



**City of Biddeford
Airport Commission**

June 27, 2024 at 6:00 PM
City Hall Council Chambers & Zoom

Join Zoom Meeting Online:
Or call in by phone: +1 312 626 6799
Meeting ID:
Passcode:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes
 - 4.a Minutes
5. Update: Gale Associates
6. Airport Manager / Director of Public Works Report
7. Other Business
8. Adjourn

Biddeford Airport Commission Meeting Minutes

May 23, 2024

Chair Carmen Bernier called the meeting to order at 6:00 p.m.

Roll Call: Carmen Bernier, Jerry Bernier, Roland Pelletier, Fred Oliver and Tom Bryand, Parker Montano, Ed Fullmer

The Commission recited the Pledge of Allegiance.

New Commission Member, Ed Fullmer was welcomed to the Commission and introduced himself.

Acceptance of Minutes: March 28, 2024

Motion by Member Bryand, seconded by Member Oliver to accept the minutes as printed.

Vote: Unanimous.

Update: Gale Associates

Matt Caron from Gale Associates was present to provide the following update:

1. Final Design and Construction Phase Services for Runway 06-24

This project includes the preparation of final construction phase design plans and specifications for the Runway 06-24 Reconstruction and associated Drainage, Compliant Runway Safety Area, and Vegetation Obstruction Removal in the Runway 24 End. This project will include grant funding, as well as all Gale and FAA Reimbursable Contracts, and the Construction Contract with the low bidder. (This project description is from the Gale Monthly Project Update that was distributed to the Commission members)

This project is complete. The final Closeout documents have been submitted to FAA for approval. FAA contacted Gale to let them know that the FAA's focus is currently on grant applications, and they will circle back on the closeout when the grant application process is completed. Once the approval has been given, Gale will file the final reimbursement request and then the grant can be closed out.

2. Reconstruct West Apron

This project will consist of reclaiming and reconstructing the West Apron, installing draining infrastructure, installing new aircraft tie-down anchors and marking tie-downs.

Work on this project has been completed. The only remaining item to be completed is verification that the seeding takes in the Spring. The punchlist items were complete on April 26, 2024 and the contractor is expected to provide area photos soon. The project is considered to be set for closeout. Once received, closeout documents will be executed.

3. Reconstruct of Terminal Apron

This project will consist of reclaiming and reconstructing the Terminal Apron, installing drainage infrastructure, installing new aircraft tie-down anchors and marking tie-downs.

The grant application has been submitted and is waiting for FAA to issue funding. Gale is still waiting for the project contract (which was sent on April 5th) to be signed by the City Manager. Public Works Director, Jeff Demers will follow up with Jim Bennett to get the contract signed.

4. Other Item: Capital Improvement Plan/MaineDOT

Matt, Carmen and Jeff met with members of MaineDOT on May 21st to discuss the Airport's 5-year CIP, in coordination with MaineDOT. Future proposed projects include (and are subject to change):

- ❖ FY25 – Reconstruction of Terminal Apron
- ❖ FY26 – Design/Permitting/Bidding for Construction of Taxilanes
- ❖ FY27 – Construction of Taxilanes
- ❖ FY28 – Runway Pavement Maintenance

Airport Manager/Public Works Report:

Public Works Director Jeff Demers and Public Works Asst. Director Joe Lovejoy were present. They stated that all daily maintenance is being done, from checking the fuel tank to checking the runway lights and keeping up with lease fees. Tie-down fees are also being collected. The circuit board on the gas pump was replaced.

The Skydivers are back and operating out of the Airport this year.

Jeff is still waiting for a final decision from CHI aviation school on having an operation at Biddeford Airport.

Jeff informed the Commission that CMP had to replace and install a new transformer at the Airport after a power outage.

There was a quick discussion about the abandoned airplane and what the next steps should be. Carmen and Jeff will work on this.

New Business:

Fred brought up a couple of reminders for the Commission:

- Look into a solar farm in the airport area. Jeff noted that the City is looking into this possibility now and he will update the Commission at the next meeting.
- Need to look forward with the building of new hangars, depending on the interest.

Jeff notified the Commission that he has been informed that a hangar owner is storing a boat in their hangar. Jeff needs to review the hangar leases and FAA guidelines to determine the legality of storing non-aviation items in a hangar. He then intends to deal with the issue.

Next meeting will be June 27, 2024.

Motion by Member Oliver seconded by Member Bryand to adjourn.

Vote: Unanimous.

Time: 6:23 p.m.

Respectfully Submitted by Carmen Bernier, Chair