

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

December 5, 2013

The Auburn-Lewiston Municipal Airport Board of Directors Meeting was held on Thursday, November 7, 2013 at 5:30 p.m. at Auburn-Lewiston Municipal Airport, 80 Airport Drive, Auburn, ME 04210.

Present: Chairman Plourde.

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

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

Board Members Absent: Hayes and Deschene.

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

APPROVAL OF MINUTES

ON MOTION BY MR. LUNT SECOND BY MR. CAYER VOTE (1) TO APPROVE THE MINUTES OF NOVEMBER 7, 2013 AND PLACE ON FILE.

VOTE: 7:0

ON MOTION BY MR. LUNT SECOND BY MR. DYCIO VOTE (2) TO APPROVE THE MINUTES OF NOVEMBER 19, 2013 SPECIAL MEETING AND PLACE ON FILE.

VOTE: 7:0

ON MOTION BY MS. HUNTER SECOND BY MR. LUNT VOTE (3) TO MOVE THE REPORT ON FY2013 FINANCIAL AUDIT NEXT ON THE AGENDA.

VOTE: 7:0

NEW BUSINESS

Report on FY 2013 Financial Audit

Kathy Tyson, representing Runyon, Kersteen, Ouellette, presented the board with a report on the completed FY2013 audit. The Financial Statements, Report by Government Standards and Letter of Communication were sent by email with other meeting documents.

Ms. Tyson reported the Federal funds received by the airport during the fiscal year were below the threshold of \$500,000; therefore, no Single Audit was required this fiscal year. This audit has new lines of business in the form of the FBO (fixed based operation) Auburn Lewiston Air Center that includes fuel inventory and fuel sales. The airports depreciation was adjusted and equipment no longer being used or sold has been adjusted and these items were at 100% depreciated. Ms. Tyson stated the unmodified-opinion of the airport's financial statements was presented in compliance with the standards to follow the laws, regulation and internal controls that impact on financials involves material weakness, significant deficiencies and none of these were found. The airport budget was in the black \$41,000 on a cash accounting basis. On an actual full accrual basis, there was a loss due to the depreciation being included. Other comments were offered as suggestions to the Board, which Runyon, Kersteen and

Ouellette gives to businesses as part of the firm's practice. The addition of the new service is providing the airport increased receivables with fuel sales and an inventory to track on a monthly basis. The airport has invested in electronic bookkeeping software to assist in tracking these new lines of business. The airport has one long term lease obligation under liabilities. Accrued Compensation has reduced this year. The unrestricted amount has changed due to the depreciation. The airport currently shows \$754,246 as cash which includes \$536,000 invested in CD's earmarked by the board from the landfund. The land sale this past year of Lot 9 in the airpark has helped the financial position of the airport. Because of this sale the airport is in the black due to the land sale being recorded as revenues for the airport.

ON MOTION BY MS. HUNTER SECOND BY MR. LUNT VOTE (4) TO ACCEPT THE FY2013 AUDIT REPORT AS PRESENTED AND PLACE ON FILE.

VOTE: 7:0

FINANCE REPORT

Ms. Hunter reviewed the financial reports with the board. Both Income and Expenses are up from the previous year. Wednesday December 11, 2013 Lewiston will be reviewing the airport's CIP with Manager Lanman, the planning board, and the Finance Committee before presenting to the Council. Ms. Hunter stated she will bring forward to purchase the large hangar as recommended by the Board of Directors. Mr. Lunt requested the reports to reflect the difference between the expenditures and revenues for the fuel sales.

ON MOTION BY MR. LUNT SECOND BY MR. CAYER VOTE (5) TO ACCEPT THE FINANCIAL REPORTS.

VOTE: 7:0

AIRPORT MANAGER REPORT

December 18 at noon has been scheduled for the weekly airport staff meeting and holiday lunch. The board is encouraged to attend lunch and meet staff.

Lobby Art

An Artist from the Civil Air Patrol has displayed her items in the lobby area and it was published in the current newspaper. It will be on display and Manager Lanman is hoping other local artists will come forward to display the talent in the community at the airport.

OLD BUSINESS

Mr. Lunt requested the status of the restaurant area. No responses were received due to the time of year and Mr. Lanman will send out another request next year. Mr. Cayer suggested an open house requesting restaurateurs' to come out that may have an interest in expanding or starting up at the airport. The board requested for the restaurant to be on the agenda for January. The board also requested a breakout of the utilities be researched.

PUBLIC COMMENTS

Mr. McDougal stated Seacoast Crane and Construction constructed the hangars in Sanford and the board is welcome to tour them, or view on line photos. There are four hangars connected with small offices at the backside. The cost of these can be provided. Manager Lanman has communicated with the Seacoast and has the costs and will send a copy to the board as requested.

ON MOTION BY MR. LUNT SECOND BY MR. DYCIO VOTE (6) TO ADJOURN THE MEETING AT 7:00 PM

VOTE: 7:0

Respectfully Submitted,

Rick Lanman, AAE ACE
Airport Manager