years.** – On a motion by L. Allen and second by T. Roy, it was voted to approve by a vote of 5-0.

Executive Sessions

- 1. Real estate negotiation (Pursuant to 1 MRSA 405(6)c)** – On a motion by L. Allen and second by K. Nadeau, it was voted to enter executive session (Vote 5-0).

Adjournment adjourned at 8:38 pm.



**Auburn Lewiston Municipal Airport
Board of Directors
Meeting Minutes
June 7, 2023
Administrative Conference Room 80 Airport Drive, Auburn, Maine**

Board Present: K. Nadeau, L. Allen, J. LaBonte, T. Roy, M. Blais, R. Whiting, B. McCarthy
Quorum met and business meeting called to order at 5:30 PM

Executive Sessions

1. Real estate negotiation (Pursuant to 1 MRSA 405(6)c) – On a motion by M. Blais and second by B. McCarthy, it was voted to enter executive session (Vote 7-0).

Adjournment adjourned at 6:25 pm.

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
9000 Airport Operations							
9000 Airport Operations							
9000 420035 Fees - Fuel Flowage	-20,000	0	-20,000	-8,437.79	.00	-11,562.21	42.2%*
9000 420040 Fees - Landings	-30,000	0	-30,000	-24,336.82	.00	-5,663.18	81.1%*
9000 429005 Christian Hill Mate	-97,500	0	-97,500	-60,649.35	.00	-36,850.65	62.2%*
9000 429025 Rental Fees	-248,290	0	-248,290	-147,528.98	.00	-100,761.02	59.4%*
TOTAL NO PROJECT	-395,790	0	-395,790	-240,952.94	.00	-154,837.06	60.9%
TOTAL Airport Operations	-395,790	0	-395,790	-240,952.94	.00	-154,837.06	60.9%
9001 Airport Personnel							
9001 611000 Regular salaries	305,107	0	305,107	264,334.74	.00	40,772.26	86.6%
9001 613000 Overtime	4,000	0	4,000	3,762.22	.00	237.78	94.1%
9001 617020 Fringe Benefits	132,902	0	132,902	105,881.77	.00	27,020.23	79.7%
9001 617030 Professional Develo	14,755	0	14,755	1,938.09	.00	12,816.91	13.1%
TOTAL NO PROJECT	456,764	0	456,764	375,916.82	.00	80,847.18	82.3%
TOTAL Airport Personnel	456,764	0	456,764	375,916.82	.00	80,847.18	82.3%
9002 Airport Operations							
9002 628000 Contract Services	2,000	0	2,000	10,491.00	.00	-8,491.00	524.6%*
9002 633030 Fuels and Oil for v	12,700	0	12,700	18,174.62	.00	-5,474.62	143.1%*
9002 633040 Snow and Ice Contro	30,988	0	30,988	17,385.00	.00	13,603.00	56.1%
9002 641100 Utilities	33,425	0	33,425	42,063.06	.00	-8,638.06	125.8%*
TOTAL NO PROJECT	79,113	0	79,113	88,113.68	.00	-9,000.68	111.4%
TOTAL Airport Operations	79,113	0	79,113	88,113.68	.00	-9,000.68	111.4%
9003 Airport Maintenance							
9003 628019 Building Maintenan	36,800	0	36,800	46,997.33	.00	-10,197.33	127.7%*

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
9000 Airport Operations	APPROP	ADJUSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL	
9003 628020 Vehicle Maintenance	20,875	0	20,875	21,040.88	.00	-165.88	100.8%*	
9003 628021 Radio Maintenance	3,050	0	3,050	.00	.00	3,050.00	.0%	
9003 628038 Electrical Maintena	5,000	0	5,000	7,534.65	.00	-2,534.65	150.7%*	
9003 628039 Airfield Maintenanc	26,710	5,405	32,115	18,156.52	5,405.35	8,553.48	73.4%	
9003 633041 Computer/Office Mac	20,000	0	20,000	19,062.68	.00	937.32	95.3%	
9003 633042 Pavement Maintenanc	7,298	0	7,298	.00	.00	7,298.00	.0%	
TOTAL NO PROJECT	119,733	5,405	125,138	112,792.06	5,405.35	6,940.94	94.5%	
TOTAL Airport Maintenance	119,733	5,405	125,138	112,792.06	5,405.35	6,940.94	94.5%	
9004 Airport Administration								
9004 620000 Advertising and Pr	12,500	2,565	15,065	11,918.38	2,565.25	581.62	96.1%	
9004 628000 Professional Servic	15,000	0	15,000	25,329.82	.00	-10,329.82	168.9%*	
9004 628016 Legal Services	15,000	0	15,000	29,323.58	.00	-14,323.58	195.5%*	
9004 628041 Hangar Lease	115,000	0	115,000	.00	.00	115,000.00	.0%	
9004 633000 Office Supplies	4,600	0	4,600	4,257.39	.00	342.61	92.6%	
9004 640000 Telephone and Inter	6,260	0	6,260	3,172.14	.00	3,087.86	50.7%	
9004 645000 Insurance Premiums	41,486	0	41,486	36,220.63	.00	5,265.37	87.3%	
TOTAL NO PROJECT	209,846	2,565	212,411	110,221.94	2,565.25	99,624.06	53.1%	
TOTAL Airport Administration	209,846	2,565	212,411	110,221.94	2,565.25	99,624.06	53.1%	
9005 Airport Other Income								
9005 401600 Municipal Subsidy	-410,000	0	-410,000	-410,000.00	.00	.00	100.0%	
9005 402003 Tax Sharing Revenue	-28,000	0	-28,000	.00	.00	-28,000.00	.0%*	
9005 420063 Service Fees	-1,500	0	-1,500	-467.00	.00	-1,033.00	31.1%*	
9005 422000 Investment Income	-1,100	0	-1,100	-2,434.12	.00	1,334.12	221.3%	
9005 429013 Sale of Assets	-45,000	0	-45,000	-49,169.56	.00	4,169.56	109.3%	
9005 429019 FLIGHT SIMULATOR	-7,000	0	-7,000	-192.00	.00	-6,808.00	2.7%*	
TOTAL Airport Other Income	-492,600	0	-492,600	-462,262.68	.00	-30,337.32	93.8%	
TOTAL Airport Operations	-22,934	7,971	-14,963	-16,171.12	7,970.60	-6,762.88	54.8%	
TOTAL REVENUES	-888,390	0	-888,390	-703,215.62	.00	-185,174.38		
TOTAL EXPENSES	865,456	7,971	873,427	687,044.50	7,970.60	178,411.50		

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-22,934	7,971	-14,963	-16,171.12	7,970.60	-6,762.88	54.8%

** END OF REPORT - Generated by Gina Klemanski **

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
9000 Airport Operations	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
9010 Airport-FBO							
9010 420035 Fees - Fuel and Oi	-1,066,000	0	-1,066,000	-606,258.05	.00	-459,741.95	56.9%*
9010 420051 Fees - Tie Down/Han	-35,000	0	-35,000	-45,772.24	.00	10,772.24	130.8%
9010 420059 Fees-Catering	-2,500	0	-2,500	-1,040.05	.00	-1,459.95	41.6%*
9010 420060 After Hour Call Out	-6,000	0	-6,000	-11,670.00	.00	5,670.00	194.5%
9010 420061 Aircraft Maintenan	-6,475	0	-6,475	-2,218.93	.00	-4,256.07	34.3%*
9010 420064 Rental Car	0	0	0	-1,891.93	.00	1,891.93	100.0%
TOTAL NO PROJECT	-1,115,975	0	-1,115,975	-668,851.20	.00	-447,123.80	59.9%
TOTAL Airport-FBO	-1,115,975	0	-1,115,975	-668,851.20	.00	-447,123.80	59.9%
9015 Services (FBO) Expenses							
9015 611000 Regular Salaries	232,398	0	232,398	182,441.90	.00	49,956.10	78.5%
9015 613000 Overtime	4,000	0	4,000	6,245.08	.00	-2,245.08	156.1%*
9015 617020 Fringe Benefits	148,133	0	148,133	35,504.51	.00	112,628.49	24.0%
9015 620000 Advertising	6,000	2,565	8,565	17.85	2,565.24	5,982.15	30.2%
9015 628000 Professional	15,700	0	15,700	149.84	.00	15,550.16	1.0%
9015 628021 Plant Equipment	2,065	5,773	7,838	7,905.10	5,773.10	-5,840.10	174.5%*
9015 628044 Ground Support Equi	22,400	3,116	25,516	25,930.77	3,115.68	-3,530.77	113.8%*
9015 633030 Fuels & Oils	691,201	5,924	697,125	457,502.67	124,004.48	115,617.60	83.4%
9015 633045 Supplies Aircraft M	849	0	849	536.85	.00	312.15	63.2%
9015 641100 Utilities	16,163	0	16,163	14,864.93	.00	1,298.07	92.0%
TOTAL Services (FBO) Expenses	1,138,909	17,378	1,156,287	731,099.50	135,458.50	289,728.77	74.9%
TOTAL Airport Operations	22,934	17,378	40,312	62,248.30	135,458.50	-157,395.03	490.4%
TOTAL REVENUES	-1,115,975	0	-1,115,975	-668,851.20	.00	-447,123.80	
TOTAL EXPENSES	1,138,909	17,378	1,156,287	731,099.50	135,458.50	289,728.77	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 11

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	22,934	17,378	40,312	62,248.30	135,458.50	-157,395.03	490.4%

** END OF REPORT - Generated by Gina Klemanski **

BALANCE SHEET FOR 2023 11

FUND: 9000 Airport Operations			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
9000	011010	Airport Checking	43,908.88	139,067.01
9000	011030	Cash-Petty Cash	.00	700.00
9000	011140	Interest Receivable	.00	.01
9000	011530	Accounts Receivable	.00	200.00
9000	011545	Lease Receivable	.00	3,028,598.23
9000	011810	Prepaid Expenses	.00	-281.88
9000	011811	Prepaid Rent	-9,077.89	-9,077.89
9000	011900	INVENTORY FOR RESALE	.00	88,568.46
9000	012110	Land	.00	1,717,208.27
9000	012111	Land Improvements	.00	18,381,864.81
9000	012112	Construction In Progress	.00	8,782,874.81
9000	012310	Buildings & Bldg Improvements	.00	4,458,442.82
9000	012410	Machinery & Equipment	.00	1,514,774.52
9000	012900	Accumulated Depreciation	.00	-17,154,817.76
9000	013000	DEF OUTFLOW-NET PENSION	.00	35,342.94
9000	016000	DUE TO / DUE FROM	-225.00	-12,601,785.36
TOTAL ASSETS			34,605.99	8,381,678.99
LIABILITIES				
9000	024210	Accounts Payable	.00	-95,544.80
9000	024230	Loan Payable-City of Auburn	.00	-599,531.67
9000	024231	Loan Payable-City of Lewiston	.00	-599,531.67
9000	024611	Compensated Absences	.00	-33,068.58
9000	024730	ICMA Deferred Comp-City	275.00	-220.00
9000	024734	ME State Retirement	6,620.11	-889.73
9000	024741	ICMA MP-City	320.95	-577.71
9000	024742	ICMA-Airport	889.29	-705.14
9000	024758	MMA Health Ins-Airport	1,174.67	9,934.73
9000	024763	AFLAC	131.85	-105.48
9000	024765	Dental	10.92	662.44
9000	024772	Flex Spending-Airport	117.30	-157.30
9000	024773	Vision	6.52	152.52
9000	024829	DUE TO STATE - SALES TAX	-.53	-163.29
9000	025000	DEF INFLOW NET PENSION	.00	-89,512.00
9000	026000	NET PENSION LIABILITY	.00	5,927.00
9000	029000	Deferred Inflow - Leases	.00	-2,965,603.87
TOTAL LIABILITIES			9,546.08	-4,368,934.55
FUND BALANCE				
9000	037000	Ctrl Total - Encumbrances	-2,672.50	143,429.10
9000	037100	FB ASSIGNED CITY	.00	-1,836,398.00
9000	037104	FB UNASSIGNED	.00	-2,222,423.62
9000	037201	CTRL TOTAL-BUD FB DESIGNATED	2,672.50	-143,429.10
9000	037301	Ctrl Total - Bud FB Undesignat	.00	25,348.37
9000	047000	Ctrl Total - Revenues	-102,225.03	-1,372,066.82
9000	047001	CONTROL - ESTIMATED REVENUE	.00	2,004,365.00
9000	057000	CTRL TOTAL-EXPENDITURES	58,072.96	1,418,144.00
9000	057001	CTRL TOTAL-APPROPRIATIONS	.00	-2,029,713.37

BALANCE SHEET FOR 2023 11

FUND: 9000 Airport Operations		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
FUND BALANCE			
	TOTAL FUND BALANCE	-44,152.07	-4,012,744.44
	TOTAL LIABILITIES + FUND BALANCE	-34,605.99	-8,381,678.99

BALANCE SHEET FOR 2023 11

FUND: 9020 Airport Capital Projects Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
9020	011530	Accounts Receivable	.00	756,092.93
9020	016000	Due to/from Other Funds	225.00	12,538,593.29
	TOTAL ASSETS		225.00	13,294,686.22
FUND BALANCE				
9020	037000	Ctrl Total - Encumbrances	.00	793,119.14
9020	037104	FB-UNASSIGNED-CTY	.00	-13,623,698.29
9020	037201	Ctrl Total - Bud FB Designated	.00	-793,119.14
9020	037301	Ctrl Total - Bud FB Undesignat	.00	837,643.48
9020	047000	Ctrl Total - Revenues	-225.00	-1,635,874.08
9020	057000	Ctrl Total - Expenditures	.00	1,964,886.15
9020	057001	Ctrl Total - Appropriations	.00	-837,643.48
	TOTAL FUND BALANCE		-225.00	-13,294,686.22
	TOTAL LIABILITIES + FUND BALANCE		-225.00	-13,294,686.22

BALANCE SHEET FOR 2023 11

FUND: 9030 Airport Land Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
9030	011111	Investments-MM-Airpark	.00	70,252.67
9030	011113	Investments-MILESTONES CD	.00	107,040.04
9030	016000	Due to/from Other Funds	.00	52,192.07
TOTAL ASSETS			.00	229,484.78
FUND BALANCE				
9030	037000	Ctrl Total - Encumbrances	.00	7,000.00
9030	037104	FB-UNASSIGNED-CTY	.00	-228,146.75
9030	037201	Ctrl Total - Bud FB Designated	.00	-7,000.00
9030	037301	Ctrl Total - Bud FB Undesignat	.00	7,000.00
9030	047000	Ctrl Total - Revenues	.00	-1,338.03
9030	057001	Ctrl Total - Appropriations	.00	-7,000.00
TOTAL FUND BALANCE			.00	-229,484.78
TOTAL LIABILITIES + FUND BALANCE			.00	-229,484.78

** END OF REPORT - Generated by Gina Klemanski **



Auburn – Lewiston Municipal Airport Board Meeting Information Sheet

Board Workshop or Meeting Date: June 14, 2023

Author: Jonathan P. LaBonte, Board Chair

Subject: Appointing Rita Beaudry as Entity Administrator within SAM

Information: The airport receives federal funds for the completion of various projects and activities at our facilities. To enable requests for reimbursement, to monitor processing, and to ensure appropriate account management, an Entity Administrator is designated within the federal System for Award Management (SAM). The previous manager was unable to successfully complete registration for an extended period within the system and the airport has had its grants management processed called out in recent audits.

Given that the City of Auburn is the designated as the home of airport accounts, utilizing the city's existing federal grants manager for the airport within SAM will make it more efficient. The airport manager, or whomever a primary staff contact at the airport is in the future, can easily be added/removed as a secondary administrator under the City of Auburn's designee.

The Cities of Auburn and Lewiston, as the official designated sponsor name in the federal system, will be unchanged.

Airport Financial Impacts:

Recommended Action: Authorize the execution all appropriate documents for the appointment.

Previous Meetings and History:

Attachments:



Auburn – Lewiston Municipal Airport Board Meeting Information Sheet

Board Workshop or Meeting Date: June 14, 2023

Author: Jonathan P. LaBonte, Board Chair

Subject: East Apron Contract Modification No. 2

Information: This project has been in the airport CIP and under development/estimating for a number of years and through three previous airport managers. The project, due to previous permitting issues with buildings and parts of the East Apron, required significant additional work and a shift of more costs to the airport/sponsors. The final cost split was 76.794% FAA and 23.206% airport/sponsors.

Tenants at the airport, in particular those on the East Ramp, experienced the management issues firsthand last year during construction.

Per our contract with Hoyle Tanner, additional work was requested by airport staff, and elements of the work exceeded both scope and budget. The memo attached to the request for modification no. 2 highlights those in detail. While this project has frustrated the board and tenants, we need to complete our obligations to this project and proceed with a commitment to improve capital project planning, accounting, and management.

Airport Financial Impacts: Total Modification - \$36,897. \$28,334.68 to be FAA contribution, \$8,562.32 to be paid from the Land Fund.

Recommended Action: Authorize the execution of contract modification number two.

Previous Meetings and History:

Attachments:

Fully executed East Apron Contract
Fully executed Modification No. 1
Draft Modification No. 2 with details

MODIFICATION #1 TO PROJECT CONTRACT UNDER GCA

AIRPORT Contact Person:	<u>Bettyann Sheats, Interim Airport Manager</u>
Type of Services:	<u>Planning, Design, and/or Construction Inspection</u>
Project Location:	Existing Project Contract Negotiated Price: <u>\$276,560.00</u>
Auburn-Lewiston Airport	Modified Project Contract Negotiated Price: <u>\$285,542.00</u>
	Original Project Contract Expiration Date: <u>06-30-2022</u>
AIP #: 3-23-0002-xxx-2021	Modified Project Contract Expiration Date: <u>06-30-2022</u>
	GCA Agreement Number: <u>Hoyle, Tanner Project # 030740</u>
Federal Tax I.D. #: 01-0365409	GCA Ordering Period Dates: <u>07-01-18 to 07-01-22</u>

This Modification hereby amends a Project Contract executed on January 21, 2021, by **Auburn-Lewiston Airport, 80 Airport Drive, Auburn, ME 04210**, and Hoyle, Tanner & Associates, Inc., for the above referenced project as follows:

Exhibit A-Scope of Work Changes:

Article III, Design

The Consultant's services under this paragraph shall include:

1. Prepare for and attend a user's meeting. Effort involved preparation of display materials. Meeting attended virtually by two employees.
2. As a result of the meeting there were multiple revisions to the geometry to take into consideration user requests.
3. The drainage design was more involved than initially scoped and included the addition of trench drains in front of the T-hangars. Design of the trench drains involved coordination with a manufacturer for design requirements including flow and grades. Grading revisions were necessary as a result of adding the trench drain and details were developed.

Article IV, Permitting and FAA NEPA

1. Prepare and submit an application for the Natural Resource Protection Act – Permit by Rule (PBR) for the removal and installation of drainage adjacent to the ditch that was classified as a wetland.

EXPENSES

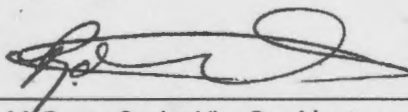
- Additional permit fees were required for the PBR (\$258) and the SLODA application (\$64) than was estimated in the original scope.
- CES (now Haley Ward) added scope included coordinating and providing an excavator and operator to perform the test pit. Their original scope assumed that the Airport would be providing the excavator and operator. See the attached Addendum.

All other terms and conditions of the original Project Contract shall remain in effect. This Modification hereby becomes part of the Project Contract. **Auburn-Lewiston Airport and Hoyle, Tanner & Associates, Inc.** by their duly authorized representatives have executed this modification to said original Project Contract, which shall become effective on the date last signed below.

IN WITNESS WHEREOF, the Consultant, for itself, its successors and assigns, hereby executes this Contract Modification and thereby binds itself to all covenants, terms, and obligations contained in the Contract Documents.

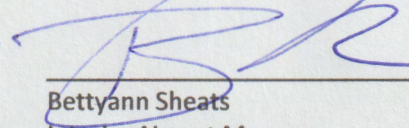
**HOYLE, TANNER & ASSOCIATES, INC.
CONSULTANT**

12 May 2021
Date


Robert M. Furey, Senior Vice President
Director, Aviation Services Group

**AUBURN-LEWISTON AIRPORT
SPONSOR**

Sep 15, 2021
Date


Bettyann Sheats
Interim Airport Manager

I certify that the signature above is true and accurate. I further certify that the signature, if electronic: (a) is intended to have the same force as a manual signature; (b) is unique to myself; (c) is capable of verification; and (d) is under the sole control of myself.

APPENDIX D

**ESTIMATE OF ENGINEERING COST
for
RECONSTRUCT EAST APRON
Modification No. 1
at
AUBURN-LEWISTON AIRPORT
AUBURN, ME
May 2021**

HOYLE, TANNER PROJECT NO. 030744.00

	Original Contract	Modification No. 1	New Contract	
Article I – Project Administration Hoyle Tanner Phase 01	\$27,900	\$0	\$27,900	ACTUAL COST PLUS FIXED FEE
Article II – Data Collection Hoyle Tanner Phase 10	\$7,000	\$0	\$7,000	ACTUAL COST PLUS FIXED FEE
Article III – Design Hoyle Tanner Phase 40	\$50,100	\$4,500	\$54,600	ACTUAL COST PLUS FIXED FEE
Article IV – Permitting and NEPA Hoyle Tanner Phase 50	\$29,300	\$2,100	\$31,400	ACTUAL COST PLUS FIXED FEE
Article V – Bidding Hoyle Tanner Phase 60	\$9,300	\$0	\$9,300	ACTUAL COST PLUS FIXED FEE
Article VI – Construction Administration Hoyle Tanner Phase 71	\$38,800	\$0	\$38,800	ACTUAL COST PLUS FIXED FEE
Article VII – Resident Engineering Hoyle Tanner Phase 72	\$53,000	\$0	\$53,000	ACTUAL COST PLUS FIXED FEE
Article VIII - Closeout Hoyle Tanner Phase 80	\$6,400	\$0	\$6,400	LUMP SUM
Expenses and Subconsultants Hoyle Tanner Phase 99	\$54,760	\$2,382	\$57,142	ACTUAL COST
TOTAL ESTIMATED PROJECT COST:	\$276,560	\$8,982	\$285,542	

AUBURN-LEWISTON AIRPORT

Article III – Design
Hoyle Tanner Phase 40

RECONSTRUCT EAST APRON

HOYLE, TANNER PROJECT NO. 030744.00

ESTIMATED HOURS BY LABOR CLASSIFICATION

Task	Description	Principal Engineer \$50.00 /HR	QA/QC Manager \$66.00 /HR	Project Manager \$54.50 /HR	Environmental Coordinator \$49.00 /HR	Staff Engineer \$38.50 /HR	Sr. CAD Tech \$46.00 /HR	Admin Support \$32.00 /HR	Total Hours	Total Labor Cost
1	Prepare for and attend a users meeting			4		4	2		10	\$464.00
2	Revise geometry to reflect user feedback			2		6	2		10	\$432.00
3	Design trench drain. Effort included correspondence with trench drain manufacturer for design criteria and developing details			2		8	4		14	\$601.00
	TOTAL HOURS	0	0	8	0	18	8	0	34	
	TOTAL DIRECT LABOR	\$0.00	\$0.00	\$436.00	\$0.00	\$693.00	\$368.00	\$0.00		\$1,497.00

DIRECT LABOR		\$1,497.00
OVERHEAD	164.87%	\$2,468.10
		<u>\$3,965.10</u>

FIXED FEE	13%	<u>\$500.00</u>
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ACTUAL COST PLUS FIXED FEE		<u>\$4,500</u>
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Hoyle, Tanner & Associates, Inc.

150 Dow Street, Manchester, NH 03101

AUBURN-LEWISTON AIRPORT

Article IV – Permitting and NEPA
Hoyle Tanner Phase 50

RECONSTRUCT EAST APRON

HOYLE, TANNER PROJECT NO. 030744.00

ESTIMATED HOURS BY LABOR CLASSIFICATION

Task	Description	Principal Engineer \$50.00 /HR	QA/QC Manager \$66.00 /HR	Project Manager \$54.50 /HR	Environmental Coordinator \$49.00 /HR	Staff Engineer \$38.50 /HR	Sr. CAD Tech \$46.00 /HR	Admin Support \$32.00 /HR	Total Hours	Total Labor Cost
1	Prepare and submit Natural Resource Protection Act - Permit By Rule application			2	4	4		8	18	\$715.00
	TOTAL HOURS	0	0	2	4	4	0	8	18	
	TOTAL DIRECT LABOR	\$0.00	\$0.00	\$109.00	\$196.00	\$154.00	\$0.00	\$256.00		\$715.00

DIRECT LABOR		\$715.00
OVERHEAD	164.87%	\$1,178.82
		<u>\$1,893.82</u>
FIXED FEE	13%	\$200.00
ACTUAL COST PLUS FIXED FEE		<u>\$2,100</u>

Hoyle, Tanner & Associates, Inc.

150 Dow Street, Manchester, NH 03101

AUBURN-LEWISTON AIRPORT
RECONSTRUCT EAST APRON

Expenses
Hoyle Tanner Phase 99

HOYLE, TANNER PROJECT NO. 030744.00

Reimbursable Expenses	Mileage & Tolls \$122.50 /trip	Postage & Communications	Printing	Lodging \$105.00 /night	Per Diem		Fees /day	GPS Unit \$150.00 /day	Construction Supplies	Expenses Total	Subconsultant	Subconsultant Fees
					\$55.00 /full day	\$41.25 /travel day						
Article I – Project Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Article II – Data Collection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	CES (topo) CES (wetland) RWG (geotech)	\$ - \$ 2,060.00 \$ -
Article III – Design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Article IV – Permitting and NEPA DEP permit fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$322.00	\$0.00	\$0.00	\$322.00		
Article V – Bidding Advertisement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Article VI – Construction Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	RWG (testing)	\$ -
Article VII – Resident Engineering construction weeks: 8 Day Resident (8 weeks, 5 days/week) Pre-Con and Final Inspection Site Travel: (5 miles/day x 312 days x \$.45/mile)	\$0.00 \$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Article VIII – Closeout	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$322.00	\$0.00	\$0.00	\$322.00		

Reimbursables Expenses: \$322.00 Subconsultants: \$ 2,060.00

Total Expenses: **\$2,382.00**

Auburn-Lewiston Airport
Reconstruct East Apron
Hoyle, Tanner Project No. 030744

Modification No. 2

BACKGROUND

The project was originally scoped in 2020 with Mr. Lanman, the acting airport manager for the previous 8 years. The project was designed in early 2021, put out to bid, and construction was tentatively planned for late summer/fall 2021. In the summer of 2021, the Contractor requested that the project be started in the summer of 2022. This request was subsequently approved by the airport board of directors. Construction began in August 2022, and was substantially completed in October 2022. Punch list items remain to be completed in spring/summer of 2023 and project closeout will be late summer/fall of 2023.

Over the course of the project there have been 4 airport managers. Two of those project managers that were acting during the majority of the project were new to the FAA process and Hoyle Tanner staff were called upon to assist in various ways to support the airport. At the time of scoping it was not anticipated that this much change in management would happen and this level of support would be necessary.

During construction there was a change order that extended construction by 6 calendar days.

This additional scope is detailed in the tasks below:

Article I, Project Administration

- 2.1** Throughout the course of the project the consultant will update original schedule, coordinate project tasks, report on monthly progress, and maintain project records file. **Due to the actual project timeline this effort was more extensive than was initially estimated.**
- 2.2** Provide assistance with forms and supporting documentation required of the Owner to obtain partial grant payments from the FAA and State DOT under each grant. Task includes financial document collection and organization, and filing US DOT e-Delphi requests on line. **The original contract assumed 8 months of reimbursements. In actuality this will be 16 months.**
- 2.3** File end of year E-Delphi Airport Improvement Program Grant Financial Summary report, either SF Form 425, and SF 270 (Planning) or SF 271 (Non Planning) forms. **The project was to be closed out in 2022 but will now be closed out in 2023 therefore there will be an additional year end reporting.**
- 2.4** As reasonably requested, provide assistance with any other administrative-type work required by the Owner in connection with the Project. The engineer will provide miscellaneous project administration and coordination duties which are not specifically addressed or anticipated in other project related tasks including telephone conversations with the Owner, the state, the FAA, and other interested parties; disseminating interim project information to the Owner, the state, the FAA, and other interested parties; and organizing, maintaining, and archiving the project records for six (6) years. **Due to the change in airport management this task became much more intensive than was originally estimated.**

- 2.5** Manage Project budget including monthly billings and scope reviews. The Project Manager will provide general project administration and coordination with the staff of the accounting department. The Project Manager will prepare the internal close out forms. The Project Manager will verify and reconcile the monthly accounting statements and will prepare memos for adjustments and corrections when necessary. The consultant will approve and process invoices received from subconsultants and vendors providing services to the engineer throughout the design phases of the project. The consultant will prepare and submit monthly invoices to the Owner for services provided to the Owner and for costs incurred by the consultant and their subconsultants. **The original scope estimated 13 months of invoicing. In reality by the time the project is closed out there will be 23 invoices, requiring extra effort.**

Article VI, Construction Administration

The Consultant's services under this paragraph shall include:

- 2.1** Reviewing RPR's comments, QC, and final approval of Shop Drawing & Submittals. **The original scope assumed no more than 24 shop drawings. 42 shop drawings were reviewed.**
- 2.2** Prepare for and attend bi-weekly job meetings. **Four meetings were assumed. There was 1 additional meeting.**
- 2.3** Review and approve periodic estimates submitted by the RPR for partial and final payments to the Contractor. **The original contract assumed 3 contractor pay requests. In actuality there will be 7 pay requests.**
- 2.4** Review weekly Contractor and Subcontractor payrolls for compliance with Davis Bacon wage rates. **Due to the construction contract extension of 6 calendar days (1 week) there were payrolls to review for an extra week of construction, additionally there will be payrolls to review during the punch list work in 2023.**
- 2.5** Provide consultation and advice to the RPR. 2 hours for the week plus punch list items. **Due to the construction contract extension of 6 calendar days (1 week) there was additional effort to consult/advise the RPR.**
- 2.6** Consult with and advise the Owner during construction. **Due to the construction contract extension of 6 calendar days (1 week) there was additional effort to consult/advise the Owner.**

Article VII, Resident Engineering

Pre-construction activities

Analyze Shop Drawing & Submittals to confirm compliance with plans and specifications. **The original scope assumed no more than 24 shop drawings for a staff engineer to analyze. 42 shop drawings were reviewed. The RPR analyzed the additional shop drawings and coordinated with the construction administrator prior to the start of construction. The construction administrator's role was to review and approve the shop drawings. See task 2.1 under Article VI.**

Additional construction oversight due to Contractor's approved work schedule. Includes 6 added days per change order. **The original contract estimated 320 hours of construction oversight. In total from the start of construction to substantial completion (not including punch list items) the RPR incurred 393 hours of construction oversight. The request includes compensation for the additional 73 hours of labor.**

Punch List visits (3 trips, 4 days, 10 hours/day)

The original scope did not adequately estimate the requirement for punch list visits in the fall of 2022

and summer of 2023. Two visits were conducted in the fall of 2022 for pavement markings and one visit of 2 days is anticipated in 2023.

SUBCONSULTANTS

- An increase of expenses occurred due to additional testing during construction by the subconsultant RW Gillespie. When scoping the project for a contract the consultant has to make some estimates about testing during construction before the project is designed. As a consequence, sometimes the ultimate contract with the testing subconsultant ends up being in excess of what was estimated.

APPENDIX D

ESTIMATE OF ENGINEERING COST

for

RECONSTRUCT EAST APRON

Modification No. 2

at

AUBURN-LEWISTON AIRPORT

AUBURN, ME

May 2023

HOYLE, TANNER PROJECT NO. 030744.00

	Original Contract	Modification No. 1	Modification No. 2	New Contract	
Article I – Project Administration	\$27,900	\$0	\$8,900	\$36,800	ACTUAL COST PLUS
Article II – Data Collection					
Hoyle Tanner Phase 01	\$7,000	\$0	\$0	\$7,000	ACTUAL COST PLUS
Article III – Design					
Hoyle Tanner Phase 10	\$50,100	\$4,500	\$0	\$54,600	ACTUAL COST PLUS
Article IV – Permitting and NEPA					
Hoyle Tanner Phase 40	\$29,300	\$2,100	\$0	\$31,400	ACTUAL COST PLUS
Article V – Bidding					
Hoyle Tanner Phase 50	\$9,300	\$0	\$0	\$9,300	ACTUAL COST PLUS
Article VI – Construction Administration					
Hoyle Tanner Phase 60	\$38,800	\$0	\$10,100	\$48,900	ACTUAL COST PLUS
Article VII – Resident Engineering					
Hoyle Tanner Phase 71	\$53,000	\$0	\$16,500	\$69,500	ACTUAL COST PLUS
Article VIII - Closeout					
Hoyle Tanner Phase 72	\$6,400	\$0	\$0	\$6,400	LUMP SUM
Hoyle Tanner Phase 80					
Expenses and Subconsultants	\$54,760	\$2,382	\$1,397	\$58,539	ACTUAL COST
Hoyle Tanner Phase 99					
TOTAL ESTIMATED PROJECT COST:	\$276,560	\$8,982	\$36,897	\$322,439	

		ESTIMATED HOURS BY LABOR CLASSIFICATION								Total Hours	Total Labor Cost
Task	Description	Principal Engineer \$50.00 /HR	QA/QC Manager \$62.00 /HR	Sr. Planner \$50.00 /HR	Project Manager \$62.00 /HR	Environmental Coordinator \$50.00 /HR	Staff Engineer \$38.50	Sr. CAD Tech \$46.00 /HR	Admin Support \$34.50 /HR		
2.1	Throughout the course of the project the consultant will update original schedule, coordinate project tasks, report on monthly progress, and maintain project records file.				4				4	8	\$386.00
2.2	Provide assistance with forms and supporting documentation required of the Owner to obtain partial grant payments from the FAA and State DOT under each grant. Task includes financial document collection and organization, and filing US DOT e-Delphi requests on line.				4				16	20	\$800.00
2.3	File end of year E-Delphi Airport Improvement Program Grant Financial Summary report, either SF Form 425, and SF 270 (Planning) or SF 271 (Non Planning) forms.				2				6	8	\$331.00
2.4	As reasonably requested, provide assistance with any other administrative-type work required by the Owner in connection with the Project. The engineer will provide miscellaneous project administration and coordination duties which are not specifically addressed or anticipated in other project related tasks including telephone conversations with the Owner, the state, the FAA, and other interested parties; disseminating interim project information to the Owner, the state, the FAA, and other interested parties; and organizing, maintaining, and archiving the project records for six (6) years.				8				12	20	\$910.00
2.5	Manage Project budget including monthly billings and scope reviews. The Project Manager will provide general project administration and coordination with the staff of the accounting department. The Project Manager will prepare the internal close out forms. The Project Manager will verify and reconcile the monthly accounting statements and will prepare memos for adjustments and corrections when necessary. The consultant will approve and process invoices received from subconsultants and vendors providing services to the engineer throughout the design phases of the project. The consultant will prepare and submit monthly invoices to the Owner for services provided to the Owner and for costs incurred by the consultant and their subconsultants. It is anticipated that a total of 13 invoices will be prepared and submitted during the course of the project.				8				2	10	\$565.00
	TOTAL HOURS	0	0	0	26	0	0	0	40	66	
	TOTAL DIRECT LABOR	\$0.00	\$0.00	\$0.00	\$1,612.00	\$0.00	\$0.00	\$0.00	\$1,380.00		\$2,992.00

DIRECT LABOR		\$2,992.00
OVERHEAD	164.87%	\$4,932.91
		\$7,924.91
FIXED FEE	13%	\$1,000.00
ACTUAL COST PLUS FIXED FEE		\$8,900

AUBURN-LEWISTON AIRPORT
RECONSTRUCT EAST APRON

Article VI – Construction Administration
Hoyle Tanner Phase 70

		ESTIMATED HOURS BY LABOR CLASSIFICATION							Total Hours	Total Labor Cost
Task	Description	Principal Engineer \$50.00 /HR	Construction Project Manager \$62.00 /HR	QA/QC Manager \$62.00 /HR	Environmental Coordinator \$50.00 /HR	Staff Engineer \$38.50 /HR	Sr. CAD Tech \$46.00 /HR	Admin Support \$34.50 /HR		
2.1	Reviewing RPR's comments, QC, and final approval of Shop Drawing & Submittals.		10	1					11	\$682.00
2.2	Prepare for and attend bi-weekly job meetings, including preparation.		10						10	\$620.00
2.3	Review and approve periodic estimates submitted by the RPR for partial and final payments to the Contractor.		12					6	18	\$951.00
2.4	Review weekly Contractor and Subcontractor payrolls for compliance with Davis Bacon wage rates.		1					2	3	\$131.00
2.5	Provide consultation and advice to the RPR. 2 hours for the week plus punch list items		8						8	\$496.00
2.6	Consult with and advise the Owner during construction.		8						8	\$496.00
	TOTAL HOURS	0	49	1	0	0	0	8	58	
	TOTAL DIRECT LABOR	\$0.00	\$3,038.00	\$62.00	\$0.00	\$0.00	\$0.00	\$276.00		\$3,376.00

DIRECT LABOR		\$3,376.00
OVERHEAD	164.87%	\$5,566.01
		\$8,942.01
FIXED FEE	13%	\$1,200.00
ACTUAL COST PLUS FIXED FEE		\$10,100

AUBURN-LEWISTON AIRPORT		Article VII – Resident Engineering		
RECONSTRUCT EAST APRON		Hoyle Tanner Phase 72		
		Hours by Labor Classification		Total Hours
		Resident Straight-Time \$45.00 /HR	Resident Overtime \$67.50 /HR	
Task	Description			Total Labor Cost
	Pre-construction activities			
	Analyze Shop Drawing & Submittals to confirm compliance with plans and specifications. Original scope assumed no more than 24 shop drawings. 42 shop drawings were reviewed.	24.0		24.0
				\$1,080.00
	Additional construction oversight due to Contractor's approved work schedule. Includes 6 added days per change order.			
	Actual labor hours	393.0		393.0
	Contract labor time	-320.0		-320.0
				\$17,685.00
				(\$14,400.00)
	Punch List visits (3 trips, 4 days, 10 hours/day)	40.0		40.0
				\$1,800.00
	TOTAL HOURS	137.00	0.00	137.00
	TOTAL DIRECT LABOR	\$6,165.00	\$0.00	\$6,165.00
		DIRECT LABOR		\$6,165.00
		OVERHEAD	136.73%	\$8,429.40
				\$14,594.40
		FIXED FEE	13%	\$1,900.00
		ACTUAL COST PLUS FIXED FEE		\$16,500
Hoyle, Tanner & Associates, Inc.		150 Dow Street, Manchester, New Hampshire 03101-1227		

AUBURN-LEWISTON AIRPORT
RECONSTRUCT EAST APRON

Expenses
Hoyle Tanner Phase 99

HOYLE, TANNER PROJECT NO. 030744.00

Reimbursable Expenses	Mileage & Tolls \$122.50 /trip	Postage & Communications	Printing	Lodging \$105.00 /night	Per Diem		Fees /day	GPS Unit \$150.00 /day	Construction Supplies	Expenses Total	Subconsultant	Subconsultant Fees
					\$55.00 /full day	\$41.25 /travel day						
Article I – Project Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Article II – Data Collection	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	CES (topo) CES (wetland) RWG (geotech)	\$ - \$ - \$ -
Article III – Design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Article IV – Permitting and NEPA Maine DEP Minor Amendment MNAP review	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00 \$0.00	\$0.00	\$0.00	\$0.00		
Article V – Bidding Advertisement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Article VI – Construction Administration	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	RWG (testing)	\$ 1,397.39
Article VII – Resident Engineering construction weeks: 2 Day Resident (2 weeks, 5 days/week) Pre-Con and Final Inspection Site Travel: (5 miles/day x 7 days x \$.46/mile)	\$0.00 \$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Total:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00		

Reimbursables Expenses: \$0.00 Subconsultants: \$ 1,397.39

Total Expenses: **\$1,397.39**



Auburn – Lewiston Municipal Airport Board Meeting Information Sheet

Board Workshop or Meeting Date: June 14, 2023

Author: Jonathan P. LaBonte, Board Chair

Subject: Approving the 5 Year Capital Improvement Plan for FAA/MaineDOT

Information: This updated 5 year plan highlights the projects planned for utilization of our AIP (entitlement) and BIL (bi-partisan infrastructure law) funds. The board should note that all references to designing, permitting, or constructing facilities relating to commercial air service and/or runway extensions to accommodate it have been stripped. Those were both unjustified and not financially feasible.

The most imminent of projects are the Master Plan Update, scheduled to begin this year, and advancing the Congressionally Directed Spending hangar project (\$1,600,000 earmark) and its associated site work. The accumulation of prior year FAA grants positions the airport to move these projects. Each sponsor has authorized \$7,500 towards the Master Plan, and the Land Fund can appropriate \$6,750 for the remainder of sponsor share.

It is recognized that both sponsors have also authorized capital dollars, beyond the FAA/MaineDOT CIP (FBO Hangar Door, FBO Hangar Roof, Terminal Roof, Self-serve fuel). At this time, the building improvements will come before the board at a later date so evaluations of private party leasing options can be done. Self-serve fuel will be a local only project and will be authorized as a standalone project not that both cities have allocated funding going into fiscal year 2024.

Airport Financial Impacts: See CIP spreadsheet

Recommended Action: Approve the 5 Year FAA/MaineDOT CIP

Previous Meetings and History:

Attachments:

Auburn/
Lewiston
KLEW

Auburn/Lewiston
Municipal
Airport

Airport Mgr
Jonathan LaBonté

Level I

GCA Begin Date:
GCA Ordering Period Expiration:
GCA Expiration:

7/1/2018
7/1/2022
6/30/2023

McFarland
Johnson
Laura Canham
AMPU

Hoyle
Tanner
Suzy Sheppard

Gale
Associates
Nik Ippolito
Matt Caron
Adam Cutler

May 17, 2023

	WIN	Year	Carry Over	Annual Contributions	Available Funds	Project Description	Total Project Costs	AIP and BIL Funds Used	State Share	Sponsor Share	Funds Remaining	Project funds Needed
w	18684.05	2023 AIP	\$150,000	\$150,000	\$300,000	Master Plan Update and Obstruction Analysis	\$435,000	\$300,000	\$21,750	\$21,750	\$0	\$91,500
w		2023 BIL	\$295,000	\$292,000	\$587,000	Save	\$0	\$0	\$0	\$0	\$587,000	\$0
w		2024 AIP	\$0	\$150,000	\$150,000	Save	\$0	\$0	\$0	\$0	\$150,000	\$0
w		2024 BIL	\$587,000	\$292,000	\$879,000	Site work for Hangar Development	\$600,000	\$540,000	\$30,000	\$30,000	\$339,000	\$0
x		2024 CDS	-	-	\$1,600,000	Hangar Building	\$1,760,000	\$0	\$80,000	\$80,000		\$1,600,000
w	18684.06	2025 AIP	\$150,000	\$150,000	\$300,000	Airfield Pavement Maintenance - Crack Seal	\$166,667	\$150,000	\$8,333	\$8,333	\$150,000	\$0
w		2025 AIP			\$150,000	Preliminary Design & Permit SRE Building	\$166,667	\$150,000	\$8,333	\$8,333	\$0	\$0
w	18684.13	2025 BIL	\$339,000	\$292,000	\$631,000	Airfield Pavement Maintenance - Pavement Markings	\$400,000	\$360,000	\$20,000	\$20,000	\$271,000	\$0
		2026 AIP	\$0	\$150,000	\$150,000	Save	\$0	\$0	\$0	\$0	\$150,000	\$0
		2026 BIL	\$271,000	\$292,000	\$563,000	SRE Building - Final Design & Construct	\$3,000,000	\$563,000	\$150,000	\$150,000	\$0	\$2,137,000
		2027 AIP	\$150,000	\$150,000	\$300,000	Save	\$0	\$0	\$0	\$0	\$300,000	\$0
		2028 AIP	\$300,000	\$150,000	\$450,000	Save	\$0	\$0	\$0	\$0	\$450,000	\$0
	18684.10	2029 AIP	\$450,000	\$150,000	\$600,000	Design & Permit Airfield Wildlife Fence	\$166,667	\$150,000	\$8,333	\$8,333	\$450,000	\$0

Notes:

Need to do consultant selection for Obstruction Analysis
AMP needs to look at history of tree clearing projects on R-22
Possibly install wildlife skirting on fence instead of replacing fence.
2022 = 42 based aircraft
At end of MPU - needs a new RFQ

Future Projects:

18684.11	2030 AIP	\$450,000	\$150,000	\$600,000	Construct Airfield Wildlife Fence	\$333,333	\$300,000	\$16,667	\$16,667	\$300,000	\$0
	2031 AIP	\$300,000	\$150,000	\$450,000	Acquire SRE		\$0	\$0	\$0	\$450,000	\$0



Auburn – Lewiston Municipal Airport Board Meeting Information Sheet

Board Workshop or Meeting Date: June 14, 2023

Author: Jonathan P. LaBonte, Board Chair

Subject: Fiscal Year 2024 Airport Budget

Information: The proposed fiscal year 2024 budget has a number of significant changes from previous budget proposals, including those workshopped as recently as March of 2023. I've noted a series of highlights below as you complete your review. The board is keenly aware of the financial challenges faced by the Auburn Lewiston Municipal Airport, most of which current board member inherited from previous boards and management. That being said, the proposed budget is not a sustainable budget and will require proactive steps throughout the year and monitoring the impact of those, the use of one-time revenue sources and one-time expense postponements, and a development of performance indicators for FBO services to drive to the nominal margins proposed.

Personnel – Airport staff are proposed for a restructure, with no airport manager position budgeted for FY24. The airport secretary and customer service representative (CSR) positions are proposed to be changed to Customer Engagement and Administrator Coordinator roles, with new position descriptions to be drafted. On the operations and line side, position descriptions will be updated to reflect the required cross training to respond to both operational needs of the airport and FBO Line Services as required. Depending on financial performance during the year (Hangar #5 leasing, abandoned property sales, land leasing, etc), a proposal for a second full time operations technician made come to the board.

No airport FTEs will be assigned to FBO line services. A major shortcoming in previous FBO business models deployed by the airport was the designation of staff exclusively to the line. The cadence of work was never aligned with staff scheduling, leading to low productivity levels and growing deficits. Operations staff will respond to line services during shifts, but will be supplemented by contracted shift workers. This is not considered a long term solution for the FBO, but provides further time to evaluate airport operations and systems before advancing additional RFP's for a partner on these services. Revenues associated with the FBO are budgeted conservatively and hold the trend of lower sales we have seen in recent fiscal years.

A significant non-personnel budget driver are the lost revenues and added expenses associated with Hangar #5. The loss of lease income (~\$120,000) and projected utility costs (~\$45,000) will be a challenge. The airport will need to work diligently to find a tenant(s), explore conversion of sprinkler system (from wet/foam to dry) if possible to save heating costs, complete the abandoned property

sale (one-time sale placeholder put in budget for revenue). Another element to create one-time savings associated with Hangar #5 is budgeting a deferrel in debt service payments to the cities for Hangar #5 (\$115,000). The airport would request to extend the loan term with each city by two years (to shift FY23 and FY24). This request should be made with a commitment to a fall 2023 joint workshop on the state of the airport business and future planning for sustainability. Should the airport find a tenant for the hangar and have improved financial performance, a decision could be made before the end of the fiscal year to make those payments.

Another non-personnel budget driver is the airport's overall posture on facility management. The rate structure for hangar space/leases has not been based on our actual costs to manage these assets, and evaluations are underway to refine building by building performance. We will need to assess expense and revenue against each building and explore rate adjustments and/or shifting to seeking NNN leases (or sales with ground leases).

Specific examples beyond Hangar #5 include the airport's utility obligations to Hangar #9 (White Hangar) due to the departure of the previous tenant during FY23. Those expenses were not budgeted and have had a negative financial impact year to date, and previous draft FY24 budgets did not account for Hangar #9 utilities. In addition, FY23 saw a shift in utility costs during the winter for the concessionaire shifted to the airport creating further net losses on facilities (an agreement made by a previous manager).

Unlike in FY22 and FY23, the FY24 budget accounts for \$12,000 in Life Flight lease payments being allocated to repay Land Fund loan authorized by the board of directors. There is still a need to memorialize that the Airport Operations account owes the Land Fund \$24,000 due to those payments being allocated inappropriately to Operations in FY22 and FY23.

Beyond monitoring airport financial performance during FY24, the board should consider developing a workplan for policies and procedures that need to be created and/or updated to ensure long-term financial viability and adherence to the requirements of the Grant Assurances. Those include:

- Implementing and monitoring FAA Land Use Corrective Action Plan as submitted
- Engagement in the Airport Master Plan Update process
- Authorizing and monitoring the delivery of the Congressional Directed Spending Hangar (design, permit, bid during FY23)
- Engagement in the RFQ review/selection process for a consulting engineer to support the airport over the next five year FAA/Maine CIP
- Permanently establish a Land Fund/Infrastructure Trust Fund (excise tax revenues) Policy for on-going accountability to these restricted dollars
- Review and Update the Airport Minimum Standards (may be related to Corrective Action Plan)
- Review/Update airport rate/fee schedule
- Review/Update Land Lease Policy to strengthen language regarding restricting land sales (focusing on ground leases) and preparing sites to be "shovel/permit" ready for ground leasing and construction of private hangars on airport property.

Airport Financial Impacts: See budget proposal

Recommended Action: Approve the fiscal year 2024 airport budget

Previous Meetings and History:

Attachments:

Most Recent Full Draft Submitted by Previous Manager (March 2023)

Draft Fiscal Year 2024 Airport Budget

**AIRPORT FY24
MARCH 2023 DRAFT**

	FY2021 APPROVED BUDGET	FY2021 ACTUAL	FY2022 APPROVED BUDGET	FY2022 REVISED BUDGET	UNAUDITED FY2022 ACTUAL	FY2023 APPROVED BUDGET	FY2023 REVISED BUDGET	FY2023 ACTUAL AS OF 3/30/2023	FY2024 PROPOSED BUDGET	% CHANGE
REVENUES										
Operations										
Fees - Fuel Flowage	17,250	10,415	15,000	15,000	14,602	20,000	20,000	8,438	11,600	-72%
Fees - Landings	27,544	20,435	23,788	23,788	25,561	30,000	30,000	20,441	30,000	0%
Christian Hill Materials	67,500	104,535	97,500	97,500	75,258	97,500	97,500	33,449	70,500	-38%
Rental Fees	260,740	264,321	256,540	256,540	270,588	248,290	248,290	9,166	113,380	-119%
Flight Simulator	-	-	-	-	-	-	7,000	192	13,000	
	373,034	399,706	392,828	392,828	386,010	395,790	402,790	71,686	238,480	-66%
Non-Operations										
Municipal Subsidy	335,000	335,000	354,000	354,000	354,000	410,000	410,000	358,550	410,000	0%
Tax Sharing	28,000	25,550	27,500	27,500	23,100	28,000	28,000	-	-	0%
Service fees	2,500	245,485	1,500	1,500	103	1,500	1,500	402	500	-200%
Investment Income	1,100	751	1,100	1,100	563	1,100	1,100	2,003	900	-22%
Sale of Assets	-	29,986	-	-	15,800	45,000	45,000	49,170	-	0%
	366,600	636,772	384,100	384,100	393,566	485,600	485,600	410,125	411,400	-18%
TOTAL REVENUES	739,634	1,036,478	776,928	776,928	779,576	881,390	888,390	481,811	649,880	-36%
EXPENDITURES										
Regular Salaries	262,200	251,550	268,918	268,918	233,378	305,107	305,107	209,021	291,954	-5%
Overtime	4,000	3,795	4,000	4,000	4,115	4,000	4,000	1,795	4,000	0%
Fringe Benefits	107,319	113,207	108,161	108,161	104,134	132,902	132,902	85,903	136,481	3%
Professional Development	9,460	9,460	9,855	9,855	2,200	14,755	14,755	1,873	5,930	-149%
Gen/Professional	2,000	425	2,000	2,000	425	2,000	2,000	10,491	13,900	86%
MV Supplies - Gas & Oil	11,350	10,799	15,175	15,175	11,878	12,700	12,700	18,175	12,700	0%
Snow and Ice Control	30,475	17,424	26,488	26,488	9,390	30,988	30,988	17,385	14,300	-117%
Utilities	35,769	29,872	32,953	32,953	39,145	33,425	33,425	31,964	54,798	39%
Building Maintenance	31,750	47,987	34,000	34,000	19,463	36,800	36,800	45,038	23,100	-59%
Vehicle Maintenance	14,175	32,947	16,675	16,675	38,728	20,875	20,875	21,041	17,831	-17%
Radio Maintenance	5,350	399	5,350	5,350	4,434	3,050	3,050	-	1,700	-79%
Electrical Maintenance	1,000	3,847	1,000	1,000	3,906	5,000	5,000	8,583	7,000	29%
Airfield Maintenance	18,007	252,321	19,033	24,438	23,420	26,710	26,710	15,628	37,510	29%
Computer / Office Machine	7,000	9,926	7,000	7,000	11,814	20,000	20,000	17,579	20,500	2%
Pavement Maintenance	8,798	272	8,798	8,798	-	7,298	7,298	-	2,910	-151%
Advertising and Promo	9,500	5,399	6,500	9,065	2,162	12,500	12,500	8,086	6,500	-92%
Professional Services	7,000	14,422	15,000	15,000	18,354	15,000	15,000	17,395	33,000	55%
Legal Services	5,000	9,527	7,500	7,500	7,704	15,000	15,000	21,996	32,000	53%
Hanger Lease	115,000	36,111	115,000	115,000	33,050	115,000	115,000	-	115,000	0%
Office Supplies	5,600	2,549	5,600	5,600	4,470	4,600	4,600	4,018	4,100	-12%
Telephone and Internet	4,850	3,312	5,310	5,310	6,899	6,260	6,260	2,757	4,500	-39%
Insurance Premiums	40,278	36,947	40,278	40,278	67,495	41,486	41,486	30,779	46,850	11%
Depreciation	-	666,427	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	735,881	1,558,923	754,594	762,564	646,564	865,456	865,456	569,508	886,564	2%
OVER / UNDER	3,753	(522,445)	22,334	14,364	133,011	15,934	22,934	(87,697)	(236,684)	

**AIRPORT FY24
MARCH 2023 DRAFT**

	FY2021 APPROVED BUDGET	FY2021 ACTUAL	FY2022 APPROVED BUDGET	FY2022 REVISED BUDGET	UNAUDITED FY2022 ACTUAL	FY2023 APPROVED BUDGET	FY2023 REVISED BUDGET	FY2023 ACTUAL AS OF 3/30/2023	FY2024 PROPOSED BUDGET	% CHANGE
FBO BUDGET										
REVENUES										
Fuel and Oil Sales	834,383	468,942	671,250	671,250	780,048	1,066,000	1,066,000	498,569	800,000	-33%
Tie Down & Hanger Fees	33,125	33,764	33,125	33,125	31,439	35,000	35,000	37,155	70,000	50%
Catering	2,500	1,129	2,500	2,500	886	2,500	2,500	931	1,500	-67%
After Hour Call Out	4,000	3,100	4,000	4,000	7,077	6,000	6,000	10,205	5,625	-7%
Flight Services	6,000	2,129	3,750	3,750	930	6,475	6,475	2,027	6,620	2%
Rental Car	4,930	1,389	5,500	5,500	2,231	-	-	1,714	3,340	100%
Service Lease	-	-	-	-	-	-	-	-	7,200	100%
TOTAL REVENUES	884,938	510,453	720,125	720,125	822,611	1,115,975	1,115,975	550,602	894,285	-25%
EXPENDITURES										
Regular Salaries	189,800	178,763	185,318	185,318	183,418	232,398	232,398	161,760	187,121	-24%
Overtime	4,000	1,081	4,000	4,000	6,260	4,000	4,000	5,226	4,000	0%
Fringe Benefits	65,795	54,780	65,445	65,445	49,117	148,133	148,133	30,774	74,915	-98%
Advertising	6,500	868	6,500	9,065	937	6,000	8,565	18	3,103	-93%
Meals	3,255	331	3,255	3,255	987	15,700	15,700	150	-	-100%
Plant Equipment	2,065	536	2,065	2,065	2,788	2,065	7,838	7,884	2,065	0%
Ground Support Equipment	20,200	26,712	21,400	21,400	72,326	22,400	25,516	24,447	18,358	-22%
Fuels & Oils	574,595	329,406	436,051	436,051	594,712	691,201	697,125	457,503	617,609	-12%
Supplies Aircraft Maintenance	4,000	940	1,500	1,500	63	849	849	149	-	-100%
Insurance Premiums	-	-	-	-	-	-	-	-	12,932	100%
Utilities	16,428	13,208	16,428	16,428	14,705	16,163	16,163	11,990	12,975	-25%
	886,638	606,624	741,962	744,527	925,313	1,138,909	1,156,287	699,900	933,078	-22%
OVER / UNDER	(1,700)	(96,171)	(21,837)	(24,402)	(102,702)	(22,934)	(40,312)	(149,299)	(38,793)	

**AUBURN LEWISTON AIRPORT
PROPOSED BUDGET
FY2024**

	FY2021 APPROVED BUDGET	FY2021 ACTUAL	FY2022 APPROVED BUDGET	FY2022 REVISED BUDGET	UNAUDITED FY2022 ACTUAL	FY2023 APPROVED BUDGET	FY2023 REVISED BUDGET	FY2023 ACTUAL AS OF 5/31/2023	FY2024 PROPOSED BUDGET	% CHANGE
REVENUES										
Operations										
Fees - Fuel Flowage	17,250	10,415	15,000	15,000	14,602	20,000	20,000	8,438	13,500	-48%
Fees - Landings	27,544	20,435	23,788	23,788	25,561	30,000	30,000	24,337	27,000	-11%
Christian Hill Materials	67,500	104,535	97,500	97,500	75,258	97,500	97,500	60,649	100,000	3%
Rental Fees	260,740	264,321	256,540	256,540	270,588	248,290	248,290	147,529	157,500	-58%
"Elite Factor" (\$165,000)										
Flight Simulator	-	-	-	-	-	-	7,000	192	6,500	
	373,034	399,706	392,828	392,828	386,010	395,790	402,790	241,145	304,500	-30%
Non-Operations										
Municipal Subsidy	335,000	335,000	354,000	354,000	354,000	410,000	410,000	410,000	410,000	0%
Tax Sharing	28,000	25,550	27,500	27,500	23,100	28,000	28,000	-	-	0%
Service fees	2,500	245,485	1,500	1,500	103	1,500	1,500	402	500	-200%
Investment Income	1,100	751	1,100	1,100	563	1,100	1,100	2,003	1,000	-10%
Sale of Hangar #5 Assets									75,000	
Sale of Assets	-	29,986	-	-	15,800	45,000	45,000	49,170	-	0%
	366,600	636,772	384,100	384,100	393,566	485,600	485,600	461,575	486,500	0%
TOTAL REVENUES	739,634	1,036,478	776,928	776,928	779,576	881,390	888,390	702,720	791,000	-11%
EXPENDITURES										
Regular Salaries	262,200	251,550	268,918	268,918	233,378	305,107	305,107	264,335	212,035	-44%
Overtime	4,000	3,795	4,000	4,000	4,115	4,000	4,000	3,762	4,000	0%
Fringe Benefits	107,319	113,207	108,161	108,161	104,134	132,902	132,902	105,882	159,620	17%
Professional Development	9,460	9,460	9,855	9,855	2,200	14,755	14,755	1,938	6,000	-146%
Gen/Professional	2,000	425	2,000	2,000	425	2,000	2,000	10,491	9,000	78%
MV Supplies - Gas & Oil	11,350	10,799	15,175	15,175	11,878	12,700	12,700	18,175	20,000	37%
Snow and Ice Control	30,475	17,424	26,488	26,488	9,390	30,988	30,988	17,385	18,000	-72%
Utilities	35,769	29,872	32,953	32,953	39,145	33,425	33,425	42,063	125,500	73%
Building Maintenance	31,750	47,987	34,000	34,000	19,463	36,800	36,800	46,997	23,100	-59%
Vehicle Maintenance	14,175	32,947	16,675	16,675	38,728	20,875	20,875	21,041	17,831	-17%
Radio Maintenance	5,350	399	5,350	5,350	4,434	3,050	3,050	-	1,700	-79%
Electrical Maintenance	1,000	3,847	1,000	1,000	3,906	5,000	5,000	7,534	7,000	29%
Airfield Maintenance	18,007	252,321	19,033	24,438	23,420	26,710	26,710	18,156	30,750	13%
Computer / Office Machine	7,000	9,926	7,000	7,000	11,814	20,000	20,000	19,062	20,500	2%
Pavement Maintenance	8,798	272	8,798	8,798	-	7,298	7,298	-	6,000	-22%
Advertising and Promo	9,500	5,399	6,500	9,065	2,162	12,500	12,500	11,918	6,500	-92%
Professional Services	7,000	14,422	15,000	15,000	18,354	15,000	15,000	25,329	35,800	58%
Legal Services	5,000	9,527	7,500	7,500	7,704	15,000	15,000	29,323	45,000	67%
Hanger Loan to Cities	115,000	36,111	115,000	115,000	33,050	115,000	115,000	-	-	#DIV/0!
Life Flight Land Fund Loan									12,000	
Office Supplies	5,600	2,549	5,600	5,600	4,470	4,600	4,600	4,257	4,100	-12%
Telephone and Internet	4,850	3,312	5,310	5,310	6,899	6,260	6,260	3,172	5,700	-10%
Insurance Premiums	40,278	36,947	40,278	40,278	67,495	41,486	41,486	36,220	40,200	-3%
Depreciation	-	666,427	-	-	-	-	-	-	-	0%
TOTAL EXPENDITURES	735,881	1,558,923	754,594	762,564	646,564	865,456	865,456	687,040	810,336	-7%
OVER / UNDER	3,753	(522,445)	22,334	14,364	133,011	15,934	22,934	15,680	(19,336)	

**AUBURN LEWISTON AIRPORT
PROPOSED BUDGET
FY2024**

	FY2021 APPROVED BUDGET	FY2021 ACTUAL	FY2022 APPROVED BUDGET	FY2022 REVISED BUDGET	UNAUDITED FY2022 ACTUAL	FY2023 APPROVED BUDGET	FY2023 REVISED BUDGET	FY2023 ACTUAL AS OF 5/31/2023	FY2024 PROPOSED BUDGET	% CHANGE
FBO BUDGET										
REVENUES										
Fuel and Oil Sales	834,383	468,942	671,250	671,250	780,048	1,066,000	1,066,000	606,258	661,372	-61%
Tie Down & Hanger Fees	33,125	33,764	33,125	33,125	31,439	35,000	35,000	45,772	50,000	30%
Catering	2,500	1,129	2,500	2,500	886	2,500	2,500	1,040	-	#DIV/0!
After Hour Call Out	4,000	3,100	4,000	4,000	7,077	6,000	6,000	11,670	5,625	-7%
Flight Services	6,000	2,129	3,750	3,750	930	6,475	6,475	2,218	6,620	2%
Rental Car	4,930	1,389	5,500	5,500	2,231	-	-	1,891	3,340	100%
Service Lease	-	-	-	-	-	-	-	-	7,200	100%
TOTAL REVENUES	884,938	510,453	720,125	720,125	822,611	1,115,975	1,115,975	668,849	734,157	-52%
EXPENDITURES										
Regular Salaries	189,800	178,763	185,318	185,318	183,418	232,398	232,398	182,442	150,000	-55%
Overtime	4,000	1,081	4,000	4,000	6,260	4,000	4,000	6,245	4,000	0%
Fringe Benefits	65,795	54,780	65,445	65,445	49,117	148,133	148,133	35,504	-	#DIV/0!
Advertising	6,500	868	6,500	9,065	937	6,000	8,565	18	1,200	-400%
Meals	3,255	331	3,255	3,255	987	15,700	15,700	150	-	-100%
Plant Equipment	2,065	536	2,065	2,065	2,788	2,065	7,838	7,905	2,065	0%
Ground Support Equipment	20,200	26,712	21,400	21,400	72,326	22,400	25,516	25,930	16,000	-40%
Fuels & Oils	574,595	329,406	436,051	436,051	594,712	691,201	697,125	457,503	525,000	-32%
Fuel Flowage									12,500	
Supplies Aircraft Maintenance	4,000	940	1,500	1,500	63	849	849	536	-	-100%
Insurance Premiums	-	-	-	-	-	-	-	-	2,500	100%
Utilities	16,428	13,208	16,428	16,428	14,705	16,163	16,163	14,864	-	#DIV/0!
	886,638	606,624	741,962	744,527	925,313	1,138,909	1,156,287	731,096	713,265	-60%
OVER / UNDER	(1,700)	(96,171)	(21,837)	(24,402)	(102,702)	(22,934)	(40,312)	(62,247)	20,892	

**AUBURN LEWISTON AIRPORT
PROPOSED BUDGET
FY2024**

REVENUES

OPERATIONS:

		FY2024 PROPOSED BUDGET	FY2024 APPROVED BUDGET
Fees - Fuel Flowage	Fuel flowage fee is charged on the fuel sold at retail. The fee maintains the fuel delivery system. A corresponding expense for \$12,500 will appear in the FBO expenses. The remaining \$1,000 assumes flowage from use of fuel farm by third parties	\$ 13,500	
Fees - Landings	Landing fees are charged to aircraft weighing more than 4000 pounds when they land at the airport. The fee is based on the landing weight of the aircraft. The fee offsets the wear on the airport infrastructure. The proposed amount is based on recent history. Budget is based on proration of FY23 YTD	27,000	
Christian Hill Materials	The airport has a contractor quarrying Christian Hill to reduce the height of the hill. The contract in turn finances the operation through sale of materials removed. The airport receives 30 cents per yard (~2 tons) of material taken from airport lands as a fee. Before 2016 it was 30 cents per ton. Budget is based on FY24 workplan at quarry from Auburn Aggregates LLC.	100,000	
Rental Fees	Landlord is one of the main functions of an airport. Strategies are being developed to increase this revenue stream. Budget based on current leases in place. Including \$17,500 in assumed utility payment reimbursements from tenants on NNN leases.	157,500	
Flight Simulator	Rental of equipment - 100 hours at \$65 per hour. Budget based on aspiration to stand up new program for instructional pilots to secure bulk access for students.	6,500	
		304,500	-
NON-OPERATIONS:			
Municipal Subsidy	Auburn - 205,000 Lewiston - 205,000	\$ 410,000	
Service fees	Miscellaneous charges for activities(i.e.:emergency repairs fo hanger door not owned by the airport)	500	
Investment Income	Investments on the bank accounts. Budget based on limited return on existing cash balances.	1,000	
		411,500	-
TOTAL OPERATIONS REVENUE		\$ 716,000	\$ -

**AUBURN LEWISTON AIRPORT
PROPOSED BUDGET
FY2024**

REVENUES

		FY2024 PROPOSED BUDGET	FY2024 APPROVED BUDGET
FIXED BASE OPERATOR			
Fuel and Oil Sales	Supply cost and local competition drive the fuel price as much as demand and seasonality. Budget based on FY23 YTD with a sales value based on a straight monthly average apply to all of FY24. Deeper analysis required at start of fiscal year.	\$ 661,372	
Tie Down & Hanger Fees	The storage of aircraft is a service charge for most aircraft because of the liability and risk the FBO and by extension the airport assumes. Rates vary by size, weight and type of aircraft. Based on FY23 projections, priority will be on hangar by hangar cost evaluation to ensure fees align.	50,000	
Catering	Corporate and charter aircraft request various food items for the flight to the next destination. There are high standards of service for some operators that merit extra attention and produce extra revenues. The airport has a relationship with a local catering company to provide this service now. Additionally, there are usually items that we provide in addition to their menu for a nominal fee.		
After Hour Call Out	Customers are billed for after hour call outs.	5,625	
Flight Services	With no A&P mechanic the airport is responsible for de-ice aircraft and perform other customer services (i.e. washing debris from aircraft)	6,620	
Rental Car	The airport has agreements with two rental car companies and provides rental services for passengers and local customers. The airport earns a percentage of each rental agreement value.	3,340	
Service Lease	A&P service lease with Dirigo Aerospace Solutions LLC. This likely belongs in the rental income line for operations, but can be revisited for new FY25 accounting approach	7,200	
TOTAL FBO REVENUE		\$ 734,157	\$ -

**AUBURN LEWISTON AIRPORT
PROPOSED BUDGET
FY2024**

EXPENDITURES

**FY2024
PROPOSED
BUDGET**

**FY2024
APPROVED
BUDGET**

OPERATION

Regular Salaries			212,035	
	1 Airport Manager			
	2.5 Customer Engagement and Administrative Coordinator	125,000		
	1 Operations Supervisor	49,970		
	1 Operations Specialist II			
	1 Operations Specialist I P/T	22,065		
	1 Salary Reserve	15,000		
	Salary reserve for position description updates and annual reviews. CSRs and Airport Secretary positions become Customer Engagement and Administrative Coordinator positions during FY24. The airport manager role is not budgeted for FY24. Another Operations Specialist FTE is listed but not funded, pending workload reviews (and revenue from Hangar #5 property			
Overtime			4,000	
	Plowing, posting NOTAMS, and other unusual operations. Snow and ice control plan will be reviewed to enhance overnight operations.			
Fringe Benefits			159,620	
	FICA	13,394		
	Medicare	3,133		
	Healthcare	125,000		
	Retirement	12,962		
	Health Reimbursement Account	3,000		
	Flexible Spending Account	1,200		
	Clothing	600		
	Life Insurance	331		
	Healthcare is offered through Maine Municipal Health Trust offering only the PPO 500 plan. Employees pay 15% of the plan cost through payroll deduction.			
Professional Development			6,000	
	Memberships	2,500		
	Employee Training	3,500		
	Industry Conference	-		
	Includes membership in Maine Municipal Association required by Maine Municipal Employee Health Trust. Training is for staff to attain/retain professional accreditation.			

**AUBURN LEWISTON AIRPORT
PROPOSED BUDGET
FY2024**

EXPENDITURES

**FY2024
PROPOSED
BUDGET**

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BUDGET**

OPERATION CONTINUED

Gen/Professional		9,000
Engineering On Call	2,000	
APP-139	-	
Virtower		
Custodial Services	-	
Uniform Service	1,200	
Annual Fuel Tank inspection	5,800	
MV Supplies - Gas & Oil		20,000
Auto Gas		
Motor Oil & Lubricants		
Diesel Fuel for Equipment/Vehicles		
Budget set based on FY23 YTD. Airport will bid with one of the sponsors for fuels during fiscal year to target reduction year, in addition to monitoring vehicle use.		
Snow and Ice Control		18,000
Solid De-ice Compound (non-corrosive)		
Liquid Anti-ice Compound (non-corrosive)		
The presence of ice on a runway or taxiway can require closure of that facility. Snow and ice control plan will be reviewed in FY24, does not account for existing inventory		
Utilities		125,500
Heating Fuel	52,000	
Electric (CMP)	65,000	
Water and Sewer	8,500	
Heating based on Unitil use for airport buildings plus 10% increase (\$27,000), Additional \$25,000 added for Hangar #5.		
Electric based on existing buildings at \$50,000 with additional \$15,000 added for Hangar #5. Water/Sewer based on YTD (\$4,000) and additional \$4,500 for Hangar #5.		
Building Maintenance		23,100
Repairs and Improvements	5,000	
Trash Pickup Service	3,300	
Cleaning Supplies	1,500	
Inspections	10,000	
Recurring Maintenance	3,300	
Increase in cost is due to replacemtn fire extinguishers and additional inspections along with air filters, light bulbs, semi-annual contract leaning of restaurant hoods and terminal floors.		
Vehicle Maintenance		17,831
Engine Repairs and Parts	10,000	
Tires	2,400	
Inspections	175	

AUBURN LEWISTON AIRPORT
PROPOSED BUDGET
FY2024

EXPENDITURES

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Touchup Paint	-
Repair/ Mower Decks	1,856
Repair/ Snow Blower Unit	1,500
Repair/Plow Units	1,500
Hand Tool Replacement	400

**AUBURN LEWISTON AIRPORT
PROPOSED BUDGET
FY2024**

EXPENDITURES

**FY2024
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BUDGET**

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APPROVED
BUDGET**

OPERATION CONTINUED

Radio Maintenance		1,700
Handheld Batteries	200	
Handheld PW Band Radio Replacement	250	
Handheld Aviation Band Radio Replacement	250	
Aviation Mobile Radios	500	
PW Band Mobile Radios	500	
<p>Airport has rotating replacement of least effective radio program. This is to ensure good operation of the essential tool needed to communicate air to ground and between staff members on the airfield. Our ability to communicate is a safety concern.</p>		
Electrical Maintenance		7,000
Hiring out licensed electricians		
Airfield Maintenance		30,750
Fuel Farm Maintenance	10,000	
APP-139		
Fencing and Gates	15,000	
Runway and Taxiway Lighting and Signs	3,000	
Scissor Lift		
Grounds Maintenance	2,750	
<p>Fence repairs/replacing rusted parts of the fence. High intensity LED lights have been installed on both runways but the effects on the maintenance of the lights remain a cost. Materials for the traffic lines, grass seed and windsocks are the ground materials.</p>		
Computer / Office Machine		20,500
Machine Maintenance	2,500	
Software Subscription	17,000	
Network/IT Maintenance	1,000	
<p>Software subscriptions are the current retail model for prevailing business software including Office Suite, Acrobat, and anti-virus software and Virtower. This amount also includes the install of Gatekeeper Part-139 software.</p>		
Pavement Maintenance		6,000
Runway Edge Repair	3,500	
Paint for Runway and Taxiways	2,000	
Glass Bead	500	
<p>While this budget has not been used in FY23, budgeting for potential unplanned repairs is being done</p>		

**AUBURN LEWISTON AIRPORT
PROPOSED BUDGET
FY2024**

EXPENDITURES

**FY2024
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OPERATION CONTINUED

Advertising and Promo			6,500	
	Internet Marketing	2,500		
	Print Marketing	2,500		
	Events	1,500		
Professional Services			35,800	
	Annual Audit	19,800		
	Appraisals	8,000		
	Airport Business Development Consulting	8,000		
	Professional services for audits and other services			
Legal Services			45,000	
	Counsel Fee	35,000		
	Document Prep	10,000		
Hangar Loan with Cities			-	
	Annual loan rate for the Elite Hangar is \$115,000. Given financial realities with bldg, request FY23 and FY24 payments be added to end of current payback period			
Office Supplies			4,100	
	Printer Ink	1,200		
	Paper	900		
	Other Supplies	2,000		
Telephone and Internet			5,700	
	Business Account Internet Access and Telephone	5,000		
	Cell Phones	700		
	Actual Costs for all buildings based on FY23 statements			
Insurance Premiums			40,200	
	Worker's Comprehensive Coverage	8,500		
	Property Casualty	15,000		
	Public Officials	2,900		
	Auto Liability	6,300		
	Airport Liability	7,500		
	Rates for insurance have increased due replacement costs on buildings, WC audit has been requested based on payroll changes, final rate unknown for 1/1/24 renewal.			
TOTAL OPERATION EXPENDITURES		\$	798,336	\$ -

**AUBURN LEWISTON AIRPORT
PROPOSED BUDGET
FY2024**

EXPENDITURES

**FY2024
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BUDGET**

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APPROVED
BUDGET**

FIXED BASE OPERATOR

Regular Salaries			150,000
	1 Contracted Shift Support from Third Party	150,000	
	Assume average 80 hours/week coverage over year		
	Operations personnel at airport will remain cross trained to provide FBO line service support. Phone duty/on-call and weekends to be supplemented by contracted support		
Overtime			4,000
	To cover call ins for late or early flights, snow plowing and ect.		
Fringe Benefits			-
	FICA		
	Medicare		
	Healthcare		
	Retirement		
	Health Reimbursement Account		
	Flexible Spending Account		
	Clothing		
	Healthcare is offered through Maine Municipal Health Trust offering only the PPO 500 plan. Employees pay 15% of the plan cost through payroll deduction. Employee turnover produced most of the variation. There is an increase in HRA for Family PPO 500 to offset higher deductible limit in plan.		
Advertising			1,200
	Internet Marketing	1,200	
	Print Marketing		
	Events		
	Advertising		
Meals			-
	Food	-	
	Catering	-	
	Food sent out to airlines		

AUBURN LEWISTON AIRPORT
PROPOSED BUDGET
FY2024

EXPENDITURES

FY2024
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FIXED BASE OPERATOR CONTINUED

Plant Equipment			2,065	
	POS System	265		
	Equipment Repairs	1,800		
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Ground Support Equipment			16,000	
	Rent for Mobile Fueler	12,000		
	Filters and Repair Parts	2,000		
	Deicing, Type I Fluid	2,000		
	Lease rent estimate for Jet A truck under new fuel contract			
<hr/>				
Fuels & Oils			525,000	
	AvGas	124,000		
	Jet A	400,000		
	Fuel system Ice Inhibitor	1,000		
	Change in cost of fuel.			
<hr/>				
Supplies Aircraft Maintenance			-	
	Parts			
	Maintenance Publications			
	Other Services			
<hr/>				
Insurance Premiums			2,500	
	Worker's Compensation	2,500		
<hr/>				
Utilities			-	
	Heating Fuel			
	Electric (CMP)			
	Water and Sewer			
	Telephone and Internet			
	Utilities accounted for under Airport Operations			
<hr/>				
TOTAL FBO EXPENDITURES		\$	700,765	\$ -



Auburn – Lewiston Municipal Airport Board Meeting Information Sheet

Board Workshop or Meeting Date: June 14, 2023

Author: Jonathan P. LaBonte, Board Chair

Subject: FAA Land Use Inspection Corrective Action Plan Response

Information: The FAA visited the airport in July of 2022 and provided in April of 2023 a written Land Use Inspection report, detailing its findings during that visit and subsequent follow-up discussions with the previous manager. While the airport is not required to have resolved all of the identified issues at the time of response, we are obligated to provide reasonable timelines and steps that will be taken.

Those tenants of the airport that were specifically named (TIM Corp, Bel Air Condo Association, Skyward Aviation) have been directly engaged since the receipt of the Land Use Inspection Report to ensure that we maintain open dialogue with partners in our airport's success, our customers.

Airport Financial Impacts: TBD legal costs for any lease amendments or new lease templates to be developed

Recommended Action: Authorize the submission of the Corrective Action Plan Memo

Previous Meetings and History:

Attachments:

FAA Land Use Inspection Report

Airport Request for a 30 day extension

FAA memo granting a 30-day extension

Airport response memo still be drafting, expecting agenda addendum Monday



U.S. Department
of Transportation
**Federal Aviation
Administration**

New England Region

1200 District Avenue
Burlington, MA 01803

April 21, 2023

Jonathan P. LaBonté, Chair
Auburn Lewiston Airport Board of Directors
Auburn-Lewiston Airport
80 Airport Drive
Auburn, ME 04210

Via Email

Dear Mr. LaBonté:

On July 25-26, 2022, the Federal Aviation Administration (FAA) conducted a land use inspection at Auburn-Lewiston Airport (LEW), Auburn, Maine. We would like to thank you and your Board for the time you committed to our visit. The inspection is attached.

The purpose of the inspection was to determine whether the airport sponsor, the Cities of Auburn and Lewiston, is in compliance with the terms of its Federal obligations dealing with airport property use, lease agreements and property releases. The inspection included a review of airport property use in accordance with the current Exhibit-A and approved Airport Layout Plan (ALP).

We are providing you with a Land Use Inspection Report documenting our observations during the inspection. The compliance action items noted require the airport sponsor to submit a corrective action plan to this office 30 days from the date of this letter. Please provide a completion date for each corrective action.

Should you have any questions please contact Gail Lattrell, Director New England Region Airports, or myself.

Sincerely,

Jorge E. Panteli
Compliance and Land Use Specialist

CC: Gail Lattrell – FAA
Julie Seltsam- Wilps – FAA
Ralph Nicosia Rusin – FAA
Jason Homiack – FAA
Alan Lambert – MEDOT

LAND USE INSPECTION REPORT
Auburn Lewiston Airport (LEW), Auburn Maine – July 25-26, 2022
Federal Aviation Administration, New England Region, Airports Division

Inspection Site Location:

Auburn-Lewiston Airport (LEW), Auburn Maine

Date of Inspection:

July 25-26, 2022

Purpose:

This inspection is part of the FAA's compliance oversight of federally obligated Commercial Service and General Aviation Airports to assess if airport land uses comply with Federal requirements. The inspection was conducted as per Senate Report No. 106-55, dated May 1999, and per Compliance Guidance Letter 2002-01, dated May 15, 2002, *Regional Land Use Inspections*.

Individuals Conducting Inspection:

- Jorge Panteli, Regional Compliance and Land Use Specialist, New England Regional Office, ANE-600

Airport Owner/Operator:

- Owner/Operator – Cities of Auburn and Lewiston, ME
- Airport Manager – James H. Scheller, C.M.

Airport Master Record:

Based Aircraft: 53	Operations:
Single Engine – 39	Air Carrier 0
Multi Engine – 9	Air Taxi 14,000
Jet – 1	GA Local 20,000
Helicopter – 4	GA Itinerant 15,900
	Military 100
	Total 50,000

As of 08/19/2020

LAND USE INSPECTION REPORT
Auburn Lewiston Airport (LEW), Auburn Maine – July 25-26, 2022
Federal Aviation Administration, New England Region, Airports Division

Airport Federal Obligations:

- Surplus Property Act of 1944
- National Plan of Integrated Airports System (NPIAS)
- Grant Agreements under Airport Improvement Program (AIP), Federal-Aid Airport Program (FAAP), and Airport Development Aid Program (ADAP)
- Assurance pursuant to Title VI, Civil Rights Act of 1964



LAND USE INSPECTION REPORT
Auburn Lewiston Airport (LEW), Auburn Maine – July 25-26, 2022
Federal Aviation Administration, New England Region, Airports Division

Background and History:

LEW is an active General Aviation airport located about 30 miles north of Portland Maine just off Interstate 95. The airport, owned and operated by the City of Auburn and City of Lewiston, is located in the City of Auburn. Both cities have jointly operated the airport since the airport was built. Both cities are identified by the Federal Aviation Administration (FAA) as the designated Sponsor of the airport and accepts federal grants and the associated grant assurances. The airport has an airport advisory committee that includes representatives from both cities and tenant representatives. The airport is identified in the National Plan of Integrated Airports System (NPIAS) with a service level of Reliever and role as Regional.

The airport has two runways. Runway 04-22 is 5,001' by 100' and is the primary runway. The runway has a full instrument landing system precision instrument approach to Runway 04 and a Global Positioning System (GPS) RNAV non-instrument approach to Runways 04 and 22. Runway 17-35, which is 2,750' by 75', is the crosswind runway. This runway has visual approaches to either runway end.

Airport Sponsor's Compliance History with Federal Obligations:

Historical records show a number of lease related issues over time, however, many of those issues were resolved. The FAA worked with the City to ensure that a portion of the business park supports the airport through land lease agreements. That is one of the leases that was reviewed under this land use inspection.

The airport recently released several acres of land to Tambrands for their expansion of their manufacturing facility. It was land that was not needed for aviation purposes and far from the airport proper. The airport has also provided releases for utility easements on and along the edge of the airport for drainage right of ways for the State of Maine. Those are in process and will be completed with FAA.

Action:

Airport to coordinate finalization of release requests for 911 Antenna and State drainage easements.

Inspection Findings:

A. Airport Land Use Analysis & ALP Review

The current Airport Layout Plan (ALP) was dated 2006. The master plan and ALP will be updated in FY 23 based on the current Capital Improvement Program data. The master plan will focus on

LAND USE INSPECTION REPORT
Auburn Lewiston Airport (LEW), Auburn Maine – July 25-26, 2022
Federal Aviation Administration, New England Region, Airports Division

future development of airside and landside facilities to enhance revenue generation for the airport through additional hangar development and use of non-aeronautical areas of the airport.

The Exhibit A is in good order. The Exhibit A was recently updated with the release of the Tambrands land and will be updated once the releases for the utility and drainage easements are complete. The Exhibit A conforms to all of the current requirements of the Exhibit A 3.0 Standard Operating Procedure guidelines.

The ALP and the Exhibit A meet the following Grant Assurances:

4. Good Title

a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.

b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

29. Airport Layout Plan

a. It will keep up to date at all times an airport layout plan of the airport showing

1) boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;

2) the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities;

3) the location of all existing and proposed nonaviation areas and of all existing improvements thereon; and

4) all proposed and existing access points used to taxi aircraft across the airport's property boundary. Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan as

LAND USE INSPECTION REPORT
Auburn Lewiston Airport (LEW), Auburn Maine – July 25-26, 2022
Federal Aviation Administration, New England Region, Airports Division

approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.

b. If a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary (1) eliminate such adverse effect in a manner approved by the Secretary; or (2) bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

Action:

No Action is required.

B. Airside and Landside Inspection Findings

There were no discrepancies found as part of the airside and landside inspection. A summary is provided below:

1. Site Inspection

The airside facilities are in good shape and well maintained. The airport has kept up with maintaining their pavements. The main runway was rehabbed in 2019 while the crosswind runway was rehabilitated. Taxiway A was reconstructed in 2021. In 2022, the airport reconstructed the east apron and extended a taxilane to the existing T-hangars. There was a camper parked on the east apron area and it was noted the owner was notified to remove the camper. There were no other non-aeronautical vehicles or equipment on the airfield.

It was requested to inspect the existing hangars on airport to ensure that there was no non-aviation uses in the hangars. As the airport manager is new, he had not yet done any hangar inspections. Access was obtained for the large box hangar adjacent to the terminal building, the airport owned hangars and the three box hangars on the west side.

Access to the two sets of T-hangars on the west side was limited to only a few. The airport at one time had key access to all T-hangar units on the east side, however, the

LAND USE INSPECTION REPORT

Auburn Lewiston Airport (LEW), Auburn Maine – July 25-26, 2022

Federal Aviation Administration, New England Region, Airports Division

previous manager gave all key back to the T-hangar owners. The same is true for the T-hangars on the west side as well.

Given that hangar inspections could not be done, the airport will set up an inspection with FAA to conduct a thorough hangar inspection of all hangars with the FAA present to ensure that the hangar owners are meeting their lease agreements and storing aviation uses. As noted to the airport manager, the revised FAA hangar storage requirements allow some non-aviation uses if they do not hinder access of the aircraft stored in the unit. The airport has the ultimate responsibility of determining the policy and its application at the airport and also meeting the policy requirements. The revised hangar policy can be found at:

https://www.faa.gov/airports/airport_compliance/hangar_use

The airside and landside area were found to not have any unauthorized uses or development. Perimeter fencing is in place with card access at all gates.

Action:

The airport is required to complete an inspection of all hangars with FAA present and provide a report of inspection findings with actions to the FAA upon inspection completion.

2. Management Structure

The airport is jointly owned and operated by the City of Auburn and the City of Lewiston. The cities have an interlocal agreement on the operation and management of the facility. The airport has a manager, administrative staff and operations and maintenance staff. The airport maintains much the financial administration with support from the City's financial office. The airport operations staff have a maintenance building in which they store and maintain the existing snow removal equipment (SRE) and other maintenance vehicles and equipment (i.e. tractors, mowing equipment, etc.).

The airport also serves as the Fixed Base Operator (FBO) and provides parking, hangar storage and fuel to the public. The airport has implemented their proprietary rights as explained in FAA Order 5190.6B Airport Compliance Manual, Chapter 8, Section 8.9.

Action:

No action is required.

LAND USE INSPECTION REPORT

Auburn Lewiston Airport (LEW), Auburn Maine – July 25-26, 2022

Federal Aviation Administration, New England Region, Airports Division

3. Leases

All of the leases were provided for review. The FAA does not approve leases, but when requested, will review leases for a variety of clauses. The clauses that are reviewed are outlined in FAA Order 5190.6B. Chapter 12, Section 12.3.

As part of the land use inspection, leases are reviewed to determine if they meet the recommendations of FAA Order 5190.6B. The following leases were reviewed:

Lease	Premises	Term	CPI Adjustments	Reversion	Subordination	Assignment
1. Air Center	Stated FBO Hangar space	Month to Month	No	No, hangar owned by airport	No	Yes, notification in writing
2. Elite Airways	Stated Hangar 5 maintenance only	20 Years – 10 yr initial, 10 yr extension	Yes – if second term executed	No, hangar owned by airport	No	Yes, notification in writing
3. Auburn Hangar Condo Assoc.	T-Hangars, aviation use only	40 years – 20 yr initial, 20 yr ext.	Yes – CPI in initial and extension	Yes, tenant can remove, if any improvement left, reverts to airport if not removed	No	Yes, notification in writing
4. Bel Air Condo Assoc.	T-Hangars, aviation use only	50 year lease, 25 yr initial, 25 yr extension	Yes, CPI in initial and extension	No	No, Section 5 references federal, state and local laws.	Yes, notification in writing
5. Geneva Aviation	Lease Terminated	Lease Terminated	Lease Terminated	Lease Terminated	Lease Terminated	Lease Terminated
6. Life Flight	Hangar Storage	25 Year – adjusted with amendment	CPI Adjustment every term	Yes	No	Yes, notification in writing
7. TIM Corp	Aircraft hangars and related used permitted	60 year lease	CPI Adjustment every five years	Yes, if not taken out after 90 days	No	No
8. Air New England	Office space, hangar space and tie down	3 year lease, 1 year and 2 year option. Can be extended	No CPI	No	No	Yes notification in writing

LAND USE INSPECTION REPORT

Auburn Lewiston Airport (LEW), Auburn Maine – July 25-26, 2022

Federal Aviation Administration, New England Region, Airports Division

9. Inter modal Facility	Intermodal Facility	100 year lease, 20 yr and 8 10 yr options	Yes CPI every 5 years	Yes	No	Yes per agreement
10. Power and Construct ion Group	Open area for storage	3 year lease, extend 7 Years with a 10 year renewal	Yes, CPI every 5 years	Yes, land goes back to airport	No	Yes, notification in writing
11. US Foods	Parking for trucks and trailer	Month to Month	Varying payment based on number of vehicles	Yes, land goes back to airport	No	Yes, notification in writing
12. Auburn Hangar Company	Hangar	40 year, 20 yr initial, 20 yr extension	Yes, CPI every 5 years	Yes	No	Yes, notification in writing
13. Skyward Aviation		License Fee				

Generally, the various leases presented above were developed at different times and as such, they vary in their overall consistency such as insurance requirements, cure periods, etc. It is recommended that a lease template be developed for airport leases that contains all City lease requirements. This ensures that all leases meet the general needs of the airport and the City. This template should be reviewed with the FAA to ensure that it does not impact Grant Assurance obligations.

In reviewing the leases, there are a number of grant assurances that are considered in the review. They include Grant Assurance 5 - Rights and Powers, Grant Assurance 22 - Economic Nondiscrimination, Grant Assurance 23 - Exclusive Rights, Grant Assurance 24 - Fee and Rental Structure, and Grant Assurance 25 - Airport Revenues.

As presented in the above table, there are 12 leases (one recently terminated) and one license agreement. In the review, the FAA looks a several aspects of the leases as presented in FAA Order 5190.6B, Chapter 12, Section 12.3 and include the purpose of the lease, the term, the rates, reversion at lease end, subordination, fee adjustments and assignment.

For the most part, the leases include most elements noted in Section 12.3 as noted in the table. However, it is clear that none of the leases have a subordination clause. The subordination clause falls under Grant Assurance 5 -Rights and Powers:

LAND USE INSPECTION REPORT

Auburn Lewiston Airport (LEW), Auburn Maine – July 25-26, 2022

Federal Aviation Administration, New England Region, Airports Division

5. Preserving Rights and Powers.

a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this Grant Agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere Airport Sponsor Assurances 5/2022 Page 6 of 19 with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.

b. Subject to the FAA Act of 2018, Public Law 115-254, Section 163, it will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in this Grant Agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of this Grant Agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this Grant Agreement.

c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.

d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.

e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.

LAND USE INSPECTION REPORT

Auburn Lewiston Airport (LEW), Auburn Maine – July 25-26, 2022

Federal Aviation Administration, New England Region, Airports Division

f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to ensure that the airport will be operated and maintained in accordance with Title 49, United States Code, the regulations and the terms, conditions and assurances in this Grant Agreement and shall ensure that such arrangement also requires compliance therewith.

g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport. Sponsors of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of Sec. 136 of Public Law 112-95 and the sponsor assurances.

As discussed in FAA Order 5190.6B, Chapter 6, Section 6.6, a sponsor may place ...”a “subordination clause” in all of its tenant leases and agreements that subordinates the terms of the lease or agreement to the federal grant assurances and surplus property obligations. A subordination clause may assist the sponsor in amending a tenant lease or agreement that otherwise deprives the sponsor of its rights and powers. A typical subordination clause will state that if there is a conflict between the terms of a lease and the federal grant assurances, the grant assurances will take precedence and govern.”

Consideration of including a subordination clause into a lease template would strengthen the lease.

There are two leases in particular that have elements that do not meet the guidance of Section 12.3, the Timcor lease and the Bel Air Lease. The FAA’s review of the leases is provided below.

Timcor Lease

The Timcor lease is one of the oldest leases currently active. The lease is not well written, there are a number of omissions of information, making it hard to determine the annual rent, rights of Timcor and the Airport, and several clauses that do not meet FAA guidelines for leases (Chapter 12, Section 12.3). The issues are addressed below.

Preamble

In the preamble, there is no date upon which the lease was executed. The date of signature at the end of the lease is dated October 6, 1987, and is assumed to be the commencement of the lease.

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Section 1 – Lease Premises

Under this section, the lease premises are defined. However, the reference to the Exhibit A that is attached does not provide a description or graphic of the lease area around two T-hangar. What is leased is not clear, there are no area calculations of building size and square footage and no square footage of the overall lease area.

Section 2 – Term of Lease

The term of the lease is a twenty-year lease with two twenty-year extensions, totaling a 60 year lease. As stated in Chapter 12 – Leases, Section 12.3, b., (3):

(3). Term. Does the term exceed a period of years that is reasonably necessary to amortize a tenant's investment? Does the lease provide for multiple options to the term with no increased compensation to the sponsor? Most tenant ground leases of 30 to 35 years are sufficient to retire a tenant's initial financing and provide a reasonable return for the tenant's development of major facilities. Leases that exceed 50 years may be considered a disposal of the property in that the term of the lease will likely exceed the useful life of the structures erected on the property. FAA offices should not consent to proposed lease terms that exceed 50 years.

The second twenty-year extension is slated for 2027 based on the signature date of the lease. The airport will have to determine what rights the airport has and does not have in this lease regarding the term.

Section 3 – Rent

The initial rate of \$.04 per square foot of building floor area is identified as the initial rent. As noted in Section 1, the Exhibit A does not state the leased premises. However, in this section, the rent is based on building floor area and assumed the footprint of each T-hangar. The rent is adjusted every five years by the Consumer Price Index (CPI) for the Boston region. The current CPI for the Boston region is 1.1%. There is no information to determine how the rental rate was derived. Given that, the current annual lease generates \$1,195.80 per year as of 2022.

Section 4 – Use of Premises

The lease states that the premises is to be used for airplane hangars and related uses. It is known that Skyward Aviation operates a maintenance operation out of several T-hangar units under a commercial activity fee. This operation, however, should fall under the minimum standards and the operation should meet all requirements of the minimum standards and a lease with the airport.

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Further, this section references that sublease is subject to provisions here set forth, but there is no section regarding subleases.

Section 7 – Improvements

This section addresses improvements to Timcor's facilities. All improvements are at the cost to Timcor and the improvements are part of the buildings. This section notes that at the termination of the lease, all buildings are either removed or if not removed within 90 days, the facilities revert to the airport.

The last paragraph notes that site grading, fill, and extension of utilities will be the responsibility of the airport. This would not normally be done as such expenses subsidize the tenant's development using airport revenues.

Section 15 – Option to Expand

This section describes the option to expand in an area designated on the Exhibit A and would be a lease of additional land. Based on review of the current Airport Layout Plan, this area is not show as future development, rather development continues to the west of the existing buildings. Providing additional land for the development of facilities can be provided by the airport, however, any and all development requirements would be on Timcor. If the airport were to provide any or all development of land and utilities, the airport would be in violation of Grant Assurance 22 - Economic Non-Discrimination by providing services to Timcor that would not be given to other similarly situated operators and against the Airport Revenue Policy in which airport revenue being used for other than the operation and maintenance of the airport.

Overall, this lease has a number of elements that do not meet several Grant Assurances and various policy documents and takes away some rights of the airport under Grant Assurance 5 - Rights and Powers. This lease should be evaluated by the airport.

Bel Air T-Hangar Association

The airport has effectively provided the Bel Air Condominium with a 70-year lease of the property upon which the T-hangar occupies. The initial lease was dated October 6, 1999 and provided a 20 year lease with a 20 year extension. However, the Bel Air Condominium and the airport terminated this lease at the expiration of the initial 20-year term and created a new lease, executed October 1, 2019, with an initial 25-year term and a 25-year extension term. It is unclear as to why this was done.

As a note, the Auburn Hangar Condominium Association (formerly Jetport Hangar Association) has a similarly situated T-hangar facility. Both T-hangar leases were executed around the same time, with Bel Air Condominium commencing in October

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1999 and Auburn Hangar Condominium lease commencing June 2001. Both Leases were very similar in content, lease rates and term (20 year initial with 20-year extension). Both also had Declaration of Condominium documents that were also similar in content. Auburn Hangar Condominium exercised their 20-year extension on August 2021, about 2 years after Bel Air terminated their lease for a new 50 year lease.

The new lease does not terminate the Declaration of Condominium and as such, all requirements identified in the Declaration apply to the new lease.

The new Bel Air lease has a number of sections that are in question if they violate Grant Assurance 5 - Rights and Powers. A review of the lease is provided below.

Article I – Term of Lease

The term is a 25-year initial term with a 25-year extension, which is within the FAA's 50-year lease policy. However, this is based on the termination of the previous lease. The T-hangar existing twenty years prior to termination of the old lease.

Article II – Rental Fees

The fee for the initial term is \$0.48/sf annually, with a five-year Consumer Price Index adjustment throughout the term of lease. This rental fee structure is the same as Auburn Hangar Condominium.

Article IV – Obligations of the Tenant

Section 14 - Environmental Indemnity does not recognize the previous 20-year lease in which the Bel Air Condominium existed on the property. The same clause noted below recognizes that the airport is liable for any environmental issues prior to 1999. Why is Bel Air not responsible for their occupancy between 1999 and 2019?

Article V – Obligations of the Airport

Section 3 Paving and Maintaining Apron requires clarification. The airport may plow the public taxilanes to the T-hangar, however, they cannot provide services that would be otherwise the responsibility of the Condominium. Additionally, the airport cannot provide paved apron or taxilanes that support only the Condominium.

Section 4 Environmental Indemnity requires the airport to be liable for any hazardous materials prior to October 1999, however, as noted in Article IV above, the Condominium is not liable for their previous 20-year occupancy of the same area.

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Article IX - Assignment and Subletting

This section allows for a Guest Lease for each hangar owner. This is not to exceed 180-day lease that requires the Guest to follow all lease requirements. This guest lease covers the cost of the monthly hangar lease for the hangar owner when they are not using their hangar. Although the Guest may have to follow the lease requirements, if the Guest commits an egregious act that violates the Grant Assurances, there are no provisions in this section that are binding on the Guest. This could jeopardize the airport's direct rights in resolving any issues or infractions on the hangar owner and thus, violate Grant Assurance 5 - Rights and Powers. The airport also does not gain any financial remuneration for having a non-tenant on the airport.

Article X - Administrative Matters

This section should be reviewed against the Declaration of Condominium to ensure compliance.

Article XI – Leasehold Mortgages and Attornment

This section should be reviewed against the Declaration of Condominium to ensure compliance.

Article XII – Leasehold Mortgagee's Rights

This Article should be reviewed to ensure that no rights of the airport have been given up in terms of actions the airport would take in the normal course of enforcing the lease.

Skyward Aviation

Skyward Aviation operates a maintenance operation out of several Timcor T-hangar units under a commercial activity fee. The maintenance operations offer aircraft maintenance to based at the airport as well as aircraft from other airports. Aircraft maintenance is identified in the Minimum Standards. As Skyward offers aircraft maintenance, a commercial activity under the Minimum Standards, they should have a lease with the airport, not a commercial activity fee.

Action:

The airport is to review these two leases and Skyward Aviation's activity fee status and provide remedies to ensure these leases and activities are in compliance with Grant Assurance 5 - Rights and Powers, the Airport Revenue Policy, and other noted concerns. The airport is also strongly encouraged to review all leases and provide the FAA with any further findings or remedies.

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4. Minimum Standards

The airport has both Minimum Standards as well as Rules and Regulations. Both documents were reviewed.

Minimum Standards

Although minimum standards are optional, the FAA highly recommends their use and implementation as a means to minimize the potential for violations of Federal obligations at federally obligated airports. The Minimum Standards for Commercial Operations outlines the requirements for aeronautical services provided on the airport. It outlines the facilities required to offer the services, licenses, staffing, and insurance requirements among others.

Our review found that they generally meet the requirements in Advisory Circular AC 150/5190-7 Minimum Standards for Commercial Aeronautical Activities. The only item that was found to be confusing is under Part 1 Definitions for Aeronautical Activity. The list of items under Aeronautical Activity do not fully match up with the various categories under the Appendix categories.

Rule and Regulations

Advisory Circular 5190.6B Airport Compliance Handbook provides guidance on the development of Rules and Regulations in Chapter 11, Section 11.6. Reasonable Rules and Regulations. Rules and Regulations are developed to ensure safe operations, preservation of facilities, and the protection of the public interest.

The review of the Rules and Regulations did not find any issues. They provide specific requirements for public and tenant usage, aircraft operations and fueling.

It is unclear if the both the Minimum Standards and the Rules and Regulations have been finalized and approved by the Airport Board.

Action:

Review Minimum Standards and Rules and regulations with FAA. Provide information as to the status of the documents and their approval by the Board.

C. Financial Review

The financial records were reviewed for the past three years. The revenue/expense reports were detailed, and records well maintained. The airport provided balance sheet information from 2017 to 2022. A review of the data did not find any discrepancies.

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The airport meets the following Grant Assurance in regard to maintaining a separate account and detailed documentation of revenues and expenses specific to the airport:

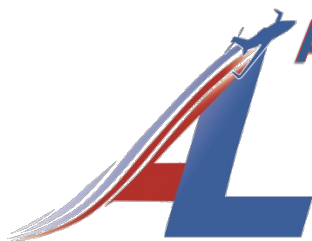
25. Airport Revenues

- a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport, and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:*
 - 1) If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.*
 - 2) If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a 20-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.*
 - 3) Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at Section 47102 of title 49 United States Code), if the FAA determines the airport sponsor meets the requirements set forth in Sec. 813 of Public Law 112-95.*
- b. As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.*
- c. Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of Section 47107 of Title 49, United States Code.*

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Conclusion:

The summary of the Land Use Inspection is that the airport and the Sponsor meet grant obligations. The airport is well maintained and professionally staffed and managed. There were several items noted in this land use inspections that require further follow-up with the FAA. As such, the Sponsor is requested to provide a Corrective Action Plan that details actions and schedules to address FAA's findings. The Sponsor is asked to provide the Corrective Action Plan within 30 days of the transmittal letter date.



Auburn Lewiston Municipal Airport

80 Airport Drive, Auburn, ME 04210
(207) 786 0631 FAX: (207) 782 3024
www.flytomaine.com

Jorge E. Pantelli
Compliance and Land Use Specialist
Federal Aviation Administration
New England Region
1200 District Avenue
Burlington, MA 01803

May 21, 2023

Dear Mr. Pantelli,

The Auburn Lewiston Municipal Airport ("airport"), the non-profit corporation established by the cities of Auburn and Lewiston ("sponsors") to operate and maintain the airport, is in receipt of your Land Use Inspection Report dated April 21, 2023. The report, drafted following your July 25-26, 2022 site visit, outlines findings as well as a series of actions for airport response.

For summary, the following actions are on our list for review and corrective action planning:

- Airport to coordinate finalization of release requests for 911 Antenna and State drainage easements.
- The airport is required to complete an inspection of all hangars with FAA present and provide a report of inspection findings with actions to the FAA upon inspection completion.
- The airport is to review these two leases (*TIM Corp and Bel Air Condo Association*) and Skyward Aviation's activity fee status and provide remedies to ensure these leases and activities are in compliance with Grant Assurance 5 - Rights and Powers, the Airport Revenue Policy, and other noted concerns. The airport is also strongly encouraged to review all leases and provide the FAA with any further findings or remedies.
- Review Minimum Standards and Rules and regulations with FAA. Provide information as to the status of the documents and their approval by the Board.

As the airport has proactively communicated to you and others at FAA and MaineDOT, the management turnover and current financial challenges have been the primary focus since March 2023. Resolving our 2024 CIP for FAA/MaineDOT, balancing our fiscal year 2023 budget, and developing a balanced fiscal year 2024 budget for adoption have been the core of that effort.

In light of that, and our desire to communicate the action areas directly to our sponsors for their awareness and engagement, we respectfully request an additional 30 days for the drafting of the corrective action plan (June 20, 2023).

Sincerely,

Jonathan P. LaBonte
Board Chair



U.S. Department
of Transportation
**Federal Aviation
Administration**

New England Region

1200 District Avenue
Burlington, MA 01803

May 23, 2022

Jonathan P. LaBonté, Board Chair
Auburn-Lewiston Airport
80 Airport Drive
Auburn, ME 04210

(Via Email)

Dear Mr. LaBonté:

The Federal Aviation Administration (FAA) is in receipt of your letter dated May 21, 2023, requesting a 30-day extension to respond to the Land Use Inspection Corrective Action Plan (CAP). Based on your ongoing challenges outlined in your letter, the FAA will allow an additional 30-day extension for the CAP. We will, however, only allow this one extension.

Should you have any questions, you may contact me at (202) 267-6515.

Sincerely,

Jorge E. Panteli
Airport Compliance Specialist

CC: Gail Lattrell - FAA
Julie Seltsam-Wilps - FAA
Ralph Nicosia-Rusin - FAA
Jason Homiack - FAA
Tim LeSiege - MEDOT Aviation
Alan Lambert - MEDOT Aviation