

AUBURN-LEWISTON AIRPORT

Airport Board of Directors Meeting

May 14, 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: Hunter, Cayer, Robinson, Thompson, Hayes, Sheats and Kroll.

Also Present: Rick Lanman, Airport Manager; Jill Eastman, Leroy Walker, Tizz Crowley, Dennis Coulombe, and Evan McDougal.

Absent: Board Member John Holden.

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

The workshop involved a tour of the airport property and runway pavement.

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

Chairman Plourde thanked and presented a certificate for Safety 1st Line and Fuel Service to Geoffrey Spear for completion of the NATA Safety 1st training for the airport.

Chairman Plourde thanked Mr. George Dycio for his dedication and commitment for serving 8 years as an airport board member, being a representative from Lewiston Auburn Economic Growth Council.

APPROVAL OF MINUTES

The minutes of April 7 and April 22. Chairman Plourde suggested to add clarification to the minutes of April 22 for the fuel accrual which has not been reversed in the FY15 reports.

ON MOTION BY MS. HUNTER SECOND BY MR. KROLL VOTE (1) TO APPROVE BOTH APRIL 7 AND APRIL 22, WITH THE CORRECTION FOR THE FUEL IN FY14 NOT BEING REVERSED IN THE REPORTS FOR FY15 REFLECTING THE EXPENDITURES BEING OVERSTATED.

VOTE: 8:0

FINANCIAL REPORT

Ms. Hunter reviewed the financials with the board. Adjusting the accrual from last fiscal year report the numbers are looking at \$15,000 in the black for the fiscal year. The budget is at 83% for this fiscal period. Fuel sales are one of the major budget drivers for the airport. Revenues are below \$8000 last year at the same time. The fuel sales are also below budget because of over estimation in fuel sales projections. Expenditures are trailing \$40,000 from last year due to curtailment efforts to make up for short revenues. Salary and fringe monthly projections are higher than expected due to five pay periods in April.

CIP- several projects are closed. Signage update for estimated \$2,000 to update it with the airport's tenants, using the current poles on both sides of the airport. Natural Gas project is continuing with slow

progress at the Life Flight hangar and at Geneva Hangar. The FEMA disaster relief program manager was out and reviewed the airport's application of \$8,000. The FAA AWOS system is currently down waiting some parts.

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

VOTE: 8:0

AIRPORT FINANCIAL PROCEDURES DISCUSSION

Ms. Hunter visited the airport and briefly covered numerous items during her short visit. Auburn Financial records did not match the ending audit report. The City of Auburn accruals were posted and not reversed, finding the \$29,000 in the fuel account which was currently not reversed. RKO, the auditing firm last fall, had a staff change and some items were not completed as previously. Lewiston and Auburn Financial Directors have agreed to attend the audit meetings this year. A few items were noticed to be incorrectly posted, due to the long character account code strings (12 numbers) which can be a cause for human errors. Cash segregation of duties and control weakness also needs to be addressed. One person should not be in control from start to finish in accounting. Understanding there is limited staffing at the airport, but with the addition of the FBO, Air Center, and the expanding of the airport in other areas, this needs to be addressed. QuickBooks was purchased to have timely information and for billing purposes, which the airport previously had no invoicing program except for excel sheets doing everything manually. The addition of the Air Center brought more customers and inventory for fuel records. The MUNIS program can have a dial in access to either city, Auburn or Lewiston, for the airport to access, with some training, and continue to have information on a timely matter. The Finance Director from either city would have to oversee the operation depending if the board wanted to continue with MUNIS, from which city, or continue with QuickBooks as the accounting program for the airport, but a decision needs to be made before July 1st the beginning of the fiscal year. Ms. Hunter reviewed the pros and cons of the 3 options with the board members as outlined in her report. Budget amendments should be completed on a monthly basis to cover any deficit problems. The budget should balance out between revenues and expenditures for the total approved budget. If revenues are not materializing you need to adjust for the shortfall from the expenditures to take care of the shortfall of expected revenues. Airport staff needs an understanding of why entries are posted from start to finish and what make up the balances.

Ms. Crowley stated costs for city services provided to the joint agencies may not continue beyond July 1 as previously. Control of finances should be at the organization.

Ms. Hunter was excused from the meeting.

Ms. Eastman stated if the finances remain with the City of Auburn, she would oversee the reports as she had previously done years ago. Returning to the city, she had not taken it over, but after some discussion with Ms. Hunter, would be willing to work with Ms. Hunter and the board and oversee the airport reports. Dial in and access to MUNIS with staff training is possible. To convert everything over to Lewiston, since Auburn is already functioning seems appropriate for this next fiscal year.

ON MOTION BY MR. HAYES SECOND BY MR. CAYER VOTE (3) TO KEEP AUBURN CONTINUING WITH THE MUNIS PROGRAM, TO IMPROVE TRAINING, AIRPORT IS NOT A SEPARATE ORGANIZATION, THE AIRPORT AND AIRPORT PROPERTY IS OWNED BY LEWISTON AND AUBURN.

VOTE: 7:0

Ms. Sheats was excused from the meeting.

AIRPORT MANAGER REPORT

Due to the time issue, the Airport Manager's Reports have been tabled until next month and will be added to the agenda with all materials for discussion.

NEW BUSINESS

CONFERENCE ROOM RENTAL POLICY FOR AIRPORT FACILITIES

The board reviewed the conference room policy and a few items need to be reviewed before approving this policy. Some items include the catering, rental amounts, political events, fundraisers, alcoholic beverages, concealed weapons, clean up charges, deposit fees, and common area rest rooms, and who and what is exempt from charges. The board will mark up and their draft copy and submit them to Manager Lanman to amend the draft policy for the next meeting.

PUBLIC COMMENTS

Ms. Crowley stated the minutes of the airport reflect on the airport and citizens not attending a meeting may have a hard time understanding the minutes.

Mr. Robinson visited his copy of the CAVU lease and it clearly states they have exclusive rights to catering at the airport for events.

EXECUTIVE SESSION

Tabled until next meeting.

ON MOTION BY MR. CAYER SECOND BY MR. KROLL VOTE (4) TO ADJOURN THE MEETING AT 7:10 P.M.

VOTE: 6:0

Respectfully Submitted,

Rick Lanman, AAE ACE
Airport Manager