

**AUBURN-LEWISTON AIRPORT  
BOARD OF DIRECTORS  
MEETING AGENDA  
6 June 2019**

**Regular Meeting – 5:30 pm**

1. Call to Order (Chair)
2. Hail and Farewell –
  - a. Farewell - Becky Conrad
  - b. Hail - Mary LaFontaine
3. Awards –
  - a. Line Service Safety Certification – Noah Sirois
  - b. FBO Supervisor Safety Certification – Bill Hinkley and JB Flynt
4. Approval of Minutes 2 May 2019 (Motion to Approve)
5. Financial Report for May 2019 (Motion to Approve)
6. Airport Manager’s Report
  - a. Construction Update
    - i. Runway Reconstruction/Runway Resurfacing
    - ii. Landside Parking Lot
    - iii. Life Flight Crew Facility
    - iv. Fuel Farm
7. Public Comments – 

Open for members of the public for items other than on this agenda. When recognized by the Chair, please stand and clearly state your name and relationship to the airport.
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8. Old Business –
  - a. Adoption of Purchasing Policy Update (Motion to Adopt) – Changes in purchasing policy are mostly in formatting and structure. Minor changes in policy to make the policy consistent throughout were made.
  - b. Adoption of New Airport Rules and Regulations (Motion to Adopt) – Airport Rules and Regulations set the boundaries for Users of the airport. Changes in formatting were made in addition to updating to bring in current best practice for good order of airport activities.
9. New Business – None
10. Adjournment – Next Regular Meeting will be 1 August 2019.

The July meeting will be cancelled, and any business conducted at the 1 August Board of Directors meeting.

**AUBURN-LEWISTON AIRPORT**  
Airport Board of Directors Meeting Minutes  
May 2, 2019

The Auburn-Lewiston Airport Board of Directors began at 5:30 p.m. in the Auburn Lewiston Airport, Terminal Building, 80 Airport Drive, Auburn, Maine.

Present: Chair Sheats.

Board Members Present: Hayes, Hunter, LaChapelle, Eastman, Williams and Marcotte.

Also Present: Rick Lanman, Airport Director; Niles Gonzales, HTA; Nikolas Ippolito, Gale Associates.

Board Members Absent: Williams, Hayes.

Chair Sheats called the meeting to order at 5:35 p.m.

Chair Sheats called for a motion to Amend the Agenda to include the Item of a Possible Change in the Airport Board By-Laws.

**ON MOTION BY MR. LACHAPELLE SECOND BY MS. EASTMAN VOTE (1) TO AMEND THE AGENDA OF MAY 2, 2019 TO INCLUDE THE AUBURN LEWISTON AIRPORT BY LAWS.**

**VOTE: 7:0**

**MINUTES – April 4, 2019 Board Meeting.**

**ON MOTION BY MS. EASTMAN SECOND BY MR. THERIAULT VOTE (2) TO APPROVE THE MINUTES OF APRIL 4, 2019 AS PRESENTED.**

**VOTE: 7:0**

**FINANCIAL REPORT – APRIL 2019**

The airport has completed ten months of the current budget year. Due to the changeover in tenants and Hangar 5 has been empty for several months revenues for this line item are down. Christian Hill revenues are down due to the contractor has been blasting currently on their property only. The city subsidy has been received but not yet reflected in the statements. Maintenance accounts are higher than planned. Advertising has been fully expended on both sides of the budget. The FBO side, fuel sales have increased from last year, looks like this account will be over by year end. The airport has received over 100 passengers more than last year at this same time.

Capital projects page will be cleaned up after the beginning of the new fiscal year and a meeting takes place with Director Lanman and Ms. Eastman.

**ON MOTION BY MS. EASTMAN SECOND BY MS. CONRAD VOTE (3) TO APPROVE THE FINANCIAL REPORT AS PRESENTED.**

**VOTE: 7:0**

## MANAGERS REPORT

### 1. Construction Plan Update –

- a. Runway Reconstruction/Resurfacing Project – The airport has accepted bids for the construction. The grant applications are in and expected back in mid-July. Nils Gonzales, with Hoyle and Tanner, will be the resident engineer for this project. This project came in higher than expected and an amended request for additional funding will be submitted in the next fiscal year to cover the overage for the NAVAIDs work. The airport is looking to have this project completed in 2021.
- b. Landside Parking Lot –The request for military support, to get the dirt work and blue top work completed, has been declined by The State National Guard due to deployments and unit stand-down, (completing their own projects). RFP's will be going out for contractors to work with the funds currently available. This project was approved and bonded by the cities approximately 2 years ago.
- c. Life Flight Crew Facility- Mr. Ippolito, with Gale Associates, updated the board on the preliminary design and the permitting has been completed. Sewer line may have a minor modification. This project will be eligible for a site exemption from the State of Maine and no DEP permit will be needed making the project less expensive.
- d. Fuel Farm- this project has been in the capital outlay for next year's budget. The airport is awaiting the approval of the Capital Projects timeline of 2020 from Auburn and Lewiston.
- e. New Equipment- the John Deere 6250R Cab Tractor with loader, sweeper, pallet fork, 3-yard bucket and adjustable snow pusher arrived at the airport on April 26, 2019. Director Lanman provided before and after pictures of the used and new vehicle.

## PUBLIC COMMENT – NONE

### OLD BUSINESS - Possible Change in the Airport Board By-Laws

The change of charter at the LAEGC brought some discussion for the Airport Board of Directors dedicated seat. In following up from the April Airport Board meeting, it was learned that the LAEGC is still an IRS regulation 501C6 company and is now within the Chamber of Commerce as a separate entity. In that case, the consensus was that a LAEGC board or staff member would be eligible to serve on the Airport Board, replacing Ms. Conrad who had been the LAEGC representative. Mary LaFontaine, as the current LAEGC Board Chair is a possible nominee to the Airport Board of Directors.

## NEW BUSINESS

### 1. Adoption of Purchasing Policy

Formatting of the old policy was changed, and a redlined copy was not provided. Section 4 a Architect, Engineer and Consultant Services was the only addition to the policy. Both cities had to update or amend their purchasing policy due to

Federal language updates. The Chair requested board members to review the document and this item was tabled until the June Board of Directors meeting.

2. Airport Rules and Regulations Policy

This policy has been fully updated. Airport Director Lanman felt there was little use for a comparison to the old rules as these Rules and Regulations are completely different than the current rules. Federal guidelines are adhered to for most topics and best management practices were incorporated into this rewriting. Once adopted the signage for weapons, smoking, etc. will be updated as well, including the restaurant, being part of the airport terminal building. The Chair requested board members to review the document and this item was tabled until the June Board of Directors meeting.

**ON MOTION BY MS. CONRAD SECOND BY MS. EASTMAN VOTE (4) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE ITEM.**

**VOTE: 7:0**

**ON MOTION BY MS. CONRAD SECOND BY MR. THERIAULT VOTE (5) TO COME OUT OF EXECUTIVE SESSION WITH NO ACTION TAKEN.**

**VOTE:7:0**

**ON MOTION BY MR. LACHAPELLE SECOND BY MS. EASTMAN VOTE (6) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE ITEM.**

**VOTE: 7:0**

**ON MOTION BY MR. LACHAPELLE SECOND BY MS. EASTMAN VOTE (7) TO COME OUT OF EXECUTIVE SESSION AND ACCEPT THE FINAL DRAFT FOR THE BEL AIR CONDO HANGAR LEASE.**

**VOTE: 7:0**

**ON MOTION BY MS. EASTMAN SECOND BY MS. HUNTER VOTE (8) TO ADJOURN THE MEETING AT 7:45 PM.**

**VOTE: 7:0**

Respectfully submitted,

  
Rick Lanman, AAE, ACE  
Airport Director

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CITY OF AUBURN  
YEAR-TO-DATE BUDGET REPORT

P 1  
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FOR 2019 13

ACCOUNTS FOR: 9000	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>9000 Airport Operations</b>							
<a href="#">9000 420035 Fees - Fuel Flowage</a>	-13,550	0	-13,550	-12,324.10	.00	-1,225.90	91.0%*
<a href="#">9000 420040 Fees - Landings</a>	-23,788	0	-23,788	-23,049.70	.00	-738.30	96.9%*
<a href="#">9000 429005 Christian Hill Mate</a>	-78,683	0	-78,683	-55,893.70	.00	-22,789.30	71.0%*
<a href="#">9000 429025 Rental Fees</a>	-366,500	0	-366,500	-207,362.97	.00	-159,137.03	56.6%*
TOTAL Airport Operations	-482,521	0	-482,521	-298,630.47	.00	-183,890.53	61.9%
<b>9001 Airport Personnel</b>							
<a href="#">9001 611000 Regular Salaries</a>	219,525	0	219,525	167,105.89	.00	52,419.11	76.1%
<a href="#">9001 613000 Overtime</a>	4,000	0	4,000	3,291.43	.00	708.57	82.3%
<a href="#">9001 617020 Fringe Benefits</a>	98,186	0	98,186	80,407.54	.00	17,778.46	81.9%
<a href="#">9001 617030 Professional Develo</a>	9,466	0	9,466	8,810.16	.00	655.84	93.1%
TOTAL Airport Personnel	331,177	0	331,177	259,615.02	.00	71,561.98	78.4%
<b>9002 Airport Operations</b>							
<a href="#">9002 628000 Contract Services</a>	6,500	0	6,500	3,425.25	.00	3,074.75	52.7%
<a href="#">9002 633030 Fuels and Oil for V</a>	10,500	0	10,500	12,831.16	.00	-2,331.16	122.2%*
<a href="#">9002 633040 Snow and Ice Contro</a>	24,000	0	24,000	6,086.60	.00	17,913.40	25.4%
<a href="#">9002 641100 Utilities</a>	32,441	0	32,441	34,818.10	.00	-2,377.10	107.3%*
TOTAL Airport Operations	73,441	0	73,441	57,161.11	.00	16,279.89	77.8%
<b>9003 Airport Maintenance</b>							
<a href="#">9003 628019 Building Maintenance</a>	26,950	0	26,950	39,582.14	.00	-12,632.14	146.9%*
<a href="#">9003 628020 Vehicle Maintenance</a>	16,075	0	16,075	13,817.46	.00	2,257.54	86.0%
<a href="#">9003 628021 Radio Maintenance</a>	5,650	0	5,650	3,766.90	.00	1,883.10	66.7%
<a href="#">9003 628038 Electrical Maintena</a>	1,000	0	1,000	2,307.00	.00	-1,307.00	230.7%*
<a href="#">9003 628039 Airfield Maintenance</a>	22,459	0	22,459	13,397.63	.00	9,061.37	59.7%
<a href="#">9003 633041 Computer/Office Mac</a>	2,000	0	2,000	5,606.12	.00	-3,606.12	280.3%*
<a href="#">9003 633042 Pavement Maintenance</a>	4,000	0	4,000	.00	.00	4,000.00	.0%

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CITY OF AUBURN  
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 13

ACCOUNTS FOR: 9000	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
FOR 2019 13							
9000 Airport Operations							
TOTAL Airport Maintenance	78,134	0	78,134	78,477.25	.00	-343.25	100.4%
9004 Airport Administration							
9004 620000 Advertising and Pr	5,500	0	5,500	12,389.71	.00	-6,889.71	225.3%*
9004 628000 Professional Servic	12,300	0	12,300	10,825.00	.00	1,475.00	88.0%
9004 628016 Legal Services	5,000	0	5,000	6,238.14	.00	-1,238.14	124.8%*
9004 628041 Hangar Lease	201,348	0	201,348	201,348.00	.00	.00	100.0%
9004 633000 Office Supplies	6,500	0	6,500	2,843.36	.00	3,656.64	43.7%
9004 640000 Telephone and Inter	4,850	0	4,850	3,306.27	.00	1,543.73	68.2%
9004 645000 Insurance Premiums	43,536	0	43,536	37,173.70	.00	6,362.30	85.4%
TOTAL Airport Administration	279,034	0	279,034	274,124.18	.00	4,909.82	98.2%
9005 Airport Other Income							
9005 401600 Municipal Subsidy	-344,000	0	-344,000	-344,000.00	.00	.00	100.0%
9005 402003 Tax Sharing Revenue	-22,000	0	-22,000	-26,626.00	.00	4,626.00	121.0%
9005 420063 Service Fees	-2,500	0	-2,500	.00	.00	-2,500.00	.0%*
9005 422000 Investment Income	-815	0	-815	-1,428.48	.00	613.48	175.3%
9005 429013 Sale of Assets	0	0	0	-21,226.88	.00	21,226.88	100.0%
TOTAL Airport Other Income	-369,315	0	-369,315	-393,281.36	.00	23,966.36	106.5%
TOTAL Airport Operations	-90,050	0	-90,050	-22,534.27	.00	-67,515.73	25.0%
TOTAL REVENUES	-851,836	0	-851,836	-691,911.83	.00	-159,924.17	
TOTAL EXPENSES	761,786	0	761,786	669,377.56	.00	92,408.44	
PRIOR FUND BALANCE				4,403,444.59			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				-59,828.70			
REVISED FUND BALANCE				4,343,615.89			

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CITY OF AUBURN  
YEAR-TO-DATE BUDGET REPORT

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FOR 2019 13

ACCOUNTS FOR: 9000	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
FOR 2019 13							
9000 Airport Operations							
9010 Airport-FBO							
9010 420035 Fees - Fuel and Oi	-611,105	0	-611,105	-574,007.48	.00	-37,097.52	93.9%*
9010 420051 Fees - Tie Down/Han	-51,300	0	-51,300	-32,726.82	.00	-18,573.18	63.8%*
9010 420059 Fees-Catering	-2,100	0	-2,100	-1,983.60	.00	-116.40	94.5%*
9010 420060 After Hour Call Out	-3,500	0	-3,500	-1,472.63	.00	-2,027.37	42.1%*
9010 420061 Aircraft Maintenanc	-39,000	0	-39,000	-7,950.61	.00	-31,049.39	20.4%*
9010 420064 Rental Car	-4,500	0	-4,500	-2,504.02	.00	-1,995.98	55.6%*
TOTAL Airport-FBO	-711,505	0	-711,505	-620,645.16	.00	-90,859.84	87.2%
9015 Services (FBO) Expenses							
9015 611000 Regular Salaries	185,557	0	185,557	162,350.43	.00	23,206.57	87.5%
9015 613000 Overtime	4,000	0	4,000	2,989.40	.00	1,010.60	74.7%
9015 617020 Fringe Benefits	108,168	0	108,168	59,556.43	.00	48,611.57	55.1%
9015 620000 Advertising	6,000	0	6,000	7,825.65	.00	-1,825.65	130.4%*
9015 628000 Professional	3,255	0	3,255	1,203.69	.00	2,051.31	37.0%
9015 628021 Plant Equipment	2,065	0	2,065	232.10	.00	1,832.90	11.2%
9015 628044 Ground Support Equi	18,900	0	18,900	17,955.73	.00	944.27	95.0%
9015 633030 Fuels & Oils	433,600	0	433,600	433,240.94	12,856.22	-12,497.16	102.9%*
9015 633045 Supplies Aircraft M	23,000	0	23,000	2,512.28	.00	20,487.72	10.9%
9015 641100 Utilities	16,995	0	16,995	15,141.48	.00	1,853.52	89.1%
TOTAL Services (FBO) Expenses	801,540	0	801,540	703,008.13	12,856.22	85,675.65	89.3%
TOTAL Airport Operations	90,035	0	90,035	82,362.97	12,856.22	-5,184.19	105.8%
TOTAL REVENUES	-711,505	0	-711,505	-620,645.16	.00	-90,859.84	
TOTAL EXPENSES	801,540	0	801,540	703,008.13	12,856.22	85,675.65	
PRIOR FUND BALANCE				4,403,444.59			
CHANGE IN FUND BALANCE - NET OF REVENUES/EXPENSES				-59,828.70			
REVISED FUND BALANCE				4,343,615.89			

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CITY OF AUBURN  
HISTORICAL ACTUALS COMPARISON REPORT

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FOR PERIOD May 2019

ACCOUNTS FOR:	FY 16 ACTUALS	FY 17 ACTUALS	FY 18 ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
9000 Airport Operations					
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9000 Airport Operations					
9000 420035 Fees - Fuel Flowage	-12,830.27	-11,659.76	-14,879.97	-12,324.10	-13,550.00
9000 420040 Fees - Landings	-23,187.77	-26,061.82	-24,642.95	-23,049.70	-23,788.00
9000 429005 Christian Hill Material	-79,272.22	-85,184.20	-51,308.06	-55,893.70	-78,683.00
9000 429025 Rental Fees	-356,037.42	-382,226.93	-377,684.23	-207,362.97	-366,500.00
TOTAL Airport Operations	-471,327.68	-505,132.71	-468,515.21	-298,630.47	-482,521.00
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90006065 AIRPORT					
90006065 650000 PR022 Capital Outlay	3,223.03	.00	.00	.00	.00
TOTAL AIRPORT	3,223.03	.00	.00	.00	.00
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9001 Airport Personnel					
9001 611000 Regular Salaries	185,700.76	166,302.13	198,613.79	167,105.89	219,525.00
9001 613000 Overtime	1,413.73	2,164.61	4,379.42	3,291.43	4,000.00
9001 617020 Fringe Benefits	72,966.09	81,056.86	77,786.77	80,407.54	98,186.00
9001 617030 Professional Development	1,494.00	5,443.00	5,640.05	8,810.16	9,466.00
TOTAL Airport Personnel	261,574.58	254,966.60	286,420.03	259,615.02	331,177.00
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9002 Airport Operations					
9002 628000 Contract Services	35.00	.00	308.94	3,425.25	6,500.00
9002 633030 Fuels and Oil for Vehicles	9,970.61	13,085.80	13,451.44	12,831.16	10,500.00
9002 633040 Snow and Ice Control Supplies	15,151.50	13,352.93	23,179.59	6,086.60	24,000.00
9002 641100 Utilities	29,681.75	34,091.84	39,741.45	34,818.10	32,441.00
TOTAL Airport Operations	54,838.86	60,530.57	76,681.42	57,161.11	73,441.00
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9003 Airport Maintenance					
9003 628019 Building Maintenance	25,369.62	17,809.96	17,826.30	39,582.14	26,950.00



06/01/2019  
11:22:00

CITY OF AUBURN  
HISTORICAL ACTUALS COMPARISON REPORT

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FOR PERIOD May 2019

ACCOUNTS FOR:	FY 16 ACTUALS	FY 17 ACTUALS	FY 18 ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
9000 Airport Operations					
9003 628020 Vehicle Maintenance	12,766.33	16,994.46	28,242.44	13,817.46	16,075.00
9003 628021 Radio Maintenance	682.42	236.67	3,703.11	3,766.90	5,650.00
9003 628038 Electrical Maintenance	241.27	409.86	117.42	2,307.00	1,000.00
9003 628039 Airfield Maintenance	20,402.12	10,501.03	12,305.56	13,397.63	22,459.00
9003 633041 Computer/Office Machine Mainte	7,202.19	3,538.46	1,468.68	5,606.12	2,000.00
9003 633042 Pavement Maintenance	.00	.00	2,875.00	.00	4,000.00
TOTAL Airport Maintenance	66,663.95	49,490.44	66,538.51	78,477.25	78,134.00
9004 Airport Administration					
9004 620000 Advertising and Promotion	5,466.20	3,842.00	10,002.65	12,389.71	5,500.00
9004 628000 Professional Services	10,378.00	14,098.55	10,935.00	10,825.00	12,300.00
9004 628016 Legal Services	3,708.00	3,192.00	14,409.31	6,238.14	5,000.00
9004 628041 Hangar Lease	53,029.60	201,348.00	45,424.88	201,348.00	201,348.00
9004 633000 Office Supplies	7,237.84	6,664.95	4,908.98	2,843.36	6,500.00
9004 640000 Telephone and Internet	5,964.39	8,309.87	4,205.44	3,306.27	4,850.00
9004 645000 Insurance Premiums	48,909.51	38,308.25	41,094.64	37,173.70	43,536.00
9004 659000 Depreciation Expense	.00	.00	586,178.37	.00	.00
TOTAL Airport Administration	134,693.54	275,763.62	717,159.27	274,124.18	279,034.00
9005 Airport Other Income					
9005 401600 Municipal Subsidy	-210,000.00	-210,000.00	-333,400.00	-344,000.00	-344,000.00
9005 402003 Tax Sharing Revenue	-24,174.00	-20,984.00	-32,281.00	-26,626.00	-22,000.00
9005 420063 Service Fees	.00	-2,750.77	-862.00	.00	-2,500.00
9005 422000 Investment Income	-384.72	-280.14	-1,270.75	-1,428.48	-815.00
9005 429013 Sale of Assets	-227.68	-4,500.00	-15,319.60	-21,226.88	.00
TOTAL Airport Other Income	-234,786.40	-238,514.91	-383,133.35	-393,281.36	-369,315.00
TOTAL Airport Operations	-185,120.12	-102,896.39	295,150.67	-22,534.27	-90,050.00
TOTAL REVENUES	-706,114.08	-743,647.62	-851,648.56	-691,911.83	-851,836.00
TOTAL EXPENSES	520,993.96	640,751.23	1,146,799.23	669,377.56	761,786.00
TOTAL 9000 Airport Operations	-185,120.12	-102,896.39	295,150.67	-22,534.27	-90,050.00
GRAND TOTAL	-185,120.12	-102,896.39	295,150.67	-22,534.27	-90,050.00

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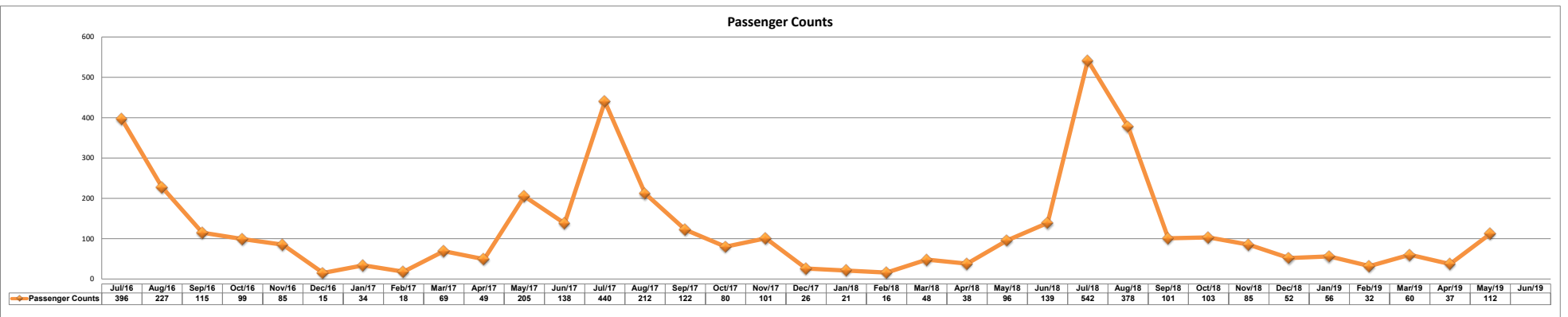
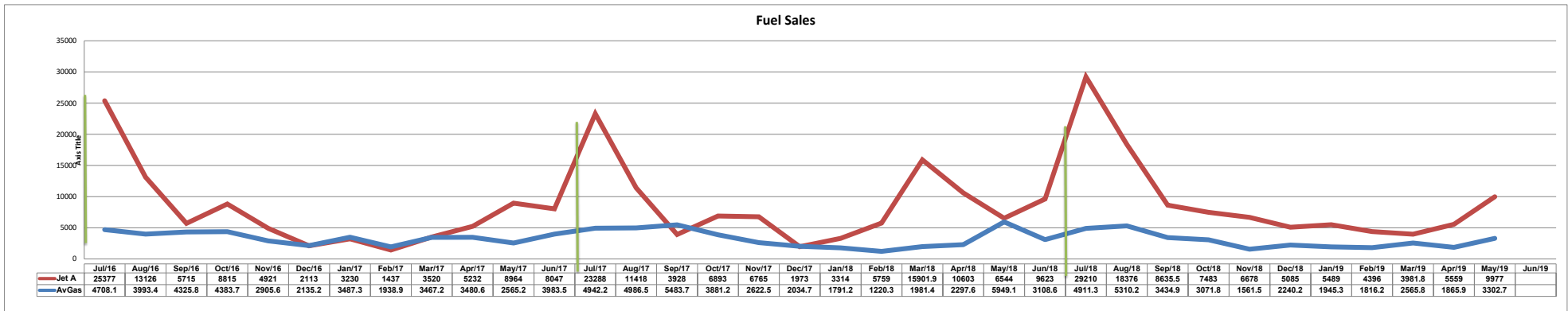
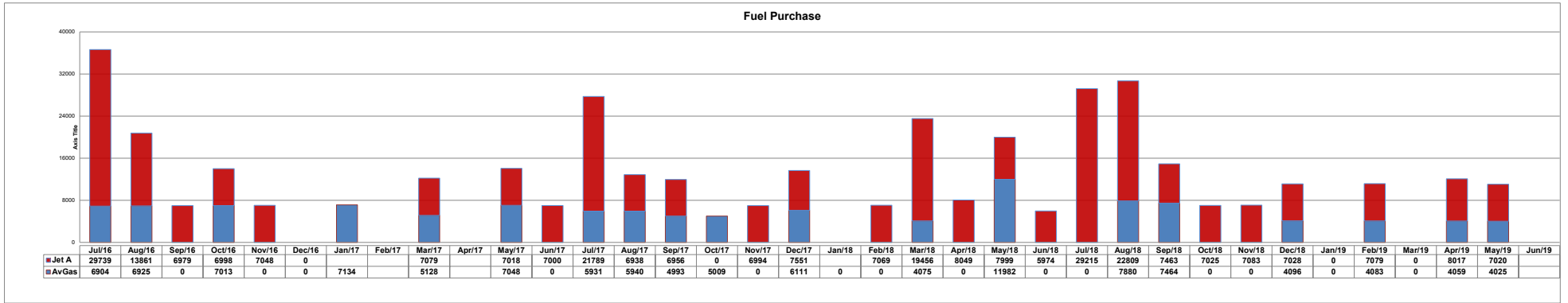
CITY OF AUBURN  
HISTORICAL ACTUALS COMPARISON REPORT

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FOR PERIOD May 2019

ACCOUNTS FOR:	FY 16 ACTUALS	FY 17 ACTUALS	FY 18 ACTUALS	CURRENT YR ACTUALS	CY REV BUDGET
9000 Airport Operations					
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9010 Airport-FBO					
9010 420035 Fees - Fuel and Oil Sale	-538,172.43	-513,946.25	-610,518.50	-574,007.48	-611,105.00
9010 420051 Fees - Tie Down/Hangaring	-40,498.39	-50,167.75	-44,872.22	-32,726.82	-51,300.00
9010 420059 Fees-Catering	-10,180.01	-4,420.92	-3,308.59	-1,983.60	-2,100.00
9010 420060 After Hour Call Out	-3,647.90	-4,500.00	-2,050.00	-1,472.63	-3,500.00
9010 420061 Aircraft Maintenance	-27,714.67	-56,818.20	-16,196.05	-7,950.61	-39,000.00
9010 420064 Rental Car	-2,193.32	-2,314.04	-2,569.35	-2,504.02	-4,500.00
TOTAL Airport-FBO	-622,406.72	-632,167.16	-679,514.71	-620,645.16	-711,505.00
9015 Services (FBO) Expenses					
9015 611000 Regular Salaries	167,670.58	182,527.21	197,465.75	162,350.43	185,557.00
9015 613000 Overtime	6,013.03	5,007.68	4,157.93	2,989.40	4,000.00
9015 617020 Fringe Benefits	73,876.88	65,245.75	83,473.45	59,556.43	108,168.00
9015 620000 Advertising	4,839.94	3,290.03	5,586.48	7,825.65	6,000.00
9015 628000 Professional	11,916.33	2,444.01	2,465.54	1,203.69	3,255.00
9015 628021 Plant Equipment	1,777.75	1,052.20	266.61	232.10	2,065.00
9015 628044 Ground Support Equipment	19,586.71	18,898.69	17,502.52	17,955.73	18,900.00
9015 633030 Fuels & Oils	400,497.88	375,018.32	455,931.75	433,240.94	433,600.00
9015 633045 Supplies Aircraft Maintenance	14,936.37	38,416.96	6,171.30	2,512.28	23,000.00
9015 641100 Utilities	13,979.15	14,257.72	15,818.73	15,141.48	16,995.00
TOTAL Services (FBO) Expenses	715,094.62	706,158.57	788,840.06	703,008.13	801,540.00
TOTAL Airport Operations	92,687.90	73,991.41	109,325.35	82,362.97	90,035.00
TOTAL REVENUES	-622,406.72	-632,167.16	-679,514.71	-620,645.16	-711,505.00
TOTAL EXPENSES	715,094.62	706,158.57	788,840.06	703,008.13	801,540.00
TOTAL 9000 Airport Operations	92,687.90	73,991.41	109,325.35	82,362.97	90,035.00
GRAND TOTAL	92,687.90	73,991.41	109,325.35	82,362.97	90,035.00

# Auburn Lewiston Airport Fuel Activity Report July 2016 to June 2019



# **AUBURN-LEWISTON AIRPORT**



# **AIRPORT PURCHASING POLICY**

**Adopted:**



AUBURN-LEWISTON AIRPORT  
AIRPORT PURCHASING POLICY

**Record of Changes**

<u>Date of change</u>	<u>Area of change</u>	<u>Change made by</u>
September 5, 2002	Original	
December 8, 2011	Updated	
17 April 2019	Updated to meet current Federal guidance	RTL



AUBURN-LEWISTON AIRPORT  
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**SECTION 1 - PURCHASING POLICY ESTABLISHED.**

In accordance with provisions of the Interlocal Agreement, the Airport Board of Directors hereby establishes this Purchasing Policy to set forth duties and responsibilities of the Airport Director and establish purchasing procedures.

**SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS PARTICIPATION** - It is required that all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are included in all bid notifications shall be made. Further, bid specifications shall require language requiring the same affirmative steps of contractors who subcontract.

**SECTION 2 - DEFINITIONS.**

For the purpose of this policy the following terms, phrases, words and derivations shall have the meaning given herein unless the context in which they are used clearly requires a different meaning.

**PURCHASING.** Purchasing includes purchasing, renting, leasing, or otherwise obtaining supplies or services for the Auburn Lewiston Airport or its tenants and customers.

**SUPPLIES.** Supplies shall mean and include all supplies, materials and equipment.

**SERVICES.** Services shall mean and include all telephone, gas, water, electrical/power services, professional or consulting service, laundry, cleaning or garbage service, insurance, leases or rentals of all grounds, buildings, offices, space or equipment required by the using agency, or leased or rented by the Airport to others, the repair or maintenance of equipment or real property owned by, or the responsibility of the Airport.

**USING AGENCY.** The using agency shall mean the Airport or its tenants for which the Airport is responsible.

**RESPONSIVE:** Bid is submitted in the required format and with the appropriate bid security when required by the bid documents.

**RESPONSIBLE BIDDER:** Bidder has the ability and resources to perform the work called for in the bid documents. Further defined in Section 3.1.6.1 Lowest Responsible Bidder.

**PUBLIC EXIGENCY:** Sudden and unexpected happening requiring immediate attention.

**NON-FEDERAL ENTITY:** 2CFR 200.69 means a state, local government, Indian tribe, institution of higher education (IHE), or nonprofit organization that carries out a Federal award as a recipient or sub-recipient.

**RECIPIENT:** 2CFR 200.86 means a non-federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program.

**PASS THROUGH ENTITY:** 2 CFR 200.74 Means a non-Federal entity that provides a sub- award to a sub-recipient to carry out part of a federal program.



### **SECTION 3 - PURCHASING PROCEDURES.**

The Airport Director shall be responsible to supervise the purchase or contracting for all supplies and services requisitioned by any on airport staff in accordance with purchasing procedures prescribed herein.

1. FORMAL COMPETITIVE BIDS - All supplies and contractual services except as otherwise provided herein, when the estimated cost thereof shall exceed fifty thousand dollars (\$50,000), shall be purchased by formal competitive bids from the lowest responsive/responsible bidder, after due notice inviting proposals.
  - a. Preparation - preparation of the invitation for bids shall describe the requirements of the Airport clearly and accurately and completely but avoiding unnecessarily restrictive specifications or requirements that might unduly limit the number of bidders.
  - b. Notices - Notices inviting bids shall be prominently displayed on a public bulletin board at the Airport and shall be made available on request to news media. When deemed appropriate, or otherwise required, the Airport Director shall place an advertisement in a local newspaper of general circulation in Auburn-Lewiston and other newspapers or publications as he may deem appropriate.
  - c. Bond Requirements –
    - i. Bid deposits - The Airport Director may require bid deposits shall be prescribed in the public notice inviting bids. Bid deposits shall be for a minimum of ten days and unsuccessful bidders shall have their bid deposits returned by the Airport Director after a contract has been awarded. A successful bidder shall forfeit any surety required by the Airport Director upon failure on his part to enter into a contract within ten (10) days after the acceptance of bid.
    - ii. Bid Bonds - Bid bonds may be required on construction projects when the estimated value of work to be done exceeds \$25,000 or when deemed necessary by the Airport Director or when required by federal/state grant requirements.
    - iii. Performance and Payment Bond - When the estimated value of work to be done is in excess of \$100,000 or, when deemed necessary by The Airport Director may at his sole discretion, require performance and payment bonds. If these bonds are required, they will be identified in the public notice inviting bids or proposals.
  - d. Bid Opening Procedure -
    - i. Bids shall be submitted sealed to the Airport Director and shall be identified as bids on the envelope. All bids will be date/time stamped when received and this date time will determine if the bid meets the closing date/time requirements of the solicitation.
    - ii. Openings shall be in public at the time and place stated in the public notices. A record of bids shall be kept by the Airport Director of all bids submit-



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ted and such record shall be open to public inspection during regular business hours.

- e. Lowest Responsible/Responsive Bidder - To determining the lowest responsible bidder, in addition to price and meeting all specifications required in the bid request, the following shall be considered:
  - i. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
  - ii. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
  - iii. The character, integrity, reputation, judgement, experience and efficiency of the bidder;
  - iv. The quality of performance of previous contracts or services;
  - v. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or services;
  - vi. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
  - vii. The quality, availability, and adaptability of the supplies or contractual services to the particular use required;
  - viii. The ability of the bidder to provide maintenance and service for the use of the subject of the contract;
  - ix. The number and the scope of conditions attached to the bid.
- f. Awards of Contract - Contracts shall be awarded to the lowest responsible/responsive bidder. Upon recommendation of the Airport Director, the Airport Board of Directors shall award all formal contracts.
- g. Award to Other than Low Bidder - When the award is not given to the lowest bidder, a statement of the reasons for awarding the contract elsewhere shall be prepared and filed with the papers relating to the transaction.
- h. Preferential Treatment - Local vendors shall not be granted preferential treatment except if all bids received are for the same total amount or unit price, quality and service being equal.
- i. Tie Bids - If all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded first to an Auburn-Lewiston bidder and second to an in-state bidder. If neither of the above applies, the contract shall be awarded to one of the tie bidders by drawing lots in public.
- j. Rejection of Bids - The Airport Director shall have the authority to reject any and all bids when bids are deemed non-responsive, token, collusive, or otherwise non-acceptable, for any reason, and such action is in the best interest of the Airport.
- k. Solicitation Cancellation - The Airport Director shall have the authority to cancel a solicitation for bids/proposals or quotations at any time and for any reason deemed by him to be in the best interests of the airport.





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2. **INFORMAL NEGOTIATION PROCEDURES AND POLICIES** - Negotiated procurements shall be on a competitive basis to the maximum practical extent. Whenever supplies or services are procured by negotiation, price quotation or other evidence of reasonable prices and other vital matters deemed necessary by the Airport Director shall be solicited from a minimum of three (3) qualified sources of supplies or services, consistent with the nature of and requirements for the supplies or services to be purchased, in accordance with the basic policies set forth below.
  - a. **Purchase - \$3,000 TO \$49,999** - Negotiated purchases exceeding \$3,000 but not exceeding \$49,999 in total cost, will be supported by a record of price quotation from three competitive sources or adequate explanations justifying the absence of such competition. Such quotation may be obtained in writing, verbally, or by such other means as may be prescribed by the Airport Director as appropriate to the circumstances.
  - b. **Purchase Less than \$3,000** - When the Airport Director considers prices to be fair and reasonable and the total amount of a purchase does not exceed \$3,000, procedures and documentation will be simplified to the maximum degree possible. He shall establish such rules of procedure for such purchase, as he feels necessary to insure against abuse of the public's best interest.
3. **EMERGENCIES** - When the public exigency will not permit the delay incident to advertising, the Airport Director, may authorize immediate negotiated purchases of supplies or services necessary to protect public safety or the best interests of the Airport.
  - a. **FORMAL COMPETITIVE BIDS IMPRACTICAL** - Services for which it is impractical or impossible to obtain competition because of the specialized and professional nature of these services, their purchase shall be affected in accordance with the procedures set forth.
  - b. **WAIVERS OF COMPETITION** –
    - i. A "Waiver of Competition" may be authorized by the Airport Director when the services or items are:
      1. A single source items.
      2. Must meet compatibility requirements with existing equipment owned by the Airport or by a contracted third party.
      3. A specialized service with only one vendor available.
      4. A product or service is unique and easily established as one of a kind.
    - ii. **Documentation** - The Airport Director will document such waiver in as much detail as possible to show justification for each waiver. The Airport Board of Directors will periodically review these waivers.



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4. ARCHITECT, ENGINEER AND CONSULTANT SERVICES –

- a. For All Federally Funded Airport Improvement Projects – It is the policy of the Airport to apply and adhere to the guidance contained in FAA Advisory Circular 150/5100-14 as much as is practical in obtaining Architect, Engineering or other Consulting services.
- b. For Other Projects - It is the policy of the Airport to publicly announce all requirements for such services that are expected to exceed \$50,000 and to award a contract based on demonstrated competence and qualifications for the type of professional services required, the technical merits of offers and the price for which services are to be rendered.
  - i. Selection - The Airport Director shall request firms engaged in the lawful practice of their profession to submit a statement of qualifications and performance data. If the anticipated fee exceeds \$50,000, this data shall be evaluated by a committee consisting of, at a minimum three Airport Directors and the Airport Director. The selection committee shall conduct discussions with preferably no less than three firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services, and then shall select therefrom, in order of preference whenever possible, no less than three firms deemed to be adequately qualified to provide the services required. Once the order of preference has been established, the selection committee shall open the sealed fee statements (See below) of the firms deemed to be adequately qualified.
  - ii. Fee Schedule/Statements - Sealed fee statements shall be submitted at the same time as the proposal. No Airport contracts shall be awarded wherein the fee is stated as a percentage of the project cost. The preferred method of establishing a fee shall be that of a firm fixed price basis. Other methods may, at the discretion of the Airport Director, be employed if it is impossible to arrive at a firm fixed price fee schedule.
  - iii. Negotiation of Fees - Once the selection committee has selected and rated those firms adequately qualified for a specific project and has reviewed the fee statements, they shall negotiate a contract with the highest rated firm at compensation which they determine to be fair and reasonable to the airport. In making this decision, they shall consider the estimated value of the services to be rendered, the scope, complexity and professional nature thereof. Should the committee be unable to negotiate a satisfactory contract with the firm considered to be the highest rated at a fee which the committee determines to be fair and reasonable, the Airport Director will undertake negotiations with the second rated firm. Failing accord with the second firm, the Airport Director will undertake negotiations with the third rated firm. Should the committee be unable to negotiate a satisfactory contract with any of the rated firms, they shall select and rate additional firms and shall continue negotiations in accordance with this section until an agreement is reached.



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- iv. Insurance and Bonds - All firms selected as being adequately qualified must provide evidence of insurance covering their entire scope of operation for any "error or omissions" resulting from their endeavors. The amounts of such insurance coverage shall be commensurate with the magnitude of the project under consideration and shall be established by the Airport Director. Should timely performance be a matter of importance to the Airport, the firm selected may be requested to furnish an acceptable performance bond and/or a reasonable "liquidation damages" penalty and/or such other form of surety as may be mutually agreed upon to insure adherence to a mutually agreed upon time schedule.
      - v. Award of Contract - All contracts wherein the fee exceeds \$50,000 shall be reviewed and awarded by the Airport Board of Directors.
    - c. Small Projects - In those instances, wherein the fee does not exceed \$50,000, the Airport Director may simplify the procedures outlined in Section 4bi Selection after consultation with the Airport Board of Directors selecting and rating the three adequately qualified firms with whom he may negotiate for a fair and reasonable fee. A complete record of his reasons for selecting the qualified firms and the negotiation proceedings shall be part of the record reviewed by the Airport Board of Directors.
    - d. Amendments to Contracts for Small Projects - The Airport Director may authorize amendments to contracts when he can clearly document that the additional services are part of the original intent of the base contract and are made necessary by changes not known at the time of the base contract.
  - 5. DISQUALIFICATION OF BIDDERS/VENDORS - The Airport Board of Directors may authorize the disqualification of a Bidder/Vendor from bidding on Airport contracts for up to (12) twelve months upon the Formal Recommendation of the Airport Director and in accordance with procedures set forth. The Bidder/Vendor shall be notified, in writing, by the Airport Director prior to a recommendation for disqualification being forwarded to the Airport Board of Directors.
    - a. Request Disqualification - The Airport Director or Consultant may request the disqualification of a Bidder or a vendor or one or more of the following:
      - i. Default on their bid, quotation, contract or purchase order.
      - ii. Failure to comply with specification of contract documents
      - iii. Failure to supply the item as required by the specifications.
    - b. Requalifying a Bidder/Vendor – A disqualified Bidder or Vendor may apply for reinstatement after period of disqualification has elapsed. The Airport Director recommends to the Airport Board of Directors reinstatement of Bidder/Vendor.
    - c. Appeal of Disqualification - shall have the right to appeal to the Airport Board of Directors for a reversal or reinstatement.



#### **SECTION 4 - MISCELLANEOUS PROVISIONS**

1. **REVISORY POWER IN AGENT** - The Airport Director shall examine each requisition and shall have the authority to revise it as to quantity, quality, or estimated cost.
2. **APPROPRIATION REQUIRED** - No purchase of supplies or services not provided for in the annual appropriation resolve, shall be made unless by specific order of the Airport Director. Once the purchase has been authorized by the Airport Director, he shall report to the Auburn City Accounting for the immediate encumbrance of funds and the Airport Board of Directors will be advised as soon as possible.
3. **UNAUTHORIZED PURCHASES** - Except as herein provided, or as may be specifically authorized by the Airport Board of Directors, it shall be improper for any airport employee to purchase any supplies or services other than through the Airport Director and in accordance with these policies.
4. **SALE OF PROPERTY** - The Airport Director shall be responsible for the sale of all airport property which is no longer used or has become obsolete, worn out or scrapped.
  - a. **Notice** - Airport Personnel shall notify the Airport Director, at such times and in such form as he may prescribe, of all surplus material available.
  - b. **Transfer** - The Airport Director shall have the authority to transfer or sell surplus property which ever is in the best interests of the airport.
  - c. **Sale Procedure** - All sales that have an estimated dollar value over \$50,000 shall be sold at a public auction or through formal competitive bids. Sales from \$3,000 to \$49,999 shall be supported by price quotations from three competitive sources or adequate explanations justifying the absence of such competition. Sales estimated at less than \$3,000 shall be conducted in the most economical manner and in the best interest of the Airport.
  - d. **Donation** - All items that are being donated to another airport, municipality, or non-profit organization and have a value greater than \$3,000 shall require prior approval of the Airport Board of Directors.
5. **GIFTS AND GRATUITIES** - The Airport Director and every officer and employee of the airport are expressly prohibited from accepting from any person, firm, corporation or organization, any rebate or gift that would directly affect the purchase of goods or services for the Airport, except where given for the use or benefit of the Airport.
6. **COOPERATIVE PURCHASING** - The Airport Director shall have the authority to join other units of government (federal, state, county, municipal and municipal subdivisions, including quasi-municipal agencies) in cooperative purchasing plans or agreements when the best interests of the Airport would be served thereby, and such action is in accordance with and pursuant to law.
7. **OTHER DUTIES** - The Airport Director shall perform such other duties related to the functions, duties and authorities set forth herein, as may be prescribed by the Airport Board of Directors.



AUBURN-LEWISTON AIRPORT  
AIRPORT PURCHASING POLICY

Approved and made policy at the Board of Directors meeting 6 June 2019

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Bettyann Sheats  
Chair



# Rules and Regulations

Adopted:

## **AUTHORITY**

These rules and regulations are promulgated under the Interlocal Agreement entered by the Cities of Lewiston and Auburn in accordance with the State of Maine Interlocal Cooperation Statute giving the Board of Directors management responsibility of the Airport. It specifically grants to the Board of Directors the authority to provide rules and regulations governing the use of the Auburn Lewiston Airport.

The Board of Directors reserves the right to make any additions, deletions or corrections to these rules and regulations which may be necessary for the safety of aircraft operation on or of personnel using the Airport.

In any instance where these rules may be or become inconsistent with Federal Air Regulations then these rules shall be void as to such conflict. No part of these rules and regulations shall be construed as license or authorization to deviate from Federal Air Regulations.

These rules and regulations shall supersede all previously existing rules and regulations for the Airport.

## **SECTION 1 - SCOPE**

All persons on the Airport or using Airport lands, temporarily or by contract, shall be governed by these rules and regulations.

Any person using the Airport and its facilities shall do so at his own risk. The Airport Board of Directors assume no responsibility for loss, injury, damage, personal injury or death to persons or property however caused or from fire, theft, vandalism, flood, earthquakes, or any acts of God or the public enemy, or for any other reason.

All the Police powers of the Cities of Auburn and Lewiston, their duly appointed Constables, as well as the Androscoggin County Sheriff, Maine State Police and any Federal Law Enforcement Officers are hereby extended to the area of the Airport. Any action taken by an officer of those agencies has the full weight of the respective law enforcement body to prosecute.

## **SECTION 2 - DEFINITIONS**

Whenever used in these Rules and Regulations, the following terms shall have the meanings respectively hereinafter indicated:

Aircraft - shall mean a manned machine or device, such as an airplane, helicopter, glider, or dirigible, which is capable of atmospheric and navigational flight.

Airport – Shall mean all property and improvements within the boundary lines of any airport operated or controlled by the Airport Board of Directors, except when otherwise noted.

Airport Board of Directors – The 9-member Board appointed by their respective City or employers whose primary function is primary objective is to stimulate aeronautical development and expansion at the airport through policies and projects that will increase airport viability and result in increased growth.

Airport Director – The chief executive officer for the Airport Board of Directors, who under administrative direction of the Airport Board of Directors, manages the operation, maintenance and development of the Airport and performs other duties as assigned.

Airport Operations Area (AOA) – The area of the airport used for landing, takeoff, or surface maneuvering of aircraft, including the areas around hangars, navigation equipment, and communication facilities.

Apron or Ramp – The areas of the airport within the Airport Operations Area (AOA), equipped for loading, unloading, servicing, or parking of aircraft.

Authorized Area – A specific location, approved by the Authority, accessible only to specific authorized personnel.

Authorized Representative/Employee – An individual or individual(s) designated by the Airport Manager to be present in a specific area or perform a specific task.

Cargo – Any property carried onto an aircraft, other than mail and baggage.

Commercial - An individual or other legal entity, who, for compensation or hire, engages in air commerce, the carriage by aircraft of persons or cargo, other than as an air carrier or foreign air carrier or under the authority given by FAA. Where it is doubtful that an operation is for "compensation or hire," the test is whether the carriage by air is merely incidental to the person's other business or is an enterprise for profit.



FAA – Federal Aviation Administration, The Federal Aviation Administration is a governmental body of the United States with powers to regulate all aspects of civil aviation

Fixed Based Operation (FBO) – any business located on the airport that provides services such as hangar space, fuel, flight training, repair, and maintenance to airport users; or any person or firm hired directly by the Airport Board of Directors to act as an FBO.

Flammable Liquids – Any liquid substance that is combustible and can burn or cause a flame.

Instructor – Any individual giving, or offering to give instruction in the operation, construction, repair or maintenance of aircraft.

Motor Vehicle – A self-propelled contrivance designed for the carriage of persons or things from point-to-point.

Non-Operating Aircraft – Any aircraft located on an airport which does not possess a current certificate of air worthiness issued by the Federal Aviation Administration and is not actively being repaired to become an operating aircraft.

Person – Any individual, partnership, firm, corporation, company, or duty authorized representatives thereof.

Ramp (Apron) – A distinct area on the airport, intended to accommodate aircraft for purposes of loading or unloading passengers or cargo, refueling and parking.

Restricted Area – Any area of the airport designated to prohibit or limit access to only those persons authorized by the Airport Manager.

Refueling Trucks (also Refueler) – Means any motor vehicle used for the transporting, handling, or dispensing of aviation fuel, oils, and lubricants.

Rules and Regulations – Shall mean these Rules and Regulations of the Auburn Lewiston Airport, adopted by the Airport Board of Directors; they may be amended from time-to-time.

Runway – A restricted area used for takeoffs and landings of an aircraft.

Sign - Any words, lettering, numerals, parts of letters, figures, phrases, sentences, emblems, devices, designs, or trade names or trademarks by which anything is known (including any surface, fabric, or other material or structure designed to carry such devices such as are used to designate or attract attention to an individual firm, an association, a corporation, a profession, a business, or a commodity or product) which are exposed to public view and used to attract attention.

Taxiway – Portions of the Airport Operations Area (AOA) authorized by the Authority for the surface maneuvering of aircraft.

Temporary Sign - Any sign, handbill, or poster which is placed to advertise or announce a specific event, or which pertains to an event or occurrence, or which is not designed or intended to be placed permanently.

Trained Personnel – a person or people that have been taught through instruction and practice.

Vehicle – Any device by which any person or property is or may be transported or drawn upon a highway, including bicycles

### **SECTION 3 – GENERAL PROVISIONS**

- A. **COMPLIANCE** - Compliance is based on a reasonable sense of cooperation by persons using the airport. In some cases, people who are not complying with these rules and regulations simply need an explanation, verbal reminder or written request explaining the policy and the need to comply with these established rules and regulations. Compliance, in this sense, is the responsibility of the Airport Director and his staff.
- B. **ENFORCEMENT** - The Airport Director shall always have authority to take such action as may be necessary in the handling, conduct, and management of the public in attendance at the Airport and enforce these regulations. In any contingencies not specifically covered by these rules and regulations, the Airport Board of Directors shall make such rules and orders and render such decisions as to it may seem proper.
- C. **PENALTY** - Any person who violates any of the rules and regulations provided herein will be notified by the Airport Director to conform to the rules and regulations within a specified time. If any person does not feel the specified time for compliance is enough, a written request for extension may be submitted to the Airport Board of Directors for approval. Failure to conform to any of the rules and regulations may lead to fines and/or further action deemed appropriate by the Airport Board of Directors.
- D. **REPORTS OF ACCIDENTS** - Any person involved in any accident on the Airport, whether it be personal, aircraft, or vehicular, causing personal injury or property damage, shall make a written report of such accident to the Airport Manager as soon as possible, which shall be in addition to any report required by law. A copy of any report required by law shall be accepted as compliance with this rule.
- E. **CLOSING OF THE AIRPORT** - Whenever the Airport Manager believes the Airport facilities to be unsafe for landings or take-offs, it shall be within his authority to close the Airport.

### **SECTION 4 - PUBLIC AND TENANT USAGE**

- A. **CONDUCT** - No person shall commit any disorderly, obscene, indecent, or unlawful act, engage in any form of gambling or commit any act of nuisance on the Airport.
- B. **PUBLIC USE** - The landing area is open to the use of all aircraft at all times following these rules and regulations, the Airport Minimum Standards, and the governing rules for the operation of aircraft and the conduct of airmen as promulgated by the appropriate agencies of the U. S. Government, the State of Maine and the Airport Board of Directors.
- C. **COMMERCIAL USE** - No person, partnership, firm or corporation shall use the Airport, or a facility on the airport, as a base from which to conduct a business except such person, partnership, firm or corporation be authorized to conduct a business through a lease or permit granted by the Airport Board of Directors (See Airport Minimum Standards). Such person, partnership, firm or corporation shall be confined strictly to the conduct of only such activity as is specifically authorized by the lease or permit granted.
- D. **SCHEDULED OPERATORS** - A person, partnership, firm or corporation holding a lease for the scheduled operation of aircraft on the Airport, or using the Airport as an alternate, must cause their operation to transpire through the Terminal Building, or such other building as may be designated by the Airport Board of Directors as the terminal point, and a monthly record of the volume of their activity shall be submitted to the Airport Manager.

- E. WEAPONS, FIREARMS, EXPLOSIVES - No person, except those duly authorized by law, law enforcement officers, federal or Airport employees or members of the armed forces of the United States on official duty shall carry any weapon, firearm, or explosive, except encased sporting guns for air shipment, on the Airport without the permission of the Airport Manager or his authorized representative (See 49 CFR §§ 1540.111, 1540.5 and 49 USC § 46505)
- F. RESTRICTED AREAS - No person shall enter the Airport Operations Area (AOA) or any area designated as a restricted area on the Airport posted as "No Trespassing" to the public except persons authorized by the Airport Manager.
- G. DAMAGE TO AIRPORT PROPERTY - Any person causing or liable for any damage to Airport property shall be required to pay the full amount of such damage upon demand of the Airport Board of Directors. Any person failing to do so may be deprived of the use of the Airport and its facilities until full reimbursement has been made. Tenants, lessees, and grantees shall be held fully responsible for all damage to buildings, equipment, real property, and appurtenance in the ownership of the Airport caused by negligence, abuse, or carelessness on the part of their employees, servants, agents, or customers. Any damage to, or malfunctioning of buildings, structures, utilities, or other Airport property, shall be reported at once to the Airport Manager.
- H. STRUCTURAL OR DECORATIVE CHANGES - No person, tenants, lessee, or grantee shall make any alterations of any nature to any buildings, ramps, or other space, nor erect any structure on the Airport without prior permission in writing, from the Airport Manager, except as may be authorized in existing contracts or leases.
- I. GOOD HOUSEKEEPING - Tenants and persons are required to keep their exterior premises clean and clear of all rubbish, "junk", debris, old aircraft and vehicles, and any other unsightly objects.
- J. SOLICITING, ADVERTISING, SALES, DISPLAY - No person, unless duly authorized by the Airport Manager and under such terms and conditions as may be prescribed, shall in or upon any area of the Airport:
  - i. Sell, or offer for sale, rent or lease any article of merchandise.
  - ii. Conduct any commercial activity.
  - iii. Solicit any business or trade.
  - iv. Solicit alms or funds for any purpose.
  - v. Post, distribute, or display signs, posters, hand bills, newspapers, advertisements, circulars, or any other printed or written matter.

## **SECTION 5 - OPERATION OF MOTORIZED EQUIPMENT**

- A. OPERATION - All motorized equipment will be operated in the Airport Operations Area according to the following rules:
  - i. Aircraft and pedestrians shall always have the right-of-way over vehicular traffic. All vehicles shall give way and then pass to the rear of taxiing aircraft whenever possible.
  - ii. No highway vehicle or automobile shall be operated in the AOA except on roadways or parking areas that are specifically designated for such vehicles. No person shall operate a vehicle in a reckless or negligent manner, or without caution,

or in a manner which endangers, or is likely to endanger persons or property.

- iii. Commercial vehicles shall be operated in the AOA when specifically authorized by the Airport Manager. All commercial vehicles will display airfield flags or flashing amber lights and will be able to monitor aviation band radio transmissions. If not available, the vehicle will be escorted by properly lighted and equipped airport vehicle.
  - iv. Privately owned passenger vehicles shall be authorized to operate on the terminal and FBO ramps, hangar apron areas and storage areas for the loading and unloading or attending of aircraft. Drivers will activate emergency flashers and move at speeds less than 15 miles per hour.
  - v. Privately owned vehicles will not be stored, cleaned, serviced or repaired inside any building unless authorized by the airport manager
- B. PARKING –
- i. Aircraft apron tenants will park in their place of their aircraft or in designated parking areas only.
  - ii. Hangar tenants may park in their hangar or in other designated parking areas only.
  - iii. Vehicle parking will not interfere with normal airport operations.
- C. TOWING - The Airport Manager may remove any vehicle which is creating a safety concern, disabled, abandoned, parking in violation of the Rules and Regulations, of which presents an operational impediment, at the owner's expense and without liability for damage which may result in the course of such moving.

## **SECTION 6 - AIRCRAFT OPERATIONS**

- A. AERONAUTICAL ACTIVITIES - The FAA traffic rules and regulations governing the operation of aircraft in effect as of this date, as well as all additions thereto, are made apart of these airport rules and regulations as fully as if set forth herein.
- B. AIRCRAFT MAINTENANCE - The performance of aircraft and engine repair or maintenance is an aeronautical service regulated by the Airport Board of Directors, except where such services or repairs are performed by the aircraft owner or his employees. The Airport Board of Directors permit minor owner maintenance inside the owners' hangar so long as it is performed exclusively by the owner. No "helper" can participate in maintenance of any kind if the assistance arrangement rises to the definition of "Commercial" in these regulations. ALL Through-the-Fence maintenance must be approved by the Airport Director prior to the work beginning regardless of the level of work performed.
- C. AIRCRAFT ENGINE RUN-UPS - Aircraft engines shall be started and run up only in the places designated for such purposes. At no time shall engines be run up when hangars, shops, airplanes, or any buildings or persons are in the path of the propeller stream and/or jet exhaust.
- D. TAXIING AND MOVING AIRCRAFT -
- i. Aircraft shall taxi at a safe and reasonable speed with due respect for other aircraft, persons, or property. High speed taxi will only occur on runways as a part of the traffic flow at the airport.

- ii. No aircraft shall be taxied into or out of a hangar. The engine will be off, and propellers or stators will be inactive prior to the aircraft being moved. Aircraft will be towed or pushed by machines or by hand into and out of hangars
- E. PARKING OF AIRCRAFT –
- i. No aircraft shall be parked or stored at the airport except in the areas designated for such use.
  - ii. Owners/pilots shall be responsible for properly securing their aircraft. Chocks and other aircraft parking implements are the owner's responsibility, including those available from the airport.
  - iii. Unsafely or improperly parked aircraft may be towed to mitigate any risk.
- F. DISABLED AIRCRAFT - No person shall park or store, nor shall they allow any other person to park or store, any unairworthy aircraft on any portion of the airport at any time. Exceptions to this shall be allowed for the purpose of obtaining repair not to exceed a period of 30 days. The Airport Manager may cause any such aircraft or part thereof not removed by the owner and/or operator to be removed from the Airport at the owner's expense without liability for any loss, provided, that he shall have first given fifteen days written notice of his intention to do so directed by Certified or Registered Mail to the owner's last known address.
- G. UNMANNED AERIAL SYSTEMS (UAS/UAV) – Operation of all UAS or UAV on or around the airport will be within the FAA Regulations published at the time.

## **SECTION 7 – SAFETY**

- A. SAFETY PROCEDURES - The following rules and regulations pertain to airport safety procedures:
- i. The airport manager and staff have the right to inspect all tenant premises and to observe tenant activities as a condition to and method of preventing unsafe practices.
  - ii. Smoking or other similar heat source use is permitted only in designated areas.
  - iii. All tenants are responsible for supplying and maintaining fire extinguishers on tenant premises. All fire extinguishing equipment must be inspected and tagged in accordance with NFPA standards and local codes.
  - iv. No flammable, corrosive or toxic liquids will be disposed of into or onto storm drains, sewer drains, toilet/shop/hangar drains, aprons, parking lots, roadways, catch basins, ditches or raw land.
  - v. Cylinders or compressed gas will not be stored inside any buildings except as provided by NFPA standards and local codes.
  - vi. Storage of flammable liquids, gases, signal flares or other similar items in any building or structure on the airport is prohibited unless approved in writing by the airport manager.

- vii. Flammable liquids shall be stored in UL or OSHA approved metal containers with a spring loaded, self-closing lid of no more than five (5) gallons. Hangar tenants may store no more than two (2) such containers in their hangar at any time.
- viii. Open fires of any type are prohibited on the airport unless approved by the airport manager.
- ix. All welding operations shall be conducted in areas designated by the airport manager.

B. FUELING OPERATIONS - All fueling operations must be approved, in advance, by the airport manager and conducted by trained personnel who demonstrate knowledge and familiarity with fire safety standards and procedures.

- a. Fueling of aircraft and fueling servicing of all types of over-the-road motor vehicles must be performed in designated locations. No fuel shall be stored, and no fixed dispensing equipment shall be permitted outside those locations.
- b. All applicable National Fire Protection Association (NFPA) standards concerning fueling activities are hereby incorporated as part of this document.
- c. Fueling an aircraft with one or more of the aircrafts engines running is prohibited.
- d. Aircraft and fuel servicing equipment (trucks, carts, hydrants, nozzles) must be bonded to each other and grounded before fuel flow starts.
- e. Open flames are not permitted within fifty (50) feet of any fuel service activity or fueling equipment. Smoking is prohibited on all aircraft aprons, within fifty (50) feet of any aircraft, within fifty (50) feet of a fuel handling vehicle and at all other locations on the airport where specifically prohibited by signs.
- f. Fuel service activity will cease when lightning discharges occur within the vicinity of the airport.
- g. Electric switches and fixtures must be "explosion proof" when installed for use in the immediate vicinity of fuel vapors.
- h. Fuel servicing vehicles shall not be parked or stored inside any building
- i. During fuel servicing, two (2) dry chemical fire extinguishers (15 pounds or larger) or CO2 equivalent will be available for immediate use.