

City of Biddeford
Airport Commission

August 26, 2021 6:30 PM Council Chambers & via Zoom

Please click the link below to join the webinar:

<https://biddeford.zoom.us/j/91486108464?pwd=OTN1QWpwRWxlQnVLYm1zcWt2RzdnUT09>

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1. Roll Call

2. Pledge of Allegiance

Acceptance of Minutes:

June 14, 2021 Airport Commission Meeting Minutes

[6-14-2021 Airport Commission Minutes.docx](#)

3. Old Business

4. New Business

4.1. Gale Associates Update

[August Gale Associates Update.pdf](#)

4.2. Review: Airport Master Plan - Chapter 6 - Development and Evaluation of Alternatives

5. Airport Managers Report

6. Adjourn

**Airport Commission Meeting
June 14, 2021**

*NOTE: This was held in-person in the Council Chambers,
as well as offered virtually (via ZOOM),*

Committee Chair, Rick Laverriere called the meeting to order at 6:30 p.m.

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

Also present: Airport Manager Peter Donaher and Adam Cutler from Gale Associates

The Commission recited the Pledge of Allegiance.

Acceptance of Minutes: May 25, 2021

Motion by Dean Tourigny, seconded by Fred Oliver to accept the minutes as printed.

Vote: Unanimous.

Presentation: Gale Associates Project Updates:

Gale Associates Representative, Adam Cutler gave the update.

Runway Project (Outstanding Items):

An inspection of the completed work will be scheduled with the FAA and MaineDOT. The FAA's NAVAIDS Division would like to address the groundwater issue that is causing manholes to fill with water. Gale has come up with a proposed solution and will coordinate with the FAA to obtain approval. Once FAA approvals are given, Gale will consult with the environmental subconsultant and permitting agencies for approvals and a Change Order for Sargent, as well as a supplemental agreement for Gale. It is expected that all costs will be covered by leftover funds from the original grant.

Airport Master Plan Update:

Gale Associates has completed Chapters 1 through 5 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 to be completed and submitted for review are:

- Chapter 6 – Development and Evaluation of Alternatives
- Chapter 7 – Schedule of Improvements
- Chapter 8 – Airport Recycling, Reuse and Waste Reduction

Gale has provided a draft of Chapter 6, Development and Evaluation of Alternatives to the Commission and has asked for comments by Friday, June 18th. After the Commission has conducted a review, the Chapter will be forwarded to the FAA and MaineDOT for comment.

NewEarth Ecological has provided a draft Wildlife Hazard Site Visit report to Gale. Once Gale has reviewed the report, any necessary recommendations will be incorporated into Chapter 5 and the final copy of the WHSV report will be provided to the Commission.

Old Business: *Final Review and Approval of Rates and Minimum Standards*

The Commission had no further comments or discussion on the Rates and Minimum Standards.

Motion by Fred Oliver, seconded by Rick Laverriere to approve the *Rates and Minimum Standards*, as was discussed and amended by the Commission; and to forward to the City Council for final approval.

Vote: Unanimous.

New Business: *Review of Airport Security Plan*

The Commission reviewed the Airport Security Plan and made some minor changes to bring the information consistent with the Airport Master Plan.

Fred Oliver suggested that the City's Code Enforcement Officer, Police Chief and Fire Chief review the Airport Security Plan and offer recommendations. Peter Donaher will forward to the appropriate folks.

Airport Manager Report:

Peter Donaher let the Commission know that the new roof is being installed on the cold hangar on June 20th.

He has been diligently working to distribute information about card access and hangar owner requirements to all the Biddeford Airport tenants.

The next meeting date was not discussed.

Motion by Fred Oliver, seconded by Roland Pelletier to adjourn.

Vote: Unanimous.

Time: 6:51 p.m.



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Biddeford Municipal Airport



MONTHLY PROJECT UPDATE

Biddeford Municipal Airport

Biddeford, Maine

August 26, 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:

- Tree clearing work has been completed, properties restored to their original or better condition, and property owners' concerns have been addressed. Gale has provided the commission with aerial and ground photos of the subject properties to document restoration condition.
- A construction punchlist for on-airport work has been prepared and Gale will be coordinating with the Contractor to address these items.
- Gale has started coordination with the FAA and MaineDOT to schedule a final walkthrough inspection.
- The FAA's NAVAIDS division has indicated that they would like to address a groundwater issue that is causing manholes to fill with water. Gale has a proposed solution to the problem and has started coordination with the FAA to obtain concurrence. If agreed upon, Gale will need to consult with the environmental subconsultant and permitting agencies for approval and prepare a Change Order for Sargent, and a supplemental agreement for Gale. It is expected that all costs will be covered by the funds that still remain in the original grant.
- The FAA has approved a change order for the additional work to fix the NAVAID drainage issues. Gale is coordinating with the Contractor to perform the additional work, as well as re-seed bare turf areas on the airport. Due to delays in grass seed delivery, this has been pushed and the Contractor is currently predicting the work will take place during the last week of August.

- Upon completion of the additional NAVAID drainage work, Gale will schedule a final inspection with the Airport and FAA / MaineDOT.
- Gale is continuing discussions with the Contractor and the City to finalize a scope for remaining restoration efforts on non-airport owned properties where tree clearing activities were performed.

Recommended Discussions and/or Action Items:

- None at this time.

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.
- To date, the Commission has reviewed and approved the following chapters:
 - Draft Chapter 1 – Introduction
 - Draft Chapter 2 – Inventory of Existing Facilities
 - Draft Chapter 3 – Existing Environmental Conditions and Sensitive Areas
 - Draft Chapter 4 – Forecasts of Aviation Demand and Capacity
 - Draft Chapter 5 – Facility Requirements
- Remaining chapters are as follows:
 - Chapter 6 – Development and Evaluation of Alternatives
 - Chapter 7 – Schedule of Improvements
 - Chapter 8 – Airport Recycling, Reuse, and Waste Reduction
- Gale received comments on Chapter 6 (Alternatives) during the months of June and July. Project alternatives will be presented during tonight's meeting for review by the Commission with selection of alternatives to take place at a future meeting.
- NewEarth Ecological provided a Final WHSV Report, which has been forwarded to FAA and MaineDOT for review and comment. Following agency review, Gale will provide the WHSV

[Report to the Commission for posting on the AMPU webpage.](#)

Recommended Discussions and/or Action Items:

- None this month.

Other Items:

- None at this time.