

**Maine Aeronautical Advisory Board  
Special Meeting  
(via ZOOM)**

*Decisions and commitments in bold italic type.*

**May 20, 2020  
1:00 p.m. to 2:00 p.m.**

**Meeting Minutes**

**Call to Order:**

Following Zoom housekeeping information from MaineDOT staff and review of the agenda, Scott Wardwell called the meeting to order at 1:04 p.m.

**Roll Call and Establishment of Quorum:**

*Stacie called the roll and declared a quorum with 9 of 11 members present.* A tenth member joined shortly afterward.

**Board Members Present:**

Scott Wardwell, Presque Isle International Airport  
Kenneth Ortmann, Belfast Municipal Airport  
Rick Lanman, Auburn – Lewiston Municipal Airport  
Evan McDougal, Hoyle, Tanner & Associates, Inc.  
Lisa Reece, Maine Aeronautics Association  
Josh Dickson, LifeFlight of Maine  
Caleb Curtis, Curtis Air  
Guy Rouelle, DuBois & King  
Marty McMahan, U.S. Navy  
Sean Collins, Aircraft Owners & Pilots Association

**Board Members Absent:**

Allison Navia, Sanford Seacoast Regional Airport

**Other Attendees:**

Mary Ann Hayes, MaineDOT  
Stacie Haskell, MaineDOT, clerk  
Tim LeSiege, MaineDOT  
Matt O'Brian, McFarland Johnson  
Laura Canham, McFarland Johnson  
Jackie Marks, Gale Associates

**Proposed Bylaw Amendments:**

Mary Ann introduced the legal opinion that the bylaws must be amended to allow the June Annual Meeting to be held remotely. She summarized the proposal prepared by the officers that would authorize the chair to call a remote meeting if a physical meeting would violate an order of either the Governor or Commissioner. The proposed amendments to Article V, Sections 4 and 5 read as follows:

4. There must be an Annual Meeting, normally held during June, at which time officers are elected, recommendations for any upcoming vacancies are made to appointing authorities, and objectives are set for the coming year. Members must be physically present at the Annual Meeting to count toward a quorum and vote. Notwithstanding

the above, the chair may determine that the annual meeting will be conducted by teleconference or videoconference if holding a physical meeting would violate an order of the Governor or Commissioner.

5. As a best practice goal, the board shall strive to meet quarterly. Meetings other than the Annual Meeting may be held all or in part by teleconference or videoconference provided-proceedings are fully accessible to the public.

Following clarifying questions and answers and brief discussion, ***a motion to adopt the proposed amendments as presented was made by Kenn and seconded by Rick. The motion passed unanimously 10-0.***

#### **Board Nominations:**

Stacie shared the list of 11 people who have submitted their nomination to serve on the Board, including 6 renewals and 5 new members (see below). A maximum of 10 seats are available, so not everyone interested will be able to be appointed. Lisa asked if we had a catalog of the existing perspectives represented to assist with weighing diversity in prioritizing recommendations. Mary Ann answered no, but that one could be assembled to assist the Board with reviewing the options. The Board could decide to forward all the nominations to the Commissioner without a recommendation to narrow the choices. Following further discussion, it was suggested that if the Commissioner may like such a matrix, which could then be shared with the Board. Otherwise, the Board should just go with the bios and statements of interest. It was noted that not every nominee had included a statement of interest. ***It was agreed that Stacie would reach out to the nominees who have not submitted a statement of interest, let them know there are more nominees than seats available, and give them until May 29 to provide it. The bios and statements will go out with the Annual Meeting packet.***

#### **Board Nominations Received**

Josh Dickson, LifeFlight  
Allison Navia, Sanford Seacoast Regional Airport  
Scott Wardwell, Northern Maine Regional Airport  
Richard Lanman, Auburn – Lewiston Municipal Airport  
Kenneth Ortmann, Belfast Municipal Airport  
Guy Rouelle, Dubois & King, Inc.  
Parker Montano, Pine Tree Helicopters  
Katherine Trapani, Stantec Consulting Services  
Ronald DeFilippo, Eastport  
Randy Marshall, Waterville – Robert LaFleur Airport  
Jacklyn C. Marks, Gale Associates

#### **Current Members with Terms Expiring June 30, 2021**

Sean Collins, Aircraft Owners & Pilots Association  
Evan McDougal, MCD Consulting, LLC  
Marty McMahan, U.S. Navy  
Lisa Reece, Maine Aeronautics Association  
Caleb Curtis, Curtis Air

## **Annual Meeting Agenda:**

Stacie shared a draft agenda with items submitted to date, including:

- Minutes of March and May meetings
- Statewide System Plan Update
- Charting Private Owned/Private Use Airstrips
- FAA Q&A
- GARD Update
- Next Meeting
- Board Nominations and Election of Officers
- Event Updates and Announcements
- Public Comment

Several other items were suggested:

- Customs & Border Control funding issue possibly creating burdensome user fees for airports and pilots – ***The Board agreed it was worth including an agenda item. Tim will work with Marty, Guy, Josh, Lisa, Sean, and others to research potential impact in Maine and report on June 10.***
- Snow Removal Training Program – Recognizing that some airports do a great job and others do not, the variety of experience among managers and common challenges with Public Works crews, training might be helpful to transfer knowledge. Tim shared that this had been planned some years ago but did not make it to implementation. ***It was agreed that this was a worthy agenda item.***
- COVID -19 Impacts include Community Use of Airports for Non-Aeronautical Purposes – Several municipalities and school districts are looking at holding graduation ceremonies within vehicles at airports. This is good for community appreciation of the airports, but airports must request permission from FAA (Jorge Panteli) and make sure that the event is fully funded from non-airport revenues. Insurance is also an issue. Rick shared that L-A offered to host graduation since the airport would be closed for construction anyway and were still in the process of finalizing agreements. ***Lisa will secure the completed agreement between the Wiscasset School District at Town/Airport and send to Stacie to share.***
- Best Practice Manual – Kenn asked if the Board or Department might create a best practice manual on issues such as snow removal and community use of airports.
- Funding for Augusta State Airport – Mary Ann noted this issue was being addressed in the Statewide System Plan. ***It was agreed to add this to the agenda.***
- Objectives for Coming Year – Mary Ann noted that this discussion is required in the bylaws and suggested that the Snow Removal, Best Practice Manual, and any other ideas could be brought up under this general agenda item. ***It was agreed that any other specific ideas be sent to Stacie for listing under that item with their name listed to lead the discussion on the proposal.***

## **Adjourn:**

Scott thanked everyone for a productive meeting called on short notice. ***On a motion by Evan seconded by Josh, the meeting adjourned at 2:04 PM.***