

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

September 5, 2013

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

Present: Chairman Plourde.

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

Also Present: Rick Lanman, Airport Manager; Evan McDougal, Hoyle Tanner & Associates; Gloria Rousseau, Mike Rousseau, Darlene Stymiest with the Landing Strip Café; Ed Lane, Aircraft Line Service Supervisor.

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

**ON MOTION BY MR. DYCIO SECOND MR. LUNT VOTE (1) TO APPROVE THE MINUTES OF AUGUST 1, 2013 AND PLACE ON FILE.**

**VOTE: 7:0**

**Mr. Morgan arrived.**

**FINANCE REPORTS**

Mr. Cayer suggested a motion be on the table for the Treasurer to present the financials to the board. Manager Lanman explained timing of posting information to the reports has been also a problem. Mrs. Hunter said that it was possible for information to be included in the reports as it was sent to the clerk in Auburn's City Hall for posting. The board requested a year to date column to be added to future reports. Professional Development would need a transfer request for next month. CIP balance on the projects page will be confirmed once the audit is complete and these monies will be kept in a separate fund.

**ON MOTION BY MS. HUNTER SECOND BY MR. LUNT VOTE (2) TO HAVE THE MANAGER REQUEST A TRANSFER FROM THE BOARD TO COVER FOR ANY DEFICITS IN A LINE ITEM OF THE BUDGET TO BE TRANSFERRED FROM ANOTHER LINE ITEM.**

**VOTE: 8:0**

**Mr. Deschene arrived.**

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

**VOTE: 9:0**

**AIRPORT MANAGER REPORTS**

**Annual Audit**

Ms. Tyson with Runyon Kersteen Ouellette is here doing the annual audit and should be completed in the next few weeks.

**Auburn Hangar Condominium Association**

The association has an annual meeting and had concern with the City of Auburn tax bills for their units this year. They pay for the hangar unit, the land it sits on, and this year the cities have to collect the aircraft taxes for the State of Maine. The bills were reviewed and found to be the same as year's past. The only difference is the municipalities collecting the taxes for the aircrafts handed down by the State of Maine. Another concern of the association was how the lease they currently have compares to the other condominium on the field.

**Health Insurance and Benefits for Airport Employees**

There is a new insurance plan PPO500 and the board will have to decide what they want to offer the airport employees. A committee of 3, Mark Cayer, Heather Hunter and Manager Lanman will review the policies from the cities, and what the local airports offer their employees for insurance and benefit packages. A matrix sheet will be completed for the committee's review. Chairman Plourde requested the committee be prepared for discussion at the December meeting.

OLD BUSINESS  
Strategic Plan-Discussion

**ON MOTION BY MR. DESCHENE SECOND BY MR. MORGAN VOTE (4) TO TABLE FOR NEXT MONTH'S MEETING.**

**VOTE: 9:0**

**COMMENTS**

Landing Stripe Café Owners were present to discuss the negotiations that transpired over the last few months and receiving their termination letter. The board stated Manager Lanman kept the board apprised of the ongoing negotiations and was acting on their behalf. The Board members explained that they had determined the criterion that was presented during negotiations. The owners stated that they were very sure those criterion would cost them much more than they could afford. The board stated they received numerous complaints of the slow service and had experienced it themselves when some members stopped in the past. The owners stated they were self-employed and could make their own hours, which is consistent with the past owners. They also stated they do close down for vacation, bad weather, and other unexpected circumstances. The board stated the reputation of the café reflects on the airport as a whole and that the criterion was developed based on that idea.

**ON MOTION BY MR. DESCHENE SECOND BY MS. HUNTER VOTE (5) TO GO INTO EXECUTIVE SESSION TO DISCUSS THE LANDING STRIP CAFÉ LEASE.**

**VOTE: 9:0**

**ON MOTION BY MR. THOMPSON SECOND BY MR. DYCIO VOTE (6) TO DIRECT MANAGER LANMAN TO POST AN RFP FOR THE RESTAURANT FOOD SERVICE AT THE AIRPORT.**

**VOTE: 9:0**

**ON MOTION BY MS. HUNTER SECOND BY MR. DYCIO VOTE (7) TO ADJOURN THE MEETING AT 8:20 P.M.**

**VOTE: 9:0**

Respectfully Submitted,

Rick Lanman  
Airport Manager