

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

March 13, 2014

The Auburn-Lewiston Municipal Airport Board of Directors Meeting was held on Thursday, March 13, 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, Deschene, Hayes and Hunter.

Also Present: Rick Lanman, Airport Manager.

Board Members Absent: Lunt

Chairman Plourde called the meeting to order at 5:33 p.m.

APPROVAL OF MINUTES

**ON MOTION BY MR. CAYER SECOND BY MR. THOMPSON VOTE (1) TO ACCEPT THE MINUTES OF FEBRUARY 6, 2014 AND PLACE ON FILE.**

**VOTE: 7:0**

**ON MOTION BY MR. CAYER SECOND BY MR. THOMPSON VOTE (2) TO ACCEPT THE MINUTES OF FEBRUARY 14, 2014 SPECIAL AND PLACE ON FILE.**

**VOTE: 7:0**

FINANCE REPORT

Ms. Hunter reviewed the financial reports with the board. The Board needs to address if the fund balance will cover the year-end numbers and requested projected year-end to date be included in the financials.

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

**VOTE: 7:0**

AIRPORT MANAGER REPORT

*List of Projects*

Manager Lanman presented a list of projects he is currently working on as previously requested by the board. The board suggested adding the status of the Strategic Planning, and to send a list of points discussed at the January meeting. He was directed to poll the board for dates to continue with the strategic planning sessions.

Road signage in the twin cities need to be updated with the new airport logos. Maine Department of Transportation may be of help replacing the old green ones. Mr. Thompson will forward a list to Manager Lanman on the locations of these signs.

*Flight School Amendment*

The original three partners have separated, and the flight school has downsized and is currently continuing as a sole owner. A new lease was negotiated for half the rented space in the terminal, and a smaller aircraft in the hangar. The other space in the terminal will be turned into a much needed pilots lounge. A copy of the lease amendment will be presented at the next board meeting for review and approval. The tenant is currently operating until the new lease is in place.

*Zero Turn Mower*

The old tractor will be used as a trade in and the mower is \$1,000 more than anticipated and Manager Lanman will present at the next meeting.

OLD BUSINESS

*FY2015 Airport Operations Budget*

The City of Lewiston’s budget cycle is before Auburn’s and Ms. Hunter used the drafted budget she received previously. There are no departments coming in with a 39% increase in the City of Lewiston and the current one presented tonight is a 50% increase. Purchasing the Lufthansa hangar will save the airport expenditures of \$30,000 to \$40,000 pending approval of city councils. Ms. Hunter suggested footnotes on the savings of purchasing the hangar be included in the budget. Professional Development should be prioritized. Manager Lanman stated the top four items were mandatory training events for the airport employees. Ice control also is another item for a footnote, being a new item due to the Air Center (FBO operation). Health insurance and retirement adjustments will have to be adjusted for additional increases. The worker’s compensation insurance should drop next January due to the experience rating adjustment. Heat is down due to the transferring over to natural gas in the spring. Among other accounts discussed were radios, professional fees, building maintenance, airfield maintenance, and advertising.

NEW BUSINESS

*Night Train Project*

The board requested Manager Lanman submit a letter of support for the night train. The letter should be based on the basic letter of support the Cities of Auburn and Lewiston are also doing. Mr. Deschene indicated he would forward a copy to Manager Lanman for him to use.

**ON MOTION BY MR. CAYER SECOND BY MS. HUNTER VOTE (4) TO SEND A LETTER OF SUPPORT FROM THE AIRPORT FOR THE NIGHT TRAIN TO BE EXECUTED BY THE CHAIR.**

**VOTE: 7:0**

PUBLIC COMMENTS

None

**ON MOTION BY MR. CAYER SECOND BY MR. DYCIO VOTE (5) TO GO INTO EXECUTIVE SESSION TO DISCUSS THE RESTAURANT PROPOSALS.**

**VOTE: 7:0**

**ON MOTION BY MR. DYCIO AND SECOND BY MS. HUNTER VOTE (6) 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