

AUBURN-LEWISTON MUNICIPAL AIRPORT
BOARD OF DIRECTORS
AUBURN, MAINE

January 3, 2013

The Auburn-Lewiston Municipal Airport Board of Directors Meeting was held on Thursday, January 3, 2013 at 5:30 p.m. at Auburn-Lewiston Municipal Airport, 80 Terminal Drive, Auburn, Maine.

Present: Chairman Plourde.

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

Also Present: Rick Lanman, Airport Manager.

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

Chairman Plourde presented Al Sargent with a plaque as a token of the Airport Board of Director's appreciation of Mr. Sargent's dedication and service to the airport. Mr. Sargent will be truly missed by all.

ON MOTION BY MR. DYCIO SECOND BY MR. DESCHENE VOTE (1) TO ACCEPT THE MINUTES OF NOVEMBER 8, 2012 AND DECEMBER 13, 2013 AND PLACE ON FILE.

VOTE: 6:0:3

Mr. Lunt, Mr. Cayer and Mr. Thompson abstained.

TREASURER'S REPORT

Ms. Hunter reviewed the current treasurer's report with the board.

ON MOTION BY MR. LUNT SECOND BY MR. CAYER VOTE (2) TO ACCEPT THE TREASURER'S REPORT AS PRESENTED AND PLACE ON FILE.

VOTE: 9:0

OLD BUSINESS

Flight School Proposal – Mr. Lajoie

Manager Lanman finalized a pre negotiated agreement terms with the flight school as requested by the board and presented it to the board for review. The flight school will be renting the small room in the terminal building and rent space in the hangar for their aircraft for a total of \$450/month and receiving a discounted rate for fuel they purchase. Mr. Cayer suggested the public had not seen a copy with the package and to table until the next meeting.

LANDING FEE COLLECTION

Manager Lanman is negotiating with Vector on a price to keep equipment here and receive raw data from Vector and the airport will start with the billing. Currently Vector completes everything and a deposit is made into the airport account. The airport will start to collect the landing fees and work out details of this service coming to a close with a few options up for discussion. Chairman Plourde stated the board was grateful for Vector's patience during our transition.

NEW BUSINESS

Right of First Refusal – Roy and Claire Holmblad

The Holmblad's are selling their hangar and according to the condominium documents the airport has a right of first refusal to purchase this hangar after Mr. Humphrey decision. Mr. Humphrey has waived his right on November 13, 2012. The airport has no interest in purchasing a hangar in the condominium hangar at this time.

ON MOITON BY MR. LUNT SECOND BY MR. SARGENT VOTE (3) TO WAIVE THE BOARD'S RIGHT OF REFUSAL ON THIS HANGAR.

VOTE: 9:0

CIP Planning Document

Two items were submitted for the LCIP request and ACIP will be submitted in a few weeks.

A request for a 15 foot Mower Attachment, \$15,000 each city and a Loader/Sweeper under a grant for \$200,000, local share \$20,000, each city \$10,000.

ON MOTION BY MS. HUNTER SECOND BY MR. LUNT VOTE (4) TO APPROVE THE LCIP AIRPORT PLANNING DOCUMENT OF THE TWO CIP ITEMS.

VOTE: 9:0

CHAMBER REPRESENTATIVE

Chip Morrison, Chamber President, emailed the Chamber's nomination/recommendation to the Airport Board. Mr. Morgan is a past Lewiston City Councilor and past Airport Board Member, works in Auburn and is a resident of Lewiston as outlined in the Interlocal Agreement. The board requested a bio of Mr. Morgan for the next meeting.

AIRPORT PERSONNEL

ON MOTION BY MS. HUNTER SECOND BY MR. DYCIO VOTE (5) TO TABLE UNTIL THE NEXT MEETING.

VOTE: 9:0

AIRPORT MANAGER'S REPORT

UNEMPLOYMENT CLAIM/INSURANCE

The Airport Manager updated the board that the airport has received another unemployment claim from a past employee. The airport is currently not budgeted for unemployment claims. The airport has a few current insurance policies with Maine Municipal Association, Mr. Deschene and Mr. Lanman will follow up regarding coverage costs for these claims.

FBO-TWIN CITIES AIR SERVICE UPDATE

Manager Lanman updated the board in the negotiations with Twin Cities Air Service-Nate Humphrey, to purchase some of his equipment estimated up to \$25,000, fuel and oils in the tanks estimated up to \$25,000 and bringing on some current employees from Twin Cities Air Service on a three month contract to get the airport set up and transition to run smoothly between the closing of the business and to continue to operate on the field for the FBO customers without interruption. Phillips 66 will be changed and the fuel will be purchased at AVFUEL as of January 1, 2013.

EMPLOYEE TRAINING

All employees will be trained in the running of the Air Center operations.

OPEN SESSION

Credit card at the fuel tanks was requested. Manager Lanman stated the tanks are currently too close to the buildings and until they are moved, that would be a safety issue. It will be looked into when the tanks need to be replaced which is coming up in the near future.

Manager Lanman stated the fuel will be sold at lower prices than the past and discounted on invoiced customers paying by cash or check.

The Landing Strip Café owners, Gloria Rousseau and Darlene Stymiest, were present and stated the past few storms it was unsafe to enter into the building to get to their business. Manager Lanman stated his staff was down due to an

employee retirement and two new employees as of this year, once the contract employees are on airport team, they will be extra help during storms with the walkways, parking lots and where they are needed.

ON MOTION BY MR. DYCIO SECOND BY MR. DESCHENE VOTE (6) TO AJOURN THE MEETING AT 7:10 P.M.

VOTE: 9:0

Respectfully Submitted,

Rick Lanman
Airport Manager