

City of Biddeford
Airport Commission

December 20, 2021 6:00 PM Council Chambers and Via Zoom

Please click the link below to join the webinar:

<https://biddeford.zoom.us/j/97058914918?pwd=VHZkMlplTkNnYTZTcS9rbjAzdENoUT09>

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- 1. Roll Call**
- 2. Pledge of Allegiance**

Acceptance of Minutes:

October 28, 2021 Airport Commission Meeting Minutes
[10-28-2021 Airport Commission Minutes.docx](#)

3. Old Business

- 3.1. Gale Associates Update
[December Gale Associates Update.pdf](#)

4. New Business

- 4.1. Snow Removal Equipment (SRE) Request for Quotes
[Airport Snow Removal Equipment RFQ.docx](#)

5. Airport Managers Report

6. Adjourn

**Airport Commission Meeting
October 28, 2021**

Committee Chair, Rick Laverriere called the meeting to order at 7:07 p.m.

Roll Call: Rick Laverriere, Gerald Bernier, Carmen Morris, Frederick Oliver, Tom Bryand, and Dean Tourigny

Roland Pelletier was absent.

Also present: Airport Manager Peter Donaher; Jackie Marks, Matt Caron and Nikolas Ippolito from Gale Associates; Jeanne Kannegiser from MDOT

The Commission recited the Pledge of Allegiance.

Acceptance of Minutes: **September 23, 2021**

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

Vote: Unanimous.

Presentation: **Gale Associates Project Updates:**

Gale Associates Representative Matt Caron gave the update.

Runway Project (Outstanding Items):

- The Contractor has returned to the site to perform additional restoration work on the properties on Breton Street. This work is scheduled to be completed by the end of September.
- The FAA's electrical structures located by the Airport's new PAPIs were scheduled to be repaired during the week of September 13th. Upon completion of this work, the FAA will schedule their flight inspection to commission these NAVAIDs.
- Gale is in the process of finalizing the Contractor's final payment. Prior to processing the payment, Gale will meet with the Contractor to perform a final walkthrough and address any outstanding deficiencies.
- Gale will assist the Airport in filing the required grant closeout paperwork. This will include a closeout report, and final reimbursement request for all project costs outstanding. Gale asks that if the Airport has had any costs associated with this Project and would like to be reimbursed (like legal reviews, mailings or other expenses directly related to this Project), that invoices be submitted to Gale so that those expenses can be incorporated in the final reimbursement.

Airport Master Plan Update:

Gale Associates has completed Chapters 1 through 6 of the Master Plan, and has submitted the Chapters to the Airport Commission for review. These Chapters can be found on the City's website for public review and comment – <https://www.biddefordmaine.org/2255/Airport-Master-Plan>

The remaining Chapters and items to be completed and submitted for review are:

- Chapter 7 – Schedule of Improvements
- Chapter 8 – Airport Recycling, Reuse and Waste Reduction
- Airport Layout Plan
- Wildlife Hazard Site Visit Report

NewEarth Ecological has provided a final Wildlife Hazard Site Visit Report, which has been forwarded to FAA and MaineDOT for review and comment. No comments have been received.

Jackie gave an overview of **Chapter 7, Schedule of Improvements**, which includes short term, midterm and long term projects and the ballpark costs for each project. She reminded the Commission that the Master Plan should serve as a guideline and nothing is set in stone. Projects can be moved within priority levels and costs are sure to shift over time. Obviously available funds will effect when the projects will be done.

Short Term Improvements: (2022-2026)

Reconstruct West Apron
Construction of Aboveground Fuel Facility
Reconstruct Main Apron
Hangar Construction
Terminal Building Improvements

Mid-Term Improvements: (2027-2031)

Construct of SRE Building
Acquisition of Snow Removal Equipment
Install Weather Monitoring Cameras
Reconstruction Hangar Taxilane – Hangar Row 1
Construct Full Perimeter Fencing Around Airport Property

Long Term Improvements: (2032-2041)

Complete Partial Parallel Taxiway
Construct Runway 06 End Extension and RSA to Achieve 3,200 Feet
Construct Apron Expansion

Fred suggested that the fencing project should be spread out throughout the different projects and dependent on funding

Chapter 8 – Airport Recycling, Reuse and Waste Reduction Plan

3 Levels of control:

1. Direct control
2. No direct control but has influence (ie: tenant hangar buildings)
3. No direct control or influence (outside of airport property)

Airport Layout Plan (ALP):

- Includes Ultimate Airport Layout Plan – with all Master Plan projects
- Runway profile view and approaches
- Protected airport surfaces

Wildlife Hazard Site Visit Report:

Documents and assesses potential wildlife hazards (birds, mammals, attractants)

Direct observations:

55 bird species
6 mammal species
1 reptile species

Top threats:

White-tailed deer
Domestic dog
Canada goose
Turkey vulture
Wild turkey

Jackie reviewed some of the recommendations that came from the report

Next steps:

- Submit to FAA's Obstruction Evaluation/Airport Airspace System for review
- Approved by all entities – Commission, Airport Manager, FAA, MaineDOT
- Assembly of final airport Master Plan Document and distribution to the Airport and agencies
- Project Closeout – preparation of final reimbursement package and closeout documentation

New Business:

The next step in the Master Plan process is to develop a schedule of improvements and priorities. It was agreed that one of the top priorities is the replacement of the fuel farm in light of the fact that the current fuel tank will expire in January 2028. The Commission will need to have a more in-depth discussion about options and project costs, especially for purposes of budget planning.

Jackie Marks offered to come up with a schedule and possible costs for improvements and prioritizing projects. She will present this schedule to the Commission for discussion and review.

Airport Manager Report:

Airport Manager Peter Donaher had the following items:

- ❖ On Sept. 14th, the FAA performed a flight check to verify the current construction project. A jet was used for the flight check, which prompted some citizens to call in their

concerns about jets flying in and out of the airport. Peter gave public assurances that jets are not going to be a normal flying event at the airport; and the FAA flight checks are a routine, once-in-a-while event.

- ❖ Sept. 22nd, Peter participated in the Maine Aeronautical Advisory Board meeting. It appears that other airports are also moving towards installing Weather Monitoring Cameras and away from the AWOS.
- ❖ He informed the Commission that the John Deere mower is currently not working, and he's waiting for a part to come in. He hopes to have it running again next week.
- ❖ Owner of CHI Aerospace Fuels, LLC, Chris Hosford has been at the airport to see what work needs to be done to improve the hangar in which he intends to operate his business. A meeting has been set up for Sept. 24th with the Code Enforcement Officer, Public Works Director, Peter and Chris Hosford to create a list of items that need to be taken care of.

On a final note, Rick Laverriere publicly thanked Dean Tourigny for his years of service on the Airport Commission. Dean is resigning from the Commission and tonight is his last meeting.

Motion by Fred Oliver, seconded by Dean Tourigny to adjourn.

Vote: Unanimous.

Time: 7:06 p.m.



B19

Biddeford Municipal Airport



MONTHLY PROJECT UPDATE

Biddeford Municipal Airport

Biddeford, Maine

December 20, 2021

Gale Associates, Inc. (Gale) is currently administering the following projects on behalf of the Biddeford Airport Commission:

1. Final Design and Construction Phase Services for Runway 6-24, AIP No. 3-23-0009-015-2020

Project Description: This project includes the preparation of final construction phase design plans and specifications (Bid Documents) 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 for Project 1 above, as well as all Gale and FAA Reimbursable Contracts, and the Construction Contract with the low bidder.

Project Funding

FAA Share (100%)	\$5,783,470.00
MaineDOT Share (0%)	\$0.00
City of Biddeford Share (0%)	\$0.00
TOTAL PROJECT	\$5,783,470.00

Project Status:

- Gale is in the process of finalizing the Contractor's final payment request. Prior to processing this request Gale will meet with the Contractor to perform a final walkthrough and address any observed deficiencies.
- Gale will assist the Airport in filing the required grant closeout paperwork. This will include a closeout report, and final reimbursement request for all project costs outstanding.
- If there are any costs associated with this Project that the Airport would like to have reimbursed (Legal reviews, mailings, or other expenses that were directly related to this project) please submit those invoices to Gale and we will incorporate them into the final reimbursement.
- The majority of punchlist work has been completed. The remainder is primarily administrative between Gale and Sargent.
- Gale will be finalizing the closeout report and final reimbursement request shortly and will provide it to the airport for signature. It can then be submitted to the FAA to close the project.

Recommended Discussions and/or Action Items:

- o Please confirm that there are no additional costs the city would like reimbursed on the final submissions as soon as possible (legal, mailing, etc...).
- o Please sign and forward the final Reimbursement Request upon receipt.

2. Airport Master Plan Update (AMPU), AIP No. 3-23-0009-14-2020

Project Description: The Airport's Master Plan was last completed in 2005. This AMPU will review the adequacy of the Airport's landside and airside facilities with respect to compliance with Federal Aviation Administration (FAA) design standards and ability to address the needs of the Airport through the planning period (FY-2020-2039). Included in this project is an update to the Airport's ALP to include current conditions and recommended improvements as outlined in FAA Order 5100.38D. A schedule of improvements will be generated to organize the implementation of various improvements in the short- (0-5 years), medium- (6-10 years), and long-term (11-20 years) periods to assist the sponsor in defining the Airport's Capital Improvement Plan. This project will also include a wildlife hazard site visit.

Project Funding:

FAA Share (90%)	\$173,855.00
MaineDOT Share (0%)	\$0.00
City of Biddeford Share (0%)	\$0.00
TOTAL PROJECT	\$173,855.00

Project Status:

- The CARES Act includes funding to cover Airport projects at 100% for FY 2020. This means that the Airport Master Plan will not require a local or state share.
- Following authorization from Commission during the October meeting, the Airport Layout Plan (ALP) was submitted to FAA's Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) System for review by various FAA entities. Review period for this review is typically 45 days at a minimum. The ALP was uploaded on November 4, 2021.
- Once the ALP review process is complete, Gale will circulate the ALP for signatures by the Airport and Funding Agency, and we will provide the Commission with an electronic and hard copy of the Final Master Plan.

Recommended Discussions and/or Action Items:

- o None this month.

Other Items:

- On October 13, 2021, MaineDOT notified the Airport that an Environmental Assessment (EA) in accordance with FAA Order 1050.1F, Environmental Impacts: Policies and Procedures must be conducted during FY-2022. The purpose of the EA is to satisfy NEPA (National Environmental Policy Act) review requirements for upcoming projects identified in the Master Plan.
- Following that notification, Gale attended a meeting with the FAA, MaineDOT and the Airport on November 18, 2021 to discuss limits of the EA. During this meeting, Richard Doucette

indicated that an EA was not required for the proposed projects and that a “Documented CATEX” (categorical exclusion) would be sufficient for the FAA.

- As result of the discussion on November 18, 2021, the Airport has elected to proceed forward with the acquisition of snow removal equipment for FY2022.

REQUEST FOR QUALIFICATIONS/EXPERIENCE STATEMENTS ACQUISITION AND PROCUREMENT OF SNOW REMOVAL EQUIPMENT

The CITY OF BIDDEFORD is seeking to retain the services of a consultant, experienced in the acquisition and procurement of snow removal equipment in the State of Maine.

The CITY OF BIDDEFORD must receive qualification and experience statements no later than **2:00 p.m. local time on January 11, 2022** to be eligible for consideration. Statements shall be submitted in a single sealed envelope/package, clearly marked "Request for Qualifications for Acquisition and Procurement of Snow Removal Equipment for the Biddeford Municipal Airport." E-mailed or faxed submittals will be considered as unresponsive. Complete packages must be delivered to:

Pete Donaher
Airport Manager
Biddeford Municipal Airport
88 Landry Street
Biddeford, Maine 04005
Phone: (207) 282-1893

Submittals delivered after the deadline will not be considered. All questions shall be directed in writing to Pete Donaher (e-mail peter.donaher@biddefordmaine.org) and must be received by 2:00 p.m. local time on January 5, 2022. All questions will be answered by 2:00 p.m. local time on January 7, 2022 and posted on the City's website at <http://www.biddefordmaine.org/>. It will be the proposer's responsibility to check the referenced websites for any new amendments.

I. GENERAL INFORMATION

The CITY OF BIDDEFORD is seeking the services in the acquisition and procurement of snow removal equipment. Interested firms should respond to this request on or before the time due for submission.

Following the receipt of the qualification and experience statement, a review committee shall evaluate the statements and select a firm based on qualifications. Emphasis in selecting a firm shall be placed on the firm's qualifications and experience in acquisition and procurement similar to those which the CITY OF BIDDEFORD anticipates undertaking.

In order to be considered responsive, seven (7) bound paper copies of the statements must be submitted to Mr. Pete Donaher, Airport Manager, Biddeford Municipal Airport, 88 Landry Street, Biddeford, Maine 04005, no later than 2:00 p.m. on January 11, 2022. Statements must be limited to 6 pages (6 single sided, or 3 double sided), size 12 point font including references and resumes of key personnel. Covers, cover letter, table of

contents, and dividers (if used), are not included in the 6 page limit. Statements shall be submitted in a single sealed envelope/package, clearly marked “Request for Qualifications for Acquisition and Procurement of Snow Removal Equipment for the Biddeford Municipal Airport.”

The CITY OF BIDDEFORD reserves the right to accept or reject any or all Qualification Statements received as a result of this request, or to cancel in part or in its entirety this Request for Qualification, if it is in the best interest of the CITY OF BIDDEFORD to do so.

Selection Schedule:

- Post RFQDecember 22, 2021
- Question to RFQ Due.....January 5, 2022 (2 pm)
- Question AnsweredJanuary 7, 2022 (2 pm)
- Proposals DueJanuary 11, 2022 (2 pm)
- Review of Proposalsxxxxx (Airport Commission meeting)
- Award Contractxxxxxxx

II. GUIDELINES FOR PROSPECTIVE CONSULTANTS

Prospective consultants must meet the following standards as they relate to this request:

- A. Have adequate financial resources for performance or have the ability to obtain such resources as required during performance;
- B. Have the necessary experience, organization, technical, and professional qualification, skills and facilities;
- C. Be able to comply with the proposed or required time of completion or performance schedule;
- D. Have a demonstrated satisfactory record of performance.

III. STATEMENT PREPARATION

In order to facilitate evaluation of the qualifications and experience statement, interested consultants are instructed to follow the outline below. Statements that do not follow the outline, or do not contain the required information may be considered as unresponsive proposals. In rating the proposals, the City will weigh each section according to the percentages listed.

- A. **Experience/ Ability to Perform:** provide a list of previous and current contracts, if any, awarded by a municipality and/or government agency within the past 5 years which are considered similar in scope of services discussed herein; information shall include contract duration with dates, services performed, and contracting agency name, address and telephone number for verification purposes. Demonstrate an understanding and familiarity with projects of the type outlined herein or similar contracts developed by listing all previous Acquisition and Procurement of comparable type, which they have prepared or supervised within the last five (5) years. (50%)
- B. **Key Staff Members:** identify the staff client manager and key project managers that will be assigned to work with the CITY OF BIDDEFORD; one page resumes shall be included for each of the key individuals. (20%)
- C. **Local Knowledge:** demonstrate familiarity with the Biddeford Municipal Airport and its aviation support systems. (10%)
- D. **Company Background Material:** pertinent information concerning the background, experience, and reputation of the firm. (10%)
- E. **References:** submit along with the above information three (3) work related job references. (10%)

IV. PROGRAM BACKGROUND

The City of Biddeford owns and operates the Biddeford Municipal Airport located in Biddeford, Maine. The airport facilities include a single 3,000' by 75' paved runway and one 50' wide by 90' long paved stub taxiway. There are two aprons, a 235' x 225' long terminal parking apron and a 250' x 195' transient parking apron. The airport has 100 octane low lead aviation gasoline available. There are 29 private hangar structures of various sizes and styles. The City owns a 1,500 square foot terminal with a 3,700 square foot maintenance hangar and attached shop. In addition, the City owns a 4,800 square foot cold storage hangar.

V. CONTRACT AWARD

Any contract entered into by the CITY OF BIDDEFORD shall be in response to the proposal and subsequent discussions. The award shall be based on the criteria described herein.

VI. INDEMNIFICATION AND INSURANCE

The successful Consultant selected shall agree to indemnify and hold the CITY OF BIDDEFORD harmless from claims, demands, suits, causes of action and judgments arising from the Consultants performance, including claims of professional malpractice or negligence.

The above referenced indemnity shall be in addition to and as a complement to the required contract provisions for federally-funded contracts contained in the most recent version of the State of Maine Department of Transportation's Airport Consultant General Conditions and the most recent version of the related Supplement to these Consultant General Conditions. The Airport Consultant General Conditions may be found at <http://www.maine.gov/mdot/cpo/airport/>.

VII. CERTIFIED DBE

MaineDOT Certified Disadvantaged Business Enterprise (DBE) consultants are **encouraged to apply as the prime consultant for this work**. It is important that DBE Firms take advantage of this RFQ to at least gain entry to the MaineDOT Prequalification List for transportation project related services. Non-DBE Firms shall ensure that DBE's have the maximum opportunity to participate in the performance of any project contract in accordance with MaineDOT current requirements for DBE utilization. Firms certified by another state's transportation agency must be certified by MaineDOT.

Current requirements may be found at the MaineDOT website, "Certified Disadvantaged and Women Business Enterprise" directory available at:

<http://www.maine.gov/mdot/civilrights/dbe.htm>, or by contacting:

Sherry Y. Tompkins
Disadvantaged Business
Enterprises
Program Administrator
Maine Department of
Transportation
Civil Rights Office
16 State House Station
Augusta, Maine 04333-0016

Tel: (207) 624-3066

Cell: (207) 592-0686

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TTY Users dial Maine Relay
711