

**Airport Commission Meeting
May 25, 2021**

*NOTE: Due to COVID-19, this meeting was held virtually (via ZOOM),
and was live streamed on the City's website*

Committee Chair, Rick Laverriere called the meeting to order at 6:33 p.m.

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

Members Tom Bryand and Dean Tourigny were excused.

Also present were Airport Manager, Peter Donaher and representatives from Gale Associates, Jacklyn Marks, Matthew Caron and Nikolas Ippolito; as well as Tim LeSeige from MDOT and Ralph Nicosia-Rusin from FAA

Acceptance of Minutes: **April 27, 2021**

Motion by Rick Oliver, seconded by Roland Pelletier to accept the minutes as printed.

Vote: Unanimous.

Gale Associates Update:

Final Design and Construction Phase Services for Runway 6-24

Nikolas Ippolito of Gale Associates provided an update on the Runway Project. The tree clearing work has been completed and properties have been restored to their original or better condition. Any concerns brought forward by property owners have been addressed. Other on-airport work will be coordinated with the Contractor by Gale Associates.

Gale Associates is preparing the next to the last reimbursement request from FAA for this project. The last reimbursement request will be submitted after the final inspection. With the exception of NAVAIDs, the airport is fully operational.

Airport Master Plan Update:

Jacklyn Marks of Gale Associates provided the update. Gale has completed Chapters 1 through 4 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 Items 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
- Airport Layout Plan
- Wildlife Hazard Site Visit Report

The Wildlife Hazard Site Visit took place on May 13, 2021. Gale expects to receive the WHSV report from NewEarth Ecological in the next few weeks; and when the report is received,

recommendations will be made to update the Master Plan based on the results of the WHSV report.

Jackie led the Commission through a thorough review of Chapter 5 – Facility Requirements – of the Master Plan. {NOTE: The following *Recommendations* are extracted from the Master Plan}

Runway Capacity & Conditions

Recommendations: As funding permits, the Airport should make considerations for a 99-foot runway extension to satisfy the recommendations of AC 150/5325-4B, for a total runway length of 3,100 feet.

As funding permits, the Airport should make considerations for a runway extension to 3,200 feet on its Airport Layout Plan for potential long-term development to serve its existing fleet by opening up the possibility of an approach with vertical guidance in the future. A runway extension of 199 feet should be planned for the Runway 24 end, with a displaced threshold on the Runway 24 end. This will allow the Airport to gain an additional 199 feet of landing and takeoff distance on Runway 06 without the need for additional tree clearing or easement acquisitions.

Runway Approach Requirements

Recommendation: That the Airport consult with a professional surveyor to identify any obstructions to the Runway 06 approach surface that might have grown since the time of the 2017 obstruction removal project in advance of the Fall 2021 flight check. The Airport should promptly remove any identified obstructions before the flight check takes place.

Following certification that the Runway 06-24 approach surfaces are clear, it is recommended that the Airport conduct periodic vegetation management activities in accordance with the VMP to ensure that their protected surfaces remain clear. The Airport should coordinate with FAA and MaineDOT regarding the priority of transitional surface obstruction identification and analysis within the horizontal and conical surfaces.

Both Tim LeSeige from MaineDOT and Ralph Nicosia-Rusin from FAA confirmed that transitional surface obstruction lighting is no longer a priority, nor is identifying obstructions within the horizontal and conical surfaces.

Taxiway Pavement Conditions

Recommendation: Perform maintenance activities as necessary to preserve the life of newly-constructed pavement.

Taxiway Capacity

Recommendations:

- need to evaluate impacts of a partial parallel taxiway
- need to evaluate impacts of a taxiway turnaround area

It is recommended that a taxiway alternative be included on the Ultimate Airport Layout Plan with the understanding that actual demand must materialize before the project can be implemented.

It was noted that including this recommendation in the Master Plan is important for future growth of the Airport, i.e. hangars and businesses.

Apron Capacity and Conditions

Both the Main and West Aprons are in poor condition and have long exceeded their useful life of 20 years.

Recommendation: Timing for the Main Apron reconstruction should be carefully considered due to upcoming 2028 expiration of the Airport's underground fuel storage tank, which is currently located under the Main Apron. Removal of some tie-down spaces from the West Apron may be required to accommodate construction of hangar taxilanes.

Hangar Buildings

Recommendation: The Airport should designate areas on the airport property for the construction of additional hangar units in preparation for the private development of hangars on airport property. Further, it is recommended that the Airport create a "developer's tool kit" outlining federal, state and local requirements necessary to build additional hangars at the Airport.

Navigational and Approach Aids

All navigational and approach aids are considered to be in good condition.

Recommendation: Provide periodic routine maintenance.

AWOS Discussion:

If the City feels that it's necessary to install an AWOS, then a suitable location needs to be identified.

Recommendation: Identify a suitable location for the construction of an AWOS, or consider the installation of weather cameras as an alternative or interim solution.

Terminal Building

Recommendation: The Airport should renovate the terminal building to repair the corrosion and leaks, and to comply with accessibility (ADA) requirements in the short-term.

Electrical Vaults

Recommendation: Provide periodic routine maintenance to the Airport-owned vault, and coordinate with FAA as necessary for periodic maintenance of the FAA-owned vault.

Automobile Parking

Recommendation: Provide periodic routine maintenance.

Fencing and Gates

Recommendation: Construct perimeter fencing as necessary.

Snow Removal Equipment

Recommendation: Though the Airport's equipment is in working condition, it has exceeded its 10-year useful life. The Airport should maintain existing equipment and replace as funding allows. Consider purchasing a second carrier vehicle as necessary and as funding permits.

Snow Removal Equipment Storage Building

Recommendation: Construct a snow removal equipment building as funding permits.

Skydiving Landing Zone

Recommendation: Identify alternative locations for the skydiving landing zone as additional hangar units are constructed.

Motion by Rick Laverriere, seconded by Roland Pelletier to approve Chapter 5 – Facility Requirements – of the Airport Master Plan.

Vote: Unanimous.

The Commission decided to hold off on the discussion of the *Airport Security Plan* until the June Airport Commission meeting. The Commission will also discuss and vote on the *Rates and Minimum Standards*.

The next meeting is scheduled for Monday, June 14, 2021 at 6:30 p.m., and will be held in-person in the Council Chambers at City Hall.

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

Vote: Unanimous.

Time: 7:56 p.m.