

LEWISTON CITY COUNCIL
BUDGET WORKSHOP AGENDA
Tuesday, April 8, 2021

SESSION WILL BE CONDUCTED REMOTELY AND MEMBERS WILL ONLY PARTICIPATE ELECTRONICALLY. THE MEETING CAN BE VIEWED ONLINE AT

<https://www.lewistonmaine.gov/2021cc>

6:00 pm Workshop

BUDGET WORK SESSION

Municipal Revenues	pgs. 14-17
Social Services	pgs. 66
Library	pgs. 72-73
Debt Service	pgs. 74
Intergovernmental Agencies	pgs. 76 & attached handouts

General Budget Discussions - The City Council will have the opportunity to review and discuss all items in the proposed municipal budget as well as the budget adjustments proposed by the City Administrator and Finance Director.



Lewiston-Auburn Transit Committee

MEMORANDUM

TO: Mayor Jason Levesque and Auburn City Council
City Manager Phillip Crowell
Director of Finance Jill Eastman

Mayor Mark Cayer and Lewiston City Council
City Administrator Denis D'Auteuil
Finance Director Heather Hunter

FR: Lewiston-Auburn Transit Committee

RE: FY 2022 Budget

The Lewiston-Auburn Transit Committee (LATC) is requesting \$726,924 in local share, \$363,462 per community for the FY 2022 budget to fund **citylink**, ADA Complementary Paratransit Services, and the operation of two bus stations. The FY 2022 request is based on a 5% increase to the FY 2021 operating contract. The request is based on an estimate because LATC is in the process of going out to bid for a new operating and maintenance contract which will be effective October 1, 2021. LATC anticipates awarding the contract in May and will submit a revised budget to the cities at that time.

COVID

For FY 2020, ridership started out strong, projecting ridership to end higher than the prior year. Ridership took a drastic decline in April 2020 ending 20% lower than FY 2019 due to COVID. **citylink** continued to operate through the pandemic with only minor interruptions in service. LATC has followed the measures outlined by the CDC requiring all people on the buses and at transit facilities (bus stop, bus shelters and stations) to wear a face covering, has reduced bus capacity to 50% and increased cleaning of equipment. LATC's two bus stations have been closed since social distancing and capacity constraints were implemented in the state. LATC is starting to see an increase in ridership and is looking forward to opening the system back up to 100% capacity.

CARES Act

The Lewiston-Auburn urbanized area was awarded \$2.5 million dollars in March 2020. LATC began drawing down these funds since April 2020 covering 100% of operating costs. This has enabled LATC to carry funds from the annual federal apportionment into future years and has provided relief on increasing local contributions.

Lewiston-Auburn Transit Committee
FY 2022 Proposed Budget
- Fixed Route, ADA, Bus Station/LATC Operating

	FY 2020* Approved Budget (Amended)	FY 2020 Amended Budget CARES ACT	FY 2020 YE Actual CARES ACT	FY 2021 Approved Budget CARES ACT	FY 2021 Projected Budget	FY 2022 Approved Budget
Fixed Route						
Expenses:						
WMTS Contract	\$1,549,123	\$1,549,123	\$1,549,123	\$1,629,631	\$1,629,631	\$1,711,113
Operating	\$1,089,819	\$1,089,819	\$1,089,819	\$1,140,702	\$1,140,702	\$1,197,738
Preventive Maintenance (PM) Capital	\$459,304	\$459,304	\$459,304	\$488,929	\$488,929	\$513,375
Fuel	\$139,750	\$139,750	\$126,507	\$140,580	\$120,000	\$152,400
Equipment Maintenance	\$1,210	\$1,210	\$0	\$1,210	\$1,210	\$1,210
Staff (Project administration)	\$115,000	\$115,000	\$92,124	\$125,000	\$125,000	\$125,000
COVID		\$25,000	\$52,125	\$0	\$104,580	\$0
Total Expense	\$1,805,083	\$1,830,083	\$1,819,879	\$1,896,421	\$1,980,421	\$1,989,723
Revenue:						
Federal (5307 Operating - 50%)	\$497,826	\$276,353	\$270,418	\$0	\$213,244	\$688,174
Federal (5307 PM** Capital - 80%)	\$367,443	\$171,871	\$171,871	\$325,171	\$130,381	\$410,700
CARES ACT (100%)		\$993,078	\$943,182	\$1,429,957	\$1,305,334	\$0
State (match 5307 Operating)	\$98,115	\$56,272	\$56,272	\$0	\$98,115	\$98,115
Local (match 5307 Operating 50%)	\$399,711	\$220,081	\$214,147	\$0	\$115,130	\$590,059
Local (Operating 100%)	\$135,127	\$0	\$0	\$0	\$0	\$0
Local (match 5307 PM Capital 20%)	\$91,861	\$42,968	\$42,968	\$81,293	\$32,595	\$102,675
Fare Box	\$215,000	\$69,460	\$121,021	\$60,000	\$85,622	\$100,000
Total Revenue	\$1,805,083	\$1,830,083	\$1,819,879	\$1,896,421	\$1,980,421	\$1,989,723
ADA Complementary Paratransit:						
Expenses:						
WMTS Contract	\$192,714	\$192,714	\$192,714	\$194,127	\$194,127	\$203,833
COVID	\$0	\$0	\$11,280	\$0	\$22,560	\$0
Total Expense	\$192,714	\$192,714	\$203,994	\$194,127	\$216,687	\$203,833
Revenue:						
Federal (5307 ADA -80%)	\$89,341	\$67,071	\$65,720	\$89,341	\$53,785	\$89,342
Federal (5307 Operating - 50%)	\$23,019	\$0	\$0	\$31,225	\$0	\$44,857
CARES ACT (100%)		\$97,064	\$100,874		\$134,457	
Local (match 5307 ADA - 20%)	\$22,335	\$16,768	\$16,430	\$22,335	\$13,445	\$22,336
Local (match 5307 Operating - 50%)	\$23,019	\$0	\$0	\$31,226	\$0	\$22,299
Fare Box	\$35,000	\$11,811	\$20,970	\$20,000	\$15,000	\$25,000
	\$192,714	\$192,714	\$203,994	\$194,127	\$216,687	\$203,833
Local Subsidy:						
Bus Station/LATC Operating	-\$7,044	-\$628	-\$13,410	-\$11,094	-\$11,094	-\$10,444
Fixed Route	\$626,699	\$263,049	\$257,115	\$81,293	\$147,725	\$692,734
ADA Comp. Paratransit	\$45,354	\$16,768	\$16,430	\$53,561	\$13,445	\$44,634
	\$665,009	\$279,189	\$260,135	\$123,760	\$150,076	\$726,924
Less Reserves (negative is a surplus)	-\$177	\$0	\$0	\$0	\$0	\$0
Auburn	\$331,138	\$331,138	\$331,138	\$61,880	\$75,038	\$363,462
Lewiston	\$334,048	\$334,048	\$334,048	\$61,880	\$75,038	\$363,462
Use of Local Carry Forward				-\$123,760	-\$150,076	-\$254,975
Auburn Carry Forward			\$201,071	\$139,191	\$126,033	
Lewiston Carry Forward			\$203,981	\$142,101	\$128,943	
Auburn Local after using Carry Forward				\$0	\$0	\$237,429.50
Lewiston Local after using Carry Forward				\$0	\$0	\$234,519.50

Lewiston-Auburn Transit Committee
FY 2022 Proposed Budget
- Fixed Route, ADA, Bus Station/LATC Operating

Hours of service	84.25	84.25	84.25	84.25
------------------	-------	-------	-------	-------

* Proposed FY2020 Full Funding budget is based on full service starting January 1, 2020.

** PM - Preventive Maintenance - allowable operating costs that can be reimbursed at 80/20.

FY2020 actual fuel consumption is based on \$2.27/gallon, 55,651 annual gallons

FY2021 fuel projection is based on \$2.13/gallon, 66,000 gallons

FY2021 revised fuel projection is based on \$1.98/gallon, 60,000 gallons

FY2022 fuel projection is based on \$2.54/gallon, 60,000 gallons

Lewiston-Auburn Transit Committee
FY 2022 Proposed Budget
- Bus Station/LATC Operating -

	FY 2020 Approved Budget	FY 2020 Actual Budget	FY 2021 Approved Budget	FY 2022 Approved Budget
BUS STATIONS				
Revenues:	\$ -	\$ -	\$ -	\$ -
EXPENSES:				
JANITORIAL	\$ 21,700	\$27,132.00	\$ 22,400	\$ 23,500
MAINTENANCE/REPAIRS	\$ 6,000	\$4,267.93	\$ 5,000	\$ 5,000
SUPPLIES - INCL. JANIT.	\$ 1,500	\$798.64	\$ 1,500	\$ 1,500
SNOW REMOVAL	\$ 6,500	\$6,446.00	\$ 7,000	\$ 7,000
UTILITIES:				
GAS	\$ 3,000	\$2,527.18	\$ 3,000	\$ 3,000
ELECTRIC	\$ 5,000	\$5,404.71	\$ 6,000	\$ 6,000
H2O/SEWER	\$ 1,600	\$1,344.02	\$ 1,600	\$ 1,600
INSURANCE	\$ 1,600	\$787.10	\$ 1,600	\$ 1,800
TOTAL	\$ 46,900	\$48,707.58	\$ 48,100	\$ 49,400
BUS STATIONS DEFICIT:	\$ (46,900)	(\$48,707.58)	\$ (48,100)	\$ (49,400)
LATC Operating				
EXPENSES:				
TRAINING	\$ 500	\$149.58	\$ 500	\$ 500
ADVERTISING/MARKETING	\$ 2,000	\$837.80	\$ 2,000	\$ 2,000
AUDIT	\$ 1,800	\$1,800.00	\$ 1,800	\$ 1,800
LEGAL SERVICES	\$ 1,000	\$270.00	\$ 1,000	\$ 1,000
MISC. EXPENSES	\$ 200	\$447.65	\$ 200	\$ 200
TOTAL	\$ 5,500	\$3,505.03	\$ 5,500	\$ 5,500
LATC Operating DEFICIT	\$ (5,500)	(\$3,505.03)	\$ (5,500)	\$ (5,500)
TOTAL EXPENDITURES - BUS STATION/LATC Operating	\$ (52,400)	(\$52,212.61)	\$ (53,600)	\$ (54,900)
DEFICIT FUNDING				
FEDERAL (5307 Operating)	\$ 26,200	\$14,190.31	\$ 26,800	\$ 27,450
CARES Act		\$11,915.71		
STATE				
LOCAL - Rent	\$ 12,144	\$12,144.00	\$ 12,144	\$ 12,144
- Vending	\$ 700	\$422.97	\$ 700	\$ 700
- ATA Advertising	\$ 20,000	\$26,887.00	\$ 25,000	\$ 25,000
- Interest	\$ 400	\$62.73	\$ 50	\$ 50
LOCAL	\$ (7,044)	(\$13,410.11)	\$ (11,094)	\$ (10,444)
TOTAL REVENUE	\$ 52,400	\$52,212.61	\$ 53,600	\$ 54,900
LOCAL Requested	\$ (7,044)	(\$13,410.11)	\$ (11,094)	\$ (10,444)



Fiscal Year 2022 Budget

Auburn-Lewiston Municipal Airport, a quasi-municipal corporation formed in 1979, by the City of Lewiston and the City of Auburn, Maine, is comprised of Auburn-Lewiston Airport and the Auburn-Lewiston Municipal Airport Industrial Airpark. The Airport Board of Directors operates the airport through the Airport Director, who is a contractual employee of the Board. The airport acts as a support base for Elite Airways, Life Flight of Maine, the Civil Air Patrol, the Maine Warden Service, and other public service organizations. The airport provides an opportunity for a wide variety of aviation activities including flight training, aircraft maintenance and repair, and air cargo as well as flight-continuing services such as fuel and food for passengers and flight crews. Auburn-Lewiston Airport is operationally one of the busiest non-commercial airports in Maine and one of the busier General Aviation airports in New England.

Contained herein is the Auburn-Lewiston Airport Operations Budget for consideration and inclusion in the City of Lewiston Fiscal Year 2022 Annual Budget. The Fiscal Year 2022 Operations Budget contains reductions in many of the areas as the airport staff strives to use Best Management Practices for cost reductions. The Airport Operations Budget continues the best of the growth initiatives already in place, shown in the airport's master plans and continues the work towards the airport becoming a more integrated member of the regional transportation system.

This budget submission finds the airport completing a 2-year construction phase in the airport's modernization plans and this Operations Budget reflects those activities. The condition of the airport, the appearance of the aircraft service equipment, and the employees using that equipment are important to the success of the airport in its role as community gateway. Investment in modern tools and professional training allow the airport staff to generate the confident business-like acumen required of those who literally make the first impression on visitors flying to this community. The training also leads to certification within the aviation industry and keeps the airport on a proficient footing, minimizing mistakes, and engendering safety.

This year's budget moves the airport forward. It continues the best of the growth initiatives already in place and shown in the airport's master plans. It makes the airport able to perform its community role as a gateway to the community and the region. This was the original idea for the airport when the city's first decided to dedicate the area for aeronautical use. We look forward to continuing that role into the future.

Respectfully,

Rick Lanman, AAE, ACE
Airport Director



Auburn Lewiston Airport

Proposed FY22 Operations Budget

Summary

		FY20 Actual	FY21 Budget	FY21 Projected Actual	FY22 Proposed Budget	FY21/ FY22 Variance	Percent Change
Revenues							
	Operations	419,793	373,034	372,250	392,828	19,794	5%
	FBO Services	753,226	884,938	507,308	720,125	(164,813)	-19%
	Non Operation	32,351	31,100	77,820	30,100	(1,000)	-3%
	Total	1,205,370	1,289,072	957,378	1,143,053	(146,019)	-11%
Expenses							
	Operations	631,493	738,813	683,372	754,593	15,780	2%
	FBO Services	818,570	886,568	621,517	741,962	(144,606)	-16%
	Total	1,450,063	1,625,381	1,304,889	1,496,555	(128,826)	-8%
Surplus Capital Improvement		61,000					
Net Earnings		(244,693)	(336,309)	(347,511)	(353,502)	(17,193)	5%
Sponsor Contribution		245,000	336,000		354,000	18,000	5%
	<i>Amount per City</i>	122,500	168,000		177,000	9,000	5%



Auburn Lewiston Airport

Proposed FY22 Operations Budget

Airport Revenues

	FY20 Actual	FY21 Budget	FY21 Projected Actual	FY22 Proposed Budget	FY21/ FY22 Variance	Percent Change
Operations Revenues						
Landing Fees Collected	22,989	27,544	22,800	23,788	(3,756)	-13.64%
	Landing fees are charged to aircraft weighing more than 4000 pounds when they land at the airport. The fee is based on the landing weight of the aircraft. The fee offsets the wear on the airport infrastructure. The proposed amount is based on the annual average landing collections times the average annual fee collection.					
Fuel Flowage Fees Collected	18,064	17,250	9,450	15,000	(2,250)	-13.04%
	Fuel flowage fee is charged on the fuel sold at retail. The fee maintains the fuel delivery system.					
Rental Fees Collected	277,867	260,740	255,000	256,540	(4,200)	-1.61%
	Landlord is one of the main functions of an airport. Strategies are being developed to increase this revenue stream.					
Christian Hill Materials	100,873	67,500	85,000	97,500	30,000	44.44%
	The airport has a contractor quarrying Christian Hill to reduce the height of the hill. The contract in turn finances the operation through sale of materials removed. The airport receives 30 cents per ton of materials taken from airport lands as a fee. The quantities sold have been declining for the last two years based on the monthly reports received from the contractor.					
SUBTOTAL OPERATIONS	419,793	373,034	372,250	392,828	19,794	5.31%
Non-Operations Revenues						
Tax Sharing Revenues	21,240	28,000	25,000	27,500	(500)	-1.79%
	Received as part of a tax-sharing agreement on the Industrial Air Park. Total is a percentage of excise taxes collected for aircraft and vehicles on the airport and varies marginally year to year.					
Interest (Land Fund and General Fund)	989	1,100	950	1,100	-	0.00%
Service Fees Collected	10,122	2,000	1,870	1,500	(500)	
	Miscellaneous charges for uncommon activities. (i.e.: emergency repair of hangar door not owned by the airport)					
Sale of Asset			50,000			
TOTAL Non-Operations Revenue	32,351	31,100	77,820	30,100	(1,000)	-3.22%



Auburn Lewiston Airport

Proposed FY22 Operations Budget

Airport Revenues

FY20 Actual	FY21 Budget	FY21 Projected Actual	FY22 Proposed Budget	FY21/ FY22 Variance	Percent Change
-------------	-------------	-----------------------	----------------------	---------------------	----------------

Services Revenues

Fuel and Oil Sales	705,963	834,383	465,000	671,250	(163,133)	-19.55%
	Providing flight continuation services is essential to the airport's success. Owning the FBO simplifies the customer service delivery at the airport. Supply cost and local competition drive the fuel price as much as demand and seasonality.					
Tie-Down/Hangaring	38,050	33,125	33,398	33,125	-	0.00%
	The storage of aircraft is a service charge for most aircraft because of the liability and risk the FBO and by extension the airport assumes. Rates vary by size, weight and type of aircraft.					
Catering	1,585	2,500	1,560	2,500	-	0.00%
	Corporate and charter aircraft request various food items for the flight to the next destination. There are high standards of service for some operators that merit extra attention and produce extra revenues. The airport has a relationship with a local catering company to provide this service now. Additionally, there are usually items that we provide in addition to their menu for a nominal fee.					
Rental Car	2,314	4,930	2,840	5,500	570	11.56%
	The airport has agreements with two rental car companies and provides rental services for passengers and local customers. The airport earns a percentage of each rental agreement value.					
After Hour Call-out	4,134	4,000	3,560	4,000	-	0.00%
Aircraft Maintenance	1,180	6,000	950	3,750	(2,250)	-37.50%
	Aircraft maintenance is a good revenue source for an FBO.					
SUBTOTAL SERVICES	753,226	884,938	507,308	720,125	(164,813)	-18.62%
TOTAL REVENUE	1,205,370	1,289,072	957,378	1,143,053	(146,019)	-11.33%



Auburn Lewiston Airport

Proposed FY22 Operations Budget

Airport Expenses

Airport Operations

Personnel	FY20 Actual	FY21 Budget	FY21 Projected Actual	FY22 Proposed Budget	FY21/ FY22 Variance	Percent Change
Salaries	260,671	259,832	232,850	268,918	9,086	3%

Justification: By policy, the airport does not use Cost of Living Adjustments. Raises are by merit based on quarterly performance reviews.

Position	FY21 Staffing Level	FY22 Staffing Level	FY21 Annual Salary	FY22 Annual Salary	Reason for change	Percent Change
Airport Manager	1	1	78,956	81,324	See Note #1	3%
Airport Secretary	1	1	46,196	46,196		0%
Operations Supervisor	1	1	41,600	42,848		3%
Operations Specialist II	1	1	32,760	36,421		11%
Operations Specialist I	1	1	30,160	31,065		3%
Operations Specialist I	1	1	30,160	31,065		3%

Note #1 - to bring wage inline with regional average for job title and years of experience.

Fringe Benefits	107,310	107,319	110,460	108,161	842	1%
-----------------	---------	---------	---------	---------	-----	----

Justification:

	FY21 Budget	FY22 Budget	Reason for change	Percent Change
FICA	16,256	16,673		3%
Medicare	3,802	3,899		3%
Healthcare	63,771	63,771	See Note #1	0%
Retirement	17,713	18,032		2%
Health Reimbursement Account (includes service fee)	2,764	2,764	See Note #2	0%
Flexible Spending Account (includes service fee)	1,671	1,671		0%
Clothing	1,000	1,000		0%
Life Insurance	342	351		3%

Note #1 - Healthcare is offered to through Maine Municipal Health Trust offering only the PPO 500 plan. Employees pay 15% of the plan cost through payroll deduction. Employee rollover produced most of the variation

Note #2 - Increase in HRA for Family PPO 500 to offset higher deductible limit in plan.

Overtime	3,677	4,000	3,450	4,000	-	0.00%
----------	-------	-------	-------	-------	---	-------

Justification:

Professional Development	5,902	9,460	3,200	9,855	395	4%
--------------------------	-------	-------	-------	-------	-----	----

Justification:

	FY21 Budget	FY22 Budget	Reason for change	Percent Change
Memberships	1,760	2,155	See Note #1	22%
Employee Training	3,300	3,300		0%
Industry Conference	4,400	4,400	See Note#2	0%

Note #1 - includes Membership in Maine Municipal Association required by Maine Municipal Employee Health Trust

Note #2 - Attendance at two conferences will be necessary for Airport Manager to retain his professional accreditation. Most conferences are virtual, but still require registration and other fees.

TOTAL PERSONNEL	377,560	380,611	349,960	390,934	10,323	3%
------------------------	----------------	----------------	----------------	----------------	---------------	-----------



Auburn Lewiston Airport

Proposed FY22 Operations Budget

Airport Expenses

Airport Operations

Airfield Operations

	FY20 Actual	FY21 Budget	FY21 Projected Actual	FY22 Proposed Budget	FY21/ FY22 Variance	Percent Change
Contract Services	6,500	2,000	1,100	2,000	-	0.00%

Justification:

Engineering On Call
Solvent Parts Cleaner Service
Oil Water Separator Maintenance

	FY21 Budget	FY22 Budget	Reason for change	Percent Change
	2,000	2,000		0%
		-	See Note	#DIV/0!
		-	See Note	#DIV/0!

Note - Service not needed this year.

Utilities	29,491	35,769	21,450	32,953	(2,816)	-8%
-----------	--------	--------	--------	--------	---------	-----

Justification:

Heating Fuel
Electric (CMP)
Water and Sewer

	FY21 Budget	FY22 Budget	Reason for change	Percent Change
	11,389	9,682	See Note	-15%
	22,180	20,771	See Note	-6%
	2,200	2,500	See Note	14%

Note - Based on rate sheets gather from both municipalities, the increase reflects the average rate increases of these services

Fuels and Oil for Vehicles	12,387	11,350	10,975	15,175	3,825	34%
----------------------------	--------	--------	--------	--------	-------	-----

Justification:

Auto Gas
Motor Oil & Lubricants
Diesel Fuel for Equipment/Vehicles

	FY21 Budget	FY22 Budget	Reason for change	Percent Change
	2,500	2,500		0%
	1,200	1,200	See Note #1	0%
	7,650	11,475	See Note #1	50%

Note #1 - Increase due to cost increase in product and Diesel Exhaust Fluid purchase.

Snow and Ice Control Supplies	37,500	30,475	17,500	26,488	(3,988)	-13%
-------------------------------	--------	--------	--------	--------	---------	------

Justification:

Solid De-ice Compound (non-corrosive)
Liquid Anti-ice Compound (non-corrosive)

	FY21 Budget	FY22 Budget	Reason for change	Percent Change
	22,500	22,500	See Note	0%
	7,975	3,988		-50%

NOTE - The presence of ice on a runway or taxiway can require closure of that facility. FAA standards require the use of non-corrosive chemicals to assist in ice removal.

SUBTOTAL AIRFIELD OPERATIONS	85,878	79,594	51,025	76,616	(2,978)	-4%
-------------------------------------	---------------	---------------	---------------	---------------	----------------	------------



Auburn Lewiston Airport

Proposed FY22 Operations Budget

Airport Expenses

Airport Operations

Airport Maintenance

	FY20 Actual	FY21 Budget	FY21 Projected Actual	FY22 Proposed Budget	FY21/ FY22 Variance	Percent Change
Building Maintenance	12,000	31,750	41,760	34,000	2,250	7%

Justification:

Repairs and Improvements
 Trash Pickup Service
 Cleaning Supplies
 Inspections
 Recurring Maintenance

	FY21 Budget	FY22 Budget	Reason for change	Percent Change
Repairs and Improvements	5,500	5,500		0%
Trash Pickup Service	5,000	5,000		0%
Cleaning Supplies	2,500	4,500		80%
Inspections	13,200	13,200	Note #1	0%
Recurring Maintenance	5,550	5,800	Note #2	5%

Note #1 - Increases in cost of replacement fire extinguishers and additional inspections

Note #2 - Increases in air filters, light bulbs, semi-annual contract cleaning of restaurant hoods and terminal floors.

Electrical Maintenance	73	1,000	500	1,000	0	0%
------------------------	----	-------	-----	-------	---	----

Computer/Office Machine Maintenance	6,890	7,000	13,450	7,000	-	0%
-------------------------------------	-------	-------	--------	-------	---	----

Justification:

Machine Maintenance
 Software Subscription
 Network/IT Maintenance

	FY21 Budget	FY22 Budget	Reason for change	Percent Change
Machine Maintenance	1,500	1,500		0%
Software Subscription	5,000	5,000	See Note	
Network/IT Maintenance	500	500		0%

Note - Software subscriptions are the current retail model for prevailing business software including Office Suite, Acrobat, and anti-virus software.

Radio Maintenance	3,723	5,350	3,528	5,350	-	0%
-------------------	-------	-------	-------	-------	---	----

Justification:

Handheld Batteries
 Handheld PW Band Radio Replacement
 Handheld Aviation Band Radio Replacement
 Aviation Mobile Radios
 PW Band Mobile Radios

	FY21 Budget	FY22 Budget	Reason for change	Percent Change
Handheld Batteries	1,000	1,000		0%
Handheld PW Band Radio Replacement	1,000	1,000		0%
Handheld Aviation Band Radio Replacement	1,000	1,000		0%
Aviation Mobile Radios	1,150	1,150		0%
PW Band Mobile Radios	1,200	1,200		0%

Airport has rotating replacement of least effective radio program. This is to ensure good operation of the essential tool needed to communicate air to ground and between staff members on the airfield. Our ability to communicate is a safety concern.



Auburn Lewiston Airport

Proposed FY22 Operations Budget

Airport Expenses

Airport Operations

Maintenance (cont'd)

	FY20 Actual	FY21 Budget	FY21 Projected Actual	FY22 Proposed Budget	FY21/ FY22 Variance	Percent Change
Vehicle Maintenance	14,552	14,175	31,016	16,675	2,500	18%

Justification:

Engine Repairs and Parts
Tires
Inspections
Touchup Paint
Repair/ Mower Decks
Repair/Plow Units
Repair/ Snow Blower Unit
Hand Tool Replacement

	FY21 Budget	FY22 Budget	Reason for change	Percent Change
Engine Repairs and Parts	6,500	9,000		38%
Tires	2,250	2,250		0%
Inspections	175	175		0%
Touchup Paint	250	250		0%
Repair/ Mower Decks	400	400		0%
Repair/Plow Units	1,600	1,600		0%
Repair/ Snow Blower Unit	1,000	1,000		0%
Hand Tool Replacement	2,000	2,000		0%

Airfield Maintenance	14,803	18,007	16,450	19,033	1026	6%
----------------------	--------	--------	--------	--------	------	----

Justification:

Fuel Farm
Fencing and Gates
Runway and Taxiway Lighting
Grounds Maintenance

	FY21 Budget	FY22 Budget	Reason for change	Percent Change
Fuel Farm	-	-	New Fuel Farm	#DIV/0!
Fencing and Gates	3,900	3,900	See Note 1	0%
Runway and Taxiway Lighting	6,857	7,883	See Note 2	15%
Grounds Maintenance	7,250	7,250	See Note 3	0%

Note #1 The fence needs to be replaced in places. It has rusted to the point of being ineffective.

Note #2 - High Intensity LED lights have been installed on both runways but the effects on maintenance and electricity costs are still unknown. This line reflects the anticipated cost with no change to the infrastructure.

Note #3 Materials and paint for wind direction indicator and new segmented circle, grass seed to cover fresh dirt, and new windsocks are all components of Grounds Maintenance.

Pavement Maintenance	1,586	8,798	4,289	8,798	(0)	0%
----------------------	-------	-------	-------	-------	-----	----

Justification:

Vibratory Roller Rent for RSAs
Runway Edge Repair
Paint for Runway and Taxiways
Glass Bead

	FY21 Budget	FY22 Budget	Reason for change	Percent Change
Vibratory Roller Rent for RSAs	1,500	1,500	See Note #1	
Runway Edge Repair	1,000	1,000		
Paint for Runway and Taxiways	2,698	2,698	See Note #2	
Glass Bead	3,600	3,600	See Note #2	

Note #1 - The Runway Safety Areas need to be filled in and rolled with heavy vibrating roller. This is necessary to maintain the Runway Safety Area.

Note #2 - Areas not painted through AIP Construction Grant will require paint maintenance.

SUBTOTAL MAINTENANCE	53,627	86,080	110,993	91,855	5,775	7%
-----------------------------	---------------	---------------	----------------	---------------	--------------	-----------



Auburn Lewiston Airport

Proposed FY22 Operations Budget

Airport Expenses

Airport Operations

Administration

	FY20 Actual	FY21 Budget	FY21 Projected Actual	FY22 Proposed Budget	FY21/ FY22 Variance	Percent Change
Advertising and Promotion	7,510	9,500	3,500	6,500	(3,000)	-32%
Justification:						
			FY21 Budget	FY22 Budget	Reason for change	Percent Change
Internet Marketing			5,000	4,000		-20%
Print Marketing			2,000	-		-100%
Events			2,500	2,500		
Hangar Loan Amortization	44,874	115,000	115,000	115,000	-	0%
Justification:						
Loan from cities to purchase leased hangar.						
Insurance	33,071	40,278	29,450	40,278	0	0%
Justification:						
			FY21 Budget	FY22 Budget	Reason for change	Percent Change
Worker's Comprehensive Coverage			10,609	10,609		0%
Property Casualty			10,893	10,893		0%
Public Officials			6,216	6,216		0%
Auto Liability			5,723	5,723		0%
Airport Liability			6,837	6,837		0%
Note - Most of these renew on the fiscal year and there is no estimated increase available at this time.						
Professional Services	15,749	12,300	13,669	15,000	2,700	22%
Justification:						
			FY21 Budget	FY22 Budget	Reason for change	Percent Change
Annual Audit			12,300	15,000	See note	22%
Note - Includes Single Audit for Federal revenues in excess of \$750,000 in the fiscal year.						
Legal Services	5,351	5,000	2,000	7,500	2,500	50%
Justification:						
			FY21 Budget	FY22 Budget	Reason for change	Percent Change
Counsel Fee			5,000	5,000		0%
Document Prep				2,500		#DIV/0!
Office Supplies	3,265	5,600	3,900	5,600	-	0%
Justification:						
			FY21 Budget	FY22 Budget	Reason for change	Percent Change
printer Ink			500	500		0%
paper			3,600	3,600		0%
other supplies			1,500	1,500		0%
Telephone and Internet	4,608	4,850	3,875	5,310	460	9%
Justification:						
			FY21 Budget	FY22 Budget	Reason for change	Percent Change
Terminal			2,840	3,300		16%
Maintenance Building			1,760	1,760		0%
Cell Phones			250	250		0%
SUBTOTAL ADMINISTRATION	114,428	192,528	171,394	195,188	2,660	1%
TOTAL FOR OPERATIONS	631,493	738,813	683,372	754,593	15,780	2%



Auburn Lewiston Airport

Proposed FY22 Operations Budget

Airport Expenses

Services (Fixed Base Operation) Expenses

	FY20 Actual	FY21 Budget	FY21 Projected Actual	FY22 Proposed Budget	FY21/ FY22 Variance	Percent Change
Salaries	188,762	189,800	189,050	185,318	(4,482)	-2%

Justification:

By policy, the airport does not use Cost of Living Adjustments. Raises are by merit based on quarterly performance reviews.

Position	FY20 Staffing Level	FY 21 Staffing Level	FY20 Annual Salary	FY21 Annual Salary	Reason for change	Percent Change
FBO Supervisor	1	1	39,520	37,492		-5%
Aircraft Mechanic	1	1		-	See Note #1	#DIV/0!
Line Service Agent						
Line II	1	0	-	-		#DIV/0!
Line I	1	1	28,080	29,994	See Note #2	7%
Line I	0	1	28,080	-	See Note #3	-100%
Customer Service						
Customer Service Rep	1	1	31,200	33,207	See Note #1	6%
P/T & On call staff						
Customer Service Rep	1	1	13,260	14,193	See Note #2	7%
Customer Service Rep	1	1	13,260	14,193	See Note #2	7%
Line I	1	0	-	18,746		
Line I	1	1	18,850	18,746	See Note #2	-1%
Line I	1	1	17,550	18,746	See Note #2	7%

Note #1 - Filled by on-demand Airframe and Powerplant Certificated mechanic to provide repairs as needed.

Note #2 - Increase in minimum wage and merit increase

Fringe Benefits	65,805	65,795	64,800	65,445	(350)	-1%
-----------------	--------	--------	--------	--------	-------	-----

Justification:

	FY21 Budget	FY22 Budget	Reason for change	Percent Change
FICA	11,768	11,490	See Note	-2%
Medicare	2,752	2,687		-2%
Healthcare	45,415	45,415	See Note	0%
Retirement	1,225	1,218		-1%
Health Reimbursement Account	1,764	1,764	includes service fees	0%
Flexible Spending Account	1,671	1,671	includes service fees	0%
Clothing	1,200	1,200		0%

Note - A change in staff make-up changed the overall benefits costs.

Overtime	3,678	4,000	2,100	4,000	-	0%
----------	-------	-------	-------	-------	---	----

Justification:

Catering/ Professional	3,255	3,255	1,560	3,255	-	0%
------------------------	-------	-------	-------	-------	---	----

Justification:

	FY21 Budget	FY22 Budget	Reason for change	Percent Change
Food Tax	55	55		
Catering	500	500		
Other	2,700	2,700		0%



Auburn Lewiston Airport

Proposed FY22 Operations Budget

Airport Expenses

Services (Fixed Base Operation) Expenses (cont'd)

	FY20 Actual	FY21 Budget	FY21 Projected Actual	FY22 Proposed Budget	FY21/ FY22 Variance	Percent Change
Advertising	9,178	6,500	4,200	6,500	-	0%
Justification:						
			FY21 Budget	FY22 Budget	Reason for change	Percent Change
Internet Marketing			3,000	3,000		0%
Print Marketing			500	500		0%
Events			3,000	3,000		0%
Utilities	21,355	16,428	9,750	16,428	(0)	0%
Justification:						
			FY21 Budget	FY22 Budget	Reason for change	Percent Change
Heating Fuel			6,475	6,475		0%
Electric (CMP)			6,736	6,736		0%
Water and Sewer			642	642		0%
Telephone and Internet			2,575	2,575		0%
Fuels and Oils Merchandise	494,881	574,525	318,345	436,051	(138,474)	-24%
Justification:						
Note - Changes in the cost of fuel are reflected in the increase or decrease of this line.						
Plant Equipment	253	2,065	950	2,065	-	0%
Justification:						
			FY21 Budget	FY22 Budget	Reason for change	Percent Change
AvFuel POS System			265	265		0%
Equipment Repairs			1,800	1,800		0%
Ground Support Equipment (GSE)	31,097	20,200	28,872	21,400	1,200	6%
Justification:						
			FY21 Budget	FY22 Budget	Reason for change	Percent Change
Rent for Mobile Fueler			13,200	14,400	Note #1	9%
Filters and Repair Parts			4,500	4,500		0%
Rent for Heavy Duty Tug			-	-		#DIV/0!
Deicing, Type I Fluid			2,500	2,500	Note #2	0%
Note #1 - Lease rent reduction from fuels distributor.						
Note #2 - Stock of Fluid purchased from last FBO owner used up. This is the first purchase of Type I Aircraft Deicing Fluid since airport purchased FBO.						
Materials and Supplies (Aircraft Maintenance)	306	4,000	1,890	1,500	(2,500)	-63%
Justification:						
			FY21 Budget	FY22 Budget	Reason for change	Percent Change
Parts			2,000	500		-75%
Maintenance Publications			-	-	See Note #1	#DIV/0!
Other Services			2,000	1,000		-50%
Note #1 - On-call mechanic provides his own manuals, expense not required at this time.						
SUBTOTAL SERVICE (FBO OPERATIONS)	818,570.00	886,568.00	621,517.00	741,961.78	(144,606.22)	-16.31%

Additional Budget Information

Current Fund Balance

	Airport Operations	Airport Land Fund	Airport Capital Projects	Total
Net investment in capital assets	8,108,802			8,108,802
Unrestricted:				
Designated for capital purposes		65,000		65,000
Undesignated	-2,366,404	165,048	2,731,014	529,658
Total net position	5,742,398	\$230,048	2,731,014	8,703,460

The Airport offers Maine Municipal Employees Health Trust: PPO 500 Health Insurance coverage to all employees at 15% Employee/ 85% Employer paid monthly premium as well as a Health Savings Account and a Medical Flexible Spending account for each employee.

The Airport does not offer or pay Cost of Living Allowance increases. Any increase in wage or salary is awarded based on quarterly performance review and merit.