

City of Biddeford
Airport Commission
April 27, 2021 6:30 PM Via ZOOM
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1. Roll Call

Acceptance of Minutes:

March 23, 2021 Airport Commission Meeting Minutes
[3-23-2021 Airport Commission Minutes.docx](#)

2. Presentation

- 2.1. Pine Tree Helicopter - Parker Montano
[4-27-2021 Pine Tree Helicopter Scenic Flights-SOP.docx](#)
- 2.2. CHI Aerospace - Learn to Fly - Chris Hosford

3. Airport Managers Report

4. Old Business

- 4.1. Gale Associates Update
[April Gale Associates Update.pdf](#)

5. New Business

6. Adjourn

**Airport Commission Meeting
March 23, 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 6:32 p.m.

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

Also present were Airport Manager, Peter Donaher and representatives from Gale Associates, Jacklyn Marks, Matthew Caron and Nikolas Ippolito

Acceptance of Minutes: February 25, 2021

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

Vote: Unanimous.

Gale Associates Project Updates:

Nikolas Ippolito from Gale Associates provided an update on the Runway Edge Lighting System Project and the Tree Clearing Project. The Contractor completing these projects has asked for a 21 day extension of their contract. The request for an extension is necessary due to the delay in receiving the runway lighting materials from the manufacturer, who has cited COVID-19 as the reason for the shipping delay. There is no additional cost to the Contractor for the 21 day extension; however, there would be an additional cost to have a Gale Associates Engineer on site during the completion of the projects. It was also noted that the runway is still slated to be closed for only one week for the runway lighting system project; and another two weeks is needed to complete the tree clearing project.

Motion by Fred Oliver, seconded by Rick Laverriere to approve the 21 day extension of the contract for the completion of both the Runway Edge Lighting System Project and the Tree Clearing Project.

Vote: 6/1; Fred Oliver, Carmen Morris, Tom Bryand, Jerry Bernier, Roland Pelletier and Dean Tourigny in favor.

Rick Laverriere opposed.

Motion carries.

Nikolas then talked about the different methodologies for the Tree Clearing Project:

- 1) Using the walking path that is already cleared, and the City has Easements to
- 2) Using a right-of-way near Breton Street
- 3) Going through the baseball fields

The Commission generally agreed that whether the walking path is used or not, there are neighbors who will still not be happy. No motion was made, but it is the Commission's understanding that the easement does not prohibit the City, Airport, or Contractors from using

the existing walking path for ingress, egress, or passage over the properties; therefore, the Commission supported using the walking path to complete the tree clearing.

Nikolas reported that the Contractor has shipped the wrong regulator from the equipment distributor; however, the error works in the City's favor since the regulator that was received is twice as powerful as the Project Specifications require. Nik confirmed that there is no extra charge to the City for the larger regulator and Gale Associates suggests the Commission vote to keep it.

Motion by Jerry Bernier, seconded by Tom Bryand to keep and install the larger regulator that was shipped by the equipment distributor; noting that there is no price difference to the project.

Vote: Unanimous.

❖ **Airport Master Plan Update:**

Jacklyn Marks from Gale Associates provided an update on the Master Plan. Thus far, Gale Associates 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>

On March 19, 2021 Gale received approval of the Airport's forecast from FAA, which means we can move forward with making recommendations for airport facility improvements. To assist Gale in the preparation of Chapter 5 of the Master Plan, *Facility Requirements*, the Commission discussed the following facilities:

Hangars: it was generally agreed that more hangars are needed; and the best location for additional hangars is to be determined.

Fuel Tank & Apron Reconstruction: the current fuel tank is located underground and is scheduled to expire in January 2028. Gale suggests that the Commission consider installing an above-ground tank in a different area in order to prevent digging up a newly reconstructed apron when the time comes to replace the old tank. The Commission generally agreed with installing an above-ground tank, with a location for that tank to be determined.

Runway Extension: the general FAA recommendation for IFR is 3200 feet, which is a little bit longer than the current runway at B19. Jackie explained that runway length is not viewed by FAA as a safety issue, but as more of a capacity issue. A couple of the Commission members spoke in agreement of the extension and in creating a displaced threshold, and stressed that it would not be to accommodate larger planes, but to provide more take-off surface for planes.

Parallel Taxiway: from a traffic standpoint, FAA does not feel that a parallel taxiway is warranted at this time; however, it was agreed that it should remain as part of the Master Plan in the event it does become warranted in the future. A couple of members suggested that in lieu of a parallel taxiway, that a turn-off or turn-around section be installed at the end of the taxiway – like a safety exit area.

AWOS: there is general agreement amongst the Commission members that an AWOS is needed at the airport. Airport Manager Peter Donaher asked if Life Flight could be used as further justification to have AWOS. Gale will look into this caveat. The location and cost of AWOS will be determined.

Terminal Building: FAA has stated that they would support upgrades to the existing terminal building; specifically, to bring the building into ADA compliancy. The Commission members are in agreement.

Snow Removal Equipment: the current equipment was purchased in 2004. FAA states that snow removal equipment (SRE) has a useful life of 10 years, which means the current equipment has exceeded its useful life. The Commission members agreed that the SRE should be replaced sooner rather than later.

Snow Removal Equipment Building: it is generally agreed that an SRE building is needed and the best location for it needs to be determined.

Perimeter Fencing: it is agreed that perimeter fencing is needed. Options will be provided for full fencing and partial fencing to determine what makes the most sense.

Other Items: Peter mentioned that he's been approached by two solar companies who are interested in setting up at the airport. Matt from Gale Associates cautioned that since the airport is City-owned, this would have to be a discussion that starts with City administration. A couple of the Commission members do not support this idea, citing lack of usable space.

The next step to the Master Plan is to draft Chapter 5 – *Facility Requirements* – and have it reviewed internally and then alternatives can be developed, which is Chapter 6.

❖ **COVID-19 Relief Funds Update:**

Jackie reminded the Commission of the CRRSAA (Coronavirus Response Relief Supplemental Appropriation Act) relief funds and the fact that B19 is eligible to receive \$13,000 to go towards specific expenses. If the City chooses to apply for these funds, it must be done by the end of June 2021. Gale Associates is willing to assist with applying for these funds if needed.

Additionally, on March 11, 2021 another relief fund for airports was announced that will be available through the ARPA (American Rescue Plan Act). The distribution of these funds will be done through the FAA Airport Rescue Grants.

New Business:

Airport Manager Peter Donaher has been approached by a gentleman who owns a flight school in Portsmouth, NH and is looking to open a satellite school at the Biddeford Airport. He currently has 7 aircraft (5 owned and 2 leased), 4 full-time instructors, 3 part-time instructors, a general manager, an operations manager, 2 full-time dispatchers and 4 part-time dispatchers.

His plans are to either rehab or build a new hangar at B19 for one of his F2's and bring an RV-12 up when a student has scheduled a flight. He also intends to market the F2 in a fractional ownership program.

By general consensus, the Commission is in support of moving forward with this project and would like Peter to coordinate a presentation with CHI Aerospace Fuels, LLC at a future meeting.

Commission Member Tom Bryand has been contacted by Pine Tree Helicopter who is interested in conducting summertime tour operations at the airport.

The Commission Members agree that work needs to start on reviewing and accepting the Minimum Standards; especially as new businesses come forward and want to locate at the airport. Copies of the drafted Minimum Standards will be made available to the members.

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

Vote: Unanimous.

Time: 7:55 p.m.

Pine Tree Helicopters Scenic Flight Operations Biddeford Municipal Airport (B19)

Pine Tree Helicopters will be conducting scenic flight operations in R44 helicopters from the Biddeford Municipal Airport. This location will offer convenient onsite parking, restrooms, and access to Biddeford Municipal Airport facilities front office reception area while remaining outside of the airport perimeter security fence and clear of all aircraft movement areas.

All customers and guests are greeted at the front reception area by a staff member and will be provided with information on the restricted areas of the airport along with safety procedures that must be followed during their visit to Pine Tree Helicopters and the Biddeford Airport. The following are current operating procedures for the 2021 helicopter tour season.

Ground operations:

1. Tickets will be sold or taken if pre-purchased, at the outdoor tent on the grounds. The tent will be located outside the airport perimeter fence.
2. Liability waivers and emergency contact forms will be completed and signed prior to the scenic flight.
3. Guests will be always escorted to and from the helicopter by ground crew.
4. Guests will not be permitted inside the airport perimeter fence without being under the express control by Pine Tree Helicopters ground crew.

Flight Operations:

1. Take off procedures: The helicopter can safely utilize taxiways, runways, or unpaved areas for takeoff to allow for the unmitigated flow of fixed wing traffic. By being flexible in these takeoff procedures it enables the operation to maneuver around and avoid other aircraft that are operating in the area.
2. Departure: See Departure diagram.
 - a. Runway 14 - Turn left to exit the pattern then on course to the designated route.
 - b. Runway 6 - Depart to the right or straight ahead then on course to the designated route
3. Arrival and landing:
 - a. Pattern altitude for helicopters is 500' agl in accordance with the Airman Information Manual 4-3-3 (a)(3). It is standard practice for helicopters to avoid the flow of fixed wing traffic by using the opposite traffic pattern at 500' agl.
 - b. After entering a helicopter traffic pattern, we can land directly to the landing zone avoiding the runway and taxiway environments so long as it is safe to do so.
4. Aircraft Specifications: The helicopter used for scenic flight operations will be an R44 helicopter. It is a four place helicopter commonly used in flight training and tour operations in the United States. The helicopter maintains a 33' rotor diameter. Pine Tree Helicopters operates both a carbureted Raven I and a fuel injected/float equipped Clipper II variant of the R44 helicopter.

Positions and roles to be filled:

1. Pilot in Command (PIC): The pilot in command reports directly to the Chief Pilot (if he/she is a separate person) and is responsible for the safe and efficient conduct of the flight assignment. Specific duties are as follows:
 - a. Determines themselves and their crew (if applicable) are qualified, adequately rested and properly dressed for the flight assignment.
 - b. Plans flight assignments and obtain briefing information regarding purpose of the flight, weather, operating procedures and special instruction.
 - c. Supervises preparation of flight plans, considering such factors as altitude, terrain, weather, fuel requirements, performance, airport facilities, navigational aids, and weight and balance information.
 - d. Supervises all crew members to ensure proper planning and flight preparation.
 - e. ensures a proper pre-flight inspection has been conducted.
 - f. Inspects or supervises inspection of engine(s), fuselage and control surfaces for mechanical and structural soundness and proper operation of communication and navigational equipment.
 - g. Performs or supervises loading and distribution of passengers and materials and computes that the weight and balance is within prescribed limitations per information and graphs contained in the aircraft flight manual.
 - h. ensures the passengers are properly seated and any other materials are properly secured in the aircraft.
 - i. Operates the aircraft smoothly and professionally, keeping in mind the comfort and safety of the passengers.
 - j. At the end of the day parks and secures the aircraft.
 - k. Must be highly knowledgeable of the contents of Flight Operations Handbook, FAA regulations, flight manuals and other instructions pertinent to his/her duties.
 - l. Must always comply with FAA Part 61, 91, and 119 regulations and be familiar with all relevant FAA Advisory Circulars.
2. Chief Pilot: The Chief Pilot maintains all the same responsibilities of the Pilot in Command. Additional responsibilities include:
 - a. Organizes and supervises all ground crew ensuring safety and professionalism
 - b. Organizes and supervises all pilots ensuring safety and professionalism
 - c. Organizes flight schedules and operations
3. Ground Support Crew:
 - a. Greet each customer
 - b. Sell and Take Tickets if pre-purchased, at the tent on the grounds.
 - c. Ensures each Liability and emergency contact waiver is completed and signed.
 - d. Perform a passenger safety briefing that must include:
 - i. Dangerous areas around the helicopter (Tail Rotor)
 - ii. Procedures for safely entering and exiting the aircraft while the aircraft is running
 - iii. Door use and operation
 - iv. Seatbelt requirements and operation
 - v. What to do in the event of an unplanned landing off airport

- vi. Airport operations area and safety precautions
- vii. Fire extinguisher location and use
- viii. Smoking is not allowed on board the aircraft
- e. Will escort passengers through the gate, to and from the Helicopter.
- f. Will help each passenger into/out of the aircraft.
- g. Review the door operation and seat belt use again to ensure passengers are secured

Emergency Contact list:

Name	Role	Contact
Parker Montano	Owner	207-329-6380
Chip Lawrence	Chief Tour Pilot	207-749-4729
Dylan Reny	Tour Pilot	207-754-9552
Sean Toomey	Tour Pilot	207-632-4398
FAA Accident Response		404-305-5156

Emergency Procedures: In the event of an accident, incident, or serious safety hazards exist all tour operations will be placed on a ground stop until the event can be audited by Pine Tree Helicopters to determine if the safety of passengers, crew, and aircraft can be assured.





MONTHLY PROJECT UPDATE

Biddeford Municipal Airport

Biddeford, Maine

April 27, 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 is nearing completion. The Contractor is currently using heavy mowers to clear and prepare the area around cut trees for stump grinding. In completed areas restoration efforts are underway.
- All Airport Owned equipment is now installed and being powered from the new electrical vault. The only remaining work on Airport owned equipment at the time this update was prepared is the installation of the supplemental windcone near the Runway 24 end. This will be completed by May 1st at the latest.
- The FAA Owned NAVAIDs are nearing completion. The remaining work includes installation of breakers in the FAA Power distribution panels, equipment calibration, and inspection with the FAA Division that will be taking ownership of these NAVAIDs.
- A final inspection with the FAA will be scheduled for some time in late May/early June to walk the site and identify any items that the Contractor will need to repair. Upon completion of punchlist work the grant will be ready for final reimbursement and close out.
- Gale will be preparing the penultimate reimbursement request at the end of April to finalize the construction quantities ahead of the final inspection.

Recommended Discussions and/or Action Items:

- Please sign and return to Gale the applicable pages of the next Reimbursement Request for filing with FAA.

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, Gale has drafted the following chapters, which were presented during the February Commission meeting:
 - 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
- Remaining chapters are as follows:
 - Chapter 5 – Facility Requirements
 - Chapter 6 – Development and Evaluation of Alternatives
 - Chapter 7 – Schedule of Improvements
 - Chapter 8 – Airport Recycling, Reuse, and Waste Reduction
- Also outstanding is the Wildlife Hazard Site Visit and associated reporting, which is scheduled to take place in the late spring/early summer of 2021, when native wildlife species are most active.
- Gale provided Draft Chapter 5 to the Commission, FAA, and MaineDOT with review comments due on April 20th and is currently incorporating recommended changes. Once changes have been incorporated, draft Chapter 5 will be provided to the City for posting on the AMPU section of the website for public review and comment.
- Gale has begun developing draft alternatives as part of Chapter 6 and will present Chapters 5 and 6 to the public at a future meeting.

Recommended Discussions and/or Action Items:

- None this month.
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Other Items:

- In December of 2020, FAA announced additional Airport Coronavirus Response funding, the Coronavirus Response Relief Supplemental Appropriation Act (CRRSAA), which is intended to provide relief to eligible airports, similar to the CARES Act. Under CRRSAA, B19 is eligible to receive an additional \$13,000 toward expenses related to operations, personnel, cleaning and sanitization, janitorial services, preventing the spread of pathogens, and debt service payments.
 - **FAA encourages airports to spend these funds expeditiously, requiring airports to apply for reimbursement by the end of June 2021.**
 - Payments will be processed through the Delphi system, in the same way CARES Act funds are processed. Airports will be required to submit an SF-424 Form, along with backup documentation, in order to receive reimbursement for eligible expenses.
- On March 11, 2021, the American Rescue Plan Act (ARPA) was signed into law. To distribute these funds, the FAA has established the Airport Rescue Grants. The FAA will make grants to all airports that are part of the national airport system, including:
 - Non-primary commercial service and general aviation airports will share \$100 million based on their airport categories, such as National, Regional, Local, and Basic.
 - Airport Improvement Program (AIP) grants awarded this year will be awarded at a 100-percent Federal share.
 - Gale will update the Commission as additional details about ARPA become available.