

AUBURN-LEWISTON MUNICIPAL AIRPORT  
BOARD OF DIRECTORS MEETING  
AUBURN, MAINE

April 11, 2013

The Auburn-Lewiston Municipal Airport Board of Directors Meeting was held on Thursday, April 11, 2013 at 5:30 p.m. at Auburn-Lewiston Municipal Airport, 80 Terminal Drive, Auburn, Maine.

Present: Chairman Plourde.

Board Members Present: Dycio, Lunt, Morgan, Deschene, Thompson, and Hayes.

Absent: Hunter and Cayer

Also Present: Rick Lanman, Airport Manager.

Chairman Plourde called the meeting to order at 5:33 p.m.

**ON MOTION BY MR. DESCHENE SECOND MR. HAYES VOTE (1) TO APPROVE THE MINUTES OF MARCH 7, 2013.**

**VOTE: 6:0**

Mr. Morgan arrived.

#### FINANCE REPORTS

The new revised format is still being developed and by July 1, 2013 it will be complete. The airport is on a cash basis until the last day in June when all goes to accrual. The board requested to see the value of the fuel in the ground as a line item for inventory on the reports as assets. The Land Account is not broken out into CD's and cash available (restricted funds account). The Fiscal year to be added to all pages on the reports and a bar chart for the fuel flowage comparable to last years gallons.

**ON MOTION BY MR. DESCHENE SECONDED BY MR. HAYES VOTE (2) TO APPROVE THE FINANCIAL REPORTS**

**VOTE: 7:0**

#### AIRPORT MANAGER REPORTS

Snow Symposium Conference Grant was approved and one of the airport employees will be attending on the grant, and Manager Lanman will also be attending at the expense of the airport.

Lewiston Auburn Railroad Committee will be meeting here at the airport next week.

Strategic Planning Meeting tentatively scheduled for May 23 at 4:00 p.m. Email will be sent to check on schedules with an alternative date. Currently Mr. Lunt is unavailable.

#### AIRPORT OUTLOOK

1. Winter is winding down
2. New snow plow is working good and researching some attachments for it.
3. Pavement maintenance program is being updated.
4. Fueling concession and also a concession for Hertz and Enterprise. The airport will be listed on their websites as a location for rental cars.
5. Budget process was good. The airport was the only agency to receive a slight increase due to the taking over of the fueling business.
6. April 20<sup>th</sup> the airport will be in the profile section of the Lewiston Sun Journal.

7. Updating the airport website.

#### NEW BUSINESS

Job descriptions were emailed for comments. Maintenance positions were not in line with this airport and we have added a training program. Currently reviewing the employee handbook. The only job description that was unchanged was the secretary. The airport never had a customer service representative and line technicians. The job descriptions are basic for the industry. Employees are expected to be cross trained in the jobs. Salary boxes had some formula errors and will be corrected. Benefits listed in the job descriptions will state as defined in the employee handbook. Airport employees are at will employees. Manager Lanman will research the work agreement and acceptance letters. It is stated in the agreements the airport has a right to terminate for cause or with 14 days notice.

**ON MOTION BY MR. LUNT SECOND BY MR. MORGAN VOTE (3) TO ACCEPT THE JOB DESCRIPTIONS WITH THE STIPULATED CHANGES AS SUGGESTED.**

**VOTE: 7:0**

An employee organizational chart will be sent out to the board on a quarterly basis.

#### COMPUTER AND NETWORK USAGE POLICY

Everything on the airport computers is airport owned. This is a slightly condensed and updated version taken from the Auburn City website.

**ON MOTION BY MR. MORGAN SECOND BY MR. LUNT VOTE (4) TO ACCEPT THE COMPUTER AND NETWORK USAGE POLICY AS PRESENTED.**

**VOTE: 7:0**

#### NOTICE OF HANGAR SALE

Jackie Rodgers requested the board to approve the right of first refusal for her hangar for sale for \$45,000. The board would like Manager Lanman to research this sale. A first right of refusal is brought to the board when an offer has been made. The board requested a list of amenities of each of the condo hangars.

This item was moved.

#### NICHE FLIGHT SCHOOL

Andy Bibber, has contacted the airport to build a hangar and have a flight school for warbird instruction and/or aerobatics. He has submitted drawings for the hangar. and would like to know if we are interested. An aerobatic flight means, inline flying with the runway or showbox airspace to practice aerobatic maneuvers which are non standard flying maneuvers other aircrafts need to get out of the way during this period. These aircrafts do produce small notice problems. The board requested a formal proposal for their review.

#### AIRPORT LOGOS

The airport is looking to update the logo for the airport which would be on airport stationary, website, vehicles etc. It was suggested to hold off, and see how the rail, air and turnpike tie together as a port authority. Manager Lanman will email the logos with color to all board members for their choice and start the process for discussion.

**ON MOTION BY MR. DYCIO SECOND BY MR. MORGAN (5) TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS AND REAL ESTATE MATTERS.**

**VOTE: 7:0**

The Board came out of Executive Session.

**ON MOTION BY MR. LUNT SECOND BY MR. DYCIO VOTE (6) TO AUTHORIZE THE MANAGER LANMAN TO EXPLORE FUNDING SOURCES FOR HANGAR PURCHASES.**

**VOTE: 7:0**

**ON MOTION BY MR. DYCIO SECOND BY MR. MORGAN IT WAS VOTE (7) TO GO ADJOURN THE MEETING AT 7:05 P.M.**

**VOTE: 7:0**

Respectfully Submitted,

Rick Lanman  
Airport Manager