

City of Biddeford

Airport Commission

March 23, 2021 6:30 PM Via ZOOM

Please click the link below to join the webinar:

<https://biddeford.zoom.us/j/94264730232>

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1. Roll Call

Acceptance of Minutes:

Airport Commission Meeting Minutes...February 25, 2021

[2-25-2021 Airport Commission Minutes.docx](#)

2. Presentation

2.1. Gale Associates Update

[March Gale Associates Update.pdf](#)

3. New Business

3.1. Discussion: Facility Requirements

* Hangar Building Types/Locations

* Fuel Tank/Apron Reconstruction

* Runway Extension

* Parallel Taxiway

* AWOS

* Terminal Building

* Snow Removal Equipment

* Snow Removal Equipment Building

* Perimeter Fencing

* Other Items

4. Old Business

5. Airport Managers Report

6. Adjourn

**Airport Commission Meeting
February 25, 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 6:31 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

Nomination & Election of Vice Chair:

Motion by Rick Laverriere, seconded Jerry Bernier to nominate and elect Carmen Morris as Vice Chair.

Vote: Unanimous.

Gale Associates Project Updates:

1. **Airport Master Plan** – Jacklyn Marks from Gale Associates gave a PowerPoint presentation on the progress of the Airport Master Plan. Currently, Chapters 1 through 4 have been completed and are being presented at this meeting. Those Chapters include:

Chapter 1 – Introduction

Chapter 2 – Inventory of Existing Facilities

Chapter 3 – Existing Environmental Conditions and Sensitive Areas

Chapter 4 – Forecasts of Aviation Demand and Capacity

{These Chapters can be found on the City's website for public review and comment –
<https://www.biddefordmaine.org/2255/Airport-Master-Plan> }

Jackie explained the Mater Plan Process, which includes the following steps:

Step 1: Data Collection and Forecasting (this is the step we are currently on)

Step 2: Facility Needs Analysis and Alternatives Development

Step 3: Graphics of Recommended Airport Development

Step 4: Final Submission and Approval

Public participation is encouraged throughout the process.

She then went on to give overviews of each Chapter. Of particular importance were the forecasts of aviation demand and capacity in Chapter 4. Based aircraft forecast alternatives and operations forecast alternatives were discussed for the next 20 years.

The next steps in updating the Master Plan process are the completion of:

Chapter 5 – Evaluation of Facility Requirements

Chapter 6 – Development and Evaluation of Alternatives

Public Presentation of Chapters 5 and 6

Motion by Fred Oliver, seconded by Dean Tourigny to send the Forecast to the FAA for approval.

Vote: Unanimous.

2. Runway Project (Outstanding Items):

Nikolas Ippolito from Gale Associates provided an update on the Runway Edge Lighting System Project. The contract with Sargent has been suspended due to the delay in the delivery of the lighting materials. The manufacturer as cited COVID-19 as the reason for the shipping delay. Once the lighting material is received, the contractor could possibly request up to another 21 days to complete the installation of the lights. These additional days would also require additional time that Gale Associates needs to be on-site.

There was a motion made to approve the appropriate adjustments, per Gale Associates recommendation, to accommodate the additional time needed to complete the lighting project. The motion was withdrawn since it is still unclear as to when the lighting materials will be delivered, or how long the project will actually take to be completed.

3. Tree Clearing Project:

Nikolas Ippolito from Gale Associates provided an update on the tree clearing project. Each property that has identified obstructions was visited and trees were marked for removal. At the request of the City's Attorney, the Tree Clearing project has been put on hold due to the fact that several of the property owners have sought legal counsel. It was noted that if the clearing does not start while the ground is still frozen, the project will have to be delayed until next year.

4. Other Items:

Jacklyn Marks from Gale Associates provided information that the FAA has announced additional Airport Coronavirus Response funding with the *Coronavirus Response Relief Supplemental Appropriation Act (CRRSAA)*. The Biddeford Airport is eligible to receive an additional \$13,000 in relief funding, which can be used towards operations, personnel, cleaning and sanitization, janitorial services, preventing the spread of pathogens and debt service payments. Gale Associates will work with the Airport Commission to assist as needed in filing the necessary paperwork to receive these funds.

It was noted that a vote is also needed to approve the completed Chapters of the Airport Master Plan so that subsequent chapters can be developed.

Motion by Rick Laverriere, seconded by Dean Tourigny to approve Chapters 1 through 4 of the Airport Master Plan.

Vote: Unanimous.

Airport Manager's Report:

Airport Manager Peter Donaher had the following items:

- An RFP has been issued for the re-roofing and insulation of a hangar. Bids are due on March 18th.

- The Pilot's Lounge at the Airport remains closed at this time due to COVID-related issues. A Porta-Potty has been budgeted for in the FY22 budget to be installed outside for use of visiting pilots.
- There has been some interest from a couple of folks who would like to build a hangar at the Airport. One person, in particular, has drafted plans and understands and agrees that the installation of utilities is all up to him. The next steps are to be determined at this point.
- Related to the building of a new hangar, the Commission members agreed that the Airport Minimum Standards needs to be reviewed and updated sooner rather than later. Carmen Morris has a copy of an updated draft of the Minimum Standards and will distribute it to the rest of the Commission members.

Motion by Fred Oliver, seconded by Tom Bryand to adjourn.

Vote: Unanimous.

Time: 8:00 p.m.



MONTHLY PROJECT UPDATE

Biddeford Municipal Airport

Biddeford, Maine

March 23, 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:

- The Contract with Sargent is currently suspended while waiting for the delivery of the new lighting materials. All earth work and paving has been completed, and the only remaining work at this time is to install the new Runway Edge Lighting system. The manufacturer has cited COVID-19 for the reason why these lights have not been shipped to the Airport yet. Upon receipt of all remaining equipment, the Contractor will request to resume Contract time and begin work to install these lights. Once completed the only remaining work will be removal of the obstructions to Runway 24 approach.
- Tree Clearing work is ongoing. The wetland portion of the tree clearing work has taken place under frozen ground conditions in accordance with the Permits. The Contractor, Gale, and the Commission/City are working with the Property Owners to determine the best, and least impactful methodology for removing trees from the six properties subject to the Tardiff Easement. Depending on the final decision, the Contractor may require additional Contract Time (as previously discussed) in order to complete the tree clearing and lighting install.
- It is Gale's opinion that the least impactful alternative is to remove the trees via the walking path at the back of the properties adjacent to the baseball fields because this will cause the least amount of collateral damage and it will also minimize the restoration work that the Contractor needs to undertake.

- The Contractor has reported that the regulator that was shipped from the equipment distributor was approximately twice as powerful as the Project Specifications require. Gale has confirmed that the type of regulator selected will function without performance degradation from running at ½ capacity, and it will provide future expansion capacity if a partial or full parallel taxiway is planned for a future project. It is Gale's opinion that the Commission allow the Contractor to install the larger regulator; there will be no pricing change to the project.

Recommended Discussions and/or Action Items:

- Please communicate with the City on how the trees should be removed from affected properties.
- Please vote on keeping the larger regulator.

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 received approval of the Airport's forecast from FAA on March 19, 2021 and can now move forward with making recommendations for facility improvements.
- Gale would like to have a discussion with the Commission during this evening's meeting about improvements to or the addition of various facilities.

Recommended Discussions and/or Action Items:

- Discussion regarding the following facilities:
 - Hangar Building Types/Locations
 - Fuel Tank/Apron Reconstruction
 - Runway Extension
 - Parallel Taxiway
 - AWOS
 - Terminal Building
 - Snow Removal Equipment
 - Snow Removal Equipment Building
 - Perimeter Fencing
 - Other Items?
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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.