

City of Biddeford
Airport Commission
March 28, 2024 6:00 PM Council Chambers
205 Main Street
Biddeford, Me 04005

Call To Order

- 1. Roll Call**
- 2. Pledge of Allegiance**
- 3. Acceptance of Minutes: February 22, 2024**
 - 3.1. Minutes for February 22, 2024
[2-22-2024 Airport Commission Minutes.docx](#)
- 4. Update: Gale Associates**
- 5. Airport Manager / Director of Public Works Report**
- 6. Other Business**
- 7. Next Meeting: April 25, 2024**
- 8. Adjourn**

Biddeford Airport Commission Meeting Minutes

February 22, 2024

Chair Carmen Bernier called the meeting to order at 6:00 p.m.

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

The Commission recited the Pledge of Allegiance.

Acceptance of Minutes: January 25, 2024

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

Update: Gale Associates

Nikolas Ippolito 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. Once the approval has been given, Gale will file the final reimbursement request and then the grant can be closed out. Public Works Director Jeff Demers will follow up with City Manager Jim Bennett to make sure he has signed the closeout and reimbursement documents.

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. 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 will follow up with the IFE Consultant to receive the

IFE and determine if Gale's fees are within 10% of the IFE provider's fee, and the contract may be deemed acceptable.

The Grant Application deadline is March 1, 2024; however, Mr. Demers asked if an extension can be requested in order to ensure the fee to cover the IFE Consultant will be approved by the City Manager. Mr. Ippolito will contact FAA to inquire about an extension.

Airport Manager/Public Works Report:

Public Works Director Jeff Demers, Asst. Public Works Director Joe Lovejoy 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.

Public Works has been doing some tree clearing at the end of the runways; as well as doing some pavement repairs around the hangars.

Next meeting will be March 28, 2024.

Motion by Member Oliver, seconded by Member J. Bernier to adjourn.

Vote: Unanimous.

Time: 6:13 p.m.

Respectfully Submitted by Carmen Bernier, Chair