

*City of Biddeford*  
**Airport Commission**  
**April 25, 2024 6:00 PM Council Chambers**  
**205 Main Street**  
**Biddeford, Me 04005**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Acceptance of Minutes: March 28, 2024**
  - 4.1. Minutes March 28, 2024  
[3-28-2024 Airport Commission Minutes.docx](#)
- 5. Update: Gale Associates**
- 6. Airport Manager / Director of Public Works**
- 7. Other Business**
- 8. Next Meeting: May 23, 2024**
- 9. Adjourn**

## **Biddeford Airport Commission Meeting Minutes**

**March 28, 2024**

Chair Carmen Bernier called the meeting to order at 6:02 p.m.

**Roll Call:** Carmen Bernier, Jerry Bernier, Roland Pelletier, Fred Oliver and Tom Bryand, Parker Montano

The Commission recited the Pledge of Allegiance.

### **Acceptance of Minutes: February 22, 2024**

Motion by Member Bryand, seconded by Member J Bernier to accept the minutes as printed.  
Vote: Unanimous.

### **Update: Gale Associates**

Adam Cutler from Gale Associates was present to provide the following update:

#### **1. Final Design and Construction Phase Services for Runway 06-24**

This project includes the preparation of final construction phase design plans and specifications 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, as well as all Gale and FAA Reimbursable Contracts, and the Construction Contract with the low bidder. (This project description is from the Gale Monthly Project Update that was distributed to the Commission members)

This project is complete. The final Closeout documents have been submitted to FAA for approval. FAA contacted Gale to let them know that the FAA's focus is currently on grant applications, and they will circle back on the closeout when the grant application process is completed. Once the approval has been given, Gale will file the final reimbursement request and then the grant can be closed out.

#### **2. Reconstruct West Apron**

This project will consist of reclaiming and reconstructing the West Apron, installing draining infrastructure, installing new aircraft tie-down anchors and marking tie-downs.

Work on this project has been completed. The only remaining item to be completed is verification that the seeding takes in the Spring. Coordination with the Contractor has already begun and a mid-April start to the remaining work is expected. Once this happens, the final inspection will be scheduled, and the grant will be closed out.

#### **3. Reconstruct of Terminal Apron**

This project will consist of reclaiming and reconstructing the Terminal Apron, installing drainage infrastructure, installing new aircraft tie-down anchors and marking tie-downs.

Gale has finalized the scope of services for this project, taking comments from FAA and MaineDOT into account. Gale has prepared IFE documents for the Airport to use in soliciting an IFE. Public Works Director Jeff Demers worked with the IFE Consultant and received the cost estimate on March 26<sup>th</sup>. Gale's fee for this project was under the IFE estimate.

The Grant Application deadline was extended to April 1<sup>st</sup>, 2024, and the grant application was signed and submitted to the FAA earlier today. Next, a contract and record of negotiation will be prepared for signature, which will need City Manager Jim Bennett's sign off.

**Airport Manager/Public Works Report:**

Public Works Director Jeff Demers and Airport Manager Brendan Sweeney were present. They stated that all daily maintenance is being done, from checking the fuel tank to checking the runway lights and keeping up with lease fees. Tie-down fees are also being collected.

Brendan noted the following:

- Both gates have been serviced.
- At the FBO, some interior painting has been done; caulking around the windows; and some exterior painting is scheduled to be done as well.
- Brendan has been spending about 4 hours a day at the airport; typically in the afternoons when traffic seems to be heavier.

Jeff has been in contact with CHI aviation school and is currently waiting for their lawyer to review leasing documents. He has also been working on renewing the hangar leases that will soon be expiring. The leases will be for 10 years.

Jeff also noted that he ended up using \$50,000 that had been budgeted for the fuel tank project toward the Terminal Apron Project instead. This means funds will need to be budgeted again for the fuel tank project in the next CIP Budget.

Next meeting will be April 25, 2024.

Motion by Member Pelletier seconded by Member J. Bernier to adjourn.

Vote: Unanimous.

Time: 6:11 p.m.

Respectfully Submitted by Carmen Bernier, Chair