

**AUBURN-LEWISTON AIRPORT  
BOARD OF DIRECTORS MEETING  
Thursday, 6 August 2015**

**Meeting**

1. Call the Meeting to Order (Chair) 5:00 pm.
2. Approval of Minutes for
  - a. June 2015 (Motion/Approval)
  - b. July 2015 – No meeting statement (Motion/Approval)
3. Financial Report for
  - a. June 2015 (Motion/Approval)
  - b. July 2015 (Motion/Approval)
4. Airport Manager's Report
  - a. Marketing Group Discussion
  - b. Airport Credit Card – current limit is insufficient
  - c. Terminal Apron Construction and Reconstruction Project Update – progress in obtaining permits and other necessities
  - d. Small Community Air Service Development Grant update – progress on developing an Air Taxi Service
5. Old Business
  - a. Capital Project Completion Plan – plan to complete some of the CIP
6. New Business
  - a. None
7. Public Comments
8. Executive Session - for Real Estate Matter with a possible vote afterwards
9. Adjournment – Next Regular Meeting will be 3 September 2015

# **AUBURN-LEWISTON AIRPORT**

Airport Board of Directors Meeting

June 4, 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.

Present: Chairman Plourde.

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

Also Present: Rick Lanman, Airport Manager; Leroy Walker, Ed Lane and Evan McDougal.

Board Members Absent: Cayer, Hunter.

Chairman Plourde started the workshop at 5:05 p.m.

The workshop topic was Port of Entry and User Fee. A Port of Entry airport handles clearing passengers, accepting merchandise, collecting duties, and enforcing custom and border laws and is also government funded. Portland and Bangor are examples. Auburn-Lewiston does not fit the same criteria and would fall into an alternative program called the User Fee Airport (UFA) to become a port of entry. This allows smaller size airports to accept planes out of the United States. The closest UFA airport is Manchester Airport. A UFA must be approved by the Commissioner of US Customs and Border Protection (CBP). The Governor of the state must submit a letter supporting the airport, a site visit from the CBP to discuss workload and services, completing a Memorandum of Agreement with CBP for fees and hours of service, and completing an Agriculture Compliance Agreement (ACA) for handling international garbage. A customs fee is charged to the arriving or departing aircraft. The airport would need to staff an inspector and designated space for handling international garbage. If the airport would contract with a charter company who flies internationally, this could cover the associated fees for this service.

Chairman Plourde called the meeting to order at 5:30 p.m.

## **APPROVAL OF MINUTES**

It was suggested by some board members to add more information to the minutes for full disclosure to the public. The minutes will begin to be added to the City of Auburn Council package.

**ON MOTION BY MS. SHEATS SECOND BY MR. HAYES VOTE (1) TO APPROVE THE MINUTES OF MAY 14, 2015.**

**VOTE: 5:0:1**

**Mr. Holden Abstained.**

**Mr. Kroll Arrived.**

Chairman Plourde stated, after receiving board input, all future meetings will begin at 5:00 p.m.

## FINANCIAL REPORT

Manager Lanman reviewed the financials with the board. There is a lag in revenues of about 2 weeks between receiving the check, posting, depositing, submitting to finance for recording. Expenses are usually up to date weekly. It was suggested the possibility of having the reports dated the 15<sup>th</sup> of the month, instead of the end of the month to reflect more accurate numbers. Projection for year-end will be close.

CIP- several projects are closed or will not be completed and Manager Lanman requested these be deleted from our project sheet (LO3 Mower, LO 5 Rotary Broom, LO6 Restaurant, LO7 Conference Room, and Aircraft Hangar Purchased). Signage update is actually estimated at \$4,000 to update it with the airport's tenants, using the current poles on both sides of the airport and other additional signage that is needed. Installing the Natural Gas is continuing with slow progress at the Life Flight hangar and at Geneva Hangar, this account was underestimated with all the different upgrades that are required. The Rotary Broom is much needed project, but the funding is not available. The airport is still looking to build hangars would like to start this project within the next 1 to 3 years. The word is getting out to our customers, for this to happen, we need signed commitments, and once the required commitments are met the airport can move forward. Chairman Plourde suggested Manager Lanman update Ms. Hunter with these projects for deletion and reflect these changes at the next board meeting.

The FEMA disaster relief program manager was out and reviewed the airport's application for the January Blizzard Reimbursement and is looking at approximately \$11,000.

**ON MOTION BY MR. KROLL SECOND BY MR. HAYES VOTE (2) TO ACCEPT THE FINANCIAL REPORT AND PLACE ON FILE.**

**VOTE: 7:0**

## AIRPORT MANAGER REPORT

**CORRESPONDENCE FROM CITY OF AUBURN CONCERNING COMMITTEES.**

Materials were sent out with the last meeting packet containing information the Auburn City Council is requesting for more information, from the boards that city staff and council serve on. The airport will act accordingly trying to provide more information into the minutes to communicate to the Auburn Council. All Auburn boards had received this email. The airport board is currently abiding by the Intergovernmental Agreement with By Laws from the City of Auburn and Lewiston. Minutes and Agendas are emailed out to the public and posted on the airport's website.

## **MARKETING GROUP DISCUSSION**

Ms. Sheats reported to the board on ways to market the airport to the general public and aviation community. Scheduling Fly In's, using the Civil Air Patrol for manpower for events, discounting fuel on certain weekends, or just one day weekly, to encourage the weekend flyers to come out, visit the airport café, buy some discounted fuel, visit another airport for lunch or attend a function at another airport. Also suggested was targeting the business community, school field trips, Chamber Spotlights, Business to Business Trade show, contacting the LA Pilots Association, CAVU Cafe and Patient Airlift and have representatives sit at the airport table with airport board members or staff when these events occur to educate our airport to the community.

Researching the exhibit in the lobby from the past digs on the airport from the archeologies was noted these were not the original artifacts. Manager Lanman has tried to contact Dr. Spesis and will re-search with Bates College to see if the anthology classes would be interested in visiting and maybe doing some research on the airport's artifacts. Doing a history research on the training that happened here at the airport during WWII is another project that could be completed.

Social media is a great help without costs. When an event happens, document the event with a line or two, send it to the local papers and they will publish it.

#### AIRPORT CREDIT CARD

The Treasurer being out, this item is tabled for the next meeting.

#### OLD BUSINESS

##### CONFERENCE ROOM RENTAL POLICY FOR AIRPORT FACILITIES

The board reviewed the updated conference room policy. Manager Lanman received a few responses, incorporated them into the policy, reevaluated the fee structure per square foot, and used the current airport price of \$0.04. Items left behind in the conference room or lobby at the airport will continue as presently conducted, every best effort is made to return the item to its rightful owner. FAA signage for weapons and smoking will be purchased and posted.

**ON MOTION BY MR. KROLL SECOND BY MR. HOLDEN VOTE (3) TO APPROVE THE CONFERENCE ROOM POLICY AS PRESENTED.**

**VOTE: 7:0**

#### PUBLIC COMMENTS

##### Small Community Aviation Development Grants (SCADG)

There currently is nothing to report until the airport can find the \$100,000 local share to start to use the grant. The airport needs to spend some of its local share to start the project as good effort towards the grant. Manager Lanman is currently researching different options, if it turns out the cities are not funding this as Capital Improvement Project. This item will be on the Agenda for the next meeting.

July Meeting dates will be doodled to the board.

#### EXECUTIVE SESSION

No Executive Meeting needed. Real Estate issue was resolved.

**ON MOTION BY MR. KROLL SECOND BY MR. HOLDEN VOTE (4) TO ADJOURN THE MEETING AT 6:30 P.M.**

**VOTE: 7:0**

Respectfully Submitted,

Rick Lanman, AAE ACE  
Airport Manager

# **AUBURN-LEWISTON AIRPORT**

Airport Board of Directors Meeting

Special Meeting

8 July 2015

Chairman Plourde called the meeting to order at 0703 and immediately entered into executive session. The executive session ended with no formal vote or decision made afterwards.

Respectfully Submitted

Rick Lanman, AAE  
Airport Manager

**Auburn-Lewiston Municipal Airport  
Monthly Financial Statement**

**Summary**

		Monthly	FY 15			FY 14		
		31 July 2015	Approved Budget	YTD Actual	Percent +/-	Approved Budget	Previous YTD Actual	Percent +/-
<b>Revenues</b>								
	Airport Operations	52,660.62	478,270.00	476,875.33	99.71%	435,714.80	466,909.03	107.16%
	Services (FBO Operations)	113,409.22	745,623.53	662,882.23	88.90%	678,000.00	685,341.35	101.08%
	Other Income	18,809.67	230,350.00	229,841.40	99.78%	228,500.00	265,660.19	116.26%
	<b>Total</b>	<b>184,879.51</b>	<b>1,454,243.53</b>	<b>1,369,598.96</b>	<b>94.18%</b>	<b>1,342,214.80</b>	<b>1,417,910.57</b>	<b>105.64%</b>
<b>Expenses</b>								
	Airport Personnel	-14,554.90	-286,637.83	-288,362.91	100.6%	-288,217.50	-304,341.51	105.59%
	Airport Operations	1,037.71	-69,485.00	-80,655.87	116.1%	-92,025.57	-76,510.98	83.14%
	Airport Maintenance	-2,446.23	-80,763.55	-46,063.91	57.0%	-38,275.93	-58,241.38	152.16%
	Airport Administration	-661.32	-287,747.00	-271,530.08	94.4%	-282,750.00	-337,575.59	119.39%
	Services (FBO Operations)	-40,794.83	-728,644.69	-696,852.69	95.6%	-631,162.61	-706,895.48	112.00%
	<b>Total</b>	<b>-57,419.57</b>	<b>-1,453,278.07</b>	<b>-1,383,465.46</b>	<b>95.20%</b>	<b>-1,332,431.61</b>	<b>-1,483,564.94</b>	<b>111.34%</b>
<b>Net Total</b>								
		127,459.94	965.46	-13,866.50		9,783.19	-65,654.37	

# Auburn-Lewiston Municipal Airport Monthly Financial Statement

## Summary of Revenues

	31 July 2015			FY 15			FY 14		
	Monthly Budget	Monthly Actual	Percent +/-	Approved Budget	YTD Actual	Percent +/-	Approved Budget	Previous YTD Actual	Percent +/-
<b>Airport Operations</b>									
Based Aircraft Tiedown Fees Collected	1,500.00	2,176.60	145.11%	18,000.00	9,695.89	53.87%	12,000.00	14,186.74	118.22%
Landing Fees Collected	1,833.33	2,996.18	163.43%	22,000.00	20,717.79	94.17%	15,000.00	21,358.44	142.39%
Fuel Flowage Fees Collected	750.00	1,596.16	212.82%	9,000.00	10,023.27	111.37%	7,000.00	7,958.32	113.69%
Rental Fees Collected	28,414.17	28,820.44	101.43%	340,970.00	346,909.86	101.74%	348,214.80	343,889.83	98.76%
Christian Hill Materials	7,083.33	16,571.33	233.95%	85,000.00	88,317.52	103.90%	50,000.00	77,116.20	154.23%
Service Fees Collected	275.00	499.91	181.79%	3,300.00	1,211.00	36.70%	3,500.00	2,399.50	68.56%
<b>SUBTOTAL OPERATIONS</b>	<b>39,855.83</b>	<b>52,660.62</b>	<b>132.13%</b>	<b>478,270.00</b>	<b>476,875.33</b>	<b>99.71%</b>	<b>435,714.80</b>	<b>466,909.03</b>	<b>107.16%</b>
<b>Services (FBO Operations)</b>									
Fuel and Oil Sales	55,760.29	90,315.44	161.97%	669,123.53	568,654.99	84.99%	610,500.00	614,125.32	100.59%
Transient Tie-Down/Hangaring	2,500.00	4,576.75	183.07%	30,000.00	39,092.45	130.31%	20,000.00	29,238.16	146.19%
Professional/Catering	541.67	125.69	23.20%	6,500.00	3,863.25	59.43%	5,000.00	6,229.79	124.60%
Rental Car	291.67	295.87		3,500.00	3,216.68	91.91%		0.00	
After Hour Call-out	62.50	350.00	560.00%	750.00	1,702.75	227.03%	10,000.00	1,140.00	11.40%
Aircraft Maintenance	2,979.17	17,745.47	595.65%	35,750.00	46,352.11	129.66%	32,500.00	34,608.08	106.49%
<b>SUBTOTAL SERVICES</b>	<b>62,135.29</b>	<b>113,409.22</b>	<b>182.52%</b>	<b>745,623.53</b>	<b>662,882.23</b>	<b>88.90%</b>	<b>678,000.00</b>	<b>685,341.35</b>	<b>101.08%</b>
<b>Other Income</b>									
Excise Tax Revenues		18,748.00		20,000.00	18,748.00	93.74%	18,000.00	18,025.00	0.00%
Surplus (fund balance)		-		0.00	0.00		0.00	0.00	
Interest (land fund and general account)	41.67	61.67		350.00	1,093.40	312.40%	500.00	590.44	118.09%
Sale of Assets		-			0.00		0.00	37,044.75	
Transfers		-			0.00			55,660.19	
<b>TOTAL OTHER INCOME</b>	<b>41.67</b>	<b>18,809.67</b>		<b>20,350.00</b>	<b>19,841.40</b>	<b>97.50%</b>	<b>18,500.00</b>	<b>55,660.19</b>	<b>300.87%</b>
Sponsor Contribution	17,500.00	-		210,000.00	210,000.00	100.00%	210,000.00	210,000.00	100.00%
<b>TOTAL INCOME</b>	<b>119,532.79</b>	<b>184,879.51</b>		<b>1,454,243.53</b>	<b>1,369,598.96</b>	<b>94.18%</b>	<b>1,342,214.80</b>	<b>1,417,910.57</b>	<b>105.64%</b>

Auburn-Lewiston Municipal Airport  
Monthly Financial Statement  
Summary of Expenses

	31 July 2015			FY 15			FY 14		
	Monthly Budget	Monthly Actual	Percent +/-	Approved Budget	YTD Actual	Percent +/-	Approved Budget	Previous YTD Actual	Percent +/-
<b>Airport Personnel</b>									
Salaries	16,420.06	12,393.20	75.48%	197,040.74	187,482.60	95.15%	202,110.00	200,363.96	99.14%
Fringe Benefits	6,268.56	2,174.26	34.69%	75,222.69	93,661.22	124.51%	80,844.00	93,010.12	115.05%
Overtime	237.50	17.44	7.34%	2,850.00	3,981.09	139.69%	2,500.00	2,802.07	112.08%
Professional Development	960.37	(30.00)	-3.12%	11,524.40	3,238.00	28.10%	2,763.50	8,165.36	295.47%
<b>TOTAL PERSONNEL</b>	<b>23,886.49</b>	<b>14,554.90</b>	<b>60.93%</b>	<b>286,637.83</b>	<b>288,362.91</b>	<b>100.60%</b>	<b>288,217.50</b>	<b>304,341.51</b>	<b>105.59%</b>
<b>Airport Operations</b>									
Professional Fees/Contract Services	416.67	(4,073.54)	-977.65%	5,000.00	11,669.54	233.39%	30,000.00	10,809.70	36.03%
Lights and Power	1,500.00	2,726.22	181.75%	18,000.00	22,667.80	125.93%	18,000.00	21,930.42	121.84%
Heating Fuel Oil / Propane	405.00	133.41	32.94%	4,860.00	9,755.63	200.73%	15,000.00	13,751.52	91.68%
Gas and Oil for Vehicles	2,052.08	0.00	0.00%	24,625.00	15,876.64	64.47%	17,525.57	19,051.96	108.71%
Snow and Ice Control Supplies	1,250.00	0.00	0.00%	15,000.00	19,184.89	127.90%	10,000.00	9,360.14	93.60%
Sewer /Water	166.67	176.20	105.72%	2,000.00	1,501.37	75.07%	1,500.00	1,607.24	107.15%
<b>SUBTOTAL OPERATIONS</b>	<b>5,790.42</b>	<b>(1,037.71)</b>	<b>-17.92%</b>	<b>69,485.00</b>	<b>80,655.87</b>	<b>116.08%</b>	<b>92,025.57</b>	<b>76,510.98</b>	<b>83.14%</b>
<b>Airport Maintenance</b>									
Building Maintenance	2,164.58	304.68	14.08%	25,975.00	18,959.61	72.99%	10,000.00	20,983.21	209.83%
Electrical Maintenance	416.67	0.00	0.00%	5,000.00	224.54	4.49%	5,000.00	1,163.50	23.27%
Radio Maintenance	375.00	10.00	2.67%	4,500.00	10.00	0.22%	500.00	107.92	21.58%
Vehicle Maintenance	1,352.08	10.00	0.74%	16,225.00	8,141.15	50.18%	7,778.77	26,510.00	340.80%
Airfield Maintenance	2,421.96	2,121.55	87.60%	29,063.55	18,728.61	64.44%	10,000.00	9,476.75	94.77%
Pavement Maintenance	0.00	0.00		0	0.00		4,997.16	-	0.00%
<b>SUBTOTAL MAINTENANCE</b>	<b>6,730.30</b>	<b>2,446.23</b>	<b>36.35%</b>	<b>80,763.55</b>	<b>46,063.91</b>	<b>57.04%</b>	<b>38,275.93</b>	<b>58,241.38</b>	<b>152.16%</b>
<b>Airport Administration</b>									
Computer/Office Machine Maintenance Support	166.67	0.00	0.00%	2,000.00	1,136.53	56.83%	2,500.00	1,886.65	75.47%
Advertising and Promotion	208.33	0.00	0.00%	2,500.00	1,472.50	58.90%		-	
Hangar Loan	17,083.33	0.00	0.00%	205,000.00	201,348.00	98.22%	249,750.00	249,750.00	100.00%
Insurance	5,520.58	0.00	0.00%	66,247.00	52,759.15	79.64%	25,000.00	75,104.95	300.42%
Legal Fees	208.33	0.00	0.00%	2,500.00	5,996.69	239.87%	1,000.00	3,889.84	388.98%
Office Supplies	416.67	510.79	122.59%	5,000.00	5,199.18	103.98%	2,500.00	4,033.76	161.35%
Telephone	375.00	150.53	40.14%	4,500.00	3,618.03	80.40%	2,000.00	2,910.39	145.52%
<b>SUBTOTAL ADMINISTRATION</b>	<b>23,978.92</b>	<b>661.32</b>	<b>2.76%</b>	<b>287,747.00</b>	<b>271,530.08</b>	<b>94.36%</b>	<b>282,750.00</b>	<b>337,575.59</b>	<b>119.39%</b>
<b>TOTAL OPERATIONAL EXPENSES</b>	<b>60,386.11</b>	<b>16,624.74</b>	<b>27.53%</b>	<b>724,633.38</b>	<b>686,612.77</b>	<b>94.75%</b>	<b>701,269.00</b>	<b>776,669.46</b>	<b>110.75%</b>
<b>Services (FBO Operations)</b>									
Salaries	14,138.80	12,881.55	91.11%	169,665.60	160,977.03	94.88%	158,470.00	189,426.82	119.53%
Fringe Benefits	5,723.01	8,419.60	147.12%	68,676.15	52,417.66	76.33%	63,388.00	15,968.95	25.19%
Overtime	312.50	945.18	302.46%	3,750.00	3,449.21	91.98%		-	
Professional	416.67	32.00	7.68%	5,000.00	3,873.93	77.48%	5,000.00	2,337.22	0.00%
Advertising	416.67	0.00	0.00%	5,000.00	3,387.61	67.75%	5,000.00	6,918.22	138.36%
Fuels and Oils Merchandise	35,883.58	11,420.61	31.83%	430,602.94	414,378.15	96.23%	386,304.61	430,362.38	111.40%
Utilities	1,000.00	1,095.96	109.60%	12,000.00	18,977.85	158.15%	5,000.00	20,824.14	416.48%
Plant Equipment	291.67	42.20	14.47%	3,500.00	952.14	27.20%	1,000.00	2,014.24	201.42%
Ground Support Equipment (GSE)	1,666.67	2,848.50	170.91%	20,000.00	17,463.00	87.32%	1,000.00	24,224.34	2422.43%
Information systems Equipment	0.00	0.00		-	0.00		-	-	
Materials and Supplies (Aircraft Maintenance)	870.83	3,109.23	357.04%	10,450.00	20,976.11	200.73%	6,000.00	14,819.17	246.99%
<b>SUBTOTAL SERVICE (FBO OPERATIONS)</b>	<b>60,720.39</b>	<b>40,794.83</b>	<b>67.18%</b>	<b>728,644.69</b>	<b>696,852.69</b>	<b>95.64%</b>	<b>631,162.61</b>	<b>706,895.48</b>	<b>112.00%</b>
<b>TOTAL EXPENSES</b>	<b>121,106.51</b>	<b>57,419.57</b>	<b>47.41%</b>	<b>1,453,278.07</b>	<b>1,383,465.46</b>	<b>95.20%</b>	<b>1,332,431.61</b>	<b>1,483,564.94</b>	<b>111.34%</b>



# FY16 Airport Financial Status - Revenues



07/31/2015 11:13  
GinaK

CITY OF AUBURN  
YTD

P 1  
glytdbud

FOR 2016 01

	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	.00	.00	.00	-9,000.00	.0%
9000 420040 Fees - Landings	-20,000	-20,000.00	-954.58	-954.58	.00	-19,045.42	4.8%
9000 429005 Christian Hill Materia	-85,000	-85,000.00	.00	.00	.00	-85,000.00	.0%
9000 429025 Rental Fees	-369,534	-369,534.20	-28,763.44	-28,763.44	.00	-340,770.76	7.8%
9000 Auburn Lewiston Airport							
9005 401600 Municipal Subsidy	-210,000	-210,000.00	.00	.00	.00	-210,000.00	.0%
9005 402003 Tax Sharing Revenue	-18,500	-18,500.00	-5.35	-5.35	.00	-18,494.65	.0%
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	.00	.00	.00	-1,000.00	.0%
9005 429013 Sale of Assets	0	.00	.00	.00	.00	.00	.0%
9010 420035 Fees - Fuel and Oil S	-575,000	-575,000.00	-40,945.50	-40,945.50	.00	-534,054.50	7.1%
9010 420051 Fees - Tie Down/Hangar	-34,000	-34,000.00	-1,613.75	-1,613.75	.00	-32,386.25	4.7%
9010 420059 Fees-Catering	-3,000	-3,000.00	-19.00	-19.00	.00	-2,981.00	.6%
9010 420060 After Hour Call Out	-1,500	-1,500.00	.00	.00	.00	-1,500.00	.0%
9010 420061 Aircraft Maintenance	-35,750	-35,750.00	-1,524.86	-1,524.86	.00	-34,225.14	4.3%
9010 420064 Rental Car	-3,500	-3,500.00	-141.63	-141.63	.00	-3,358.37	4.0%
TOTAL Airport Operations	-1,411,434	-1,411,434.20	-73,968.11	-73,968.11	.00	-1,337,466.09	5.2%
TOTAL REVENUES	-1,411,434	-1,411,434.20	-73,968.11	-73,968.11	.00	-1,337,466.09	
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%
GRAND TOTAL	-1,411,434	-1,411,434.20	-73,968.11	-73,968.11	.00	-1,337,466.09	5.2%

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# FY16 Airport Financial Status - Revenues



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## REPORT OPTIONS

Sequence 1	Field # 1	Total Y	Page Break N	Year/Period: 2016/ 1
Sequence 2	3	N	N	Print revenue as credit: Y
Sequence 3	0	N	N	Print totals only: N
Sequence 4	0	N	N	Suppress zero bal accts: N
				Print full GL account: N
				Double space: N
Report title:				Roll projects to object: N
YTD				
				Carry forward code: 1
Print Full or Short description: F				Print journal detail: N
Print MTD Version: Y				From Yr/Per: 2016/ 1
Print Revenues-Version headings: N				To Yr/Per: 2016/ 1
Format type: 2				Include budget entries: Y
Print revenue budgets as zero: N				Incl encumb/liq entries: Y
Include Fund Balance: N				Sort by JE # or PO #: J
Include requisition amount: N				Detail format option: 1
Multiyear view: F				

### Find Criteria

Field Name	Field Value
Fund	
FUNCTION	
DEPARTMENT	
DIVISION	
CATEGORY	
TBD	
TBD	
Character Code	
Org	9000 9001 9002 9003 9004 9005 9010 9015 9020 9030 9500
Object	
Project	
Account type	Revenue
Account status	

# FY16 Airport Financial Status - Expenses



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	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
9000 Airport Operations							
9000 Auburn Lewiston Airport							
9001 611000 Regular Salaries	198,702	198,702.40	14,504.85	14,504.85	.00	184,197.55	7.3%
9001 613000 Overtime	3,000	3,000.00	86.21	86.21	.00	2,913.79	2.9%
9001 617020 Fringe Benefits	86,277	86,277.47	7,737.06	7,737.06	.00	78,540.41	9.0%
9001 617030 Professional Developme	7,615	7,614.80	.00	.00	.00	7,614.80	.0%
9002 628000 Contract Services	5,000	5,000.00	.00	.00	.00	5,000.00	.0%
9002 633030 Fuels and Oil for Vehi	13,000	13,000.00	.00	.00	.00	13,000.00	.0%
9002 633040 Snow and Ice Control S	23,610	23,610.00	5,759.34	5,759.34	.00	17,850.66	24.4%
9002 641100 Utilities	28,700	28,700.00	-7.01	-7.01	.00	28,707.01	.0%
9003 628019 Building Maintenance	24,170	24,170.00	1,012.10	1,012.10	.00	23,157.90	4.2%
9003 628020 Vehicle Maintenance	7,425	7,425.00	233.00	233.00	.00	7,192.00	3.1%
9003 628021 Radio Maintenance	5,650	5,650.00	.00	.00	.00	5,650.00	.0%
9003 628038 Electrical Maintenance	1,000	1,000.00	.00	.00	.00	1,000.00	.0%
9003 628039 Airfield Maintenance	17,170	17,170.30	2,267.57	2,267.57	.00	14,902.73	13.2%
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%
9004 620000 Advertising and Promo	2,500	2,500.00	.00	.00	.00	2,500.00	.0%
9004 628000 Professional Services	10,000	10,000.00	.00	.00	.00	10,000.00	.0%
9004 628016 Legal Services	2,500	2,500.00	.00	.00	.00	2,500.00	.0%
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	961.33	961.33	.00	4,038.67	19.2%
9004 640000 Telephone and Internet	4,500	4,500.00	410.51	410.51	.00	4,089.49	9.1%
9004 645000 Insurance Premiums	43,221	43,221.00	20,862.00	20,862.00	.00	22,359.00	48.3%
9015 611000 Regular Salaries	155,189	155,188.80	20,206.13	20,206.13	.00	134,982.67	13.0%
9015 613000 Overtime	3,800	3,800.00	1,786.99	1,786.99	.00	2,013.01	47.0%
9015 617020 Fringe Benefits	56,731	56,730.73	1,929.64	1,929.64	.00	54,801.09	3.4%
9015 620000 Advertising	5,000	5,000.00	1,638.77	1,638.77	.00	3,361.23	32.8%
9015 628000 Professional	2,000	2,000.00	3,962.46	3,962.46	.00	-1,962.46	198.1%
9015 628021 Plant Equipment	2,000	2,000.00	.00	.00	.00	2,000.00	.0%
9015 628044 Ground Support Equipme	20,000	20,000.00	.00	.00	.00	20,000.00	.0%
9015 628055 Information System Equ	0	.00	.00	.00	.00	.00	.0%
9015 633030 Fuels & Oils	431,250	431,250.00	73,036.13	73,036.13	497,194.69	-138,980.82	132.2%
9015 633045 Supplies Aircraft Main	12,000	12,000.00	449.14	449.14	.00	11,550.86	3.7%
9015 641100 Utilities	21,000	21,000.00	269.73	269.73	.00	20,730.27	1.3%
TOTAL Airport Operations	1,408,011	1,408,010.50	157,105.95	157,105.95	497,194.69	753,709.86	46.5%
TOTAL EXPENSES	1,408,011	1,408,010.50	157,105.95	157,105.95	497,194.69	753,709.86	
9020 Airport Capital Projects Fund							
9000 Auburn Lewiston Airport							

# FY16 Airport Financial Status - Expenses



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9020	Airport Capital Projects Fund	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<a href="#">9020 650000 L01 Natural Gas Install</a>		0	.00	.00	.00	.00	.00	.0%
<a href="#">9020 650000 L02 Emergency Generator</a>		0	.00	.00	.00	.00	.00	.0%
<a href="#">9020 650000 L03 Zero Turn Mower</a>		0	.00	.00	.00	.00	.00	.0%
<a href="#">9020 650000 L04 Upgrade Airport Sig</a>		0	.00	.00	.00	.00	.00	.0%
<a href="#">9020 650000 L05 Rotary Broom</a>		0	.00	.00	.00	.00	.00	.0%
<a href="#">9020 650000 L06 Restuarant Equipmen</a>		0	.00	.00	.00	.00	.00	.0%
<a href="#">9020 650000 L07 Conference Room</a>		0	.00	.00	.00	.00	.00	.0%
<a href="#">9020 650000 PR022 Terminal Ramp</a>		0	.00	3,223.03	3,223.03	198,264.00	-201,487.03	100.0%
<a href="#">9020 650000 PR023 Taxiway B Reconst</a>		0	.00	.00	.00	.00	.00	.0%
TOTAL Airport Capital Projects		0	.00	3,223.03	3,223.03	198,264.00	-201,487.03	100.0%
TOTAL EXPENSES		0	.00	3,223.03	3,223.03	198,264.00	-201,487.03	
GRAND TOTAL		1,408,011	1,408,010.50	160,328.98	160,328.98	695,458.69	552,222.83	60.8%

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# FY16 Airport Financial Status - Expenses



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## REPORT OPTIONS

Sequence	Field #	Total	Page Break	
Sequence 1	1	Y	N	Year/Period: 2016/ 1
Sequence 2	3	N	N	Print revenue as credit: Y
Sequence 3	0	N	N	Print totals only: N
Sequence 4	0	N	N	Suppress zero bal accts: N
				Print full GL account: N
				Double space: N
				Roll projects to object: N
Report title:				Carry forward code: 1
YTD				Print journal detail: N
				From Yr/Per: 2015/ 1
Print Full or Short description: F				To Yr/Per: 2015/13
Print MTD Version: Y				Include budget entries: Y
Print Revenues-Version headings: N				Incl encumb/liq entries: Y
Format type: 2				Sort by JE # or PO #: J
Print revenue budgets as zero: N				Detail format option: 1
Include Fund Balance: N				
Include requisition amount: N				
Multiyear view: F				

### Find Criteria

Field Name	Field Value
Fund	
FUNCTION	
DEPARTMENT	
DIVISION	
CATEGORY	
TBD	
TBD	
Character Code	
Org	9000 9001 9002 9003 9004 9005 9010 9015 9020 9030 9500
Object	
Project	
Account type	Expense
Account status	

# FY16 Airport Financial Status - Balance Sheet



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CITY OF AUBURN  
BALANCE SHEET FOR 2016 1

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FUND: 9000 Airport Operations /

FUND: 9000 Airport Operations			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
9000	011010	Airport Checking	-46,318.44	-19,229.14
9000	011030	Cash-Petty Cash	.00	200.00
9000	011110	Investments-MM-City	.00	91,801.17
9000	011140	Interest Receivable	.00	.01
9000	011530	Accounts Receivable	-9,959.54	-225.00
9000	011810	Prepaid Expenses	.00	13,894.50
9000	011811	Prepaid Rent	.00	3,520.90
9000	012110	Land	.00	1,608,110.66
9000	012111	Land Improvements	.00	15,054,663.85
9000	012310	Buildings & Bldg Improvements	.00	4,280,715.39
9000	012410	Machinery & Equipment	.00	1,090,006.16
9000	012900	Accumulated Depreciation	.00	-12,040,386.11
9000	016000	DUE TO / DUE FROM	-14,420.73	402,009.99
TOTAL ASSETS			<u>-70,698.71</u>	<u>10,485,082.38</u>
<b>LIABILITIES</b>				
9000	024210	Accounts Payable	1,545.75	.00
9000	024215	Loan Payable-Land Fund	.00	-140,000.00
9000	024230	Loan Payable-City of Auburn	.00	-1,000,000.00
9000	024231	Loan Payable-City of Lewiston	.00	-1,000,000.00
9000	024611	Compensated Absences	.00	-20,804.65
9000	024710	Federal Withholding Taxes	-3,070.49	-3,070.49
9000	024711	State Withholding Taxes	-1,320.74	-1,320.74
9000	024712	FICA Withholding Taxes	-4,580.78	-4,580.78
9000	024713	Medicare Withholding Taxes	-1,071.38	-1,071.38
9000	024730	ICMA Deferred Comp-City	-125.00	-125.00
9000	024734	ME State Retirement	-2,510.52	-2,510.52
9000	024742	ICMA-Airport	-1,142.72	-1,142.72
9000	024758	MMA Health Ins-Airport	-5,455.60	-6,677.41
9000	024763	AFLAC	-108.00	-108.00
9000	024765	Dental	-253.54	-253.54
9000	024772	Flex Spending-Airport	-318.85	-2,310.72
9000	024773	Vision	-46.55	-46.55
TOTAL LIABILITIES			<u>-18,458.42</u>	<u>-2,184,022.50</u>
<b>FUND BALANCE</b>				
9000	037000	Ctrl Total - Encumbrances	493,971.66	523,724.10
9000	037100	FB ASSIGNED CITY	.00	-1,836,398.00
9000	037104	FB UNASSIGNED	.00	-6,553,819.01
9000	037201	CTRL TOTAL-BUD FB DESIGNATED	-493,971.66	-523,724.10
9000	047000	Ctrl Total - Revenues	-73,968.11	-73,968.11

# FY16 Airport Financial Status - Balance Sheet



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CITY OF AUBURN  
BALANCE SHEET FOR 2016 1

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FUND: 9000 Airport Operations /

FUND: 9000 Airport Operations			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
9000	057000	CTRL TOTAL-EXPENDITURES	163,125.24	163,125.24
TOTAL FUND BALANCE			89,157.13	-8,301,059.88
TOTAL LIABILITIES + FUND BALANCE			70,698.71	-10,485,082.38

# FY16 Airport Financial Status - Balance Sheet



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CITY OF AUBURN  
BALANCE SHEET FOR 2016 1

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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		-3,223.03	-3,223.03
	TOTAL ASSETS			<u>-3,223.03</u>	<u>-3,223.03</u>
FUND BALANCE					
9020	037000	Ctrl Total - Encumbrances		198,264.00	198,264.00
9020	037201	Ctrl Total - Bud FB Designated		-198,264.00	-198,264.00
9020	057000	Ctrl Total - Expenditures		3,223.03	3,223.03
	TOTAL FUND BALANCE			<u>3,223.03</u>	<u>3,223.03</u>
	TOTAL LIABILITIES + FUND BALANCE			<u><u>3,223.03</u></u>	<u><u>3,223.03</u></u>

# FY16 Airport Financial Status - Balance Sheet



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CITY OF AUBURN  
BALANCE SHEET FOR 2016 1

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FUND: 9030 Airport Land Fund /

FUND: 9030 Airport Land Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
9030	011111	Investments-MM-Airpark	.00	302,684.69
9030	011530	Accounts Receivable	.00	140,000.00
9030	016000	Due to/from Other Funds	.00	-219,080.16
TOTAL ASSETS			<u>.00</u>	<u>223,604.53</u>
FUND BALANCE				
9030	037000	Ctrl Total - Encumbrances	.00	423.05
9030	037104	FB-UNASSIGNED-CTY	.00	-223,604.53
9030	037201	Ctrl Total - Bud FB Designated	.00	-423.05
TOTAL FUND BALANCE			<u>.00</u>	<u>-223,604.53</u>
TOTAL LIABILITIES + FUND BALANCE			<u>.00</u>	<u>-223,604.53</u>

# FY16 Airport Financial Status - Balance Sheet



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CITY OF AUBURN  
BALANCE SHEET FOR 2016 1

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FUND: 9500 Airport-Air Center /

FUND: 9500 Airport-Air Center			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
<b>ASSETS</b>				
9500	011030	Cash-Petty Cash	.00	500.00
9500	011530	Accounts Receivable	-21,724.71	-1,873.20
9500	011900	INVENTORY FOR RESALE	.00	54,149.28
9500	016000	Due to/from Other Funds	17,643.76	-179,706.80
TOTAL ASSETS			<u>-4,080.95</u>	<u>-126,930.72</u>
<b>LIABILITIES</b>				
9500	024210	Accounts Payable	1,156.08	.00
9500	024611	Compensated Absences	.00	-5,016.98
9500	024829	DUE TO STATE - SALES TAX	.00	-121.92
TOTAL LIABILITIES			<u>1,156.08</u>	<u>-5,138.90</u>
<b>FUND BALANCE</b>				
9500	037104	FB-UNASSIGNED-CTY	.00	129,144.75
9500	057000	Ctrl Total - Expenditures	2,924.87	2,924.87
TOTAL FUND BALANCE			<u>2,924.87</u>	<u>132,069.62</u>
TOTAL LIABILITIES + FUND BALANCE			<u>4,080.95</u>	<u>126,930.72</u>

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## Auburn-Lewiston Airport

### Project Completion Plan

Currently the airport has 3 approved "Local" capital projects that were originally undertaken in the FY 14 Budget year. The projects are still necessary projects that will benefit the airport. I am submitting this plan for approval to move the projects forward to completion or at least further towards that end.

#### 1. Install Natural Gas Supply

Of the nine buildings owned by the airport, only two are connected to Natural Gas currently – Hangar 5 that is leased to Lufthansa Technik and both ends of the terminal building. I do not see completing this project this year – meaning I do not think we can connect all of the buildings in the original project plan this year. However, we can connect the Life Flight Hangar, The Geneva Hangar and the FBO Hangar to Natural Gas, leaving only the Maintenance/Snow Removal Equipment building (aka: Giguere building) and Sand Shed left to be done.

Unlike the Giguere Building and Sand Shed, the Life Flight and FBO hangars are in a must repair condition. Life Flight Hangar has boiler-fed floor heat but the boiler in the hangar is beyond-repair and will need replacement. The FBO has five hot-air blowers for heat in the main part of the hangar. Four of those heaters are not operable and it is not economical to repair them. That hangar is too large for the waste oil heater and one hot-air blower to keep above freezing all winter. I would like to accomplish several things at one time for those two buildings:

A. Replace the current oil-fired boiler in the Life Flight Hangar with a Natural Gas fired, high efficiency boiler that provides domestic hot water on demand. The model proposed qualifies for the Efficiency Maine rebate. Projected cost of this step is \$9,900.00 including the rebate.

B. Replace the five oil-fired hot air blowers in the FBO Hangar with Natural Gas fired Infrared heaters that will provide on demand heat even with the hangar door open. These heaters do not qualify for the Efficiency Maine program but are highly effective in maintenance hangars where the main hangar door opens regularly. This step will also convert the office space of that hangar that houses both the Operations and Line Service offices to Natural Gas. Projected cost of this step is \$18,000.00

Additionally, I would like to convert the hangar currently leased to Geneva Aviation LLC to Natural Gas. They are willing to purchase the conversion and lend the conversion cost to the airport with amortization of the loan through a rent reduction of \$420 per month for 24 months. The monthly rent for the hangar we own would be \$995 for the next two years including the annual CPI based rent adjustment.

The Ferdinand Giguere Memorial Maintenance Building is not planned for conversion this year as the heating system is in good operating order and can be converted later as funds become available. Not converting this building at this time should not have a significant effect on the annual budget and will not prevent the airport from attaining the agreed upon quantities with UNITIL natural gas provider.

## 2. Emergency Generator for FBO

One glaring deficiency of the airport's infrastructure is that the FBO has no back up power connected. This is important to the airport now that the airport owns the FBO and claims exclusive right for providing fuel on the airport. Without power at the FBO the airport's radios and fuel pumps are not available.

The approved plan was to connect the FBO to the 100kw generator located on the southern side of the main terminal. Do this there is a requirement to excavate a narrow trench to the FBO building, lay conduit for power lines, connect a transfer switch that also operates the generator, and recover the trench with asphalt. The original projected cost for the project was \$7500.00 in 2013 of which \$4650.00 is already spent for some hardware. A re-evaluation of the project cost increases the project to \$11400.00.

## 3. Airport Signage

Lastly, an update of the airport's public image should include the signage of the airport. Originally, there was \$8000 approved for this project.

A course of action was never completely establish for the project, so I worked closely with a couple of local vendors and have a modest but noticeable update of the airport's signage for a total cost of \$4,000.00

With the exception of the step in the Natural Gas Project converting the hangar leased to Geneva LLC, I would like approval to transfer no more than \$22,376.00 from the airport's reserve (Land) fund to complete these important projects. A breakdown of the borrowing is:

Project title	Percent Finished	Total Cost	Amount spent	Amount Remaining in project	Amount needed
Natural Gas Project					
Life Flight Hangar	10	9,900.00			9,900.00
FBO	10	18,742.00			18,742.00
Maintenance Building					
Amount Remaining				7,338.53	(7,338.53)
Emergency Generator for FBO	15	11,140.00	4,650.00		6,490.00
Amount Remaining				2,650.00	(2,650.00)
Airport Signage Update	25	3,983.00	1,016.98		2,966.02
Amount Remaining				5,733.16	(5,733.16)
<b>Total</b>		<b>62,231.00</b>	<b>5,666.98</b>		<b>22,376.33</b>