



**Auburn Lewiston Municipal Airport
Board of Directors - Meeting Agenda
September 13, 2023 5:30 P.M. (UPDATED 9/12/23)
Administrative Conference Room 80 Airport Drive, Auburn, Maine**

Introduction of new Operations Supervisor – Ryan Pratt

- I. Consent Items – All items with an asterisk (*) are considered routine and will be enacted by one motion.**
- II. Minutes**
 - 1. August 16, 2023 and August 29, 2023 Board Meetings**
- III. Financial Report – Treasurer**
 - 1. FY 2024 thru August (Revenue and Expense, Balance Sheet)
 - 2. FBO Fuel Sales Update
- IV. Communications –**
 - 1. AvGas Self-Serve RFP Bid, Engineer's Estimate, and Rejection Letter
- 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. Authorization for the Board Chair to negotiation an airport engineering services agreement with McFarland Johnson
 - 2. Authorization for the Board Chair to list and complete the sale of the following items; Yellow Ford Tug, Large White Tug, Old vending machine (in cold storage hangar), One Operations Truck, Select Yard equipment (chainsaws/weed whackers/etc), Select office furniture/desks/empty file cabinets from terminal/hangars
- VIII. Reports**
 - 1. Board Chair Report
 - 2. Board of Directors Reports
- IX. Executive Sessions**
 - 1. Discussion of Personnel Matters (Pursuant to 1 MRSA 405(6)a) – *No action to follow*

2. Discussion of Contemplated Litigation (Pursuant to 1 MRSA 405(6)e) – *No action to follow*
3. Discussion of real estate negotiation (Pursuant to 1 MRSA 405(6)c) - *No action to follow*
4. Discussion of real estate negotiation (Pursuant to 1 MRSA 405(6)c) - *No action to follow*

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

August 16, 2023 5:30 P.M.

Administrative Conference Room 80 Airport Drive, Auburn, Maine

Meeting Minutes:

Called to order at 5:32pm (Attending: J LaBonte, R McCarthy, L Allen, T Roy, R Whiting, M Blais, M Garside. K Nadeau Resigned the Airport Board on August 15, 2023

I. Consent Items – All items with an asterisk (*) are considered routine and will be enacted by one motion. Welcome new board member Matt Garside.

II. Minutes

1. June 14, 2023 Board Meeting

Motion to approve June 12, 2023, Board Meeting Minutes by R McCarthy, seconded by R. Whiting,
Vote 5-0-1 Motion Carried. (M. Garside Abstained)

M Blais joined the meeting 5:34pm

III. Financial Report – Treasurer

- 1. FY 2023 Revenue and Expense**
- 2. FY 2024 July (Revenue and Expense, Balance Sheet)**
- 3. FBO Fuel Sales Update**

Motion to accept the Treasurer's report and place it on file by R McCarthy, seconded by M Blais.
Vote 7-0 Motion Carried.

IV. Communications

- 1. Letter from Lewiston Auburn Economic Growth Council – Matt Garside Appointment**
- 2. Lewiston City Council Actions of July 18, 2023 (Hangar Loan and Property Sales)**
- 3. Auburn City Council Actions of August 7, 2023 (Hangar Loan and Property Sales)**
M Blais and M Garside agreed to walk the airport campus to assess any and all surplus equipment and to make recommendations for items to liquidate.
- 4. FAA Corrective Action Plan Response Letter**
- 5. Self-Serve Fuel RFP (Plans, Specifications, Addendum)**
- 6. Engineering Services RFQ**
R McCarthy and R Whiting volunteered to score the submittal RFQ's.

V. Public Comment: None.

VI. Old Business: None.

VII. New Business

1. Authorizing the Board Chair to execute a lease amendment with The Cheesy Skillet
Motion by M Blais, seconded by R McCarthy, **Vote** 7-0 Motion Carried

VIII. Reports

1. Board Chair Report
 - a. Update on Hangar #5
 - b. Discussion on aviation fuels contract
 - c. Discussion on planning for private hangar development
2. Board of Directors Reports

Motion to enter Executive Session 1 by R Whiting, seconded by R McCarthy, **Vote** 7-0 Motion Carried at 6:52pm

IX. Executive Sessions

1. Discussion of Personnel Matters (Pursuant to 1 MRSA 405(6)a) – *No action to follow*
6:52pm – 7:12pm

Motion to enter Executive Session 2 by M Blais, seconded by R McCarthy, **Vote** 7-0 motion carried 7:12pm

2. Discussion of real estate negotiation (Pursuant to 1 MRSA 405(6)c) - *No action to follow*
7:12pm – 7:20pm

Motion to enter into Executive Session 3 by R Whiting, seconded by T Roy, **Vote** 7-0, motion carried 7:20pm

3. Discussion on contemplated litigation (Pursuant to 1 MRSA 405(6)e) – *No action to follow*
7:20pm – 7:29pm

X. Adjournment- Motion to adjourn by R McCarthy, seconded by M Blais, **Vote** 7-0 all in favor, motion carried, meeting adjourned at **7:30pm**

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- D. Labor contracts
- E. Contemplated litigation



**Auburn Lewiston Municipal Airport
Board of Directors – Special Meeting
Meeting Minutes**

August 29, 2023 7:30 A.M.

Administrative Conference Room 80 Airport Drive, Auburn, Maine

Attendance: J. LaBonte, B. McCarthy, T. Roy, M. Blais, M. Garside, L. Allen

Meeting called to order 7:33 AM

I. New Business

1. Authorizing the Board Chair to execute the FAA Grant Agreement on behalf of the Airport and ratify his signature on **Grant Agreement No. 3-23-0002-035-2023**.
On a **motion** by B. McCarthy and a second by T. Roy the board **voted** in favor by a vote of 6-0

On a **motion** by T. Roy and a second by B. McCarthy the board **voted** in favor of moving into Executive Session 6-0

7:36 AM Begin Executive Session

2. Executive Session for discussion of real estate negotiation (Pursuant to 1 MRSA 405(6)c) –
Possible action to follow
3. Executive Session for discussion of real estate negotiation (Pursuant to 1 MRSA 405(6)c) –
Possible action to follow

7:50 AM End Executive Session

On a **motion** by B. McCarthy and a second by T. Roy the board **voted** in favor 6-0 to Authorize the Board Chair to negotiate and execute a Bill of Sale with HFC and any subsequent associated agreement regarding the removal of aircraft from Airport property.

II. Adjournment

On a **motion** by L. Allen and a second by B. McCarthy the board **voted** to adjourn the meeting at 8:08 AM

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D. Labor contracts

E. Contemplated litigation

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

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	-13,500	0	-13,500	.00	.00	-13,500.00	.0%
9000 420040 Fees - Landings	-27,000	0	-27,000	-13,212.99	.00	-13,787.01	48.9%
9000 429005 Christian Hill Mate	-100,000	0	-100,000	-3,466.83	.00	-96,533.17	3.5%
9000 429025 Rental Fees	-207,500	0	-207,500	-54,746.89	.00	-152,753.11	26.4%
TOTAL NO PROJECT	-348,000	0	-348,000	-71,426.71	.00	-276,573.29	20.5%
TOTAL Airport Operations	-348,000	0	-348,000	-71,426.71	.00	-276,573.29	20.5%
9001 Airport Personnel							
9001 611000 Regular salaries	262,035	0	262,035	36,672.70	.00	225,362.30	14.0%
9001 613000 Overtime	4,000	0	4,000	687.51	.00	3,312.49	17.2%
9001 617020 Fringe Benefits	159,620	0	159,620	15,888.34	.00	143,731.66	10.0%
9001 617030 Professional Develo	6,000	0	6,000	.00	.00	6,000.00	.0%
TOTAL NO PROJECT	431,655	0	431,655	53,248.55	.00	378,406.45	12.3%
TOTAL Airport Personnel	431,655	0	431,655	53,248.55	.00	378,406.45	12.3%
9002 Airport Operations							
9002 628000 Contract Services	9,000	0	9,000	.00	.00	9,000.00	.0%
9002 633030 Fuels and Oil for v	20,000	0	20,000	3,459.47	.00	16,540.53	17.3%
9002 633040 Snow and Ice Contro	18,000	0	18,000	.00	.00	18,000.00	.0%
9002 641100 Utilities	125,500	0	125,500	3,955.34	.00	121,544.66	3.2%
TOTAL NO PROJECT	172,500	0	172,500	7,414.81	.00	165,085.19	4.3%
TOTAL Airport Operations	172,500	0	172,500	7,414.81	.00	165,085.19	4.3%
9003 Airport Maintenance							
9003 628000 PS - Gen/Profession	0	0	0	30.00	.00	-30.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
9000 Airport Operations							
9003 628019 Building Maintenan	23,100	0	23,100	2,261.17	.00	20,838.83	9.8%
9003 628020 Vehicle Maintenance	17,831	0	17,831	60.51	.00	17,770.49	.3%
9003 628021 Radio Maintenance	1,700	0	1,700	.00	.00	1,700.00	.0%
9003 628038 Electrical Maintena	7,000	0	7,000	.00	.00	7,000.00	.0%
9003 628039 Airfield Maintenance	30,750	0	30,750	.00	.00	30,750.00	.0%
9003 633041 Computer/Office Mac	20,500	0	20,500	1,330.30	.00	19,169.70	6.5%
9003 633042 Pavement Maintenan	6,000	0	6,000	.00	.00	6,000.00	.0%
TOTAL NO PROJECT	106,881	0	106,881	3,681.98	.00	103,199.02	3.4%
TOTAL Airport Maintenance	106,881	0	106,881	3,681.98	.00	103,199.02	3.4%
9004 Airport Administration							
9004 620000 Advertising and Pr	6,500	0	6,500	345.00	.00	6,155.00	5.3%
9004 628000 Professional Servic	35,800	0	35,800	219.21	.00	35,580.79	.6%
9004 628016 Legal Services	45,000	0	45,000	2,246.00	.00	42,754.00	5.0%
9004 628041 Hangar Lease	12,000	0	12,000	.00	.00	12,000.00	.0%
9004 633000 Office Supplies	4,100	0	4,100	.00	.00	4,100.00	.0%
9004 640000 Telephone and Inter	5,700	0	5,700	410.68	.00	5,289.32	7.2%
9004 645000 Insurance Premiums	40,200	0	40,200	14,236.00	.00	25,964.00	35.4%
TOTAL NO PROJECT	149,300	0	149,300	17,456.89	.00	131,843.11	11.7%
TOTAL Airport Administration	149,300	0	149,300	17,456.89	.00	131,843.11	11.7%
9005 Airport Other Income							
9005 401600 Municipal Subsidy	-410,000	0	-410,000	-256,250.00	.00	-153,750.00	62.5%
9005 420063 Service Fees	-500	0	-500	-7,959.75	.00	7,459.75	1592.0%
9005 422000 Investment Income	-1,000	0	-1,000	-405.01	.00	-594.99	40.5%
9005 429013 Sale of Assets	-75,000	0	-75,000	.00	.00	-75,000.00	.0%
9005 429019 FLIGHT SIMULATOR	-6,500	0	-6,500	.00	.00	-6,500.00	.0%
TOTAL NO PROJECT	-493,000	0	-493,000	-264,614.76	.00	-228,385.24	53.7%
TOTAL Airport Other Income	-493,000	0	-493,000	-264,614.76	.00	-228,385.24	53.7%
9010 Airport-FBO							
9010 420035 Fees - Fuel and Oi	-661,372	0	-661,372	-198,173.30	.00	-463,198.70	30.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED				AVAILABLE	PCT
9000 Airport Operations	APPROP	ADJSTMTS	BUDGET	YTD	ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
9010 420051 Fees - Tie Down/Han	-50,000	0	-50,000	-14,079.00		.00	-35,921.00	28.2%
9010 420059 Fees-Catering	0	0	0	-105.51		.00	105.51	100.0%
9010 420060 After Hour Call Out	-5,625	0	-5,625	-2,500.00		.00	-3,125.00	44.4%
9010 420061 Flight Line Service	-6,620	0	-6,620	-1,101.00		.00	-5,519.00	16.6%
9010 420064 Rental Car	-3,340	0	-3,340	-299.52		.00	-3,040.48	9.0%
9010 420915 Service Lease	-7,200	0	-7,200	.00		.00	-7,200.00	.0%
TOTAL NO PROJECT	-734,157	0	-734,157	-216,258.33		.00	-517,898.67	29.5%
TOTAL Airport-FBO	-734,157	0	-734,157	-216,258.33		.00	-517,898.67	29.5%
9015 Services (FBO) Expenses								
9015 611000 Regular Salaries	150,000	0	150,000	29,787.50		.00	120,212.50	19.9%
9015 613000 Overtime	4,000	0	4,000	31.98		.00	3,968.02	.8%
9015 617020 Fringe Benefits	0	0	0	107.28		.00	-107.28	100.0%
9015 620000 Advertising	1,200	0	1,200	.00		.00	1,200.00	.0%
9015 628000 Professional	0	0	0	-12.62		.00	12.62	100.0%
9015 628021 Plant Equipment	2,065	0	2,065	.00		.00	2,065.00	.0%
9015 628044 Ground Support Equi	16,000	0	16,000	4,142.89		.00	11,857.11	25.9%
9015 628071 Fuel Flowage	12,500	0	12,500	4,615.80		.00	7,884.20	36.9%
9015 633030 Fuels & Oils	525,000	0	525,000	173,974.43	121,409.77		229,615.80	56.3%
9015 641100 Utilities	0	0	0	75.39		.00	-75.39	100.0%
9015 645000 Insurance Premiums	2,500	0	2,500	.00		.00	2,500.00	.0%
TOTAL Services (FBO) Expenses	713,265	0	713,265	212,722.65	121,409.77		379,132.58	46.8%
TOTAL Airport Operations	-1,556	0	-1,556	-257,774.92	121,409.77		134,809.15	8763.8%
TOTAL REVENUES	-1,575,157	0	-1,575,157	-552,299.80		.00	-1,022,857.20	
TOTAL EXPENSES	1,573,601	0	1,573,601	294,524.88	121,409.77		1,157,666.35	

YEAR-TO-DATE BUDGET REPORT

FOR 2024 02							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-1,556	0	-1,556	-257,774.92	121,409.77	134,809.15	8763.8%
** END OF REPORT - Generated by Gina Klemanski **							

BALANCE SHEET FOR 2024 2

FUND: 9000 Airport Operations			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
9000	011010	Airport Checking	523,281.45	630,185.58
9000	011030	Cash-Petty Cash	.00	700.00
9000	011140	Interest Receivable	.00	.01
9000	011530	Accounts Receivable	-207,534.87	108,207.19
9000	011545	Lease Receivable	.00	3,028,598.23
9000	011810	Prepaid Expenses	.00	15,162.01
9000	011811	Prepaid Rent	.00	-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	-218,389.44	-12,878,621.21
TOTAL ASSETS			97,357.14	8,719,412.79
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	024610	Accrued Payroll	.00	-3,758.30
9000	024611	Compensated Absences	.00	-34,747.63
9000	024710	Federal Withholding Taxes	-4,674.76	-4,674.76
9000	024711	State Withholding Taxes	-1,683.00	-1,683.00
9000	024712	FICA Withholding Taxes	-4,211.98	-4,211.98
9000	024713	Medicare Withholding Taxes	-985.10	-985.10
9000	024730	ICMA Deferred Comp-City	-55.00	-275.00
9000	024734	ME State Retirement	-189.73	-947.79
9000	024742	ICMA-Airport	-1,637.79	-2,098.55
9000	024750	Life Insurance-City	8.70	8.70
9000	024758	MMA Health Ins-Airport	549.70	-1,752.26
9000	024765	Dental	119.38	31.79
9000	024772	Flex Spending-Airport	.00	10.00
9000	024773	Vision	11.13	-.06
9000	024829	DUE TO STATE - SALES TAX	-3.88	-167.03
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			-12,752.33	-4,399,047.98
FUND BALANCE				
9000	037000	Ctrl Total - Encumbrances	-85,596.18	183,286.10
9000	037100	FB ASSIGNED CITY	.00	-1,836,398.00
9000	037104	FB UNASSIGNED	.00	-2,226,191.89
9000	037201	CTRL TOTAL-BUD FB DESIGNATED	85,596.18	-183,286.10
9000	047000	Ctrl Total - Revenues	-236,152.41	-552,299.80
9000	057000	CTRL TOTAL-EXPENDITURES	151,547.60	294,524.88

BALANCE SHEET FOR 2024 2

FUND: 9000 Airport Operations		NET CHANGE FOR PERIOD	ACCOUNT BALANCE
FUND BALANCE			
	TOTAL FUND BALANCE	-84,604.81	-4,320,364.81
	TOTAL LIABILITIES + FUND BALANCE	-97,357.14	-8,719,412.79

BALANCE SHEET FOR 2024 2

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	218,389.44	12,788,741.94
	TOTAL ASSETS			218,389.44	13,544,834.87
LIABILITIES					
	9020	024210	Accounts Payable	166,439.67	.00
	TOTAL LIABILITIES			166,439.67	.00
FUND BALANCE					
	9020	037000	Ctrl Total - Encumbrances	-62,927.07	387,697.42
	9020	037104	FB-UNASSIGNED-CTY	.00	-13,151,571.55
	9020	037201	Ctrl Total - Bud FB Designated	62,927.07	-387,697.42
	9020	047000	Ctrl Total - Revenues	-442,803.08	-451,237.29
	9020	057000	Ctrl Total - Expenditures	57,973.97	57,973.97
	TOTAL FUND BALANCE			-384,829.11	-13,544,834.87
	TOTAL LIABILITIES + FUND BALANCE			-218,389.44	-13,544,834.87

BALANCE SHEET FOR 2024 2

FUND: 9030 Airport Land Fund				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	9030	011111	Investments-MM-Airpark	.00	151,048.60
	9030	016000	Due to/from Other Funds	.00	78,879.27
		TOTAL ASSETS		.00	229,927.87
FUND BALANCE					
	9030	037000	Ctrl Total - Encumbrances	.00	7,000.00
	9030	037104	FB-UNASSIGNED-CTY	.00	-229,610.93
	9030	037201	Ctrl Total - Bud FB Designated	.00	-7,000.00
	9030	047000	Ctrl Total - Revenues	.00	-316.94
		TOTAL FUND BALANCE		.00	-229,927.87
		TOTAL LIABILITIES + FUND BALANCE		.00	-229,927.87

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

Auburn Air Center - Fuel Sales Comparison for June, July, August (CY2018 to CY2023)

Quantity (gallons) by Year

Product	Pay Type	CY18	CY19	CY20	CY21	CY22	CY23
Avgas 100LL	Cash	7570.8	7749.9	4662.8	3998.5	3282.3	7439.1
Avgas 100LL	Credit Card	5747.25	5118.8	4438.9	5327.6	5286.35	2285.8
	TOTAL 100LL	13318.05	12868.7	9101.7	9326.1	8568.65	9724.9
Jet A Fuel	Cash	19017	23907	2254	3079	1032	1149
Jet A Fuel	Contract Fuel	21382	21356	17870	29189	28913.62	46193.5
Jet A Fuel	Credit Card	16973.1	13661	3405	12014	8883	7824
	TOTAL Jet A	57372.1	58924	23529	44282	38828.62	55166.5

FBO Personnel Expense		CY18*	CY19*	CY20*	CY21*	CY22*	CY23**
Regular							
Salaries/Contracted							
Services Expense Line		\$ 52,331.14	\$ 63,057.11	\$ 48,674.01	\$ 35,873.16	\$ 48,606.35	\$ 44,985.12

*Accounts for salary costs only and does not add additional costs such as workers compensation, benefits, etc

*Accounts for contracted FBO costs only, and not the cross-trained time of Operations staff responding to line on select days



Auburn Lewiston Municipal Airport

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

September 1, 2023

Mr. Keith Stoddard
Director of Construction
Gaftek, Inc.
160 Perry Road
Bangor, ME 04401

Re: Auburn-Lewiston Airport – RFP – Relocate Fuel Tank and Add Self-Serve Capabilities –
Proposal Rejection Letter

Dear Mr. Stoddard,

I hope this letter finds you well. I am writing to formally reject the proposal submitted by Gaftek, Inc. for the above referenced project, as outlined in the bid documents and specifications issued by Gale Associates, Inc. on July, 31, 2023.

After careful evaluation and consideration of your proposal, we regret to inform you that it has not been selected for further consideration. The primary reason for this decision is that the price offered in your proposal is significantly higher than our budgetary constraints and exceeds the estimated cost range for this project as determined by our internal assessments and market research.

While we acknowledge the quality and expertise demonstrated in your previously completed work, it is essential for us to adhere to the procurement policies and the responsible allocation of public funds. The Procurement policy of the Board of Directors, and the Cities of Auburn and Lewiston mandate that we must select the proposal that offers the best value to the Airport, considering both price and technical aspects.

Please note that this decision is not a reflection of your organization's capabilities or the quality of the services you provide. We appreciate the effort and time invested in preparing and submitting your proposal and we encourage you to continue monitoring our future bid opportunities and consider submitting proposals for projects that align with your expertise and our budgetary requirements. We value the opportunity to engage with qualified Contractors like Gaftek, Inc. and maintain a competitive and transparent bidding process.

Once again, we appreciate your interest in working with the Auburn-Lewiston Airport and thank you for your understanding regarding our decision. Should you have any questions or require

further clarification, please do not hesitate to contact me at 207-786-0631 or j.labonte@auburnmaine.gov.

Thank you for your time and effort.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jonathan P. LaBonte".

Jonathan P. LaBonte
Transportation Systems Director
City of Auburn, Maine
Auburn Lewiston Municipal Airport, Board Chair

cc: Nikolas A. Ippolito, P.E. – Gale Associates, Inc.

Proposal Forms
Relocate Existing Fuel Tank and Add Self-Serve Capabilities

**To: Auburn-Lewiston Airport
Jonathan LaBonte
Chairman – Board of Directors
80 Airport Drive
Auburn, ME 04210**

The undersigned individual/firm/business guarantees this price for Thirty days (30) from the bid due date. The undersigned submits this proposal without collusion with any other person, individual, firm, or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership, or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the Auburn-Lewiston Airport. By signing this bid form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above and as amended.

Acknowledgement of Addendum(s) # 1 & 2

Signature: [Signature] Date: 8/22/23

Title: Director of Construction

Company: Gaftek Inc

Address: 160 Perry Rd, Bangor, ME 04401

Telephone: 207-217-6515 Fax: 207-217-6574

Email: _____

On this 22nd day of August, 2023 personally appeared

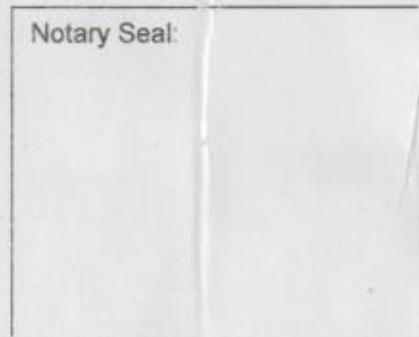
_____. And acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

Notary Public: _____

Name (Print): _____

Commission Expires: _____

Notary Seal:





160 Perry Road
Bangor, ME 04401
Phone (207) 217-6515 - Fax (207) 217-6520

August 23, 2023
Quote #: 23-1159

TRANSMITTED VIA E-MAIL

Auburn Lewiston Airport
80 Airport Rd
Auburn, ME

Subject: AVGAS Tank Relocation

Total Price: \$ 287,662.66

As per your request Gaftek Inc is pleased to provide you with our Lump Sum Proposal to provide the necessary labor, equipment, materials and supervision required to perform the following scope of work:

The Scope of Work of this proposal is as follows:

- Permitting
- Mark Site for DigSafe
- Mobilize to site
- Set up fencing per code
- Set silt sock around drainage grate
- Excavate down 4.5' at tank pad location to grub out existing soils
 - 70' x 20' area
- Backfill to grade with pea-stone (Approximately 3.5')
- Form and pour concrete tank pad
 - 63' -6" x 16' x 12" Thick
 - Reinforced with #4 rebar
 - Reinforced with #6 rebar around saddle locations
 - Broom Finish
- Furnish and install oil/water separator on top of existing drainage grate
- Furnish and install electrical conduit and wiring from main building to tank pad
- Supply up to (2) 1,000 gallon skid tanks for temporary storage of remaining fuel
 - Based on existing tank having less then 2,000 gallons of fuel prior to arrival
- Drain and disconnect the piping as needed to safely relocate the tank
- Provide a crane and truck with lowbed trailer to move the tank and pump skid
- Set the tank and cabinet onto a new pad
- Reconnect the existing piping between the tank and pump skid

- Bennet single product electronic, retail, suction pump with pulse output and slowdown valve
- Install the customer supplied QT POD M4000 credit card terminal including factory authorized startup
- 1" x 75' Certified aviation refueling hose
- Painted hose reel with stainless steel fluid path. A stainless steel reel , including the motor, was requested in the bid specs, which isn't as common as what I've included. There is also no option for stainless steel motor.
- Overwing nozzle.
- Facet filter housing with Fuel Gard element. An additional element is also included.
- Differential pressure gauge
- 75' Static cable with spring rewind reel
- Emergency valve at dispenser
- Install new 2" schedule 40 stainless steel piping to supply self serve pump
- Install 1" stainless steel pipe between the dispenser and the dispensing equipment
- Install stainless steel tubing between the dispenser's air eliminator and the tank's interior.
- 1" Stainless steel ball valve in the dispensing pipe
- 2" Stainless steel N/C solenoid valve for anti-siphon
- 2" Butterfly valve located at the tank top
- Signs and stickers to include product label on the dispenser, No Smoking and Emergency Procedures
- Labor to install and commission the work
- Furnish and install powder coated dispenser pedestal
- Furnish and install new Veeder Root Console in main building

Exclusions

- Any out of scope work
- Disposal of fuel or other waste besides the trash we generate
- Asphalt
- Removal or disposal of any contamination encountered
- Relocation of utilities if in obstruction of new tank pad
- Taxes
- Removal or disposal of any ground water
- Loam/seed
- Winter Conditions

Thank you again for this opportunity to be of service. Please let us know if there is anything else you need.

Sincerely,

Keith Stoddard

Keith Stoddard
Client Provision/Estimating
Gaftek, Inc
207-951-4656

This proposal, when accepted by the Purchaser, will constitute a bona fide contract between us, subject to all terms and conditions to follow. It is expressly agreed that there are no promises, agreements, or understandings, oral or written, not specified in this proposal. Prices quoted are for acceptance within 30 days and, unless otherwise specified, are subject to change without notice after that date. Delivery promises are contingent upon fire, strikes, accidents, or other causes beyond our control. We will endeavor to maintain schedules, but cannot guarantee to do so.

Terms of financing: 50% Deposit upon acceptance and the balance is due upon completion of the project. Invoicing to be progressive with interest calculated at 1.5% interest monthly for invoices over 15 days old. Customer agrees to pay any collection costs incurred to collect past due account balances, including court costs, collection fees, lien costs & attorney's fees. Any credit card payments are subject to a 3% transaction fee. If you agree to the above quote, terms, and conditions, please sign and insert today's date below:

Signature

Date

Schedule of Values (Base Bid)

ITEM NO.	ITEM DESCRIPTION WITH UNIT BID PRICE WRITTEN IN WORDS	LUMP SUM PRICE	
		Dollars	Cents
1	<u>Permitting & Compliance</u> for the unit price per Lump Sum of: <u>Seven Hundred Sixty Eight</u> Dollars And <u>Seventy Five</u> Cents.	\$ 768	75
2	<u>Mobilization</u> for the unit price per Lump Sum of: <u>Nineteen Hundred Ninety Three</u> Dollars And <u>Eleven</u> Cents.	\$ 1,993	11
3	<u>Demolition and Disposal</u> for the unit price per Lump Sum of: <u>Thirteen Thousand Five Hundred Four</u> Dollars And <u>Fifty</u> Cents.	\$ 13,842	11
4	<u>Utility Installation/Relocation</u> for the unit price per Lump Sum of: _____ Dollars And _____ Cents.	—	—
5	<u>Relocate Existing, 20,000 Gallon Tank and Dispensing System (AvGas)</u> for the unit price per Lump Sum of: <u>One Hundred Twenty Three Thousand</u> Dollars And _____ Cents.	\$ 123,061	50
6	<u>Install Owner Supplied Self-Serve Equipment</u> for the unit price per Lump Sum of: _____ Dollars And _____ Cents.	—	—

ITEM NO.	ITEM DESCRIPTION WITH UNIT BID PRICE WRITTEN IN WORDS	LUMP SUM PRICE	
		Dollars	Cents
7	<u>Electrical</u> for the unit price per Lump Sum of: <u>Fifty Four Thousand Sixty Eight</u> Dollars And <u>Seventy Five</u> Cents.	# 54,068	<u>75</u>
8	<u>Site Work</u> for the unit price per Lump Sum of: <u>Fifty Two Thousand One Hundred</u> ^{Nineteen} Dollars And _____ Cents.	# 52,119	<u>20</u>
9	<u>Concrete Work</u> for the unit price per Lump Sum of: <u>Forty One Thousand Eight Hundred</u> ^{Nine} Dollars And <u>Twenty Four</u> Cents.	# 41,809	<u>24</u>

Proposal Summary**Total Base Bid Proposal:**

Two Hundred Eighty Seven Thousand Six Hundred Forty Six Dollars
(words)

and Sixty Six Cents

(\$ 287,662.66)
(numbers)

Amounts are to be shown in both words and figures. In case of Discrepancy, the amount shown in words will govern.

The above prices shall include all labor, materials, overhead, profit, insurance, etc., to cover the finished work as called for.

Bidder understands that the Owner reserves the right to reject any or all Bids and to waive any informalities in the Bidding.

The undersigned further certifies under the penalties of perjury that this Bid is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

The undersigned agrees that if he/she is selected as the Contractor he/she will, within five (5) calendar days, after presentation thereof by the Owner, unless otherwise directed in writing by the Owner: execute a Contract in accordance with the terms of this Proposal; furnish a Performance Bond and Payment Bond as required, each of a Surety company qualified to do business under the laws of the State and satisfactory to the Owner, and each in the sum of 100% of the Contract amount, the premiums of which are to be paid by the Contractor and are included in the Contract amount; furnish insurance certificates as required by the Specifications; and return the documents to the Owner. In addition, the Contractor agrees that they will begin work within fourteen (14) calendar days of receipt of a Notice to Proceed (electronic receipt shall be considered acceptable as "receipt" under this provision). Failure by the Contractor to comply fully with either of these provisions may result in the cancellation of the award for this project.

Bidder proposes to provide all engineering, permitting, labor and materials to complete the work, as specified in the Contract Documents, and as is reasonably expected due to the existing conditions and required construction.

The undersigned hereby certifies that they are able to furnish labor that can work in harmony with all other elements of labor employed, or to be employed on the work, and that he/she will comply fully with all Federal, State and Local laws and regulations applicable to contract awards.

The Bid Security attached in the sum of \$ 121,383.13 is to become the property of the Owner, in the event the Contract and Bond are not executed within the time above set forth, as liquidated damages for the delay and additional expense to the Owner causes thereby.

Company Name: Graftek Inc

Address: 160 Perry Rd, Bangor, ME 04401

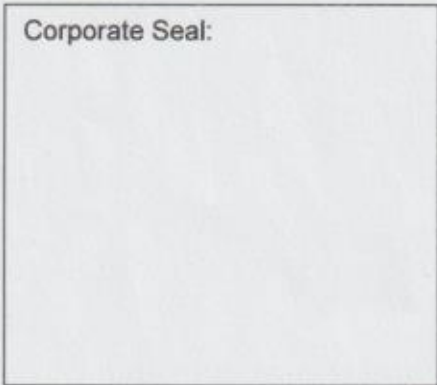
Authorized Signature: 

Printed Name: Keith Stoddard

Title: Director of Construction

Date: 8/22/23

Corporate Seal:





GALE ASSOCIATES, INC
6 Bedford Farms Dr. Ste. 101
Bedford, NH 03110
603-471-1887

JOB FUEL TANK RELOCATION - LEW
SHEET NO. 1 OF _____
CALCULATED BY N. TADOLITO DATE _____
CHECKED BY _____ DATE _____
SCALE _____

ESTIMATED COST TO REMOVE AND RELOCATE FUEL TANK / ADD SELF SERVE.

1) MOBILIZATION

↳ ASSUMED VALUE OF \$5,000.00

2) SITE WORK

↳ CONCRETE TANK PAD:

EXCAVATION = 18' WIDE x 65' LONG x 4' DEEP = 4,680 CUBIC FT.

$$4,680 \text{ CF} \times \frac{1 \text{ CY}}{27 \text{ CF}} = 173 \text{ CY}$$

$$\text{UNIT PRICE} = \$20.00/\text{CY} = \$3,460.00$$

↳ FORMS / CONCRETE WORK - 14" DEPTH

$$16' \text{ WIDE} \times 63' \text{ LONG} \times 1.167' \text{ DEEP} = 1,176.33 \text{ CF}$$

$$1,176.33 \times \frac{1 \text{ CY}}{27 \text{ CF}} = 43.56 \text{ CY} \rightarrow \text{say } 45.$$

$$\text{UNIT PRICE} = \$410/\text{CY} = \$18,450.00$$

↳ BOLLARDS: SAY 24 @ \$750 PER = \$18,000

↳ DRAINAGE MODIFICATIONS: ASSUME \$5,000

↳ STONE BASE: 2.5' DEEP x 16' WIDE x 63' LONG = 2,520 CF

$$2,520 \text{ CF} \times \frac{1 \text{ CY}}{27 \text{ CF}} \approx 100 \text{ CY} @ \$30/\text{CY} = \$3,000$$

CONTINUED ON NEXT PAGE



GALE ASSOCIATES, INC
6 Bedford Farms Dr. Ste. 101
Bedford, NH 03110
603-471-1887

JOB _____
SHEET NO. 2 OF _____
CALCULATED BY _____ DATE _____
CHECKED BY _____ DATE _____
SCALE _____

→ TOPSOILING / SEEDING: ASSUME \$15,000
* TOPSOIL WILL NEED TO BE ACQUIRED OFF SITE.

→ MISC COSTS / INCIDENTALS = ASSUME \$10,000.

SUBTOTAL (SITE WORK) = \$72,910.00

SAY \$75,000

3) ELECTRICAL WORK

→ FOR THIS VALUE, THE ENGINEER USED RECENT WORK OF THE SAME NATURE. THE SUM OF ALL ELECTRICAL ITEMS (CABLING, CONDUITS, CONCRETE, ELEC. DISTRIBUTION AND SHUTOFF) IS APPROX \$61,000.

SAY \$61,000.00

4) TANK RELOCATION

BASED ON DISCUSSIONS WITH CONTRACTORS WHO PERFORM THIS TYPE OF WORK, A "HIP SHOT" ESTIMATE TO DISASSEMBLE, RELOCATE, REASSEMBLE, AND START UP THE SYSTEM IS APPROX \$20,000

SAY \$20,000

TOTAL PROJECT COST, AT THE HIGH END IS APPROX. \$161,000

FINAL BID PRICES MAY BE LOWER BECAUSE ELEC AND CONCRETE WORK COSTS ARE FROM A MA. PROJECT.

CONTINUED ON NEXT PAGE

**GALE ASSOCIATES, INC**

6 Bedford Farms Dr. Ste. 101
Bedford, NH 03110
603-471-1887

JOB _____
SHEET NO. 3 OF _____
CALCULATED BY _____ DATE _____
CHECKED BY _____ DATE _____
SCALE _____

SUMMARY:

TOTAL PROJECT COST IS ESTIMATED TO BE APPROX. \$161,000.

ASSUMING A 15% SAVINGS IN LABOR TO OFFSET MA UNION
LABOR COSTS GIVES A TOTAL OF \$136,850

ESTIMATED RANGE IN PROJECT COST - +/-10%

LOW RANGE = \$123,000
HIGH RANGE = \$150,000



Auburn – Lewiston Municipal Airport Board Meeting Information Sheet

Board Workshop or Meeting Date: September 13, 2023

Author: Jonathan P. LaBonte, Board Chair

Subject: Engineering Services RFQ

Information: The airport issued a request for qualifications to secure an engineering firm to assist with capital improvement plan projects and related efforts (as included in the published August 9, 2023 document). The airport received three submissions, and they were from the following firms; Hoyle Tanner, Gale Associates, McFarland Johnson. A board committee scored all three proposals and McFarland Johnson is recommended for contracting.

Airport Financial Impacts: Estimated costs will relate to the specific projects advanced within the CIP or otherwise authorized by the board.

Recommended Action: Motion to authorize the Board Chair to negotiate and execute a contract for airport engineering services with McFarland Johnson.

Previous Meetings and History: N/A



Auburn – Lewiston Municipal Airport Board Meeting Information Sheet

Board Workshop or Meeting Date: September 13, 2023

Author: Jonathan P. LaBonte, Board Chair

Subject: Equipment Sales

Information: Both city councils have authorized the airport, per our request, to sell personal property that may be valued over \$1,000. This authorization is in place until the end of the calendar year. Board members Marc Blais and Matt Garside have made two site visits to review equipments and tools. While there will likely be subsequent requests for additional sales, after the new operations supervisor is on board and can review inventory, there are specific items we should move now. Those items are:

- Yellow Ford Tug
- Large White Tug
- Old vending machine (in cold storage hangar)
- One Operations Truck
- Select Yard equipment (chainsaws/weed whackers/etc)
- Select office furniture/desks/empty file cabinets from terminal/hangars

As items sell, a report back will be made to the board at the following meeting. At the conclusion of the authorization period from both cities, a memo will be provided with a breakdown for information purposes.

Airport Financial Impacts: This will be one-time revenue into the operating budget, total amount unknown.

Recommended Action: Motion to authorize the Board Chair to list and complete the sales of the listed equipment.

Previous Meetings and History: N/A
