



**Auburn Lewiston Municipal Airport
Board of Directors – Special Meeting Agenda
January 31, 2024 5:30 P.M.
Administrative Conference Room 80 Airport Drive, Auburn, Maine**

Call to Order and Introductions of New Board Members

I. New Business

1. Authorizing the Board Chair to Negotiate and Execute a Joint Development Agreement for Private Hangar Development with Fielding Properties LLC

II. Reports

1. Board Chair Report
 - a. DRAFT FY25 Budget Presentation and Discussion

III. Executive Sessions (N/A)

X. Adjournment (Next Board Meeting, February 14th)

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 Meeting Information Sheet

Board Workshop or Meeting Date: January 31, 2024

Author: Jonathan P. LaBonte, Board Chair

Subject: Joint Development Agreement with Fielding Properties LLC

Information: The Airport, under its Grant Assurances from the FAA, is required to advance initiatives towards achieving financial sustainability. Leasing of airport property for aeronautical activities (development of private aircraft storage, buildings for aviation commercial activities, etc) is a key element of that. At present, the Airport lacks preapproved/pre-permitted sites for private hangar development. Other airports in Maine do have such sites, making them attractive for more efficient movement from interested party to construction.

Fielding Properties LLC is interested in constructing a private box hangar at the airport, and a location of a previously proposed Geneva Aviation Hangar (next to the Cold Storage Hangar) is their preference. Given the economy of scale in engaging engineering firms to complete the site plan approval and state/federal permitting process, it is proposed that the airport board authorize the Board Chair to negotiate and execute an agreement with Fielding Properties to expand their engineering/permitting effort. Rather than permit one hangar and associate apron expansion, we would partner to permit four box hangar sites and associated apron expansion with Fielding Properties LLC eventually holding a lease on one site and the remaining three being available for the airport to promote for further private investment as “shovel ready.”

Further analysis is being done on how to finance the apron expansion in an equitable way for Fielding Properties LLC and future investors.

Airport Financial Impacts: A proposed one-fourth Fielding Properties LLC and three-fourths Airport for the engineering and permitting is the proposal. This is projected to be between \$40,000 and \$50,000 for the Airport share and would be funded through our FY24 operating budget.

For high level planning/discussion purposes, the construction of four box hangars would create ground lease revenue for the Airport and property taxes in Auburn (and to Lewiston through the tax sharing agreement that is in place until 2029). If we assumed that four 6,000 square foot box hangars would be constructed, here is an example of potential revenue (again for high level discussion purposes):

- Airport Ground Leases – Assume 4 sites with 6,000 square foot hangars: \$11,520 annually (~40 years)
- Auburn Property Tax Revenue – \$23,660 annually (tax share is first 30% to Auburn, then 50/50 split)
- Lewiston Property Tax Revenue - \$12,740 annually (tax share ends in 2029)

Again, those numbers are hypothetical to model for the Board both ground lease and property tax impacts. Actual results will depend on both the timing of private development interest and the choice of hangar design/size and final assessed value.

Recommended Action: Approve order authorizing the Board Chair to Negotiate and Execute Agreement

Previous Meetings and History: N/A

Attachments:

Concept site map showing box hangar sites adjacent to Cold Storage Hangar
2009 Proposal Hangar Development from Geneva Aviation (for reference)



Potential Box Hangar Sites



Potential Apron Expansion



Gate #19

Airport Dr

Airport Terminal Building

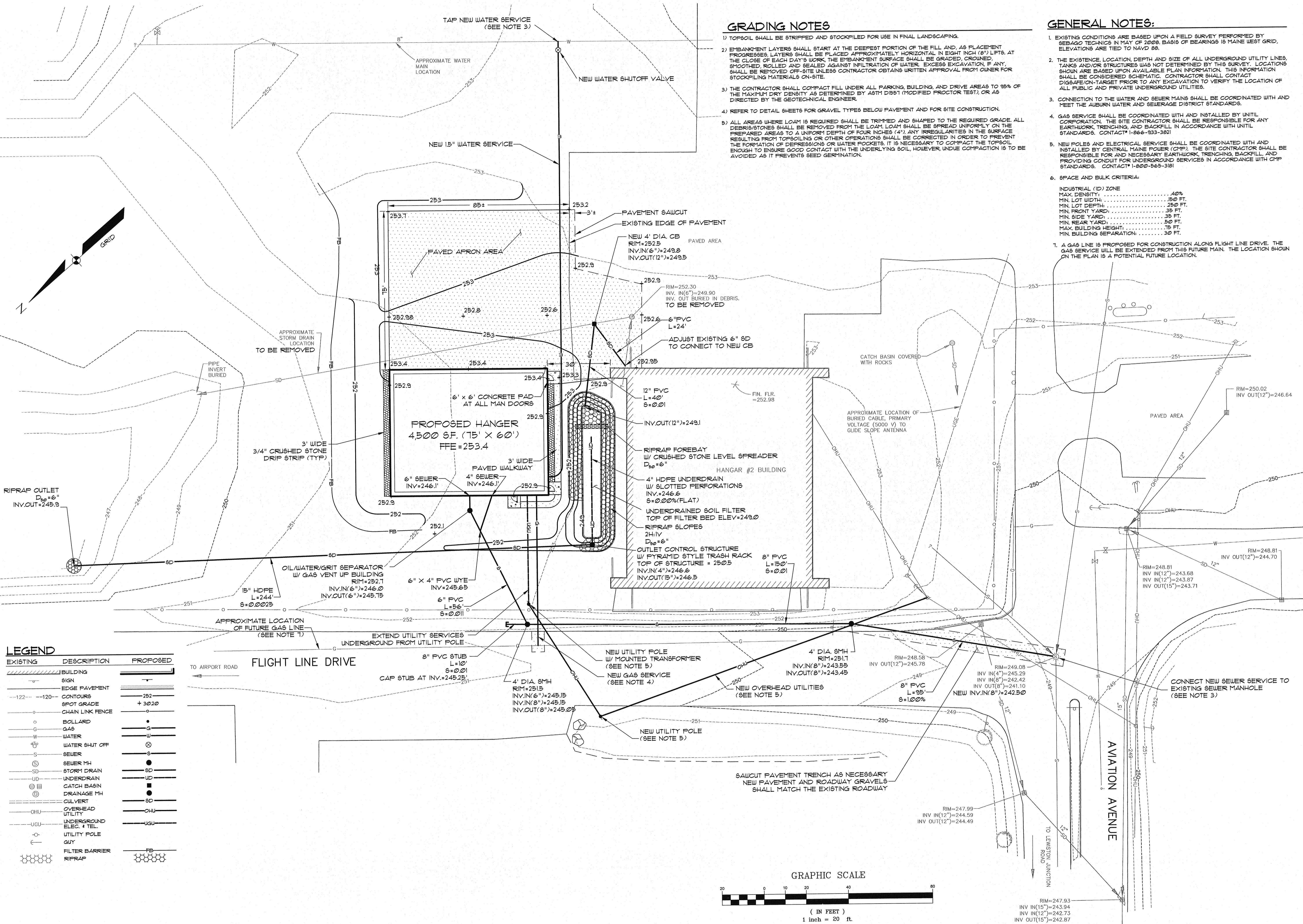
Gate #1

BLDG #2

BLDG #3

Gate #3

Airport Cold Storage Hangar



GRADING NOTES

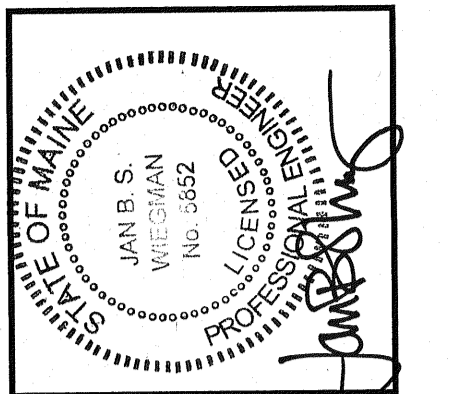
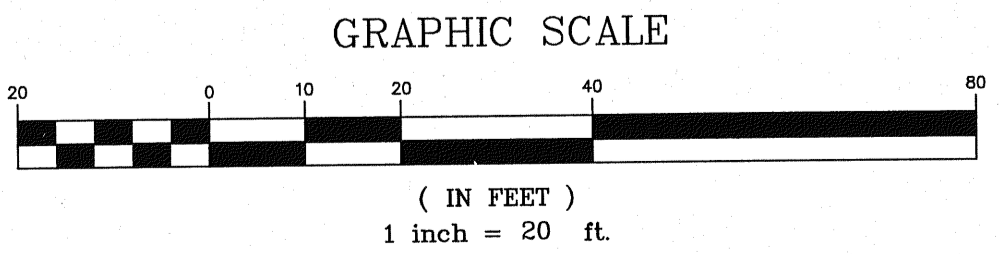
- 1) TOPSOIL SHALL BE STRIPPED AND STOCKPILED FOR USE IN FINAL LANDSCAPING.
- 2) EMBANKMENT LAYERS SHALL START AT THE DEEPEST PORTION OF THE FILL AND, AS PLACEMENT PROGRESSES, LAYERS SHALL BE PLACED APPROXIMATELY HORIZONTAL IN EIGHT INCH (8") LIFTS. AT THE CLOSE OF EACH DAY'S WORK, THE EMBANKMENT SURFACE SHALL BE GRADED, CROWNED, SMOOTHED, ROLLED AND SEALED AGAINST INFILTRATION OF WATER. EXCESS EXCAVATION, IF ANY, SHALL BE REMOVED OFF-SITE UNLESS CONTRACTOR OBTAINS WRITTEN APPROVAL FROM OWNER FOR STOCKPILING MATERIALS ON-SITE.
- 3) THE CONTRACTOR SHALL COMPACT FILL UNDER ALL PARKING, BUILDING, AND DRIVE AREAS TO 95% OF THE MAXIMUM DRY DENSITY AS DETERMINED BY ASTM D1557 (MODIFIED PROCTOR TEST), OR AS DIRECTED BY THE GEOTECHNICAL ENGINEER.
- 4) REFER TO DETAIL SHEETS FOR GRAVEL TYPES BELOW PAVEMENT AND FOR SITE CONSTRUCTION.
- 5) ALL AREAS WHERE LOAM IS REQUIRED SHALL BE TRIMMED AND SHAPED TO THE REQUIRED GRADE. ALL DEBRIS/STONES SHALL BE REMOVED FROM THE LOAM. LOAM SHALL BE SPREAD UNIFORMLY ON THE PREPARED AREAS TO A UNIFORM DEPTH OF FOUR INCHES (4"). ANY IRREGULARITIES IN THE SURFACE RESULTING FROM TOPSOILING OR OTHER OPERATIONS SHALL BE CORRECTED IN ORDER TO PREVENT THE FORMATION OF DEPRESSIONS OR WATER POCKETS. IT IS NECESSARY TO COMPACT THE TOPSOIL ENOUGH TO ENSURE GOOD CONTACT WITH THE UNDERLYING SOIL, HOWEVER, UNDUE COMPACTION IS TO BE AVOIDED AS IT PREVENTS SEED GERMINATION.

GENERAL NOTES:

1. EXISTING CONDITIONS ARE BASED UPON A FIELD SURVEY PERFORMED BY SEBAGO TECHNICS IN MAY OF 2020. BASIS OF BEARINGS IS MAINE WEST GRID. ELEVATIONS ARE TIED TO NAVD 88.
2. THE EXISTENCE, LOCATION, DEPTH AND SIZE OF ALL UNDERGROUND UTILITY LINES, TANKS AND/OR STRUCTURES WAS NOT DETERMINED BY THIS SURVEY. LOCATIONS SHOWN ARE BASED UPON AVAILABLE PLAN INFORMATION. THIS INFORMATION SHALL BE CONSIDERED SCHEMATIC. CONTRACTOR SHALL CONTACT DIGSAFE/ON-TARGET PRIOR TO ANY EXCAVATION TO VERIFY THE LOCATION OF ALL PUBLIC AND PRIVATE UNDERGROUND UTILITIES.
3. CONNECTION TO THE WATER AND SEWER MAINS SHALL BE COORDINATED WITH AND MEET THE AUBURN WATER AND SEWERAGE DISTRICT STANDARDS.
4. GAS SERVICE SHALL BE COORDINATED WITH AND INSTALLED BY UTILTY CORPORATION. THE SITE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY EARTHWORK, TRENCHING, AND BACKFILL IN ACCORDANCE WITH UTILTY STANDARDS. CONTACT# 1-866-933-3821
5. NEW POLES AND ELECTRICAL SERVICE SHALL BE COORDINATED WITH AND INSTALLED BY CENTRAL MAINE POWER (CMP). THE SITE CONTRACTOR SHALL BE RESPONSIBLE FOR AND NECESSARY EARTHWORK, TRENCHING, BACKFILL, AND PROVIDING CONDUIT FOR UNDERGROUND SERVICES IN ACCORDANCE WITH CMP STANDARDS. CONTACT# 1-800-565-3181
6. SPACE AND BULK CRITERIA:
 INDUSTRIAL (I) ZONE
 MAX. DENSITY: 40%
 MIN. LOT WIDTH: 150 FT.
 MIN. LOT DEPTH: 250 FT.
 MIN. FRONT YARD: 35 FT.
 MIN. SIDE YARD: 35 FT.
 MIN. REAR YARD: 50 FT.
 MAX. BUILDING HEIGHT: 15 FT.
 MIN. BUILDING SEPARATION: 30 FT.
7. A GAS LINE IS PROPOSED FOR CONSTRUCTION ALONG FLIGHT LINE DRIVE. THE GAS SERVICE WILL BE EXTENDED FROM THIS FUTURE MAIN. THE LOCATION SHOWN ON THE PLAN IS A POTENTIAL FUTURE LOCATION.

LEGEND

EXISTING	DESCRIPTION	PROPOSED
[Symbol]	BUILDING	[Symbol]
[Symbol]	SIGN	[Symbol]
[Symbol]	EDGE PAVEMENT	[Symbol]
[Symbol]	CONTOURS	[Symbol]
[Symbol]	SPOT GRADE	[Symbol]
[Symbol]	CHAIN LINK FENCE	[Symbol]
[Symbol]	BOLLARD	[Symbol]
[Symbol]	GAS	[Symbol]
[Symbol]	WATER	[Symbol]
[Symbol]	WATER SHUT OFF	[Symbol]
[Symbol]	SEWER	[Symbol]
[Symbol]	SEWER MH	[Symbol]
[Symbol]	STORM DRAIN	[Symbol]
[Symbol]	UNDERDRAIN	[Symbol]
[Symbol]	CATCH BASIN	[Symbol]
[Symbol]	DRAINAGE MH	[Symbol]
[Symbol]	CULVERT	[Symbol]
[Symbol]	OVERHEAD UTILITY	[Symbol]
[Symbol]	UNDERGROUND ELEC. & TEL.	[Symbol]
[Symbol]	UTILITY POLE	[Symbol]
[Symbol]	GUY	[Symbol]
[Symbol]	FILTER BARRIER	[Symbol]
[Symbol]	RIFRAP	[Symbol]



NO.	DATE	BY	REV.	STATUS
1	01-23-09	JMM	12-15-08	MDEP RESUBMISSION
2	01-23-09	JMM	12-15-08	MDEP SUBMISSION

THIS PLAN SHALL NOT BE MODIFIED WITHOUT WRITTEN PERMISSION FROM SEBAGO TECHNICS, INC. ANY ALTERATIONS, AUTHORIZED OR OTHERWISE, SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO SEBAGO TECHNICS, INC.

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PROJECT NO. 08570
 FIELD BOOK N/A
 DESIGN JMM/EPL
 CHKD JBSW
 DRAWN JMM

SITE PLAN
 OF:
AIRCRAFT HANGER
 AUBURN LEWISTON MUNICIPAL AIRPORT
 AUBURN, ME
 FOR:
GENEVA VENTURES, LLC
 202 US ROUTE ONE #101
 FALMOUTH, MAINE 04105

DATE: 12-09-08
 SCALE: 1" = 20'

SHEET 1 OF 3

085705.dwg, TAB: SITE



**Auburn – Lewiston Municipal Airport
Board Meeting Information Sheet**

Board Workshop or Meeting Date: January 31, 2024

Author: Jonathan P. LaBonte, Board Chair

Subject: DRAFT Fiscal Year 2025 Airport Budget

Information: The budget drivers document from the January board meeting is included. The board still has several months to review this budget, but it is important for the board to first discuss key drivers before we share those with the airport sponsors (cities of Auburn and Lewiston). Per the interlocal agreement, the cities have a subsidy request presented by the board and must provide at least the level of the previous year's subsidy (\$205,000), which is the draft request for FY25.

There are a number of factors still to be refined from this draft (utility projects, professional services/legal costs as we continue to resolve outstandingn FAA Land Use Inspection items, and budgeting for appropriate equipment and building maintenance.

Given the significant changes of the last nine months, we are still mapping out the true actual needs annually across all expense categories. Increasing maintenance lines (pavement, equipment, etc) is a necessity even as we see personnel expenses decline (due to the ongoing reforms of administrative and operations processes).

We have budgeted to meet our obligations to the two cities for debt service on Hangar #5.

For the Board meeting, I will have a slide deck to walk through some of these drivers and my early estimates to help generate discussion.

Airport Financial Impacts: See budget proposal

Recommended Action: Initial feedback on FY25 budget draft

Previous Meetings and History: January 10th Board Meeting Discussion

Attachments:

FY25 Budget Drivers Memo from January Board Meeting
FY25 Draft Budget (#1) with revenue and expense details



Auburn Lewiston Municipal Airport - Fiscal Year 2025 Budget Drivers Discussion

- **Airport Personnel and Contracted Services**

- The airport continues to monitor staffing needs for all elements of services (administrative, financial, flight line services, and operations)
- Current staffing count is four airport employees, two contracted operations (through Auburn PW and Dirigo Aerospace Solutions), and two contracted flight line services (through Dirigo Aerospace Solutions)
- The staffing count is not FTEs; services are as needed (wildlife mitigation, winter ops, etc).
- The support services that have been leveraged in the airport management transition (Auburn Transportation Director, IT, Finance, PW, HR) were not accounted for in FY24 given the financial realities the airport faced. This will need to be discussed by the sponsors and the airport board in setting the FY25 budget.
- Professional development will be budgeted higher to account for new team members.

- **Airport Building Leases**

- Utilities and Building Maintenance – Both of these lines should see reductions due to the master leases now in effect for the FBO Hangar and the White Hangar FBO and White Hangar Leases.
- Hangar #5 – There is no assurance that we will have a master lease tenant for Hangar #5 for the start of FY25, so the recommendation is to budget conservatively and assume we have a mixed of based-GA tenants and transient aircraft generating revenue there. Utility numbers should become clearer after another month of managing heat in that building. It is my intent to budget for the loan payment to each city in FY25 whether the airport has a master lease tenant or not. Without a master tenant, it will be a net operating loss to the airport.

- **Maintenance Initiatives**

- Airfield – The airport has only partially converted airfield lighting to LED. Estimates are being secured and continue upgrades of airfield signage to reduce operating expenses over time. In addition, the airport does not have a ready inventory of parts/supplies for airfield maintenance. We are having discussions with vendors and other airports to consider purchasing inventory.
- Pavement Maintenance – We expect MaineDOT to include the airport in a pavement conditions assessment during calendar year 2024. For FY25, we will be developing a new five-year pavement management program to use for budgeting into the future. FY25 operations budget activities (non-CIP) will include spot pavement repair and pavement marking and additional crack filling.

- **Computer/Office Setup**

- With reduced headcount and re-alignment of responsibilities, FY25 brings the opportunity to set up a base of airport operations in the maintenance building (access to computer workstations, phones, etc). Replacement of dated workstations with new workstations and potential fiber interconnections are possibilities.

Auburn Air Center

- **Flight Line Services Revenues**

- Fuel sales – While fuel sales are up in FY24 over FY23, the intent will be to budget conservatively for FY25 in terms of net revenue from fuel sales. Any improvement over budget net revenue (fuel sales value minus fuel expense) will help the airport in building reserve accounts for projects and one-time initiatives.
- Tie downs/hangar/parking – This line is ahead of budget in FY24 driven by one-time customer activity tied to Hangar #5. It would likely be budgeted at similar levels for FY25
- Non-fuel services – A rate review of landing fees (we don't charge ramp fees) and other service fees will be brought to next budget workshop. Our landing fees are low compared to other airports, and are not an incentive to purchase fuel (where we have better margins) for some customers.

- **Flight Line Services Expenses**

- Dirigo Aerospace – The intent will be to pursue this relationship in a mutually beneficial way through FY25.
- AvFuel fuel contract - The new fuel contract negotiated with AvFuel provides reduced monthly lease costs for the Jet A truck (savings of over \$6,000 annually under ground support equipment).

**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 (UNAUDITED) AS OF 6/30/2023	FY2024 ADOPTED BUDGET	FY2025 PROPOSED BUDGET	% CHANGE
REVENUES											
Operations											
Fees - Fuel Flowage	17,250	10,415	15,000	15,000	14,602	20,000	20,000	12,082	13,500	18,500	27%
Fees - Landings	27,544	20,435	23,788	23,788	25,561	30,000	30,000	29,730	27,000	40,000	33%
Christian Hill Materials	67,500	104,535	97,500	97,500	75,258	97,500	97,500	71,867	100,000	100,000	0%
Rental Fees	260,740	264,321	256,540	256,540	270,588	248,290	248,290	208,372	207,500	175,000	-19%
Flight Simulator	-	-	-	-	-	-	7,000	192	6,500	2,000	-225%
	<u>373,034</u>	<u>399,706</u>	<u>392,828</u>	<u>392,828</u>	<u>386,010</u>	<u>395,790</u>	<u>402,790</u>	<u>322,243</u>	<u>354,500</u>	<u>335,500</u>	<u>-6%</u>
Non-Operations											
Municipal Subsidy	335,000	335,000	354,000	354,000	354,000	410,000	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	-	-	-	
Service fees	2,500	245,485	1,500	1,500	103	1,500	1,500	467	500	500	0%
Investment Income	1,100	751	1,100	1,100	563	1,100	1,100	2,946	1,000	3,000	67%
Sale of Hangar #5 Assets	-	-	-	-	-	-	-	-	75,000	75,000	0%
Sale of Assets	-	29,986	-	-	15,800	45,000	45,000	49,169	-	-	
	<u>366,600</u>	<u>636,772</u>	<u>384,100</u>	<u>384,100</u>	<u>393,566</u>	<u>485,600</u>	<u>485,600</u>	<u>462,582</u>	<u>486,500</u>	<u>488,500</u>	<u>0%</u>
TOTAL REVENUES	739,634	1,036,478	776,928	776,928	779,576	881,390	888,390	784,825	841,000	824,000	-2%
EXPENDITURES											
Regular Salaries	262,200	251,550	268,918	268,918	233,378	305,107	305,107	287,229	262,035	265,000	1%
Overtime	4,000	3,795	4,000	4,000	4,115	4,000	4,000	5,054	4,000	7,500	47%
Fringe Benefits	107,319	113,207	108,161	108,161	104,134	132,902	132,902	118,957	166,445	152,172	-9%
Professional Development	9,460	9,460	9,855	9,855	2,200	14,755	14,755	1,938	6,000	15,000	60%
Gen/Professional	2,000	425	2,000	2,000	425	2,000	2,000	10,491	9,000	17,800	49%
MV Supplies - Gas & Oil	11,350	10,799	15,175	15,175	11,878	12,700	12,700	18,175	20,000	25,000	20%
Snow and Ice Control	30,475	17,424	26,488	26,488	9,390	30,988	30,988	17,385	18,000	18,000	0%
Utilities	35,769	29,872	32,953	32,953	39,145	33,425	33,425	50,641	125,500	111,500	-13%
Building Maintenance	31,750	47,987	34,000	34,000	19,463	36,800	36,800	48,586	23,100	23,362	1%
Vehicle Maintenance	14,175	32,947	16,675	16,675	38,728	20,875	20,875	21,041	17,831	18,831	5%
Radio Maintenance	5,350	399	5,350	5,350	4,434	3,050	3,050	361	1,700	1,700	0%
Electrical Maintenance	1,000	3,847	1,000	1,000	3,906	5,000	5,000	7,757	7,000	7,000	0%
Airfield Maintenance	18,007	252,321	19,033	24,438	23,420	26,710	26,710	18,405	30,750	32,250	5%
Computer / Office Machine	7,000	9,926	7,000	7,000	11,814	20,000	20,000	20,657	20,500	15,000	-37%
Pavement Maintenance	8,798	272	8,798	8,798	-	7,298	7,298	-	6,000	29,000	79%
Advertising and Promo	9,500	5,399	6,500	9,065	2,162	12,500	12,500	12,458	6,500	7,500	13%
Professional Services	7,000	14,422	15,000	15,000	18,354	15,000	15,000	29,845	35,800	35,800	0%
Legal Services	5,000	9,527	7,500	7,500	7,704	15,000	15,000	37,700	45,000	20,000	-125%
Hanger Loan to Cities	115,000	36,111	115,000	115,000	33,050	115,000	115,000	-	-	115,000	100%
Life Flight Land Fund Loan	-	-	-	-	-	-	-	-	12,000	12,000	0%
Office Supplies	5,600	2,549	5,600	5,600	4,470	4,600	4,600	4,436	4,100	4,100	0%
Telephone and Internet	4,850	3,312	5,310	5,310	6,899	6,260	6,260	5,048	5,700	9,000	37%
Insurance Premiums	40,278	36,947	40,278	40,278	67,495	41,486	41,486	36,221	40,200	38,700	-4%
Depreciation	-	666,427	-	-	-	-	-	-	-	-	
TOTAL EXPENDITURES	735,881	1,558,923	754,594	762,564	646,564	865,456	865,456	752,384	867,161	981,215	12%
OVER / UNDER	3,753	(522,445)	22,334	14,364	133,011	15,934	22,934	32,441	(26,161)	(157,215)	83%

**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 (UNAUDITED) AS OF 6/30/2023	FY2024 ADOPTED BUDGET	FY2025 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	707,853	661,372	1,007,750	34%
Tie Down & Hanger Fees	33,125	33,764	33,125	33,125	31,439	35,000	35,000	50,723	50,000	60,000	17%
Catering	2,500	1,129	2,500	2,500	886	2,500	2,500	1,231	-	-	
After Hour Call Out	4,000	3,100	4,000	4,000	7,077	6,000	6,000	14,600	5,625	10,000	44%
Flight Services	6,000	2,129	3,750	3,750	930	6,475	6,475	2,218	6,620	7,000	5%
Rental Car	4,930	1,389	5,500	5,500	2,231	-	-	2,018	3,340	3,000	-11%
Service Lease	-	-	-	-	-	-	-	-	7,200	-	
TOTAL REVENUES	884,938	510,453	720,125	720,125	822,611	1,115,975	1,115,975	778,643	734,157	1,087,750	33%
EXPENDITURES											
Regular Salaries	189,800	178,763	185,318	185,318	183,418	232,398	232,398	197,640	150,000	200,000	25%
Overtime	4,000	1,081	4,000	4,000	6,260	4,000	4,000	6,245	4,000	-	
Fringe Benefits	65,795	54,780	65,445	65,445	49,117	148,133	148,133	36,874	-	-	
Advertising	6,500	868	6,500	9,065	937	6,000	8,565	18	1,200	-	
Meals	3,255	331	3,255	3,255	987	15,700	15,700	169	-	-	
Plant Equipment	2,065	536	2,065	2,065	2,788	2,065	7,838	7,926	2,065	1,800	-15%
Ground Support Equipment	20,200	26,712	21,400	21,400	72,326	22,400	25,516	27,679	16,000	11,200	-43%
Fuels & Oils	574,595	329,406	436,051	436,051	594,712	691,201	697,125	513,707	525,000	702,500	25%
Fuel Flowage									12,500	17,500	29%
Supplies Aircraft Maintenance	4,000	940	1,500	1,500	63	849	849	536	-	-	
Insurance Premiums	-	-	-	-	-	-	-	-	2,500	-	
Utilities	16,428	13,208	16,428	16,428	14,705	16,163	16,163	16,649	-	-	
	886,638	606,624	741,962	744,527	925,313	1,138,909	1,156,287	807,442	713,265	933,000	24%
OVER / UNDER	(1,700)	(96,171)	(21,837)	(24,402)	(102,702)	(22,934)	(40,312)	(28,799)	20,892	154,750	86%

**AUBURN LEWISTON AIRPORT
PROPOSED BUDGET
FY2024**

REVENUES

**FY2025
PROPOSED
BUDGET**

OPERATIONS:

<p>Fees - Fuel Flowage</p> <p style="margin-left: 20px;">Fuel flowage fee is charged on the fuel sold at retail. The fee maintains the fuel delivery system. The projected fuel sales for FY25 is 185,000 gallons (flat sales). A corresponding expense for \$18,500 will appear in the FBO expenses.</p>	\$	18,500
<p>Fees - Landings</p> <p style="margin-left: 20px;">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 FY24 YTD with no growth projected.</p>		40,000
<p>Christian Hill Materials</p> <p style="margin-left: 20px;">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 and carryin that amount to FY25. This will be further refined before final adoption.</p>		100,000 <hr style="display: inline-block; width: 50px; border: 0.5px solid black; margin-left: 5px;"/>
<p>Rental Fees</p> <p style="margin-left: 20px;">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. Includings \$17,500 in assumed utility payment reimbursements from tenants on NNN leases.</p>		175,000
<p>Flight Simulator</p> <p style="margin-left: 20px;">Rental of equipment - 100 hours at \$20 per hour. Budget based on operating rights agreement with Chickadee Aviation and is a conservative estimate.</p>		2,000
		<hr style="border: 0.5px solid black; width: 100%; margin-bottom: 5px;"/> 335,500
NON-OPERATIONS:		
<p>Municipal Subsidy</p> <p style="margin-left: 20px;">Auburn - 205,000 Lewiston - 205,000</p>	\$	410,000
<p>Service fees</p> <p style="margin-left: 20px;">Miscellaneous charges for activities(i.e.:emergency repairs for hangar door not owned by the airport). Presidential visits skewed this number in FY24.</p>		500
<p>Investment Income</p> <p style="margin-left: 20px;">Investments on the bank accounts.</p>		3,000
		<hr style="border: 0.5px solid black; width: 100%; margin-bottom: 5px;"/> 413,500
	TOTAL OPERATIONS REVENUE	<hr style="border: 0.5px solid black; width: 100%; margin-bottom: 5px;"/> \$ 749,000

**AUBURN LEWISTON AIRPORT
PROPOSED BUDGET
FY2024**

REVENUES

**FY2024
PROPOSED
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 FY24 YTD and assuming flat fuel sales year over year. This is a conservative approach for the FBO.	\$ 1,007,750
Tie Down & Hangar 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. With the master lease of the FBO and White Hangars, their income is now rental income. The Cold Storage Hangar and use of Hangar #5 without a master lease will drive this number (in addition to tie down use). FY24 year to date is skewed by some of the Elite Airways eviction/property abandonment issue.	60,000
Catering	Moved to Flight Line Services to streamline accounts. All individual service types can be assessed through our point of sale system	
After Hour Call Out	Customers are billed for after hour call outs.	10,000
Flight Line Services	GPU, LavCart, and related services on the line (non-fuel). Catering support (ice, coffee, coordinating meal delivery, is included here)	7,000
Rental Car	The airport has agreements with three rental car companies and provides rental services for passengers and local customers. The airport earns a percentage of each rental agreement value.	3,000

	TOTAL FBO REVENUE	\$ 1,087,750
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**AUBURN LEWISTON AIRPORT
PROPOSED BUDGET
FY2024**

EXPENDITURES

**FY2025
PROPOSED
BUDGET**

OPERATION

Regular Salaries			265,000
	1	Airport Manager	50,000
	4	Administrative and Operations Positions	175,000
		Operations Supervisor, Operations Specialists, Admin	
		Salary Reserve/Unemployment	40,000

Continued review of staffing model and administrative structure is occurring and will be discussed with city management during budget briefing in February.

Overtime			7,500
		Plowing, posting NOTAMS, and other unusual operations. Snow and ice control plan will be reviewed to enhance overnight operations. This number is being monitored as we improved winter operations and may increased based on actual experience	

Fringe Benefits			152,172
		FICA	16,895
		Medicare	3,951
		Healthcare	90,000
		Retirement	27,795
		Health Reimbursement Account	3,000
		Flexible Spending Account	1,200
		Clothing/Uniforms	9,000
		Life Insurance	331

Professional Development			15,000
		Memberships	2,500
		Employee Training	10,000
		Industry Conference	2,500
		Includes membership in Maine Municipal Association required by Maine Municipal Employee Health Trust. Training is for staff (Fuel System Safety, Aviation Operations Safety, Customer Service, etc to attain/retain professional accreditation)	

**AUBURN LEWISTON AIRPORT
PROPOSED BUDGET
FY2024**

EXPENDITURES

**FY2025
PROPOSED
BUDGET**

OPERATION CONTINUED

Gen/Professional			17,800
	Contracted Operations (Snow, Mowing)	10,000	
	Engineering On Call	2,000	
	Annual Fuel Tank inspection	5,800	
MV Supplies - Gas & Oil			25,000
	Auto Gas		
	Motor Oil & Lubricants		
	Diesel Fuel for Equipment/Vehicles		
	Budget set based on FY24 YTD. Extended winter operations to maximize airport being available for operations. This will be monitored before final adoption.		
Snow and Ice Control			18,000
	Solid De-ice Compound (non-corrosive)		
	Liquid Anti-ice Compound (non-corrosive)		
	Snow and ice control plan will be reviewed in FY24, does not account for existing inventory. This number will likely be reduced significantly based on current operational approach.		
Utilities			111,500
	Heating Fuel	35,000	
	Electric (CMP)	70,000	
	Water and Sewer	6,500	
	Heating based on Unitil use plus 10% increase, CMP based on existing use plus 10%. Assumes Hangar #5 utilities and Restaurant utilities for full fiscal year. This number will be refined based on actual		
Building Maintenance			23,362
	Repairs and Improvements	5,000	
	Trash Pickup Service	3,562	
	Cleaning Supplies	1,500	
	Inspections	10,000	
	Recurring Maintenance	3,300	
	Increase in cost is tied to ensuring sufficient funds for maintenance/repairs needed on airport managed buildings (Cold Storage Hangar, Terminal, Hangar 5, etc) and additional inspections along with fire protection systems, etc.		
Vehicle Maintenance			18,831
	Engine Repairs and Parts	10,000	
	Tires	2,400	
	Inspections	175	
	Touchup Paint	1,000	
	Repair/ Mower Decks	1,856	
	Repair/ Snow Blower Unit	1,500	
	Repair/Plow Units	1,500	
	Hand Tool Replacement	400	