



**Auburn Lewiston Municipal Airport  
Board of Directors  
Workshop & Meeting Agenda  
March 8, 2023  
Administrative Conference Room 80 Airport Drive, Auburn, Maine**

**5:30 P.M. Workshop**

- A. Aircraft Excise Tax (Presentation from Allison Navia, Sanford Airport Manager)
- B. FY2024 Operations, FBO, and CIP Budget Discussions (continued)

**7:00 P.M. Board of Directors Meeting**

- I. **Consent Items** – All items with an asterisk (\*) are considered routine and will be enacted by one motion.
  - 1. January 18<sup>th</sup> Resignation from Board from Brian Pickard (Chamber of Commerce)
  - 2. February 13, 2023 Resignation as Chairman from Robert McCarthy
  - 3. Updated Bylaws dated as of February 2, 2023 as amended
  - 4. AVCOG Board Appointment Letter for Larry Allen, effective March 1, 2023
- II. **Minutes**
  - 1. February 2, 2023 Board Meeting
- III. **Financial Report** – Treasurer
- IV. **Communications**
- V. **Public Comment** – *Members of the public are invited to speak to the Board of Directors about any issue directly related to airport business.*
- VI. **Old Business**
  - 1. Authorizing the Airport Manager to execute the self-serve fuel proposal as recommended and extending consulting engineering contracts as necessary to complete the project.
- VII. **New Business**
  - 1. Election of Chair of Board of Directors
  - 2. Resolution authorizing outstanding Accounts Receivable from Mike’s Runway Diner to be written off (Total: \$16,515.79)
  - 3. Adoption of Financial Management policy establishing a process for transfer funds between budget lines during a fiscal year

4. Resolution supporting the elimination of the aircraft excise tax in Maine.

#### **VIII. Reports**

1. Chairman's Report
2. Board of Directors Reports
3. Airport Manager Report

#### **IX. Executive Sessions**

1. Real estate negotiations for potential lease of airport property pursuant to 1 MRSA 405(6)C
2. Real estate negotiations for potential acquisition of property pursuant to 1 MRSA 405(6)C
3. Personnel matter pursuant to 1 MRSA 405(6)A
4. Personnel matter pursuant to 1 MRSA 405(6)A
5. Personnel matter pursuant to 1 MRSA 405(6)A (Airport Manager Review)

#### **X. Adjournment (Next Meeting, March 29, 2023 Budget Workshop)**

Executive Session: On occasion, the Board of Directors discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Director must make a motion in public. The motion must be recorded. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable are:

- A. Discussion of personnel issues
- C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency
- D. Labor contracts
- E. Contemplated litigation