



# Auburn Lewiston Municipal Airport

80 Airport Drive, Auburn, ME 04210  
(207) 786 0631 FAX: (207) 782 3024  
www.flytomaine.com

Jorge E. Pantelli  
Compliance and Land Use Specialist  
Federal Aviation Administration  
New England Region  
1200 District Avenue  
Burlington, MA 01803

June 14, 2023

Dear Mr. Pantelli,

The Auburn Lewiston Municipal Airport (“airport”), the non-profit corporation established by the cities of Auburn and Lewiston (“sponsors”) to operate and maintain the airport, is in receipt of your Land Use Inspection Report dated April 21, 2023. The report drafted following your July 25-26, 2022 site visit outlines findings as well as a series of actions for airport response. We are appreciative of your willingness to provide a one-time 30-day extension for the submission of this Corrective Action Plan. We look forward to working with you, and others as appropriate within the FAA, as we move forward.

Each FAA requested action is noted below with our initial response and a time window for steps to be taken by the airport with written updates.

- **FAA** – Airport to coordinate finalization of release requests for 911 Antenna and State drainage easements.
  - **LEW Response** – The airport has reviewed previous correspondence regarding both the Lewiston-Auburn 911 system utility easement and the MaineDOT stormwater easement for the reconstruction of Hotel Road. It is our understanding that there was a previous attempt to submit an FAA Land Release Request which combined both projects into a standalone request. **LEW will submit updated, separate release requests for both projects by September 1<sup>st</sup>, 2023 and ensure the Exhibit A for the airport is updated to reflect those releases for during the upcoming Airport Master Plan Update process.**
  
- **FAA** - The airport is required to complete an inspection of all hangars with FAA present and provide a report of inspection findings with actions to the FAA upon inspection completion.
  - **LEW Response** – As part of its lease review initiative, the airport will verify language allowing for inspections of all hangars for communication to



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tenants. An annual inspection program will be established for airport management to complete and other parties as appropriate (FAA, municipal code enforcement, etc) would be invited. To accommodate summer travel and vacation schedules for tenants, **LEW will commit to complete the inspection of all hangars by November 1, 2023 and will coordinate the date(s) for said inspection to ensure FAA staff being present.**

- **FAA** - The airport is to review these two leases (*TIM Corp and Bel Air Condo Association*) and Skyward Aviation's activity fee status and provide remedies to ensure these leases and activities are in compliance with Grant Assurance 5 - Rights and Powers, the Airport Revenue Policy, and other noted concerns. The airport is also strongly encouraged to review all leases and provide the FAA with any further findings or remedies.
  - **LEW Response –**
    - **Lease Review** – The airport has already initiated a thorough review of every lease agreement (ground lease, hangar lease, etc) and its supporting documentation. By October 1<sup>st</sup>, 2023, the airport will have completed that review and fully documented all terms, rents, CPI adjustments, assignments, appropriate insurance documentation, etc to ensure compliance. This review will include the establishment of enhanced standard operating procedures (SOPs) internal to the airport administration for future negotiation of leases and their management. **A summary report will be provided to the airport sponsors and to the FAA by October 31<sup>st</sup>, 2023. By June 30, 2024, the airport will have a standard ground lease template to execute for both aeronautical and non-aeronautical development.**
    - **TIM CORP Lease** – This lease for private hangar development was the first for the airport after it was established by the cities/sponsors in 1979. It is recognized that this lease likely does not include elements expected of modern aeronautical use ground leases. Engagement with the tenant has begun to ensure a shared base knowledge of the history East Ramp development to frame a shared path forward to support meeting Grant Assurance obligations while still supporting the many private sector partners to our sustainability. **With East Ramp construction impacting the “expansion area” from this lease and plans for a federally-supported airport hangar being targeted for construction in the East Ramp area**



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per the existing Airport Layout Plan (ALP), the airport is targeting **June 30, 2024** to negotiate an updated lease agreement with TIM Corp, and will inform the FAA by **January 31, 2024** on the status of those discussions.

- **Bel Air Condo Association Lease** – As with the TIM Corp lease, the airport has begun an engagement process with leadership of the Bel Air Condo Association to discuss the history of not only the lease, but the ownership turnover of the various tenants within their association since its founding. The airport expects that this on-going dialogue to reset this relationship, and the soon to be initiated Airport Master Plan Update, will allow for clarity on the intent of specific lease sections reference in the report (i.e. Article V – Obligations of the Airport). **The airport targets June 30, 2024 to bring to the Board of Directors any necessary lease amendments for the Bel Air Condo Association lease, and will inform the FAA by January 31, 2024 on the status of those discussions.**
- **Skyward Aviation** – The airport has met with the owner of this A&P to discuss the Land Use Inspection findings and to review the history of the relationship. There is an extensive file at the airport regarding Skyward Aviation, including unsigned draft leases, memos from previous airport management regarding treatment of Skyward Aviation, and efforts to review/update the Airport Minimum Standards and Commercial Activity Fees. **The airport remains committed to fostering free-market competition at our airport and will establish a Board of Directors workgroup to review/update the Airport Minimum Standards by July 31, 2023 with a proposed update presented for action by December 31, 2023.**
- Review Minimum Standards and Rules and regulations with FAA. Provide information as to the status of the documents and their approval by the Board.
  - **LEW Response** – As noted in the previous section, the Board of Directors will establish a workgroup to review and propose updates to the Airport Minimum Standards as well as the Rules and Regulations. The Board of Directors, and our sponsors, have a stated commitment to prepare our FBO for privatization, and updating these documents will be a central element to successfully accomplishing that. **The intent is to propose updated Minimum Standards and Rules and Regulations by December 31, 2023.**



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The Board of Directors of the Auburn-Lewiston Municipal Airport, and its sponsors (the Cities of Auburn and Lewiston, Maine), appreciate the FAA's engagement and counsel as we strengthen our operations and advance our shared goal of financial sustainability for this asset. We look forward to your feedback on this Corrective Action Plan (CAP) and involvement in key elements as outlined.

Sincerely,

Jonathan P. LaBonte  
Board Chair