

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

April 3, 2014

The Auburn-Lewiston Municipal Airport Board of Directors Meeting was held on Thursday, April 3, 2014 at 5:30 p.m. at Auburn-Lewiston Municipal Airport, 80 Airport Drive, Auburn, ME 04210.

Present: Chairman Plourde.

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

Also Present: Rick Lanman, Airport Manager; Evan McDougal, Hoyle Tanner & Associates; Ed Lane, Aircraft Line Service Supervisor; and Mr. Bussiere.

Board Members Absent: Deschene and Hunter.

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

Chairman Plourde introduced Paul Robinson, a Chamber of Commerce nomination, for the Airport Board's consideration to be appointed to the airport board.

**ON MOTION BY MR. DYCIO SECONDED BY MR. LUNT VOTE (1) TO APPOINT MR. PAUL ROBINSON TO THE AIRPORT BOARD OF DIRECTORS AS THE CHAMBER REPRESENTATION.**

**VOTE: 6:0**

APPROVAL OF MINUTES

**ON MOTION BY MR. CAYER SECOND BY MR. HAYES VOTE (2) TO ACCEPT THE MINUTES OF MARCH 13, 2014 AND PLACE ON FILE.**

**VOTE: 6:0:1**

**MR. ROBINSON ABSTAINED.**

FINANCE REPORT

Manager Lanman reviewed the financial reports with the board. The requested projected year-end to date column has been included in the financials. Sponsor subsidy revenue were adjusted, it had been reported in the rents account and has now been corrected. March was a slow activity month for aircraft. The vehicle account is over expended due to maintenance and tires being replaced on airport vehicles. The zero turn mower bids came in slightly over projected and will be short approximately \$1,000. Manager Lanman suggested taking the extra needed from the signage account bringing it from \$8,000 to \$6,500.

The Small Community Air Service Grant of \$600,000 expires in December 2014. The Department of Transportation Analyst suggested attempting another grant being broadly written to attempt the bus route, rather than airline service and not dropping the current grant until the new grant is approved. The application deadline for a new grant is August 2014. Different options are available. Sanford is also trying to develop a bus service with a grant. Recruiting a smaller service, like Cape Air could be looked into. Certificated Charter service can also be used with this grant. There is a share cost of \$50,000 per city when the grant is in use. Justification will need to be presented to the cities to use this money. This item will be on the May agenda for discussion.

The board suggested adding the status of the Strategic Planning, and to send a list of points discussed at the January meeting. Manager Lanman was directed to poll the board for dates to continue with the strategic planning sessions.

**ON MOTION BY MR. LUNT SECOND BY MR. CAYER VOTE (3) TO ACCEPT THE FINANCIAL REPORTS.**

**VOTE: 7:0**

AIRPORT MANAGER REPORT

*List of Projects*

Manager Lanman stated the State of Maine Crack Sealing project will be 100% funded by the state. The Auburn-Lewiston Airport is the last of six airports on the list. The airport has the 300,000 liner feet of cracks to seal and anything left from the projects at the other airports will be used at Auburn-Lewiston.

OLD BUSINESS

*FY2015 Airport Operations Budget*

Manager Lanman updated the FY2015 Airport Operations Budget as requested at the March meeting.

**ON MOTION BY MR. DYCIO SECONDED BY MR. HAYES VOTE (4) TO ACCEPT THE FY2015 AS PRESENTED.**

**VOTE: 7:0**

*Night Train Project*

The board requested Manager Lanman submit a letter of support for the night train. The letter was approved by the board. Mr. Thompson will submit some templates for Manager Lanman to use. Mr. Thompson will send a PowerPoint presentation on this project to Manager Lanman for distribution.

NEW BUSINESS

*Outfitting Pilots Lounge*

A room for pilots who have to be here all day. Manager Lanman will be contacting neighboring golf courses to see if any deals can be made for airport guests. Furniture from FX Marcotte Furniture will cost approximately \$4,000. Cable will be installed with a television and a standing flight planning computer kiosk will be installed in the lobby area. Pictures were distributed to board members. Funds to be taken from unencumbered funds (fund balance).

The front desk will also be relocated to the lobby for our Customer Service Representative.

**ON MOTION BY MR. DYCIO SECONDED BY MR. LUNT VOTE (5) TO MOVE FORWARD WITH THE OUTFITTING THE PILOTS LOUNGE FOR \$5,000 TO BE TAKEN FROM THE FUND BALANCE ACCOUNT (UNENCUMBERED FUND BALANCE).**

**VOTE: 7:0**

*Annual Fly In*

Manager Lanman is looking to have an airport fly in on May 17 next month. Planes will fly in from other airports. Lufthansa may open their doors for a tour. Lifelight will possibility have a helicopter here pending their schedule. EAA Chapter, Young Eagles, will be contacted for flights. Food vendors will be contacted. Music

will be looked into. Antique Car Clubs will be contacted. Community groups will be contacted for day activities. Sponsors to be contacted. Local Fire and Police will be contacted. Airport Equipment will be out on the ramp for viewing. This event is not in the airport budget. After discussion, the board decided to delay this fly in until more detail of costs for this event and dates could be discussed.

PUBLIC COMMENTS

None

**ON MOTION BY MR. DYCIO SECOND BY MR. CAYER VOTE (6) TO GO INTO EXECUTIVE SESSION TO DISCUSS PROPERTY NEGOTIATION.**

**VOTE: 7:0**

**ON MOTION BY MR. DYCIO AND SECOND BY MR. LUNT VOTE (7) TO COME OUT OF EXECUTIVE SESSION AND ADJOURN THE MEETING AT 7:45 P.M.**

**VOTE: 7:0**

Respectfully Submitted,

Rick Lanman, AAE ACE  
Airport Manager