

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

March 7, 2013

The Auburn-Lewiston Municipal Airport Board of Directors Meeting was held on Thursday, March 7, 2013 at 5:30 p.m. at Auburn-Lewiston Municipal Airport, 80 Terminal Drive, Auburn, Maine.

Present: Chairman Plourde.

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

Absent: Thompson, Hayes.

Also Present: Rick Lanman, Airport Manager.

Chairman Plourde called the meeting to order at 5:35 p.m.

Ms. Hunter requested to amend the minutes of February 7, vote 6 from "8:0:1" to "8:1 Mr. Lunt opposed".

Amend the minutes of February 21, to eliminate the motion to go into Executive Session.

**ON MOTION BY MS. HUNTER SECOND MR. CAYER VOTE (1) TO APPROVE THE MINUTES OF FEBRUARY 7 AND FEBRUARY 21 WITH THE AMENDMENTS AS STATED.**

**VOTE: 6:0**

Due to time constraints, the agenda will commence with New Business Item d.

Manager Lanman requested an additional item for the agenda regarding a first right of refusal on Ms. Rodgers hangar.

**ON MOTION BY MR. DYCIO SECOND MR. DESCHENE VOTE (2) TO ADD JACKIE RODGERS TO THE AGENDA.**

No action items without public knowledge.

**Mr. Dycio withdrew his motion.**

NEW BUSINESS

D. UPDATE PURCHASING POLICY

Small purchase orders required for every item purchased. Manager Lanman discussed with the City of Auburn and they currently have updated their policy. Manager Lanman requested for the airport to eliminate the small purchase orders less than \$3,000 and when requested from vendors, to use bulk purchase orders.

**ON MOTION BY MS. HUNTER SECONDED BY MR. LUNT VOTE (2) TO ELIMINATE THE SMALL PURCHASE ORDERS AND CREATE LARGE PURCHASE ORDERS FOR ITEMS OVER \$3,000.**

**VOTE: 6:0**

C. MASTER PLAN UPDATE

Evan McDougal, Hoyle Tanner and Associates, updated the board on the master plan. The FAA requires a current layout plan. The airport has completed numerous projects and added studies which necessitated an update from the 2006 layout plan.

**ON MOTION BY MR. LUNT SECOND BY MR. DYCIO VOTE (3) TO AUTHORIZE THE CHAIR TO EXECUTE THE MASTER PLAN UPDATE AS PRESENTED TO THE BOARD.**

**VOTE: 6:0**

B. REQUEST FOR QUALIFICATIONS/PROPOSALS ADVERTISEMENT FOR FOOD SERVICES CONCESSION

The café lease is expiring July 1, 2013. The board has the option to renew but the lease is not an automatic renewal. Manager Lanman suggested going out for request for proposals to see what is available in the area for our airport. The airport has had

customers landing when the café is closed and customers looking for a drink or quick bite to eat. Vending machines or concessions is an option while the café is closed or in addition to. The board will continue discussion in Executive Session.

**A. REQUEST FOR QUALIFICATIONS ADVERTISEMENT FOR CONSULTANT SERVICES**

The FAA requires the airport to advertise for consultants every 5 years.

**ON MOTION BY MS. HUNTER SECOND BY MR. CAYER VOTE (4) TO GO OUT FOR REQUEST FOR QUALIFICATIONS ADVERTISEMENT FOR CONSULTANT**

**VOTE: 6:0**

Mr. Morgan arrived.

**FINANCIAL REPORTS FEBRUARY 2013**

Manager Lanman presented the financial reports to the board and will be restructuring the projects page. A couple of projects have closed and the project sheet will be adjusted. The annual fuel sales trend is up and nearly doubled sales this month. The graph will be updated next month as requested.

**ON MOTION BY MR. DESCHENE SECOND BY MS. HUNTER VOTE (5) TO CLOSE PROJECT 139 MANUAL WITH THE BALANCE OF \$9,200 TO REMAIN IN THE LAND FUND, PASSENGER AIR SERVICE CLOSE ACCOUNT, NON-AERONAUTICAL LAND RELEASE \$602.25 CLOSED, PROJECTS 17 AND 18 CLOSED AND THE BALANCE TO REMAIN UNTIL APPROPRIATED TO OTHER PROJECTS.**

**VOTE: 7:0**

Mr. Deschene left.

**ON MOTION BY MR. DYCIO SECOND BY MR. MORGAN VOTE (6) TO APPROVE THE FINANCIAL REPORTS AS PRESENTED.**

**VOTE: 6:0**

Snow removal equipment, project #21 has arrived and a few minor adjustments are being completed. The crew is being trained on this equipment.

FAA is closing down the Kennebunk VORTAC. This is an old radio system for navigation and has performance issues, instead of investing in upgrading; the FAA is closing and is up for public comment.

LA Flying Service is looking to expand with light sport aircraft and tail wheel aircraft.

Bob Furey, representative from HTA, stated an office was opened in Winthrop Maine for environmental issues and welcomed the board to stop in and see Norton True.

Joint agency committee meetings are scheduled for next week.

**ON MOTION BY MS. HUNTER SECOND BY MR. CAYER VOTE (7) TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS AND REAL ESTATE MATTERS.**

**VOTE: 6:0**

The Board came out of Executive Session.

**ON MOTION BY MS. HUNTER SECOND BY MR. MORGAN VOTE (8) TO AUTHORIZE THE AIRPORT MANAGER TO SOLICIT RFP'S (REQUEST FOR PROPOSALS) FOR FOOD CONCESSION SERVICE.**

**VOTE: 6:0**

**ON MOTION BY MR. LUNT SECOND BY MR. MORGAN IT WAS VOTE (8) TO GO BACK INTO EXECUTIVE SESSION.**

**VOTE: 6:0**

**ON MOTION BY MR. CAYER SECOND BY MR. DYCIO IT WAS VOTE (9) TO COME OUT OF EXECUTIVE SESSION AND ADJOURN THE MEETING AT 7:25 P.M.**

**VOTE: 6:0**

Respectfully Submitted,

Rick Lanman  
Airport Manager