

**Airport Commission Meeting  
April 27, 2021**

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

Committee Vice Chair, Carmen Morris called the meeting to order at 6:35 p.m.

**Roll Call:** Rick Laverriere (joined at 6:51p.m.), 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, Adam Cutler and Nikolas Ippolito

**Presentation: Pine Tree Helicopters Scenic Flight Operations**

Owner of Pine Tree Helicopters, Parker Montano presented his proposed business operation to the Commission. The proposal is to offer Scenic Flight Operations leaving from the Biddeford Airport. Parker discussed ground operations and flight operations, as well as the support positions and their roles. Parker noted that all tours will be scheduled, which will assist with crowd control at the airport. He is hoping to begin operation at the Biddeford Airport as soon as possible.

There was some discussion on the best location for the helicopter to land and take off from. It was concluded that Parker will meet with Airport Manager, Peter Donaher in the near future to determine the best and safest location to operate.

**Presentation: CHI Aerospace Fuels, LLC**

Owner of CHI Aerospace Fuels, LLC, Chris Hosford presented his proposed business operation to the Commission. Chris explained that the intent is to build a flight school at the Biddeford Airport as an extension to CHI's operations at Portsmouth International. The plan includes keeping two planes at the Biddeford Airport, which means hangar space is needed. Three options were identified to handle the need for hangar space:

- 1) Rent hangar space in an existing building
- 2) Remodel/replace an existing hangar, for which plans were submitted as part of this proposal
- 3) Build a new hangar on the west side of the parking apron

Stemming from this proposal, CHI Aerospace hopes to eventually install a full-time staff at the Biddeford Airport, which would include instructors and dispatchers. There is also hope to develop a relationship with the University of New England in an effort to work towards opening a flying club. Finally, CHI Aerospace would like to integrate with vacationing pilots and offer plane rentals for their use while in the Biddeford area.

Commissioner Tom Bryand expressed his concern with allowing a business to use the hangar space that had previously been used as maintenance space. He feels that the airport needs to have a maintenance building on-site for any business or individual who may need that service.

The Airport Manager responded that there are currently some fire code issues in that space that need to be addressed before any type of business can locate there.

### **Gale Associates Update:**

#### ***Final Design and Construction Phase Services for Runway 6-24:***

Nikolas Ippolito of Gale Associates provided an update on the tree clearing work, stating that the project is just about finalized. Once a final inspection has been conducted and all loose ends have been taken care of by the contractor, the project will officially be completed.

One final item is the installation of breakers in the FAA power distribution panels, equipment calibration and inspection with the FAA Division that will be taking ownership of the NAVAIDs.

Commissioner Fred Oliver asked about tree clearing on Ben Avenue and if that work had been completed. Matt Caron from Gale looked into it and confirmed that the tree clearing on Ben Avenue had been done and the owner of the affected property was pleased with the work.

When asked, Nikolas assured the Commission that the project did come in within budget, with approximately \$4.3 million having been spent out of the allocated \$5,783,470.

### ***Airport Master Plan Update:***

Jacklyn Marks of Gale Associates gave an update on the Master Plan. Thus far, Chapters 1 through 4 are completed, and Chapter 5 has been submitted to the Commission and FAA for review. Jackie did receive feedback from FAA on the prepared Chapters and is currently working on incorporating the suggested edits. Once the Chapters have been updated, they will be posted on the City's website for public review.

Chapters 5 and 6 will be presented at a meeting in the near future.

### ***Other Items:***

Jackie mentioned a couple of Airport Coronavirus Response Funding Acts that the Biddeford Airport has taken advantage of. Airport Manager Peter Donaher confirmed that he did complete the application for the CRRSAA and received approval to get the funds.

### **Airport Manager Report:**

Airport Manager, Peter Donaher had the following updates:

- At their April 20<sup>th</sup> meeting, the Finance Committee approved the replacement of the hangar roof
- A Porta-Potty has been installed at the Airport for use by transient pilots who are not able to access the administration building. The Porta-Potty is being funded out of the Airport Operational budget.
- The person who does the banner towing arrived at the Airport today, which is a sure sign that summer is coming!
- He is working with the Public Works Dept. to do some road improvements at Gate 1.
- He has updated the procedures and prepared a letter for Airport users card access and request for insurance and will get that distributed in the near future.

**Upcoming Meetings:**

May 10, 2021 - Airport Commission Workshop to continue working on Rates and Minimum Standards

May 25, 2021 – Airport Commission monthly meeting

*Acceptance of Minutes:* **March 23, 2021**

Motion by Fred Oliver, seconded by Rick Laverriere to accept the minutes as printed.

Vote: Unanimous.

Motion by Rick Laverriere, seconded by Tom Bryand to adjourn.

Vote: Unanimous.

Time: 7:45 p.m.