

City of Biddeford
Airport Commission

March 23, 2022 6:00 PM Council Chambers and via Zoom

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1. Roll Call

2. Pledge of Allegiance

Acceptance of Minutes:

January 20, 2022 Airport Commission Meeting Minutes

[1-20-2022 Airport Commission Minutes.docx](#)

3. Old Business

3.1. Master Plan Update

3.2. Snow Removal Equipmen (SRE) Acquisition Update

- 3.3. Update: Outstanding Payments for Airport Projects
- 4. New Business**
 - 4.1. FAA BIL Terminal Program - Gale Associates
 - 4.2. Terminal/Office Building Remodel
- 5. Airport Managers Report**
- 6. Adjourn**

**Airport Commission Meeting
January 20, 2022**

Commission Chair Rick Laverriere called the meeting to order at 6:03 p.m.

Roll Call: Rick Laverriere, Gerald Bernier, Carmen Morris, Tom Bryand and Roland Pelletier
Frederick Oliver joined virtually

Also present were Airport Manager Peter Donaher
Nikolas Ippolito and Jackie Marks from Gale Associates both joined virtually

The Commission recited the Pledge of Allegiance.

*Acceptance of Minutes: **December 20, 2021***

Motion by Tom Bryand, seconded by Jerry Bernier to accept the minutes as printed.

Vote: Unanimous.

New Business:

Review of RFQ for Acquisition and Procurement of Snow Removal Equipment

Airport Manager Peter Donaher explained that only one bid was received, and it was from Gale Associates, Inc., and their proposal meets all the requirements of the RFQ.

Motion by Tom Bryand, seconded by Jerry Bernier to award the Acquisition and Procurement of Snow Removal Equipment Project to Gale Associates, Inc.

Vote: Unanimous.

Airport Manager Report:

Peter Donaher had a couple items:

1. CHI Flight School continues to make improvements in their heated hangar space. Most recently, they have used a sealant on cracks, screws and other areas of the rook that needed sealing. In the Spring, they plan to do a complete re-sealing of the roof.
The Flight School has been operating on most weekends; and thus far, operations have been running smoothly.
2. The MaineDOT Aviation Division has sent a 15-Year Agreement to the City, which is awaiting an official signature. The Agreement commits MaineDOT to spend no more than \$1 million on the Biddeford Airport in the next 15 years. This is reasonable since MaineDOT is only responsible for 5% of any project that is done at the Airport.

Master Plan Update:

Jackie Marks from Gale Associates joined virtually and gave an update on the Master Plan. At this point, Gale is still waiting for FAA to issue their approval on the Airport Layout Plan (ALP). Once that approval is issued, then the Master Plan documents can be compiled and the ALP can be circulated for signatures by FAA, MaineDOT and the Airport.

Motion by Roland Pelletier, seconded by Tom Bryand to adjourn.

Vote: Unanimous.

Time: 6:16 p.m.