



Auburn Lewiston Municipal Airport - Board of Directors - Meeting Agenda
September 10, 2025 5:30 P.M.
Administrative Conference Room 80 Airport Drive, Auburn, Maine

Call to Order

I. Workshop

1. Presentation of the FY2024 Audit by RKO

II. Consent Items

III. Minutes

1. July 9, 2025 Meeting
2. August 13, 2025 Special Meeting

IV. Financial Report – Treasurer

1. Acceptance of the FY2024 Audit Submitted by RKO
2. FY 2026 YTD Revenue/Expense and Balance Sheet
3. Fuel Sales Year over Year Comparisons/Peak Season Comparisons

V. Communications –

VI. Public Comment – *Members of the public are invited to speak to the Board of Directors about any issue directly related to airport business.*

VII. Old Business - None

VIII. New Business –

1. Order to Approve an Amendment to the City of Auburn/Airport MOU to Clarify Language on Continuing Costs

IX. Reports

1. Airport Director Report
 - a. September 19th, 2025 Groundbreakings and Tenant Cookout
 - b. Airport Master Plan Update/Business Plan Discussion
2. Board of Directors Reports
 - a. Airport Property Taxes (Requested by M. Blais)

X. Executive Sessions –

1. Pursuant to MRSA 405(6) c – Real estate negotiations (Airport Property Leases)

X. Adjournment (Next Board Meeting, November 12, 2025)

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

July 7, 2025 5:30 P.M.

Administrative Conference Room 80 Airport Drive, Auburn, Maine

Present: T. Roy, L. Allen, P. Crowell, M. Garside, M. Blais, D. Chittim

Absent: W. Poulin, B. Weisner

Call to Order at 5:31 PM

I. Consent Items

II. Minutes

1. May 7, 2025 Meeting
2. May 15, 2025 Meeting
3. May 20, 2025 Meeting

Motion to accept minutes of all three meetings made by D. Chittim, seconded by M. Garside, Motion Passed 5-0-1 with M. Blais abstaining

III. Financial Report – Treasurer – *Motion to accept the Treasurer’s report made by M. Blais, seconded by M. Garside, motion passed 6-0*

1. FY 2025 Unaudited Financials
2. Fuel Sales Year over Year Comparisons/Peak Season Comparisons

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 - None

VII. New Business –

1. Order approving the Hangar Wait List Policy – *On a motion by D. Chittim, seconded by P. Crowell, the motion passed 6-0*
2. Order directing the Airport Director to submit a zoning change request memo to the City of Auburn for the Roundy and Foster Road Properties – *On a motion by D. Chittim, seconded by M. Garside, the motion passed 6-0*
3. Order authorizing the expenditure of \$20,000 from the Airport Land Fund to acquire a fleet vehicle from the City of Auburn Police Department – *On a motion by D. Chittim, seconded by T. Roy, the motion passed 6-0.*
4. Order authorizing the Airport Director to negotiate and execute a lease with Sarah’s Runway Variety for an expanded parking area – *On a motion by P. Crowell, seconded by D. Chittim, the motion passed 6-0.*

VIII. Reports

1. Airport Director Report
2. Board of Directors Reports

IX. Executive Sessions –

1. Pursuant to MRSA 405(6) c – Real estate negotiations (Airport Property Leases) – *On a motion by P. Crowell, seconded by D. Chittim, the motion passed 6-0*

X. Adjournment (Next Board Meeting, September 10, 2025) – *On a motion by D. Chittim, seconded by T. Roy, the motion to adjourned passed 6-0*

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- D. Labor contracts
- E. Contemplated litigation



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

August 13, 2025 7:30 A.M.

Auburn Hall Community Room, 60 Court Street, Auburn, Maine

Call to Order at 7:30 AM

Attendance: W. Poulin, M. Garside, T. Roy, L. Allen, D. Chittim

Absent: P. Crowell, B. Weisner, M. Blais

I. New Business –

1. Order Authorizing the Airport Director to execute the FAA AIP Grant Agreement for Project No. 3-23-0002-037-2025 (Congressionally Directed Spending T-Hangar Project) – *On a motion by D. Chittim, seconded by T. Roy, the order was passed by a vote of 5-0.*

II. Adjournment (Next Board Meeting, September 10, 2025) – *Motion to adjourn by M. Garside, seconded by D. Chittim, passed 5-0 at 7:45 AM.*

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D. Labor contracts

E. Contemplated litigation

YEAR-TO-DATE BUDGET REPORT

FOR 2026 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	-15,000	0	-15,000	-1,981.00	.00	-13,019.00	13.2%
9000 420040 Fees - Landings	-50,000	0	-50,000	-17,120.00	.00	-32,880.00	34.2%
9000 429005 Christian Hill Mate	-100,000	0	-100,000	.00	.00	-100,000.00	.0%
9000 429025 Rental Fees	-200,000	0	-200,000	-29,261.30	.00	-170,738.70	14.6%
TOTAL Airport Operations	-365,000	0	-365,000	-48,362.30	.00	-316,637.70	13.2%
9001 Airport Personnel							
9001 611000 Regular Salaries	0	0	0	1,440.00	.00	-1,440.00	100.0%
9001 613000 Overtime	0	0	0	54.00	.00	-54.00	100.0%
9001 617020 Fringe Benefits	0	0	0	5,360.78	.00	-5,360.78	100.0%
TOTAL Airport Personnel	0	0	0	6,854.78	.00	-6,854.78	100.0%
9002 Airport Operations							
9002 611000 Regular Salaries	154,000	0	154,000	24,990.13	.00	129,009.87	16.2%
9002 613000 OT - Regular	10,000	0	10,000	329.72	.00	9,670.28	3.3%
9002 617020 Fringe Benefits	72,900	0	72,900	4,693.63	.00	68,206.37	6.4%
9002 617030 Professional Develo	16,000	0	16,000	2,291.92	.00	13,708.08	14.3%
9002 620000 Advertising	7,500	0	7,500	.00	.00	7,500.00	.0%
9002 628000 Contract Services	286,300	0	286,300	74.22	.00	286,225.78	.0%
9002 628016 Legal Services	20,000	0	20,000	1,547.00	.00	18,453.00	7.7%
9002 628019 Building Repairs	52,500	0	52,500	703.06	.00	51,796.94	1.3%
9002 628020 Vehicle Repairs	25,000	0	25,000	603.30	.00	24,396.70	2.4%
9002 628021 Equipment Repairs	1,500	0	1,500	.00	.00	1,500.00	.0%
9002 628038 Repairs - Electrica	4,000	0	4,000	.00	.00	4,000.00	.0%
9002 628039 AIRFIELD MAINTENANC	39,500	0	39,500	-522.75	.00	40,022.75	-1.3%
9002 628056 Life Flight Land Fu	12,000	0	12,000	.00	.00	12,000.00	.0%
9002 633000 Office Supplies	2,500	0	2,500	31.99	.00	2,468.01	1.3%
9002 633030 Fuels and Oil for V	10,000	0	10,000	78.75	.00	9,921.25	.8%
9002 633040 Snow and Ice Contro	20,000	0	20,000	.00	.00	20,000.00	.0%
9002 633041 Computer/Office Mac	7,500	0	7,500	.00	.00	7,500.00	.0%
9002 633042 Pavement Maintenanc	39,000	0	39,000	.00	.00	39,000.00	.0%
9002 640000 Telephones/Cell Sti	9,000	0	9,000	1,134.00	.00	7,866.00	12.6%

YEAR-TO-DATE BUDGET REPORT

FOR 2026 02

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
9000 Airport Operations	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
9002 641100 Utilities	43,500	0	43,500	775.91	.00	42,724.09	1.8%
9002 645000 Insurance Premiums	40,600	0	40,600	16,554.00	.00	24,046.00	40.8%
TOTAL Airport Operations	873,300	0	873,300	53,284.88	.00	820,015.12	6.1%
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	-1,500	0	-1,500	-1,770.17	.00	270.17	118.0%
9005 422000 Investment Income	-10,000	0	-10,000	-567.13	.00	-9,432.87	5.7%
9005 429013 Sale of Assets	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
9005 429019 FLIGHT SIMULATOR	-2,000	0	-2,000	.00	.00	-2,000.00	.0%
TOTAL Airport Other Income	-433,500	0	-433,500	-258,587.30	.00	-174,912.70	59.7%
9010 Airport-FBO							
9010 420035 Fees - Fuel and Oi	-1,024,000	0	-1,024,000	-233,673.96	.00	-790,326.04	22.8%
9010 420051 Tie Down/Hangar/Co	-80,000	0	-80,000	-15,795.00	.00	-64,205.00	19.7%
9010 420059 Fees-Catering	0	0	0	858.88	.00	-858.88	100.0%
9010 420060 After Hour Call Out	-20,000	0	-20,000	-11,555.28	.00	-8,444.72	57.8%
9010 420061 Flight Line Service	-7,000	0	-7,000	-2,025.00	.00	-4,975.00	28.9%
9010 420064 Rental Car	-4,000	0	-4,000	-638.30	.00	-3,361.70	16.0%
9010 420086 TRANSIENT TIE DOWN/	-15,000	0	-15,000	-945.00	.00	-14,055.00	6.3%
9010 420911 Facility Fee	-40,000	0	-40,000	-23,555.00	.00	-16,445.00	58.9%
9010 633047 PROCESSING FEE	0	0	0	4,069.82	.00	-4,069.82	100.0%
TOTAL Airport-FBO	-1,190,000	0	-1,190,000	-283,258.84	.00	-906,741.16	23.8%
9015 Services (FBO) Expenses							
9015 620000 Advertising	0	0	0	894.00	.00	-894.00	100.0%
9015 628000 Prof/Contracted Ser	250,000	0	250,000	43,296.25	.00	206,703.75	17.3%
9015 628019 Building Maintenan	18,500	0	18,500	192.40	.00	18,307.60	1.0%
9015 628021 Plant Equipment	1,800	0	1,800	104.88	.00	1,695.12	5.8%
9015 628041 FBO HANGAR LOAN	60,000	0	60,000	.00	.00	60,000.00	.0%
9015 628044 Ground Support Equi	9,700	0	9,700	1,180.00	.00	8,520.00	12.2%
9015 628071 Fuel Flowage	0	0	0	989.70	.00	-989.70	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2026 02

ACCOUNTS FOR: 9000 Airport Operations	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
9015 633000 Office Supplies	1,000	0	1,000	450.17	.00	549.83	45.0%
9015 633030 Fuels & Oils	713,500	0	713,500	87,679.35	161,330.95	464,489.70	34.9%
9015 641100 Utilities	60,700	0	60,700	3,835.01	.00	56,864.99	6.3%
TOTAL Services (FBO) Expenses	1,115,200	0	1,115,200	138,621.76	161,330.95	815,247.29	26.9%
TOTAL Airport Operations	0	0	0	-391,447.02	161,330.95	230,116.07	100.0%
TOTAL REVENUES	-1,988,500	0	-1,988,500	-594,278.26	.00	-1,394,221.74	
TOTAL EXPENSES	1,988,500	0	1,988,500	202,831.24	161,330.95	1,624,337.81	

YEAR-TO-DATE BUDGET REPORT

FOR 2026 02							
	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	-391,447.02	161,330.95	230,116.07	100.0%
** END OF REPORT - Generated by Jonathan LaBonte **							

BALANCE SHEET FOR 2026 2

FUND: 9000 Airport Operations			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
9000	011010	Airport Checking	-20,965.83	310,433.34
9000	011030	Cash-Petty Cash	.00	700.00
9000	011140	Interest Receivable	.00	.01
9000	011530	Accounts Receivable	295,220.36	346,138.49
9000	011545	Lease Receivable	.00	1,507,728.58
9000	011810	Prepaid Expenses	.00	22,227.24
9000	011900	INVENTORY FOR RESALE	.00	97,961.21
9000	012110	Land	.00	1,717,208.27
9000	012111	Land Improvements	.00	28,889,145.00
9000	012112	Construction In Progress	.00	169,104.03
9000	012310	Buildings & Bldg Improvements	.00	4,512,922.82
9000	012410	Machinery & Equipment	.00	1,746,983.52
9000	012900	Accumulated Depreciation	.00	-19,557,512.71
9000	013000	DEF OUTFLOW-NET PENSION	.00	21,467.01
9000	016000	DUE TO / DUE FROM	-39,897.21	-14,560,407.82
TOTAL ASSETS			234,357.32	5,224,098.99
LIABILITIES				
9000	024210	Accounts Payable	66,396.56	-11,000.00
9000	024230	Loan Payable-City of Auburn	.00	-599,531.67
9000	024231	Loan Payable-City of Lewiston	.00	-599,531.67
9000	024240	ACCRUED INTEREST	.00	-20,426.13
9000	024610	Accrued Payroll	.00	-3,211.74
9000	024611	Compensated Absences	.00	-7,386.55
9000	024722	PAID FAMILY MEDICAL LEAVE	-59.50	-142.98
9000	024734	ME State Retirement	222.89	-1,082.83
9000	024758	MMA Health Ins-Airport	29.34	32.69
9000	024773	Vision	-11.16	-3.23
9000	024829	DUE TO STATE - SALES TAX	9.73	-139.64
9000	025000	DEF INFLOW NET PENSION	.00	-10,130.52
9000	026000	NET PENSION LIABILITY	.00	-59,690.00
9000	029000	Deferred Inflow - Leases	.00	-1,442,036.43
TOTAL LIABILITIES			66,587.86	-2,754,280.70
FUND BALANCE				
9000	037000	Ctrl Total - Encumbrances	-58,867.88	193,207.57
9000	037100	FB ASSIGNED CITY	.00	-1,836,398.00
9000	037104	FB UNASSIGNED	.00	-241,973.27
9000	037201	CTRL TOTAL-BUD FB DESIGNATED	58,867.88	-193,207.57
9000	047000	Ctrl Total - Revenues	-407,942.36	-594,278.26
9000	057000	CTRL TOTAL-EXPENDITURES	106,997.18	202,831.24
TOTAL FUND BALANCE			-300,945.18	-2,469,818.29
TOTAL LIABILITIES + FUND BALANCE			-234,357.32	-5,224,098.99

BALANCE SHEET FOR 2026 2

FUND: 9020 Airport Capital Projects Fund				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	9020	011530	Accounts Receivable	.00	103,973.78
	9020	016000	Due to/from Other Funds	39,897.21	15,014,989.67
TOTAL ASSETS				39,897.21	15,118,963.45
LIABILITIES					
	9020	024210	Accounts Payable	9,383.79	.00
TOTAL LIABILITIES				9,383.79	.00
FUND BALANCE					
	9020	037000	Ctrl Total - Encumbrances	-6,719.00	219,601.61
	9020	037104	FB-UNASSIGNED-CTY	.00	-15,073,788.84
	9020	037201	Ctrl Total - Bud FB Designated	6,719.00	-219,601.61
	9020	047000	Ctrl Total - Revenues	-60,000.00	-60,000.00
	9020	057000	Ctrl Total - Expenditures	10,719.00	14,825.39
TOTAL FUND BALANCE				-49,281.00	-15,118,963.45
TOTAL LIABILITIES + FUND BALANCE				-39,897.21	-15,118,963.45

BALANCE SHEET FOR 2026 2

FUND: 9030 Airport Land Fund				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	9030	011111	Investments-MM-Airpark	.00	775,398.30
	9030	016000	Due to/from Other Funds	.00	-454,581.85
		TOTAL ASSETS		.00	320,816.45
FUND BALANCE					
	9030	037104	FB-UNASSIGNED-CTY	.00	-319,336.18
	9030	047000	Ctrl Total - Revenues	.00	-1,480.27
		TOTAL FUND BALANCE		.00	-320,816.45
		TOTAL LIABILITIES + FUND BALANCE		.00	-320,816.45

** END OF REPORT - Generated by Jonathan LaBonte **

Auburn Air Center - Fuel Sales Comparison for June, July, August (CY2018 to CY2025)

Quantity (gallons) by Year									
Product	Pay Type	CY18	CY19	CY20	CY21	CY22	CY23	CY24	CY25
Avgas 100LL	Cash	7570.8	7749.9	4662.8	3998.5	3282.3	7439.1	6268	
Avgas 100LL	Credit Card	5747.25	5118.8	4438.9	5327.6	5286.35	2285.8	9198.6	
	TOTAL 100LL	13318.05	12868.7	9101.7	9326.1	8568.65	9724.9	15466.6	16890.5
Jet A Fuel	Cash	19017	23907	2254	3079	1032	1149	203	85
Jet A Fuel	Contract Fuel	21382	21356	17870	29189	28913.62	46193.5	39563	37476
Jet A Fuel	Credit Card	16973.1	13661	3405	12014	8883	7824	5687	12061
	TOTAL Jet A	57372.1	58924	23529	44282	38828.62	55166.5	45453	49622

Comparing the start of the last two fiscal years		
July/August 2024 Jet A	30335	gal
July/August 2025 Jet A	40445	gal

July/August 2024 100 LL	11547.2	gal
July/August 2025 100 LL	11001.2	gal



Auburn – Lewiston Municipal Airport Board Meeting Information Sheet

Board Workshop or Meeting Date: September 10th, 2025

Author: Jonathan P. LaBonte, Airport Director

Subject: Clarification Language for FY2026-FY2029 City of Auburn/Airport Management MOU

Information: The recently adopted MOU between the City of Auburn and the Airport references under “**Continuing costs**” that the Airport will continuing funding the full costs of “2. All related expenses for the execution of these functions.”

Given that personal vehicle travel occurs in the execution of these functions, both locally and elsewhere in Maine and New England, mileage reimbursement has been sought for travel through the close of FY2025 and was paid through Airport accounts. To streamline this process, it is recommended that the Airport amendment the MOU, to be signed by both parties, state that:

2. All related expenses for the execution of these functions, **with the exception of required travel by personal vehicle by the Airport Director, which will covered by the annual fee.**

This would include travel to other airports, MaineDOT meetings, FAA meetings, etc. It would also include travel to airports for the purposes of flights to professional development, but exclude necessary ground transportation on location, which would continue to be reimbursed by the Airport.

The language change eliminates the need for mileage tracking for each trip and any required adjustments or discussion on reimbursement rates (i.e. use of existing city rates vs. IRS approved rates)

There is no fiscal impact in FY2026 for this change and its effective date would mirror that of the signed MOU.

Recommended Action: Approving the amendment to FY2026-2029 Airport/City of Auburn MOU

Previous Meetings and History:

May 7th and May 15th, 2025 Board Meetings

Attachments:

FY2026-2029 MOU

Memorandum of Understanding

This Memorandum of Understanding (“MOU”), effective as of July 1, 2025, the “Effective Date”, is between the City of Auburn, Maine (the “City”) and the Auburn Lewiston Municipal Airport (the “Airport”).

WHEREAS, the Airport desires, in the interest of ongoing efficiency, that the City continue to provide senior management and back office support for its facilities, grounds, equipment and aviation services;

WHEREAS, the City, as an Airport sponsor, desires to provide those services to the Airport;

WHEREAS, the City of Auburn and the City of Lewiston have a tax-sharing agreement in the area of the Industrial Airpark which expires October 2nd, 2029;

WHEREAS, the City of Auburn and the City of Lewiston, as FAA sponsors of the Airport desire for the Airport to become financially self-sustaining in accordance with FAA Grant Assurances;

WHEREAS, the City and the Airport have operated under an MOU for management and back office support for Fiscal Year 2025 and desire to extend that for a period of four years, through Fiscal Year 2029;

NOW, THEREFORE, in consideration of the mutual covenants and conditions in this MOU the parties covenant and agree as follows:

Services:

Services outlined in this MOU shall be performed by City of Auburn employees and these employees shall be subject to the terms of existing City personnel policies.

The day-to-day management, oversight and direction of the Airport and its employees and/or contractors shall be provided by the City. The City will coordinate with the City of Lewiston and Airport Board of Directors for any future planning and staffing changes as needed. Beginning on the Effective Date of this MOU, the City will manage and assist in providing the following services for the Airport (collectively, the “Services”):

Management and Back-office Support Services:

1. The City Transportation Systems Director will be designated as Airport Director, as defined in the Interlocal Agreement between the City of Auburn and City of Lewiston and execute all responsibilities noted therein
2. The City will facilitate the implementation of the Airport Master Plan and any other plans or strategies adopted by the Airport Board of Directors
3. The City, through the Transportation Systems Director and other necessary staff, will advance business development opportunities for both aeronautical and non-aeronautical development through lease negotiations and other necessary steps. The Board of Directors retains all authority to authorize execution of agreements unless otherwise delegated.
4. The City will draft, propose, administer, and monitor the Operating and Capital Budgets as approved by the Board of Directors. This includes management of Airport Accounts Payable and Accounts Receivable, and the processing of payments for services rendered through the fueling and other aviation services offered by the Airport. Reports on financial performance will be assembled for the Board of Directors and its Treasurer as well as the Cities of Auburn and Lewiston.
5. The City will administer Airport policies and procedures including, but not limited to, personnel and purchasing policies.
6. The City will conduct the recruitment, interviews, and hiring for all Airport staff positions and/or contracted services required to operate the Airport.

7. The City will conduct orientation for new staff on Airport policies and procedures and perform annual update for current staff on mandated regulations, e.g., Harassment, Drug Testing, FAA, etc. in addition to administering appraisals and goal setting with staff.
8. The City will represent the Airport as needed in public and private forums and serve as the primary contact for partnering agencies such as the FAA and MaineDOT, while keeping the Airport Sponsors and Airport Board of Directors informed through written reports and Board meeting briefings.
9. The City will manage, through direct action or through Airport staff and contractors, the daily operations of the Airport. This includes the maintenance of Airport equipment, its fleet of vehicles, and its buildings.
10. The City will provide information technology support for systems necessary to operate the Airport and the activities of its staff and/or contractors. Costs associated with direct services from third parties (i.e. fiberoptic services) and hardware or software will remain the obligation of the Airport and may be billed directly by the City based on the method of procurement.

Fees:

In consideration for the City managing the Services for fiscal year 2026, the Airport will compensate the City \$187,500. The estimated costs are based on an assumption that two (2) City employees are being assigned to support the Airport Support Services outlined in this MOU and that at least 75% of their collective effort is in support of those functions. The City and the Airport agree to review the allocation of effort and its associated costs annually through fiscal year 2029, as part of the budget process.

Continuing costs:

The Airport will continue funding the full costs for staffing and operating costs for:

1. All Airport staff and Airport contractors.
2. All related expenses for the execution of these functions.

Payment:

Payments will be made quarterly beginning July 1st, 2025.

Termination:

The MOU commences as of the Effective Date and expires upon an affirmative vote of the Airport Board or the Auburn City Council to cease these services, allowing for a twelve (12) month notification to prepare the transfer of staffing and responsibilities.

Upon termination, the City shall promptly transfer to the Airport all data, records, files, and other information, in whatever format is maintained, concerning the Airport and any Services performed for the Airport by the City.

Except as otherwise provided in this Agreement, in the event the current Transportation Systems Director separates from employment with the City of Auburn, the required twelve (12) month notification is terminated, and the Airport Board can take immediate action to hire a replacement Airport Manager. The new hire can be an employee of the Airport, or a new agreement can be negotiated with the City of Auburn. The remaining administrative support services will continue as described in the MOU.

Other:

This MOU contains the entire agreement of the parties regarding its subject matter and may be modified or amended only in writing and signed by both parties.

The parties' consent to the use of electronic signatures in connection with the execution of this MOU. Facsimile, electronic, and digital copies of this document, including properly executed PDF versions of this document, are regarded as original instruments by the parties, and electronic signatures to this MOU shall be legally binding with the same force and effect as manually executed signatures. This MOU may be executed in

two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

SEEN AND AGREED TO:

The City of Auburn

By: 

Its: City Manager

The Auburn Lewiston Municipal Airport

By: 

Its: Board Chair as authorized by the Board of
Directors on: May 15, 2025