

AUBURN-LEWISTON AIRPORT

Airport Board of Directors Meeting
80 Airport Drive, Auburn, Maine 04210

March 5, 2015

The Auburn-Lewiston Airport Board of Directors Workshop at 5:00 p.m. and Meeting scheduled at 5:30 p.m.

Present: Chairman Plourde.

Board Members Present: Dycio, Hunter, Cayer, Robinson, Thompson, Hayes and Kroll.

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

Absent: Ms. Sheats.

Chairman Plourde called the meeting to order at 5:55 p.m.

APPROVAL OF MINUTES

Revision of the minutes of the 5 February 2015 meeting to include a list the slate of officers elected.

ON MOTION BY MS. HUNTER SECOND BY MR. CAYER VOTE (1) TO APPROVE THE MINUTES OF FEBRUARY 5, 2015 AS CORRECTED AND PLACED ON FILE.

VOTE: 8:0

FINANCE REPORT

PROGRESS REPORT

Treasurer Hunter reviewed the treasurer's report with the board. Revenues are down compared to last year and expenditures are up. Manager Lanman reported that janitorial service has been cut, with airport staff taking over the service. Additionally he reported that there are vacant positions that have not been filled. Traffic is up due to the restaurant however, fuel sales have not picked up yet because of the weather. Based aircraft have dropped 60% due to pilots selling their aircraft and/or moving out of state. Expenditures are \$200,000 off compared to last year. Ms. Hunter asked if the year-end accruals are in place. Manager Lanman said the airport is at minimum staffing from a safety standpoint; cutting staffing at this point will be cutting services. Installation of the natural gas came in over budget and the price of natural gas is more than was projected last year. The board directed Manager Lanman to complete a forecast for the rest of this fiscal budget year and freeze any accounts necessary to help with the overdrafts in the budget. The board also reviewed the Capital Improvement recap.

ON MOTION BY MR. CAYER SECOND BY MR. KROLL VOTE (2) TO ACCEPT THE FINANCIAL REPORTS AS PRESENTED.

VOTE: 8:0

AIRPORT MANAGER REPORT

AUTOMATED WEATHER OBSERVING STATION UPDATE

The airport will be receiving a new weather observing station at no cost to the airport provided by the FAA during June 2015.

INSTRUMENT LANDING SYSTEM VS SNOW

The airport's current system is shut off during the winter due to the snow because the antenna is too low. This FAA project is scheduled for 2018 and is a reimbursable project.

NATIONAL WEATHER SERVICE WEATHER SPOTTER TRAINING AT THE AIRPORT

Gray Weather Spotters, will be at the airport on the 25th of March to train staff on weather reporting, and a public session will be held at night, this is a free service provided by the National Weather Service, Gray, Maine.

OLD BUSINESS

HOYLE TANNER & ASSOCIATES ENGINEERING CONTRACT

The Independent Fee estimate for this project was completed by the State of Maine. This is the first step of the grant. The local share of this project is in the 2016 budget, and has not been approved by the cities as of this date and needs to be part of this motion.

ON MOTION BY MR. THOMPSON SECOND BY MR. ROBINSON (3) TO ACCEPT THE PROJECT CONTRACT WITH HOYLE TANNER & ASSOCIATES FOR THE TERMINAL APRON EXPANSION AND REHABILITATION WITH THE UNDERSTANDING THAT BOTH CITIES HAVE NOT APPROVED THE FISCAL BUDGET FOR FY 2016 AND IF THIS PROJECT IS NOT FUNDED BY THE CITIES, THE \$31,000 AIRPORT SHARE FOR THIS PROJECT WILL HAVE TO BE FUNDED THROUGH THE LAND FUND.

VOTE: 8:0

POWER AND CONSTRUCTION GROUP LEASE

The lease is ready for ratifying from the board to approve the land lease for 3 years.

ON MOTION BY MR. CAYER SECOND BY MR. HAYES VOTE (4) TO RATIFY THE LEASE AGREEMENT WITH POWER AND CONSTRUCTION GROUP, INC.

VOTE: 8:0

FY 2016 AIRPORT OPERATIONS BUDGET

All departments have been put on notice to come in flat funded and if they do not present a flat funded budget, be prepared to do so. The current request for the operating budget for each city is \$116,500 and \$15,500 for capital projects for a total request of \$132,000.

ON MOTION BY MS. HUNTER SECOND BY MR. CAYER VOTE (5) TO ADOPT THE FY16 AIRPORT OPERATIONS BUDGET AS PRESENTED.

VOTE: 8:0

Mr. Dycio was excused from the meeting.

PUBLIC COMMENT AND OTHER BUSINESS

Mr. Hayes stated his concern for having the concert hosted by the airport. Mr. Hays explained that he felt a three-day event at the airport would promote overnight camping. Mr. Hayes stated that he felt it would be beneficial for both cities if it were located at the parks downtown. This would benefit the businesses in both communities. The airport manager is waiting on a map from the promoters to send to the FAA to request a temporary non-aeronautical release for the area of the airport proposed to be used by the concert.

EXECUTIVE SESSION

ON MOTION BY MS. HUNTER SECOND BY MR. ROBINSON VOTE (6) TO GO INTO EXECUTIVE SESSION TO DISCUSS REAL ESTATE PROPOSAL.

VOTE: 7:0

ON MOTION BY MS. HUNTER SECOND BY MR. CAYER VOTE (7) TO COME OUT OF EXECUTIVE SESSION.

VOTE: 7:0

By general consent, there was a decision not to pursue a real estate purchase from ABDC.

ON MOTION BY MR. ROBINSON SECOND BY MR. CAYER VOTE (7) TO ADJOURN THE MEETING AT 7:15 P.M.

VOTE: 7:0

Respectfully Submitted,

Rick Lanman, AAE ACE
Airport Manager

**Auburn-Lewiston Municipal Airport
Monthly Financial Statement**

Summary

		Monthly	FY 15				FY 14			
		24 March 2015	Approved Budget	YTD Actual	Percent +/-	Year End Expected	Amount Remaining	Approved Budget	Previous YTD Actual	Percent +/-
Revenues										
	Airport Operations	66,558.32	478,270.00	377,978.18	79.03%	478,870.00	100,891.82	435,714.80	349,821.66	80.29%
	Services (FBO Operations)	20,740.27	745,623.53	474,434.39	63.63%	648,289.37	173,854.98	678,000.00	464,279.86	68.48%
	Other Income	-6.67	230,350.00	158,132.42	68.65%	229,150.00	71,017.58	228,500.00	247,433.40	108.29%
	Total	87,291.92	1,454,243.53	1,010,544.99	69.49%	1,356,309.37	345,764.38	1,342,214.80	1,061,534.92	79.09%
Expenses										
	Airport Personnel	-22,002.65	-286,637.83	-226,713.16	79.1%	(292,875.80)	(66,162.64)	-288,217.50	-220,508.83	76.51%
	Airport Operations	-9,192.08	-69,485.00	-71,685.61	103.2%	(76,122.47)	(4,436.86)	-92,025.57	-65,172.85	70.82%
	Airport Maintenance	-4,784.65	-80,763.55	-35,116.33	43.5%	(42,500.00)	(7,383.67)	-38,275.93	-44,171.77	115.40%
	Airport Administration	-526.01	-287,747.00	-266,856.94	92.7%	(276,606.40)	(9,749.46)	-282,750.00	-332,304.09	117.53%
	Services (FBO Operations)	-59,081.53	-728,644.69	-583,454.56	80.1%	(748,476.00)	(165,021.44)	-631,162.61	-541,706.10	85.83%
	Total	-95,586.92	-1,453,278.07	-1,183,826.60	81.46%	-1,436,580.67	-252,754.07	-1,332,431.61	-1,203,863.64	90.35%
	Net Total	-8,295.00	965.46	-173,281.61		-80,271.30		9,783.19	-142,328.72	
0.75	inventory (current asset value)	48,362.47				-31,908.83				

Auburn-Lewiston Municipal Airport
Monthly Financial Statement

Summary of Revenues

	24 March 2015			FY 15					FY 14		
	Monthly Budget	Monthly Actual	Percent +/-	Approved Budget	YTD Actual	Percent +/-	Year End Expected	Amount Remaining	Approved Budget	Previous YTD Actual	Percent +/-
Airport Operations											
Based Aircraft Tiedown Fees Collected	1,500.00	510.00	34.00%	18,000.00	6,529.29	36.27%	8,900.00	2,370.71	12,000.00	10,537.89	87.82%
Landing Fees Collected	1,833.33	234.64	12.80%	22,000.00	14,434.47	65.61%	25,000.00	10,565.53	15,000.00	14,398.41	95.99%
Fuel Flowage Fees Collected	750.00	2,325.35	310.05%	9,000.00	7,951.47	88.35%	9,500.00	1,548.53	7,000.00	5,749.60	82.14%
Rental Fees Collected	28,414.17	61,354.01	215.93%	340,970.00	290,534.78	85.21%	345,970.00	55,435.22	348,214.80	258,606.70	74.27%
Christian Hill Materials	7,083.33	2,134.32	30.13%	85,000.00	57,817.08	68.02%	87,000.00	29,182.92	50,000.00	58,279.56	116.56%
Service Fees Collected	275.00	-	0.00%	3,300.00	711.09	21.55%	2,500.00	1,788.91	3,500.00	2,249.50	64.27%
SUBTOTAL OPERATIONS	39,855.83	66,558.32	167.00%	478,270.00	377,978.18	79.03%	478,870.00	100,891.82	435,714.80	349,821.66	80.29%
Services (FBO Operations)											
Fuel and Oil Sales	55,760.29	16,825.39	30.17%	669,123.53	416,673.34	62.27%	568,239.37	151,566.03	610,500.00	423,370.44	69.35%
Transient Tie-Down/Hangaring	2,500.00	2,577.21	103.09%	30,000.00	23,620.20	78.73%	29,500.00	5,879.80	20,000.00	18,425.60	92.13%
Professional/Catering	541.67	137.21	25.33%	6,500.00	3,765.23	57.93%	4,000.00	234.77	5,000.00	5,338.68	106.77%
Rental Car	291.67	85.46		3,500.00	2,410.90	68.88%	3,750.00	1,339.10		0.00	
After Hour Call-out	62.50	-	0.00%	750.00	1,152.75	153.70%	1,800.00	647.25	10,000.00	440.00	4.40%
Aircraft Maintenance	2,979.17	1,115.00	37.43%	35,750.00	26,811.97	75.00%	41,000.00	14,188.03	32,500.00	16,705.14	51.40%
SUBTOTAL SERVICES	62,135.29	20,740.27	33.38%	745,623.53	474,434.39	63.63%	648,289.37	173,854.98	678,000.00	464,279.86	68.48%
Other Income											
Excise Tax Revenues		-		20,000.00	0.00	0.00%	18,200.00	18,200.00	18,000.00	0.00	0.00%
Surplus (fund balance)		-		0.00	0.00			-	0.00	0.00	
Interest (land fund and general account)	41.67	(6.67)		350.00	632.42	180.69%	950.00	317.58	500.00	388.65	77.73%
Sale of Assets		-						-	0.00	37,044.75	
Transfers		-						-			
TOTAL OTHER INCOME	41.67	(6.67)		20,350.00	632.42	3.11%	19,150.00	18,517.58	18,500.00	37,433.40	202.34%
Sponsor Contribution	17,500.00	-		210,000.00	157,500.00	75.00%	210,000.00	52,500.00	210,000.00	210,000.00	100.00%
TOTAL INCOME	119,532.79	87,291.92		1,454,243.53	1,010,544.99	69.49%	1,356,309.37	345,764.38	1,342,214.80	1,061,534.92	79.09%

Auburn-Lewiston Municipal Airport
Monthly Financial Statement
Summary of Expenses

	24 March 2015			FY 15					FY 14		
	Monthly Budget	Monthly Actual	Percent +/-	Approved Budget	YTD Actual	Percent +/-	Year End Expected	Amount Remaining	Approved Budget	Previous YTD Actual	Percent +/-
Airport Personnel											
Salaries	16,420.06	15,315.65	93.27%	197,040.74	140,827.59	71.47%	187,500.00	46,672.41	202,110.00	142,467.99	70.49%
Fringe Benefits	6,268.56	6,398.05	102.07%	75,222.69	78,775.80	104.72%	97,975.80	19,200.00	80,844.00	70,267.97	86.92%
Overtime	237.50	288.95	121.66%	2,850.00	3,886.77	136.38%	3,900.00	13.23	2,500.00	2,746.38	109.86%
Professional Development	960.37	0.00	0.00%	11,524.40	3,223.00	27.97%	3,500.00	277.00	2,763.50	5,026.49	181.89%
TOTAL PERSONNEL	23,886.49	22,002.65	92.11%	286,637.83	226,713.16	79.09%	292,875.80	66,162.64	288,217.50	220,508.83	76.51%
Airport Operations											
Professional Fees/Contract Services	416.67	0.00	0.00%	5,000.00	10,598.20	211.96%	13,000.00	2,401.80	30,000.00	10,674.70	35.58%
Lights and Power	1,500.00	2,680.30	178.69%	18,000.00	16,609.07	92.27%	17,500.00	890.93	18,000.00	15,143.61	84.13%
Heating Fuel Oil / Propane	405.00	3,244.93	801.22%	4,860.00	8,419.47	173.24%	8,419.47	-	15,000.00	11,334.51	75.56%
Gas and Oil for Vehicles	2,052.08	3,114.73	151.78%	24,625.00	15,876.64	64.47%	16,000.00	123.36	17,525.57	17,525.57	100.00%
Snow and Ice Control Supplies	1,250.00	(18.56)	-1.48%	15,000.00	19,184.89	127.90%	19,203.00	18.11	10,000.00	9,360.14	93.60%
Sewer /Water	166.67	170.68	102.41%	2,000.00	997.34	49.87%	2,000.00	1,002.66	1,500.00	1,134.32	75.62%
SUBTOTAL OPERATIONS	5,790.42	9,192.08	158.75%	69,485.00	71,685.61	103.17%	76,122.47	4,436.86	92,025.57	65,172.85	70.82%
Airport Maintenance											
Building Maintenance	2,164.58	3,873.80	178.96%	25,975.00	15,634.53	60.19%	16,500.00	865.47	10,000.00	17,299.51	173.00%
Electrical Maintenance	416.67	0.00	0.00%	5,000.00	0.00	0.00%	500.00	500.00	5,000.00	1,163.50	23.27%
Radio Maintenance	375.00	0.00	0.00%	4,500.00	0.00	0.00%	500.00	500.00	500.00	107.92	21.58%
Vehicle Maintenance	1,352.08	549.09	40.61%	16,225.00	7,153.26	44.09%	10,000.00	2,846.74	7,778.77	16,665.72	214.25%
Airfield Maintenance	2,421.96	361.76	14.94%	29,063.55	12,328.54	42.42%	15,000.00	2,671.46	10,000.00	8,935.12	89.35%
Pavement Maintenance	0.00	0.00	0.00%	0	0.00	0.00%	-	-	4,997.16	-	0.00%
SUBTOTAL MAINTENANCE	6,730.30	4,784.65	71.09%	80,763.55	35,116.33	43.48%	42,500.00	7,383.67	38,275.93	44,171.77	115.40%
Airport Administration											
Computer/Office Machine Maintenance Support	166.67	87.55	52.53%	2,000.00	1,076.75	53.84%	2,000.00	923.25	2,500.00	1,667.29	66.69%
Advertising and Promotion	208.33	50.00	24.00%	2,500.00	1,372.50	54.90%	3,000.00	1,627.50	-	-	-
Hangar Loan	17,083.33	0.00	0.00%	205,000.00	201,348.00	98.22%	201,348.00	-	249,750.00	249,750.00	100.00%
Insurance	5,520.58	0.00	0.00%	66,247.00	49,397.40	74.57%	52,758.40	3,361.00	25,000.00	72,569.95	290.28%
Legal Fees	208.33	0.00	0.00%	2,500.00	6,946.69	277.87%	8,000.00	1,053.31	1,000.00	3,313.84	331.38%
Office Supplies	416.67	285.20	68.45%	5,000.00	3,941.64	78.83%	5,000.00	1,058.36	2,500.00	2,987.34	119.49%
Telephone	375.00	103.26	27.54%	4,500.00	2,773.96	61.64%	4,500.00	1,726.04	2,000.00	2,015.67	100.78%
SUBTOTAL ADMINISTRATION	23,978.92	526.01	2.19%	287,747.00	266,856.94	92.74%	276,606.40	9,749.46	282,750.00	332,304.09	117.53%
TOTAL OPERATIONAL EXPENSES	60,386.11	36,505.39	60.45%	724,633.38	600,372.04	82.85%	688,104.67	87,732.63	701,269.00	662,157.54	94.42%
Services (FBO Operations)											
Salaries	14,138.80	10,884.63	76.98%	169,665.60	123,211.85	72.62%	158,000.00	34,788.15	158,470.00	133,312.72	84.12%
Fringe Benefits	5,723.01	4,248.01	74.23%	68,676.15	34,493.98	50.23%	47,237.98	12,744.00	63,388.00	12,250.83	19.33%
Overtime	312.50	429.37	137.35%	3,750.00	2,315.10	61.74%	2,800.00	484.90	-	-	-
Professional	416.67	107.01	25.68%	5,000.00	2,181.08	43.62%	3,500.00	1,318.92	5,000.00	2,164.89	0.00%
Advertising	416.67	519.31	124.63%	5,000.00	3,329.63	66.59%	5,500.00	2,170.37	5,000.00	6,854.90	137.10%
Fuels and Oils Merchandise	35,883.58	36,440.46	101.55%	430,602.94	375,539.88	87.21%	476,888.02	101,348.14	386,304.61	339,423.02	87.86%
Utilities	1,000.00	4,647.30	464.73%	12,000.00	15,292.06	127.43%	20,000.00	4,707.94	5,000.00	16,245.67	324.91%
Plant Equipment	291.67	21.10	7.23%	3,500.00	700.24	20.01%	1,800.00	1,099.76	1,000.00	1,972.04	197.20%
Ground Support Equipment (GSE)	1,666.67	1,443.73	86.62%	20,000.00	11,694.26	58.47%	16,750.00	5,055.74	1,000.00	19,908.36	1990.84%
Information systems Equipment	0.00	0.00	0.00%	-	0.00	0.00%	-	-	-	-	-
Materials and Supplies (Aircraft Maintenance)	870.83	340.61	39.11%	10,450.00	14,696.48	140.64%	16,000.00	1,303.52	6,000.00	9,573.67	159.56%
SUBTOTAL SERVICE (FBO OPERATIONS)	60,720.39	59,081.53	97.30%	728,644.69	583,454.56	80.07%	748,476.00	165,021.44	631,162.61	541,706.10	85.83%
TOTAL EXPENSES	121,106.51	95,586.92	78.93%	1,453,278.07	1,183,826.60	81.46%	1,436,580.67	252,754.07	1,332,431.61	1,203,863.64	90.35%

