

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

August 1, 2013

The Auburn-Lewiston Municipal Airport Board of Directors Meeting was held on Thursday, August 1, 2013 at 5:30 p.m. at Auburn-Lewiston Municipal Airport, 80 Airport Drive, Auburn, ME 04210.

Present: Chairman Plourde.

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

Also Present: Rick Lanman, Airport Manager. Evan McDougal from Hoyle, Tanner and Associates, Councilwoman Crowley and Councilman Walker from City of Auburn

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

ON MOTION BY MR. THOMPSON SECOND MR. DYCIO VOTE (1) TO APPROVE THE MINUTES OF JUNE 25, 2013 WITH THE FOLLOWING AMENDMENTS ON PAGE 1 UNDER REPORTS LINE 2, DELETE "NOT", PAGE 1 MANAGER REPORTS CHANGE AVCOG TO "ATRC", PAGE 2 STARTEGIC PLAN TO "STRATEGIC" PLAN

VOTE: 7:0

MR. LUNT AND MR.MORGAN ARRIVED

FINANCE REPORTS

Mr. Cayer requested the Finance Director, Treasurer of the airport, Heather Hunter, report on the financials to the board. Chair Plourde stated he would take it under advisement for the next meeting. Manager Lanman reported the two outstanding CIP projects 20 and 21 are on final and should be receiving final payments any day. Manager Lanman is hoping to close the gap between revenues and expenditures with some revenues, which have not made it into the report. Ms. Hunter stated all expected revenues need to be at Auburn City Finance for journal entries. The airport will be using all of the airport's funds to cover FY12-13 budget and is currently borrowing from the land account. The undesignated fund will be a negative. Over budget of line items are related to the FBO (Air Service). Inventory at end of June shows an estimated \$30,000 of jet fuel and \$15,000 of avgas. This will be pulled out of expenses for FY12-13. Manager Lanman stated that he thought the FY-14 budget should break even with the FBO (Air Service). Fuel prices have been at a high for the most part. The airport will maintain and continue to adjust their pricing every day. The board suggested a month to month on the financials.

ON MOTION BY MR. LUNT SECONDED BY MR. DYCIO VOTE (2) TO ACCEPT THE FINANCIAL REPORTS.

VOTE: 9:0

AIRPORT MANAGER REPORT

Campers Weekend

Manager Lanman reported July 18 to 21st was camper's weekend. The airport had 144 aircraft landings with over 350 passengers through the terminal. Of those 144 aircraft, jet traffic comprised 70% with the largest aircraft being a Gulfstream-5. The FBO sold over 8,000 gallons of jet fuel during that 3-day period. The board asked the numbers from last year, but Manager Lanman explained those included the former charter business, TCAS and were probably skewed above the actual amount. The pilots that flew in had no idea what is in Auburn-Lewiston and were impressed with the terminal building. Lanman also reported that 75 rental cars went out and the rental car representatives were present to help airport staff with the customers.

Balloon Festival

The Great Falls Balloon Festival leadership contacted Manager Lanman discussed some of the issues they were having this year. One was fueling the balloons and Manager Lanman thought there might be a market opportunity

and requested the airport to install a propane tank with meter for this event. The cost to the airport would be \$14,000 for installation. After discussion of revenues from this event and cost of set up and permitting, the board decided to deny the request on such short notice and financing was not in the current budget.

ON MOTION BY MS. HUNTER SECOND BY MR. MORGAN (3) TO DENY REQUEST TO PROVIDE PROPANE SERVICE TO THE BALLOON FESTIVAL DUE TO THE SHORT NOTICE TO GET PERMITTING IN PLACE AND INSTALLATION OF THE TANK AND METER WIRED UP AND THE FINANCING WAS NOT CURRENTLY BUDGETED.

VOTE: 9:0

Automated Weather Observing Station

Pilots had reported that they could no longer call into the AWOS on the available land line phone. Airport Manager Lanman explained to the board that FAA has control of the service They have report they will be slow to repair it due to budget constraints. Only the radio frequency is available, until the Facilities and Equipment Repairman can get the parts to fix it.

Auction Item Pile Growing

This will be at the Roundy property, on Hotel Road. The City of Auburn and Lewiston are participating. There was some discussion as to when the auction would be held and Lanman explained that he intended to participate if the Cities held the auction.

RFQ for Engineering

Manager Lanman has calculated all the rankings. Continuing the discussion from the 25 June Board meeting, Lanman once again explained that FAA guidance is to choose the most qualified firm. Evan McDougal from Hoyle, Tanner and Associates added to the discussion that the larger airports will usually have more than one consultant, but with smaller airports like ours, it is most common to have one.

ON MOTION BY MR. DESCHENE SECOND BY MR. THOMPSON VOTE (4) TO ACCEPT THE RANKING COMPLETED BY MANAGER LANMAN AND DECLARE THE CHOICE TO BE THE FIRST PLACE RANKED FIRM.

VOTE: 9:0

Hoyle Tanner & Associates won by the ranking system. Congratulations!

NEW BUSINESS

Revised FY 14 Budget

The board reviewed the revised budget with Manager Lanman. After discussion of a few line items the consensus was that with the corrections discussed the budget would be acceptable.

ON MOTION BY MR. DESCHENE SECOND BY MR. CAYER VOTE (5) TO APPROVE THE REVISED FY14 BUDGET WITH THE EXCEPTION OF SALARIES AND FRINGE BENEFITS AND TO REPLACE WITH THE CURRENT ADOPTED FY 14 NUMBERS ON THOSE TWO LINE ITEMS AND TO BRING BACK TO THE BOARD A BREAKOUT OF THE FRINGE BENEFITS AND COST OF HEALTH INSURANCE AT THE NEXT MEETING.

VOTE: 9:0

OLD BUSINESS

Strategic Plan

Two documents were presented to the board for discussion, the SWOT Analysis prepared by Airport Manager Lanman and the 2006 Business Plan for the airport prepared by HTA. The board directed the airport manager to complete a list of capital improvement projects that are needed by the airport. Manager Lanman explained that he is working on a Pavement Condition Index and that it is taking time because he is also teaching the Operations crew how to judge pavement to continue the index program. All agreed the airport is under-utilized. The 2006

Business Plan mentioned construction of hangars. The board requested Manager Lanman to bring back his top five projects he would like to complete from this SWOT analysis for board discussion and to prioritize the list.

ON MOTION BY MR. DESCHENE SECOND BY MS. HUNTER VOTE (6) TO GO INTO EXECUTIVE SESSION TO DISCUSS LEASE AGREEMENT.

VOTE: 9:0

ON MOTION BY MS. HUNTER SECOND BY MR. LUNT IT WAS VOTE (7) TO COME OUT AND ADJOURN THE MEETING AT 7:45 P.M.

VOTE: 9:0

Respectfully Submitted,

Rick Lanman
Airport Manager