

**AUBURN-LEWISTON AIRPORT
BOARD OF DIRECTORS MEETING
Thursday, 1 October 2015**

Workshop

1. Call the Meeting to Order (Chair) 5:00 pm.
2. Discussion on Small Community Air Service Development Grant Use – John Holden
3. Close Workshop

Meeting

1. Call the Meeting to Order (Chair) 5:30 pm.
2. Approval of Minutes for August 2015 (Motion/Approval)
3. Financial Report for August 2015 (Motion/Approval)
4. Airport Manager's Report
 - a. Capital Project Completion Plan – status report on previously approved projects
 - b. Marketing Group Discussion –
 - i. Wings of Freedom Synopsis
 - ii. "Living in Age of Airplanes" from National Geographic
 - c. Small Community Air Service Development Grant update – progress on developing an Air Taxi Service
5. Old Business
 - a. Terminal Apron Construction and Reconstruction Project Update – progress in obtaining permits and other necessities – HTA
 - b. Terminal Landside Parking Lot Construction Planning – evaluation of scope of work and fees for development of concepts by HTA (Motion/Approval)
6. New Business – No New Business
7. Public Comments
8. Adjournment – Next Regular Meeting will be 5 November 2015

AUBURN-LEWISTON AIRPORT

Airport Board of Directors Meeting

August 6, 2015

The Auburn-Lewiston Airport Board of Directors meeting was held at 5 p.m. at the Auburn Lewiston Airport, 80 Airport Drive, Auburn, Maine 04210.

Board Members Present: Hunter, Cayer, Robinson, Thompson, Hayes, Sheats, and Kroll.

Also Present: Rick Lanman, Airport Manager; Ed Lane and Jean Mongillo (HTA Rep).

Board Members Absent: Holden and Chairman Plourde.

Vice Chair Hayes called the meeting to order at 5:03 p.m.

APPROVAL OF MINUTES

ON MOTION BY MR. KROLL SECOND BY MR. ROBINSON VOTE (1) TO APPROVE THE MINUTES OF JUNE 4, 2015.

VOTE: 6:0

The financials were taken out of order until Ms. Hunter arrives.

AIRPORT MANAGER REPORT

A fly over by a Lufthansa 747 aircraft caused a few heads to look towards the sky. The video was posted on the airport's Facebook page and received 34,000 hits from around the country. This truly is a great marketing tool and all captured events will be posted on line. In September, the Flying Physicians Convention and Kora Shriners will be in town and some tours have been arranged with Lufthansa to view the Constellation project. A C-130 from New York has a training exercise and used Auburn-Lewiston in the past and is a possibility for it to come back in October pending their schedule.

TERMINAL APRON PROJECT

The FAA has given their approval on the environmental categorical exclusion and no hearing is needed. The airport is able to move forward. The environmental application is going in to the State of Maine once the storm water impacts are researched by HTA.

SCASD GRANT

Nothing to report at this time. Looking to raise the \$100,000 for the local share of funding for the grant. Mr. Holden is working on this project and options are being researched.

OLD BUSINESS

CAPITAL PROJECT COMPLETION PLAN

Manager Lanman reviewed the project chart with the board. The board requested more options for signage before moving forward. DOT directional signs needs to be replaced and updated around the twin cities. Mr. Kroll suggested public services department could make some up for the airport. Also

signage at the corners of Flight Line, Kitty Hawk and Hotel need to be updated directing the public to the airport. Google and other apps direct passengers to the Hotel Road entrance for the terminal or café location and not Lewiston Junction Road. The Airport Marketing Committee will follow up with the signage and John Holden stated he is interested in joining the committee.

Ms. Hunter arrived.

FINANCIAL REPORT

The financials were reviewed with the board. As of June 30, 2015 the airport unaudited number of \$13,866 not including payroll accruals, receivables, and fuel adjustment won't be included until the auditors return to finish the audit. As of the June 30 meeting, the fuel adjustment of \$36,000 to \$38,000 inventory utilization is estimated. Receivables of estimated at \$30,000 with possible \$14,000 for FEMA reimbursement from January Blizzard is included in this amount. FEMA tracks the overtime hours and the airport had planned ahead to try to reduce overtime hours and scheduled employees around the coming storm, whereas less overtime, but with FEMA's reimbursement, they track the overtime hours. Manager Lanman suggested the employee handbook be modified for state declared emergencies.

Ms. Hunter suggested marking up on fuel sales, when expected revenues are falling short, or expenditures are exceeding expectations. Manager Lanman explained the airport sets the fuel prices to be competitive with local airports, but never lower than cost. He stated that there is not much room for profit at times, especially on Aviation Gasoline. The board asked if there was a bidding process for aviation fuel. Manager Lanman explained that a wholesaler performed tax payment and other functions and it was not pragmatic to switch wholesalers constantly.

MUNIS Reports for the new fiscal year was presented to the board. Ms. Hunter stated she would like to see a comparative from last year to this year added to the report. City of Auburn is working with Oxford Networks to install the equipment and a portal for MUNIS.

The airport has established three sub-funds: Operational Fund, Capital Fund, and Land Fund.

The MUNIS account numbers have been shorten as requested, which should cause fewer reporting errors.

ON MOTION BY MR. CAYER SECOND BY MR. KROLL VOTE (2) TO ACCEPT THE FINANCIAL AS PRESENTED.

VOTE: 7:0

AIRPORT CREDIT CARD

Manager Lanman has requested an increase to the airport card. Currently the airport has a Bangor Credit Card set up a number of years ago with a \$2,000 limit. The airport uses the card for online purchases, which cannot be purchased locally. Acquiring the FBO, two years ago, has raised some problems purchasing aircraft parts for maintenance, which can be very costly and only shipped to the airport on a prepaid basis requested by numerous vendors. Most of the parts needed are one time purchased parts, which the airport does not keep on inventory. The airport was not included on the city P-Card, another form of credit card the cities both have, which has restrictions, tax exempt set up, thresholds and flexibility to use the card with each employee and/or department. The P-Card also keeps track of vendors and spending history. Manager Lanman will speak with Auburn's Finance Director to see if the airport can have its own or be on the program and set up a policy for the airport employees.

ON MOTION BY MS. HUNTER SECOND BY MR. ROBINSON VOTE (3) TO INCREASE THE CURRENT CREDIT CARD LIMIT TO \$5,000 TEMPORARY UNTIL THE AIRPORT IS ON THE P-CARD POLICY EITHER ON ITS OWN OR WITH THE CITY PROGRAM AND TO PRESENT A DRAFT AIRPORT CREDIT CARD POLICY TO THE BOARD FOR APPROVAL.

VOTE: 7:0

OLD BUSINESS

CAPITAL PROJECTS

Manager Lanman requested an additional \$22,376.33 from the Land Fund to complete the some of the capital projects previously approved by the Board. Completing these capital projects will cost \$43,765.00. Manager Lanman stated he was removing the large rotary broom from the project list. He explained that the appropriation is too low for the equipment needed by the airport and it is impractical to hold those funds given the other need. Manager Lanman explained that he had negotiated with one of the tenants to finance the natural gas conversion of the Geneva hangar with a rent reduction for the next two years. The board did not agree to that idea and it will be paid directly by the airport. Manager Lanman explained that the boiler in the Life Flight Hangar is beyond feasible repair and needs replacing as the boiler produces heat for the hangar. Manager Lanman explained that the FBO Hangar is currently working on one hot air burner and the waste oil burner/heater. He said that was inadequate heating for the cold winter, as it would not keep the hangar space above freezing. Manager Lanman concluded with a brief synopsis of the intended work to be done for the signage update. Mr. Cayer remarked that he would like to see other signage options than the minimal sign update currently planned. Manager Lanman said he would hold on the signage project and bring other ideas back to the Board for their evaluation. The detailed chart provided was confusing to some board members and requested it revised and included as part of the minutes for approval at the next meeting.

ON MOTION BY MR. CAYER SECOND BY MS. HUNTER VOTE (4) TO APPROVE UP TO \$25,000 WITH A REVISED PROJECT CHART ADDED IN WITH THESE MINUTES.

VOTE: 7:0

Project Expenses (Revised)

Project title	total cost	Original Appropriation Remaining	Amount needed
Natural Gas Project			
Life Flight Hangar	9,900.00		9,900.00
FBO	18,742.00		18,742.00
Original Appropriation Remaining		7,338.53	(7,338.53)
			-
Emergency Generator for FBO	11,140.00		6,490.00
Original Appropriation Remaining		2,650.00	(2,650.00)
			-
Airport Signage Update	3,983.00		2,966.02
Original Appropriation Remaining		5,733.16	(5,733.16)
			-
TOTAL	43,765.00	15,721.69	22,376.33

PUBLIC COMMENTS

None

EXECUTIVE SESSION

REAL ESTATE MATTER

ON MOTION BY MS. HUNTER SECOND BY MS. SHEATS VOTE (5) TO GO INTO EXECUTIVE SESSION TO DISCUSS LEASE UPDATE.

VOTE: 7:0

ON MOTION BY MS. HUNTER SECOND BY MS. SHEATS VOTE (6) TO COME OUT OF EXECUTIVE SESSION.

VOTE: 7:0

ON MOTION BY MS. SHEATS SECOND BY MR. ROBINSON VOTE (7) TO AMEND THE LEASE WITH CAVU FROM 60 OPERATING HOURS TO 42 OPERATING HOURS, 7 AM TO 2 PM WITH CLOSURE ON MONDAYS AND FORGIVENESS OF THE 2 MONTHS RENT, MAY AND JUNE 2015, THE OUTSTANDING BALANCE OWED TO THE AIRPORT AT THE FISCAL YEAR END FOR RENT.

VOTE: 7:0

ON MOTION BY MR. CAYER SECOND BY MR. KROLL VOTE (8) TO ADJOURN THE MEETING AT 6:55 PM.

Respectfully Submitted,

Rick Lanman, AAE ACE
Airport Manager

October 2015 Revenues



09/22/2015 11:43
GinaK

CITY OF AUBURN
YTD

P 1
glytdbud

FOR 2016 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
9000 Airport Operations							
0000 Unassigned							
9000 420035 Fees - Fuel Flowage	-9,000	-9,000.00	-955.94	.00	.00	-8,044.06	10.6%*
9000 420040 Fees - Landings	-20,000	-20,000.00	-7,751.76	.00	.00	-12,248.24	38.8%*
9000 429005 Christian Hill Materia	-85,000	-85,000.00	-9,714.59	.00	.00	-75,285.41	11.4%*
9000 429025 Rental Fees	-369,534	-369,534.20	-77,705.46	.00	.00	-291,828.74	21.0%*
0054 AUBURN-LEWISTON AIRPORT							
90006041 450001 Capital Subsidy	0	.00	.00	.00	.00	.00	.0%
90006041 450002 Capital-Lufthansa	0	.00	.00	.00	.00	.00	.0%
90006041 580001 TRANSFER IN	0	.00	.00	.00	.00	.00	.0%
0060 ICE ARENA							
90006001 401500 Personal Property	0	.00	.00	.00	.00	.00	.0%
90006001 401600 Municipal Subsidy	0	.00	.00	.00	.00	.00	.0%
90006002 402003 Excise Tax Sharing	0	.00	.00	.00	.00	.00	.0%
90006002 429013 SALE OF PROPERTY	0	.00	.00	.00	.00	.00	.0%
90006020 420035 Fees - Fuel	0	.00	.00	.00	.00	.00	.0%
90006020 420040 Fees - Landings	0	.00	.00	.00	.00	.00	.0%
90006020 420051 Fees - Tie Downs	0	.00	.00	.00	.00	.00	.0%
90006022 422000 Investment Income	0	.00	.00	.00	.00	.00	.0%
90006022 422001 Investment Income	0	.00	.00	.00	.00	.00	.0%
90006022 422002 Investment Income	0	.00	.00	.00	.00	.00	.0%
90006029 429000 Unclassified Misce	0	.00	.00	.00	.00	.00	.0%
90006029 429005 Christian Hill Mat	0	.00	.00	.00	.00	.00	.0%
90006029 429010 Rental Income	0	.00	.00	.00	.00	.00	.0%
90006029 429011 Rent-Repayment	0	.00	.00	.00	.00	.00	.0%
90006029 429013 Sale of Property	0	.00	.00	.00	.00	.00	.0%
90006029 429017 NET LEASES	0	.00	.00	.00	.00	.00	.0%
90006030 430000 State Grant #15	0	.00	.00	.00	.00	.00	.0%
90006030 430000 PR018 STATE GRANT#1	0	.00	.00	.00	.00	.00	.0%
90006030 430000 PR019 STATE GRANT#1	0	.00	.00	.00	.00	.00	.0%
90006030 430000 PR020 STATE GRANT#2	0	.00	.00	.00	.00	.00	.0%
90006030 430000 PR100 STATE GRANT#1	0	.00	.00	.00	.00	.00	.0%
90006030 430004 Project #17	0	.00	.00	.00	.00	.00	.0%

09/22/2015 11:43
GinaK

CITY OF AUBURN
YTD

P 2
glytdbud

FOR 2016 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
90006040 440001 Fed Grant Revenue-	0	.00	.00	.00	.00	.00	.0%
90006040 440001 60000 FEMA Reimburs	0	.00	.00	.00	.00	.00	.0%
90006040 440001 PR016 Fed Grant	0	.00	.00	.00	.00	.00	.0%
90006040 440001 PR017 Fed Grant	0	.00	.00	.00	.00	.00	.0%
90006040 440001 PR018 FEDERAL GRANT	0	.00	.00	.00	.00	.00	.0%
90006040 440001 PR019 FEDERAL GRANT	0	.00	.00	.00	.00	.00	.0%
90006040 440001 PR020 FEDERAL GRANT	0	.00	.00	.00	.00	.00	.0%
9000 Auburn Lewiston Airport							
9005 401600 Municipal Subsidy	-210,000	-210,000.00	-52,500.00	.00	.00	-157,500.00	25.0%*
9005 402003 Tax Sharing Revenue	-18,500	-18,500.00	-38.82	.00	.00	-18,461.18	.2%*
9005 420063 Service Fees	-45,650	-45,650.00	.00	.00	.00	-45,650.00	.0%*
9005 422000 Investment Income	-1,000	-1,000.00	-15.87	.00	.00	-984.13	1.6%*
9005 429013 Sale of Assets	0	.00	-227.68	.00	.00	227.68	100.0%
9010 420035 Fees - Fuel and Oil S	-575,000	-575,000.00	-165,486.49	.00	.00	-409,513.51	28.8%*
9010 420051 Fees - Tie Down/Hangar	-34,000	-34,000.00	-4,994.00	.00	.00	-29,006.00	14.7%*
9010 420059 Fees-Catering	-3,000	-3,000.00	-6,948.31	.00	.00	3,948.31	231.6%
9010 420060 After Hour Call Out	-1,500	-1,500.00	-950.00	.00	.00	-550.00	63.3%*
9010 420061 Aircraft Maintenance	-35,750	-35,750.00	-4,413.33	.00	.00	-31,336.67	12.3%*
9010 420064 Rental Car	-3,500	-3,500.00	-974.99	.00	.00	-2,525.01	27.9%*
TOTAL Airport Operations	-1,411,434	-1,411,434.20	-332,677.24	.00	.00	-1,078,756.96	23.6%
TOTAL REVENUES	-1,411,434	-1,411,434.20	-332,677.24	.00	.00	-1,078,756.96	
9020 Airport Capital Projects Fund							
9000 Auburn Lewiston Airport							
9020 440022 Airport Project 22	0	.00	.00	.00	.00	.00	.0%
9020 440023 Airport Project 23	0	.00	.00	.00	.00	.00	.0%
9020 450001 Capital Subsidy	0	.00	.00	.00	.00	.00	.0%
TOTAL Airport Capital Projects	0	.00	.00	.00	.00	.00	.0%
9030 Airport Land Fund							
9000 Auburn Lewiston Airport							
90306022 422002 Investment Income	0	.00	-25.99	.00	.00	25.99	100.0%

09/22/2015 11:43
GinaK

CITY OF AUBURN
YTD

P 3
glytdbud

FOR 2016 13

9030	Airport Land Fund	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
90306022	429013 SALE OF PROPERTY	0	.00	.00	.00	.00	.00	.0%
90306030	430000 State Grant 15	0	.00	.00	.00	.00	.00	.0%
90306030	430015 Project 15 - State	0	.00	.00	.00	.00	.00	.0%
90306030	430017 Project 17-State	0	.00	.00	.00	.00	.00	.0%
90306030	430018 Project 18-State	0	.00	.00	.00	.00	.00	.0%
90306030	430019 Project 19-State	0	.00	.00	.00	.00	.00	.0%
90306030	430020 Project 20-State	0	.00	.00	.00	.00	.00	.0%
90306030	430021 Project 21-State	0	.00	.00	.00	.00	.00	.0%
90306040	440016 Project 16-Federal	0	.00	.00	.00	.00	.00	.0%
90306040	440017 Project 17-Federal	0	.00	.00	.00	.00	.00	.0%
90306040	440018 Project 18-Federal	0	.00	.00	.00	.00	.00	.0%
90306040	440019 Project 19-Federal	0	.00	.00	.00	.00	.00	.0%
90306040	440020 Project 20-Federal	0	.00	.00	.00	.00	.00	.0%
90306040	440021 Project 21	0	.00	.00	.00	.00	.00	.0%
90306041	450001 Capital Subsidy	0	.00	.00	.00	.00	.00	.0%
90306041	450002 Capital-Lufthansa	0	.00	.00	.00	.00	.00	.0%
90306041	580001 TRANSFER IN	0	.00	.00	.00	.00	.00	.0%
TOTAL Airport Land Fund		0	.00	-25.99	.00	.00	25.99	100.0%
TOTAL REVENUES		0	.00	-25.99	.00	.00	25.99	
9500 Airport-Air Center								
9000 Auburn Lewiston Airport								
95006020	420035 Fees - Fuel	0	.00	.00	.00	.00	.00	.0%
95006020	420040 Fees - Landings	0	.00	.00	.00	.00	.00	.0%
95006020	420051 Fees - Tie Downs	0	.00	.00	.00	.00	.00	.0%
95006020	420059 Fees-Catering	0	.00	.00	.00	.00	.00	.0%
95006020	420060 Off Hour Call Out	0	.00	.00	.00	.00	.00	.0%
95006020	420061 Aircraft Maintenanc	0	.00	.00	.00	.00	.00	.0%
95006020	420062 AIR CENTER TAX COL	0	.00	.00	.00	.00	.00	.0%
95006020	429010 Rental Income	0	.00	.00	.00	.00	.00	.0%
TOTAL Airport-Air Center		0	.00	.00	.00	.00	.00	.0%
GRAND TOTAL		-1,411,434	-1,411,434.20	-332,703.23	.00	.00	-1,078,730.97	23.6%

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

October 2015 Expenses



09/22/2015 11:41
GinaK

CITY OF AUBURN
YTD

P 1
glytdbud

FOR 2016 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
9000 Airport Operations							
0060 ICE ARENA							
90006061 611000 Regular Salaries	0	.00	3,800.35	.00	.00	-3,800.35	100.0%*
90006061 613000 OT - Regular	0	.00	29.25	.00	.00	-29.25	100.0%*
90006061 617000 Health Ins/Fringe	0	.00	2,189.69	.00	.00	-2,189.69	100.0%*
90006061 617001 FICA/Medicare	0	.00	.00	.00	.00	.00	.0%
90006061 617003 Unemployment	0	.00	.00	.00	.00	.00	.0%
90006061 617005 ICMA Retirement	0	.00	.00	.00	.00	.00	.0%
90006062 620000 Advertising	0	.00	.00	.00	.00	.00	.0%
90006062 628000 PS - Gen/Professio	0	.00	.00	.00	.00	.00	.0%
90006062 628016 PS - Legal Service	0	.00	.00	.00	.00	.00	.0%
90006062 628019 Repairs - Building	0	.00	.00	.00	.00	.00	.0%
90006062 628020 Repairs - Vehicles	0	.00	.00	.00	.00	.00	.0%
90006062 628021 Repairs - Radio Eq	0	.00	.00	.00	.00	.00	.0%
90006062 628038 Repairs - Electric	0	.00	.00	.00	.00	.00	.0%
90006062 628039 Repairs - Airfield	0	.00	.00	.00	.00	.00	.0%
90006062 628040 Repairs - Runway S	0	.00	.00	.00	.00	.00	.0%
90006062 628041 PROF SERV HANGER 5	0	.00	.00	.00	.00	.00	.0%
90006062 628042 Repairs-Net Lease	0	.00	.00	.00	.00	.00	.0%
90006062 629000 Professional Devel	0	.00	.00	.00	.00	.00	.0%
90006062 629001 Travel - Mileage R	0	.00	.00	.00	.00	.00	.0%
90006062 633001 Other Sup - Operat	0	.00	.00	.00	.00	.00	.0%
90006062 640000 Comm - Telephone	0	.00	.00	.00	.00	.00	.0%
90006062 641000 Utilities - Water/	0	.00	.00	.00	.00	.00	.0%
90006062 641002 Utilities - Electr	0	.00	.00	.00	.00	.00	.0%
90006062 641004 Utilities - Heatin	0	.00	.00	.00	.00	.00	.0%
90006062 641005 Utilities - Diesel	0	.00	.00	.00	.00	.00	.0%
90006063 632000 Dues & Subscriptio	0	.00	.00	.00	.00	.00	.0%
90006063 633000 Office Supplies	0	.00	.00	.00	.00	.00	.0%
90006063 633001 Other Sup - Operat	0	.00	.00	.00	.00	.00	.0%
90006063 633028 Snow/Ice Control	0	.00	.00	.00	.00	.00	.0%
90006063 633030 MV Sup - Gas & Oil	0	.00	.00	.00	.00	.00	.0%
90006064 644001 Rental Payments	0	.00	.00	.00	.00	.00	.0%
90006064 645000 Insurance Premiums	0	.00	.00	.00	.00	.00	.0%
90006065 650000 CIP-General	0	.00	.00	.00	.00	.00	.0%
90006065 650000 L01 Capital Outlay	0	.00	.00	.00	.00	.00	.0%
90006065 650000 L02 Capital-EMERGEN	0	.00	.00	.00	.00	.00	.0%
90006065 650000 L03 Capital Outlay	0	.00	.00	.00	.00	.00	.0%
90006065 650000 L04 Capital Outlay	0	.00	.00	.00	.00	.00	.0%

09/22/2015 11:41
GinaK

CITY OF AUBURN
YTD

P 2
glytdbud

FOR 2016 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
90006065 650000 L06 Capital-RESTAUR	0	.00	.00	.00	.00	.00	.0%
90006065 650000 L07 Capital Outlay	0	.00	.00	.00	.00	.00	.0%
90006065 650000 PR009 CIP-General	0	.00	.00	.00	.00	.00	.0%
90006065 650000 PR010 CIP-General	0	.00	.00	.00	.00	.00	.0%
90006065 650000 PR011 CIP-General	0	.00	.00	.00	.00	.00	.0%
90006065 650000 PR012 CIP-General	0	.00	.00	.00	.00	.00	.0%
90006065 650000 PR013 CIP-General	0	.00	.00	.00	.00	.00	.0%
90006065 650000 PR014 CIP-General	0	.00	.00	.00	.00	.00	.0%
90006065 650000 PR015 CIP-General	0	.00	.00	.00	.00	.00	.0%
90006065 650000 PR016 CIP-General	0	.00	.00	.00	.00	.00	.0%
90006065 650000 PR017 CIP-General	0	.00	.00	.00	.00	.00	.0%
90006065 650000 PR018 CIP-General	0	.00	.00	.00	.00	.00	.0%
90006065 650000 PR019 CIP-General	0	.00	.00	.00	.00	.00	.0%
90006065 650000 PR020 FED PROJECT #	0	.00	.00	.00	.00	.00	.0%
90006065 650000 PR021 PROJECT #21	0	.00	.00	.00	.00	.00	.0%
90006065 650000 PR022 Capital Outla	0	3,223.03	.00	.00	.00	3,223.03	.0%
90006065 650000 PR070 CIP-Airport L	0	.00	.00	.00	.00	.00	.0%
90006065 650000 PR080 NEW TERMINAL	0	.00	.00	.00	.00	.00	.0%
90006065 650000 PR081 Capital Outla	0	.00	.00	.00	.00	.00	.0%
90006065 650000 PR100 CIP-General	0	.00	.00	.00	.00	.00	.0%
90006065 653000 Computer	0	.00	.00	.00	.00	.00	.0%
90006065 655405 CRACKSEAL	0	.00	.00	.00	.00	.00	.0%
90006065 659000 Depreciation Expen	0	.00	.00	.00	.00	.00	.0%
90006065 659001 Loss on Disposal-A	0	.00	.00	.00	.00	.00	.0%
90006065 680000 PENSION EXPENSE	0	.00	.00	.00	.00	.00	.0%

9000 Auburn Lewiston Airport

9001 611000 Regular Salaries	198,702	198,702.40	43,992.10	.00	.00	154,710.30	22.1%
9001 613000 Overtime	3,000	3,000.00	757.88	.00	.00	2,242.12	25.3%
9001 617020 Fringe Benefits	86,277	86,277.47	24,164.89	.00	.00	62,112.58	28.0%
9001 617030 Professional Developme	7,615	7,614.80	861.00	.00	.00	6,753.80	11.3%
9002 628000 Contract Services	5,000	5,000.00	33.97	.00	.00	4,966.03	.7%
9002 633030 Fuels and Oil for Vehi	13,000	13,000.00	-.34	.00	.00	13,000.34	.0%
9002 633040 Snow and Ice Control S	23,610	23,610.00	5,759.34	.00	.00	17,850.66	24.4%
9002 641100 Utilities	28,700	28,700.00	1,896.16	.00	.00	26,803.84	6.6%
9003 628019 Building Maintenance	24,170	24,170.00	3,682.95	.00	.00	20,487.05	15.2%
9003 628020 Vehicle Maintenance	7,425	7,425.00	1,789.24	.00	.00	5,635.76	24.1%
9003 628021 Radio Maintenance	5,650	5,650.00	.00	.00	3,400.00	2,250.00	60.2%
9003 628038 Electrical Maintenance	1,000	1,000.00	132.78	.00	.00	867.22	13.3%
9003 628039 Airfield Maintenance	17,170	17,170.30	5,478.39	.00	3,680.00	8,011.91	53.3%
9003 633041 Computer/Office Machin	2,000	2,000.00	.00	.00	.00	2,000.00	.0%
9003 633042 Pavement Maintenance	6,625	6,625.00	.00	.00	.00	6,625.00	.0%

FOR 2016 13

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
9004 620000 Advertising and Promo	2,500	2,500.00	500.00	.00	.00	2,000.00	20.0%
9004 628000 Professional Services	10,000	10,000.00	2,750.00	.00	.00	7,250.00	27.5%
9004 628016 Legal Services	2,500	2,500.00	912.00	.00	.00	1,588.00	36.5%
9004 628041 Hangar Lease	201,375	201,375.00	.00	.00	.00	201,375.00	.0%
9004 633000 Office Supplies	5,000	5,000.00	1,307.36	.00	.00	3,692.64	26.1%
9004 640000 Telephone and Internet	4,500	4,500.00	969.63	.00	.00	3,530.37	21.5%
9004 645000 Insurance Premiums	43,221	43,221.00	29,836.76	.00	.00	13,384.24	69.0%
9015 611000 Regular Salaries	155,189	155,188.80	43,609.82	.00	.00	111,578.98	28.1%
9015 613000 Overtime	3,800	3,800.00	2,902.04	.00	.00	897.96	76.4%
9015 617020 Fringe Benefits	56,731	56,730.73	14,462.98	.00	.00	42,267.75	25.5%
9015 620000 Advertising	5,000	5,000.00	1,713.05	.00	.00	3,286.95	34.3%
9015 628000 Professional	2,000	2,000.00	9,469.30	.00	.00	-7,469.30	473.5%*
9015 628021 Plant Equipment	2,000	2,000.00	132.17	.00	.00	1,867.83	6.6%
9015 628044 Ground Support Equipme	20,000	20,000.00	3,391.75	.00	.00	16,608.25	17.0%
9015 628055 Information System Equ	0	.00	.00	.00	.00	.00	.0%
9015 633030 Fuels & Oils	431,250	431,250.00	158,222.35	.00	272,269.80	757.85	99.8%
9015 633045 Supplies Aircraft Main	12,000	12,000.00	2,116.75	.00	.00	9,883.25	17.6%
9015 641100 Utilities	21,000	21,000.00	869.42	.00	.00	20,130.58	4.1%
TOTAL Airport Operations	1,408,011	1,411,233.53	367,733.03	.00	279,349.80	764,150.70	45.9%
TOTAL EXPENSES	1,408,011	1,411,233.53	367,733.03	.00	279,349.80	764,150.70	
9020 Airport Capital Projects Fund							
9000 Auburn Lewiston Airport							
9020 650000 L01 Natural Gas Install	0	.00	9,000.00	.00	19,000.00	-28,000.00	100.0%*
9020 650000 L02 Emergency Generator	0	5,950.00	2,627.60	.00	12,950.00	-9,627.60	261.8%*
9020 650000 L03 Zero Turn Mower	0	.00	.00	.00	.00	.00	.0%
9020 650000 L04 Upgrade Airport Sig	0	.00	.00	.00	.00	.00	.0%
9020 650000 L05 Rotary Broom	0	.00	.00	.00	.00	.00	.0%
9020 650000 L06 Restuarant Equipmen	0	.00	.00	.00	.00	.00	.0%
9020 650000 L07 Conference Room	0	.00	.00	.00	.00	.00	.0%
9020 650000 PR022 Terminal Ramp	0	13,341.32	11,238.66	.00	203,589.69	-201,487.03	1610.2%*
9020 650000 PR023 Taxiway B Reconst	0	.00	.00	.00	.00	.00	.0%
TOTAL Airport Capital Projects	0	19,291.32	22,866.26	.00	235,539.69	-239,114.63	1339.5%
TOTAL EXPENSES	0	19,291.32	22,866.26	.00	235,539.69	-239,114.63	
9030 Airport Land Fund							
9000 Auburn Lewiston Airport							

09/22/2015 11:41
GinaK

CITY OF AUBURN
YTD

P 4
glytddbud

FOR 2016 13

9030	Airport Land Fund	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
90306041	900001 Transfer Out	0	.00	.00	.00	.00	.00	.0%
90306065	659001 Capital-General	0	.00	.00	.00	.00	.00	.0%
90306065	659016 Airport Project 16	0	.00	.00	.00	.00	.00	.0%
90306065	659017 Airport Project 17	0	.00	.00	.00	.00	.00	.0%
90306065	659018 Airport Project 18	0	.00	.00	.00	.00	.00	.0%
90306065	659019 Airport Project 19	0	.00	.00	.00	.00	.00	.0%
90306065	659020 Airport Project 20	0	.00	.00	.00	.00	.00	.0%
90306065	659021 Airport Project 21	0	.00	.00	.00	.00	.00	.0%
90306065	659070 Airport Land	0	.00	.00	.00	.00	.00	.0%
90306065	659070 L07 Airport Land	0	.00	.00	.00	.00	.00	.0%
90306065	659080 New Terminal Bldg	0	.00	.00	.00	.00	.00	.0%
90306065	659081 Lufthansa Hangar	0	.00	.00	.00	.00	.00	.0%
TOTAL Airport Land Fund		0	.00	.00	.00	.00	.00	.0%
9500 Airport-Air Center								
9000 Auburn Lewiston Airport								
95006061	611000 Regular Salaries	0	.00	2,252.00	.00	.00	-2,252.00	100.0%*
95006061	613000 OT - Regular	0	.00	321.77	.00	.00	-321.77	100.0%*
95006061	617000 Health Ins/Fringe	0	.00	271.53	.00	.00	-271.53	100.0%*
95006061	617001 FICA/Medicare	0	.00	.00	.00	.00	.00	.0%
95006062	620000 Advertising	0	.00	.00	.00	.00	.00	.0%
95006062	628000 PS - Gen/Professio	0	.00	.00	.00	.00	.00	.0%
95006062	628021 Equipment	0	.00	.00	.00	.00	.00	.0%
95006062	628039 Repairs - Aircraft	0	.00	.00	.00	.00	.00	.0%
95006062	628044 Ground Support Equ	0	.00	.00	.00	.00	.00	.0%
95006062	628045 Equipment-Informat	0	.00	.00	.00	.00	.00	.0%
95006062	628048 Equipment-Furnitur	0	.00	.00	.00	.00	.00	.0%
95006062	641004 Utilities - Heatin	0	.00	.00	.00	.00	.00	.0%
95006063	633001 Other Sup - Operat	0	.00	.00	.00	.00	.00	.0%
95006063	633030 MV Sup - Gas & Oil	0	.00	79.57	.00	.00	-79.57	100.0%*
95006065	659000 Depreciation Expen	0	.00	.00	.00	.00	.00	.0%
95006065	680000 PENSION EXPENSE	0	.00	.00	.00	.00	.00	.0%
TOTAL Airport-Air Center		0	.00	2,924.87	.00	.00	-2,924.87	100.0%
TOTAL EXPENSES		0	.00	2,924.87	.00	.00	-2,924.87	
GRAND TOTAL		1,408,011	1,430,524.85	393,524.16	.00	514,889.49	522,111.20	63.5%

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

October 2015 Balance

09/22/2015 11:44
GinaK

CITY OF AUBURN
BALANCE SHEET FOR 2016 3

P 1
gibalsht

FUND: 9000 Airport Operations /

FUND: 9000 Airport Operations			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
9000	011010	Airport Checking	-32,911.74	22,201.10
9000	011030	Cash-Petty Cash	.00	200.00
9000	011110	Investments-MM-City	.00	91,812.87
9000	011140	Interest Receivable	.00	.01
9000	011530	Accounts Receivable	-1,487.00	14,877.88
9000	011810	Prepaid Expenses	-5,518.01	5,975.07
9000	011811	Prepaid Rent	.00	3,520.90
9000	012110	Land	.00	1,608,111.00
9000	012111	Land Improvements	.00	15,054,664.00
9000	012112	Construction In Progress	.00	12,635.65
9000	012310	Buildings & Bldg Improvements	.00	4,280,715.00
9000	012410	Machinery & Equipment	.00	1,156,109.22
9000	012900	Accumulated Depreciation	.00	-12,680,474.17
9000	013000	DEF OUTFLOW-NET PENSION	.00	20,133.00
9000	016000	DUE TO / DUE FROM	15,603.83	415,030.91
TOTAL ASSETS			-24,312.92	10,005,512.44
LIABILITIES				
9000	024210	Accounts Payable	15,678.63	11,896.78
9000	024215	Loan Payable-Land Fund	.00	-140,000.00
9000	024230	Loan Payable-City of Auburn	.00	-1,027,706.00
9000	024231	Loan Payable-City of Lewiston	.00	-1,027,706.00
9000	024610	Accrued Payroll	.00	-4,591.76
9000	024611	Compensated Absences	.00	-32,046.54
9000	024710	Federal Withholding Taxes	-2,114.13	-2,114.13
9000	024711	State Withholding Taxes	-867.70	-867.70
9000	024712	FICA Withholding Taxes	-3,268.28	-3,268.28
9000	024713	Medicare Withholding Taxes	-764.38	-764.38
9000	024730	ICMA Deferred Comp-City	-100.00	-200.00
9000	024734	ME State Retirement	-1,934.99	-3,871.30
9000	024742	ICMA-Airport	-700.96	-1,482.82
9000	024758	MMA Health Ins-Airport	28.74	-4,322.13
9000	024763	AFLAC	-105.12	-191.52
9000	024765	Dental	-.03	-192.30
9000	024772	Flex Spending-Airport	-223.08	-781.01
9000	024773	Vision	-.07	-38.73
9000	025000	DEF INFLOW NET PENSION	.00	-28,356.00
9000	026000	NET PENSION LIABILITY	.00	-33,373.00
TOTAL LIABILITIES			5,628.63	-2,299,976.82
FUND BALANCE				
9000	037000	Ctrl Total - Encumbrances	7,080.00	279,349.80

09/22/2015 11:44
 GinaK

CITY OF AUBURN
 BALANCE SHEET FOR 2016 3

P 2
 glbalsht

FUND: 9000 Airport Operations /

FUND: 9000 Airport Operations			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
9000	037100	FB ASSIGNED CITY	.00	-1,836,398.00
9000	037104	FB UNASSIGNED	.00	-5,904,193.41
9000	037201	CTRL TOTAL-BUD FB DESIGNATED	-7,080.00	-279,349.80
9000	037301	Ctrl Total - Bud FB Undesignat	.00	-200.67
9000	047000	Ctrl Total - Revenues	-36,019.53	-332,677.24
9000	047001	CONTROL - ESTIMATED REVENUE	.00	1,411,434.20
9000	057000	CTRL TOTAL-EXPENDITURES	54,703.82	367,733.03
9000	057001	CTRL TOTAL-APPROPRIATIONS	.00	-1,411,233.53
TOTAL FUND BALANCE			18,684.29	-7,705,535.62
TOTAL LIABILITIES + FUND BALANCE			24,312.92	-10,005,512.44
			=====	=====

09/22/2015 11:44
GinaK

CITY OF AUBURN
BALANCE SHEET FOR 2016 3

P 3
gibalsht

FUND: 9020 Airport Capital Projects Fund /

FUND: 9020 Airport Capital Projects Fund				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	9020	016000	Due to/from Other Funds	-15,143.23	-22,866.26
		TOTAL ASSETS		<u>-15,143.23</u>	<u>-22,866.26</u>
				=====	=====
FUND BALANCE					
	9020	037000	Ctrl Total - Encumbrances	13,484.37	235,539.69
	9020	037201	Ctrl Total - Bud FB Designated	-13,484.37	-235,539.69
	9020	037301	Ctrl Total - Bud FB Undesignat	.00	19,291.32
	9020	057000	Ctrl Total - Expenditures	15,143.23	22,866.26
	9020	057001	Ctrl Total - Appropriations	.00	-19,291.32
		TOTAL FUND BALANCE		<u>15,143.23</u>	<u>22,866.26</u>
		TOTAL LIABILITIES + FUND BALANCE		<u>15,143.23</u>	<u>22,866.26</u>
				=====	=====

09/22/2015 11:44
 GinaK

CITY OF AUBURN
 BALANCE SHEET FOR 2016 3

P 4
 gibalsh

FUND: 9030 Airport Land Fund /

FUND: 9030 Airport Land Fund				NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS					
	9030	011111	Investments-MM-Airpark	.00	303,985.68
	9030	011530	Accounts Receivable	.00	140,000.00
	9030	016000	Due to/from Other Funds	.00	-220,355.16
		TOTAL ASSETS		.00	223,630.52
				=====	=====
FUND BALANCE					
	9030	037104	FB-UNASSIGNED-CTY	.00	-223,604.53
	9030	047000	Ctrl Total - Revenues	.00	-25.99
		TOTAL FUND BALANCE		.00	-223,630.52
		TOTAL LIABILITIES + FUND BALANCE		.00	-223,630.52
				=====	=====

09/22/2015 11:44
GinaK

CITY OF AUBURN
BALANCE SHEET FOR 2016 3

P 5
gibalsht

FUND: 9500 Airport-Air Center /

FUND: 9500 Airport-Air Center			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
9500	011030	Cash-Petty Cash	.00	500.00
9500	011530	Accounts Receivable	.00	12,300.31
9500	011900	INVENTORY FOR RESALE	.00	18,283.02
9500	012410	Machinery & Equipment	.00	21,977.00
9500	012900	Accumulated Depreciation	.00	-21,977.00
9500	013000	DEF OUTFLOW-NET PENSION	.00	12,518.00
9500	016000	Due to/from Other Funds	-460.60	-171,809.49
TOTAL ASSETS			-460.60	-128,208.16
			=====	=====
LIABILITIES				
9500	024210	Accounts Payable	.00	-11,896.78
9500	024610	Accrued Payroll	.00	-3,107.57
9500	024611	Compensated Absences	.00	-6,364.40
9500	024829	DUE TO STATE - SALES TAX	460.60	-78.66
9500	025000	DEF INFLOW NET PENSION	.00	-17,630.00
9500	026000	NET PENSION LIABILITY	.00	-20,750.00
TOTAL LIABILITIES			460.60	-59,827.41
			=====	=====
FUND BALANCE				
9500	037104	FB-UNASSIGNED-CTY	.00	185,110.70
9500	057000	Ctrl Total - Expenditures	.00	2,924.87
TOTAL FUND BALANCE			.00	188,035.57
			=====	=====
TOTAL LIABILITIES + FUND BALANCE			460.60	128,208.16
			=====	=====

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

Auburn-Lewiston Municipal Airport Monthly Financial Report

Capital Improvement Plan Recapulation

Funding Source			USDOT	AIRPORT	AIRPORT	AIRPORT	FAA	AIRPORT
Project #				L01	L02	L04		
Funding Year			FY 11	FY-14	FY-14	FY-14	FY-16	FY-16
Description of Project			Air Service Development Grant	Install Natural Gas Supply	Emergency Generator for FBO	Update Airport Signage	Terminal Aircraft Ramp	Terminal Landside Parking Lot
Expected Cost			700,000.00	20,000.00	7,500.00	8,000.00	809,370.00	700,000.00
Project Status			Open	open	Open	Open	Open	Open
Requested Budget Appropriation	FY17	0.00						
Requested Budget Appropriation	FY16	31,000.00					31,000.00	700,000.00
Requested Budget Appropriation	FY 15	0.00						Not Funded
Requested Budget Appropriation	FY 15	0.00						
Requested Budget Appropriation	FY 13	0.00						
Requested Budget Appropriation	FY 12	5,000.00						
Requested Budget Appropriation	FY 11	113,000.00	100,000.00					
Sponsor Share (from Appropriations above)			131,000.00	100,000.00			31,000.00	700,000.00
FAA Share			575,453.90				728,433.00	
State Share			20,770.50				40,468.50	
General Acc			67,750.00	30,000.00	7,500.00	8,000.00		
Land Acc			144,468.50	25,000.00			9,468.50	
Excise Tax Acc			20,500.00					
Other Sources			605,725.00	600,000.00				
Total Funding Sources			1,493,199.40	700,000.00	55,000.00	7,500.00	8,000.00	809,370.00
Total Funding Sources			1,493,199.40	700,000.00	55,000.00	7,500.00	8,000.00	809,370.00
Expenditures To Date			2,962,556.71	-	21,661.47	5,971.60	1,016.84	-
FAA Reimbursement Received			562,394.44	-				
State Reimbursement Received			20,356.89	-				
Other Sources Reimbursements Received								
Local Payment Made			2,379,808.46	-	21,661.47	5,971.60	1,016.84	
Project Balance			840,642.69	700,000.00	33,338.53	1,528.40	6,983.16	700,000.00
Unreimbursed Vendor Payments			-3.08	-				
Transfers to Other Projects			-87,331.18			(1,250.00)		
FAA Funding Remaining			728,433.00	-	-	-	728,433.00	-
State Funding Remaining			40,468.50	-	-	-	40,468.50	-
Other sources Fund Remaining			600,000.00	600,000.00	-	-	-	-
Local Share Remaining			141,276.43	100,000.00	33,338.53	1,528.40	5,733.16	-
Surplus Capital Appropriations			782.00	-	-	-	-	-



Auburn Lewiston Municipal Airport

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

October 2015 Board Meeting Item 4b.

Project Synopsis

One unfunded project from last year that is a building block in the airport's ability to handle customers was an updated, larger automobile parking lot in front of the terminal. A rough sketch and a boilerplate fee estimate were included to help justify the project. One of the criticisms of the project submission was that it was not very accurate or planned well. This scope of work is constructed to overcome that criticism.

A well-designed landside parking lot for an airport can be a source of revenue but at least it should be a utilitarian function for the airport's tenants and customers. The area currently used for landside parking is comprised of a portion of an old runway and a very small traffic circle for the terminal that are painted for additional parking.

There are several problems or inadequacies with the current situation but the overarching criticism is that the parking lot is a bad representation of the twin cities and does not serve to make a good first impression for 8000 to 9000 visitors that travel through the airport annually.

This scope of work asks the airport engineers to produce at least three concepts of an adequate airport landside parking facility. As with any design process, this work will require remuneration. The fee schedule is an estimate of that works cost for the Board to consider. This process can be completed in time for submission with this year's annual Capital Improvements requests for each of the sponsor cities.

Scope of Work

For

Concept Designs for Airport Parking Lot Configuration at the Auburn-Lewiston Municipal Airport

The Auburn-Lewiston Airport through the Airport Board of Directors seeks to renovate and expand the ground vehicle parking for the main terminal building area to meet the future needs of the airport.

The Auburn-Lewiston Airport seeks to engage Hoyle, Tanner and Associates herein referred to as “Consultant”, to provide and perform services noted below.

I. Project Conceptual Drawings

The Consultant will provide three (3) concept drawings to the Airport showing alternative parking lot configurations for the Terminal Area parking lot. Specific Items of work include:

a. Data Collection

The Consultant will be responsible for acquiring the following readily available information, materials and services to use in completing the project as needed:

- Traffic Data;
- Digital photogrammetric mapping;
- LIDAR Data;
- Geometry plans.

It is understood that no survey has been done for this area in particular. The data listed above is of sufficient quality to satisfy as base drawings to depict concepts.

b. Conceptual Plan Creation

The Consultant shall be responsible for completing and submitting three possible configurations for the terminal parking lot.

All configurations shall meet local criteria for City roadways. These criteria include but are not limited to:

- Line of Sight;
- 20 MPH Speed Limitation;
- Tractor trailer truck turning radius and access;
- Signage;
- Standard Parking space size;
- Right of Way width

- Staff Parking;
- Snow removal needs;
- Dumpster and Dumpster Screen Locations
- Pedestrian needs;
- Sidewalk setbacks; and
- Handicap Accessibility.

All concept plans will provide space for a Parking Kiosk with automated ticketing. Consideration will be given to delivery trucks up to tractor trailer combinations to access the Airport owned Hangar currently leased to Lufthansa. The existing vehicle gate north of the FBO hangar will be relocated to south of the FBO hangar.

Each plan provided shall be accompanied with an evaluated summary of the pros and cons of the plan and a planning level estimate of costs to design, permit, and construct. The Airport understands that some concepts may require directional flow through the parking lot.

The Consultant shall attend two (2) meetings on-site with representatives of the Auburn-Lewiston Airport during the conceptual design process. Two representatives of the Consultant shall attend the meetings. An initial conference call meeting may be scheduled on what the airport will allow to happen within the concept drawings and expected construction alternatives (ex. full depth reconstruction, mill and fill, or overlay). The second meeting will be scheduled by the Consultant mid-design to discuss the concepts and gather feedback. Draft plans done to a 50% stage shall be submitted to the Airport for review (PDF is acceptable at this point). Final draft plans along with the pros/cons summary drafts will be submitted for final comments. Once final comments are submitted to the Consultant, the Consultant shall schedule a final meeting to present the project and submit all final drawings and submissions (in both paper and electronic pdf formats).

II. Proposal Assumptions

This proposal is for the Scope of Work for “Concept Designs for Airport Parking Lot Configuration at the Auburn-Lewiston Municipal Airport” is based on the following assumptions:

- The project proposes conceptual improvements and the scope of work does not include final roadway and civil site design, pavement and geotechnical investigations, right-of-way impacts or determinations, or environmental impacts.
- Three Conceptual Plans will be sketched, drafted, and colorized to be overlaid on aerial photography.
 - Initial thoughts and images may be tissue paper overlay and scanned overlay to

address concerns issues with Airport and potential stakeholders.

- Design Criteria will meet City and State design criteria for local roadways, in addition there is an understanding the alternative may propose directional traffic flow to accommodate the Airport's parking needs.
- Traffic Impacts and Level of Service Evaluations or Studies are not required within the scope of work.
- Existing or prior information received will not be managed to meet client CAD standards, and is not included in this fee proposal.
- Mileage rate provided is established by the Internal Revenue Service at \$0.575, however Hoyle, Tanner may evaluate alternative transportation (rental, airline flights, etc.) to reduce costs or provide additional value.
- The anticipated schedule to complete design and coordination tasks is expected to by November 1, 2015.

III. Client Responsibilities

Your responsibilities under this agreement shall include:

- Provide all available information as to the project requirements, including all pertinent existing information (plans, maps, and existing studies) or other data relevant to the project if the City possesses these items.
- Provide access to the site and designate a contact person who can act with the client's authority regarding this project within the limits of the Contract.
- Provide a Notice to Proceed by October 1, 2015.

October 2015 Board Meeting Item 4b.

Project Title/Location: Auburn-Lewiston Airport Parking Lot Conceptual Design
 Hoyle, Tanner Project Number
 Consultant Firm Name: Hoyle, Tanner & Associates
 Service Area or Phase of Work: Design Services

Orig. Date: September 17, 2015
 Revised Date: October 16, 2015

Prepared By: JMA/TMC/ERM/MTO

Consultant Positions =>		PRINCIPAL IN-CHARGE	Project Manager	Senior Aviation Planner	Aviation Planner	Staff Engineer	Surveyor	Cadd Tech	Admin Support	TOTAL
#	Task Descriptions	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
1	Data Collection									
2	Data Merging		1.0					8.0		9.0
3	Alignment creation (Existing)					2.0				2.0
4	Conceptual Plan Creation									
5	Plan drawings - Roadway and Parking Lot Concepts (3)		2.0		2.0	18.0		24.0		46.0
6	Summary Documentation		8.0		4.0	2.0			4.0	18.0
7	Planning Level Estimation		2.0		2.0	4.0				8.0
8	Meetings with Airport		16.0		16.0					32.0
9	Quality Assurance									0.0
10	Design & Plans	2.0		6.0						8.0
11	CAD Management & Electronic Deliverables							2.0		2.0
12										0.0
13										0.0
14										0.0
15										0.0
16										0.0
17										0.0
18										0.0
19										0.0
TOTAL HOURS		2.0	29.0	6.0	24.0	26.0	0.0	34.0	4.0	125.0
HOURLY RATE		\$50.00	\$45.00	\$48.00	\$32.00	\$34.00	\$35.00	\$25.00	\$23.52	
DIRECT LABOR TOTAL		\$100.00	\$1,305.00	\$288.00	\$768.00	\$884.00	\$0.00	\$850.00	\$94.08	\$4,289.08

DIRECT EXPENSES	\$
tolls	\$30.00
Mileage 244 miles RT - 2 trips	\$280.60
Printing	\$200.00
Postage	\$0.00
Telephone	\$0.00

TOTAL DIRECT EXPENSES = \$510.60

Overhead % 179.45% \$7,696.75
 Profit/Fee % 12.00% \$1,438.30
 Subtotal = \$13,424.13

Total Direct Expenses = \$510.60

TOTAL ESTIMATED COST = \$13,934.73