

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

February 6, 2014

The Auburn-Lewiston Municipal Airport Board of Directors Meeting was held on Thursday, February 6, 2014 at 5:30 p.m. at Auburn-Lewiston Municipal Airport, 80 Airport Drive, Auburn, ME 04210.

Present: Chairman Plourde.

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

Also Present: Rick Lanman, Airport Manager; Evan McDougal, Hoyle Tanner & Associates; Ed Lane, Aircraft Line Service Supervisor; Andrew Starkey, Sara Starkey, Alex Starkey, Peter Blais, Kristin Desrochers, Geoffrey Spear.

Board Members Absent: Hayes

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

PRESENTATION OF CERTIFICATE OF COMPLETION

Chairman Plourde presented Andrew Starkey a Certificate for Professional Line Service as established by National Air Transport Association. Thank you Andrew for your hard work and dedication to the airport!

ELECTION OF OFFICIERS

ON MOTION BY MR. THOMPSON SECOND BY MR. LUNT VOTE (1) TO MAINTAIN THE CURRENT SLATE OF OFFICIERS.

VOTE: 6:0

APPROVAL OF MINUTES

ON MOTION BY MS. HUNTER SECOND BY MR. LUNT VOTE (2) TO ACCEPT THE MINUTES OF JANUARY 2014 AND PLACE ON FILE.

VOTE: 6:0

ON MOTION BY MS. HUNTER SECOND BY MR. THOMPSON VOTE (3) TO AMEND THE MOTION TO DELETE THE SENTENCES REFERRING TO MR. LUNT AND MR. MORGAN UNDER PUBLIC COMMENTS.

VOTE: 6:0

FINANCE REPORT

Ms. Hunter reviewed the financial reports with the board. Revenues are exceeding trend of the previous year. The accounts of Building Maintenance and Insurance have exceeded and purchase of the tug will also impact the budget. Ms. Hunter suggested an adjustment to the LCIP under airport signage 2014 be adjusted to \$8,000. Manager Lanman reported repairs at the maintenance garage, condo hangar, air center hangar and

Lufthansa hangar have increased the budget. Manager Lanman stated he purchased deicing products due to being iced up for 14 days with the previous storm.

ON MOTION BY MR. THOMPSON SECOND BY MR. CAYER VOTE (4) TO ACCEPT THE FINANCIAL REPORTS.

VOTE: 6:0

AIRPORT MANAGER REPORT

Update on Auburn Hangar Cond Repairs

The Auburn Hangar Condo repairs have been submitted towards a claim with the airport's insurance. Quotes for repair are being received.

Increasing FBO Maintenance Program

Manager Lanman stated there is a need and wants to increase the airport's maintenance program. Hiring a Specialized Aviation Service Operator is an option. The airport would go out for RFP's and contract out. It was suggested to have Maine Municipal Association review the contract, they perform these services at no charge.

ON MOTION BY MS. HUNTER SECOND BY MR. LUNT VOTE (5) TO DRAFT AN RFP FOR THIS SERVICE AND FORMULATE A DRAFT AGREEMENT WITH THE RESPONDENT AND TO FORWARD TO MMA FOR REVIEW.

VOTE: 6:0

Mr. Deschene arrived

OLD BUSINESS

Discussion of Restaurant RFP

Manager Lanman suggested Request for Proposals be sent out to the public a second time for the available space in the building. The deadline to submit a proposal would be the end of February and tabulate responses to the board for March.

ON MOTION BY MS. HUNTER SECOND BY MR CAYER VOTE (6) TO ADVERTISE THE RFP FOR A RESTAURANT.

VOTE: 7:0

Airport Capital Improvement Plan – FAA/MAINEDOT

Manager Lanman met with the FAA and the MDOT and completed a tour of the pavement on the airport. Use of the entitlement funds (funds from the Federal Airport Improvement Program) will be used to overhaul the terminal aircraft-parking ramp in FY 15. Discretionary funds (funds from other entitlement turn-backs, dispersed by the FAA on a priority/need schedule) can be used for rehab of Taxiway "B" in FY 16. The runway 4-22 overhaul will happen in FY 17 and 18. A contract to evaluate the ILS, how to fix and reconstruct it accordingly needs to be completed with airport funds and then is completely reimbursable by the FAA. The FAA and MDOT agreed on the 5-year CIP plan as presented by Manager Lanman.

Mr. Thompson reported on his meeting with John Melrose. Mr. Melrose is open to ideas to bring the bus transportation to the airport and using the Terminal as a stop for customers. Currently Manager Lanman is waiting to hear back from the Legal Council of DOT Aviation's Sector decision if this is within the grant application and scope of work or if the grant could be amended for this change.

ON MOTION BY MR. CAYER SECOND BY MR. DESCHENE VOTE (7) TO APPROVE THE CIP WITH THE AMENDMENTS AS DISCUSSED.

VOTE: 7:0

Approval of Lease Agreement with K&K Excavating

The Board was presented with the updated Development Agreement and Easement for action. The length of the lease term was discussed with different options to present to the lessee.

ON MOTION BY MS. HUNTER SECOND BY MR. CAYER VOTE (8) TO TABLE THIS ITEM UNTIL MANAGER LANMAN MEETS WITH THE LESSEE TO DISCUSS THE LENGTH OF THE LEASE TERM WITH THE OPTIONS DISCUSSED.

VOTE: 7:0

NEW BUSINESS

FY15 Airport Operations Budget

ON MOTION BY MR. CAYER SECOND BY MS. HUNTER VOTE (9) TO TABLE THE OPERATING BUDGET UNTIL MANAGER LANMAN PRESENTS A DETAIL EXPLANATION OF INCREASES AND DECREASES.

VOTE: 7:0

Clearing of Obstructions directed by the FAA

The airport will have to send out a request for proposals for clearing the obstructions around the airport. There is no telling how many trees need to be cleared to determine the elevation. Manager Lanman is checking with Southern Maine Forestry for surveying classes in the area. The Grant Assurances for the airport require airports to provide maintenance obstruction free approaches to the runway. New parcels are covered by the FAA but past parcels previously cleared are not.

PUBLIC COMMENTS

None

ON MOTION BY MR. DYCIO SECOND BY MR. LUNT VOTE (10) TO ADJOURN THE MEETING AT 8 PM.

VOTE: 7:0

Respectfully Submitted,

Rick Lanman, AAE ACE
Airport Manager