

**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.