

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

June 27, 2013

The Auburn-Lewiston Municipal Airport Board of Directors Meeting was held on Thursday, June 27, 2013 at 5:30 p.m. at Lewiston City Hall, Pine Street, Lewiston, Maine 04210.

Present: Chairman Plourde.

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

Also Present: Rick Lanman, Airport Manager.

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

ON MOTION BY MR. LUNT SECOND MR. MORGAN VOTE (1) TO APPROVE THE MINUTES OF APRIL 11, 2013.

VOTE: 6:0:2

MS. HUNTER AND MR. CAYER ABSTAINED

FINANCE REPORTS

At the end of May the airport was over expended \$250,000 due to delay of revenues with ten days to post and items not budgeted. Taking over the Fixed Based Operations on the field were not in the budget and not expensive. Fuel sales and purchase reports have been changed to bar graph. Insurance costs have tripled. Personnel currently is less than budgeted. Over \$35,000 has been spent on equipment purchased from Twin Cities Air Service. Landing fees was over projected in the current budget. Currently by collecting these fees ourselves we avoid the collection fee vector was charging.

ON MOTION BY MR. LUNT SECONDED BY MR. MORGAN VOTE (2) TO APPROVE THE FINANCIAL REPORTS.

VOTE: 8:0

AIRPORT MANAGER REPORTS

One of the airport operations employee attended the Safety Operation Conference.

All Employees have been certified in CPR, AED and First Aid.

Manager Lanman has attended the ARTC meeting and is not a Board Member. It was suggested the board send a letter to AVCOG for the airport to become a voting member.

Manager Lanman is on the Balloon Festival committee and will participating in coming years.

Manager Lanman attended the Business to Business Trade Show and made many contacts.

OLD BUSINESS

RFQ FOR ENGINEERING SERVICES

Mr. Deschene arrived.

A few members have not sent in their rating sheets. The Advisory Circular suggests three ways to select a consultant for airports: 1) by period of time, 2) by project, 3) by long term. It is recommended to choose more than one company due to a better field of expertise, but it is the airport's individual's choice. We have received four

good candidates. Manager Lanman suggests at least 2 be available for the airport. All score sheets will be turned into the manager's office by tomorrow.

ON MOTION BY MS. HUNTER SECONDED BY MR. THOMPSON VOTE (3) TO MOVE FORWARD WITH THE CONSULTANT PRESENTATIONS.

VOTE: 9:0

AIRPORT LOGOS

The airport is looking to update the logo for the airport which would be on airport stationary, website, vehicles etc. It was suggested to add a little more maroon to the logo.

STARTEGIC PLAN

Table this item for next meeting on August 1, 2013

ON MOTION BY MS. HUNTER SECONDED BY MR. DYCIO VOTED (4) TO TABLE UNTIL THE NEXT MEETING.

VOTE: 9:0

Next meeting is scheduled for August 1, 2013. Chairman Plourde requested members to please set aside time to tackle preliminary discussion of the SWOT (strength weakness opportunity threats) analysis and strategic plan draft, dates will be emailed for your availability and your attendance is highly requested.

ON MOTION BY MR. DYCIO SECOND BY MS. HUNTER IT WAS VOTE (5) TO ADJOURN THE MEETING AT 6:35 P.M.

VOTE: 9:0

Respectfully Submitted,

Rick Lanman
Airport Manager