

**Airport Commission Meeting
December 20, 2021**

Commission Chair Rick Laverriere called the meeting to order at 6:01 p.m.

Roll Call: Rick Laverriere, Gerald Bernier, Carmen Morris, Frederick Oliver, Tom Bryand and Roland Pelletier

Also present were Airport Manager Peter Donaher and Matt Caron from Gale Associates

The Commission recited the Pledge of Allegiance.

*Acceptance of Minutes: **October 28, 2021***

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

Vote: Unanimous.

*Presentation: **Gale Associates Projects Update:***

Gale Associates Representative Matt Caron gave the update.

1. Final Design and Construction Phase Services for Runway 6-24:

- 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.

2. Airport Master Plan Update (AMPU):

Gale Associates has completed all Chapters of the Master Plan, and has submitted the Chapters and the Airport Layout Plan to the Airport Commission for review and approval. These Chapters can be found on the City's website for public review and comment

<https://www.biddefordmaine.org/2255/Airport-Master-Plan>

Following the approval of the Airport Commission, the Airport Layout Plan were submitted to FAA's Obstruction Evaluation/Airport Airspace Analysis System for review by various FAA entities. Once the review process is completed, Gale will circulate the ALP to the Airport and Funding Agency for signatures.

3. 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.

New Business: Snow Removal Equipment (SRE) Request for Quotes

Airport Manager Peter Donaher prepared a public notice for an RFQ for the Acquisition and Procurement of Snow Removal Equipment. The RFQ is to retain the services of a consultant who is experienced in the acquisition and procurement of snow removal equipment in the State of Maine.

Motion by Fred Oliver, seconded by Jerry Bernier to accept the public notice for RFQ for the Acquisition and Procurement of Snow Removal Equipment, as written.

The Commission discussed the timeline set out for advertising and accepting bids, and decided to meet on January 22, 2022 to review proposals and award the contract.

Vote: Unanimous.

Airport Manager Report:

The CHI hangar is up to code per the City’s Code Enforcement Officer. The next step is the signing of the hangar lease.

The Airport was awarded a \$32,000 Grant through the Airport Rescue Grant.

Peter recently got notification that the Airport is slated to receive a \$159,000 Grant for FY22 from an Infrastructure Law that was recently passed.

Motion by Fred Oliver, seconded by Tom Bryand to adjourn.

Vote: Unanimous.

Time: 6:21 p.m.

