

**Airport Commission Meeting
March 23, 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 6:32 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

Acceptance of Minutes: February 25, 2021

Motion by Fred Oliver, seconded by Tom Bryand to accept the minutes as printed.

Vote: Unanimous.

Gale Associates Project Updates:

Nikolas Ippolito from Gale Associates provided an update on the Runway Edge Lighting System Project and the Tree Clearing Project. The Contractor completing these projects has asked for a 21 day extension of their contract. The request for an extension is necessary due to the delay in receiving the runway lighting materials from the manufacturer, who has cited COVID-19 as the reason for the shipping delay. There is no additional cost to the Contractor for the 21 day extension; however, there would be an additional cost to have a Gale Associates Engineer on site during the completion of the projects. It was also noted that the runway is still slated to be closed for only one week for the runway lighting system project; and another two weeks is needed to complete the tree clearing project.

Motion by Fred Oliver, seconded by Rick Laverriere to approve the 21 day extension of the contract for the completion of both the Runway Edge Lighting System Project and the Tree Clearing Project.

Vote: 6/1; Fred Oliver, Carmen Morris, Tom Bryand, Jerry Bernier, Roland Pelletier and Dean Tourigny in favor.

Rick Laverriere opposed.

Motion carries.

Nikolas then talked about the different methodologies for the Tree Clearing Project:

- 1) Using the walking path that is already cleared, and the City has Easements to
- 2) Using a right-of-way near Breton Street
- 3) Going through the baseball fields

The Commission generally agreed that whether the walking path is used or not, there are neighbors who will still not be happy. No motion was made, but it is the Commission's understanding that the easement does not prohibit the City, Airport, or Contractors from using

the existing walking path for ingress, egress, or passage over the properties; therefore, the Commission supported using the walking path to complete the tree clearing.

Nikolas reported that the Contractor has shipped the wrong regulator from the equipment distributor; however, the error works in the City's favor since the regulator that was received is twice as powerful as the Project Specifications require. Nik confirmed that there is no extra charge to the City for the larger regulator and Gale Associates suggests the Commission vote to keep it.

Motion by Jerry Bernier, seconded by Tom Bryand to keep and install the larger regulator that was shipped by the equipment distributor; noting that there is no price difference to the project.

Vote: Unanimous.

❖ **Airport Master Plan Update:**

Jacklyn Marks from Gale Associates provided an update on the Master Plan. Thus far, Gale Associates has completed Chapters 1 through 4 of the Master Plan, and has submitted the Chapters to the Airport Commission for review. These Chapters can be found on the City's website for public review and comment – <https://www.biddefordmaine.org/2255/Airport-Master-Plan>

On March 19, 2021 Gale received approval of the Airport's forecast from FAA, which means we can move forward with making recommendations for airport facility improvements. To assist Gale in the preparation of Chapter 5 of the Master Plan, *Facility Requirements*, the Commission discussed the following facilities:

Hangars: it was generally agreed that more hangars are needed; and the best location for additional hangars is to be determined.

Fuel Tank & Apron Reconstruction: the current fuel tank is located underground and is scheduled to expire in January 2028. Gale suggests that the Commission consider installing an above-ground tank in a different area in order to prevent digging up a newly reconstructed apron when the time comes to replace the old tank. The Commission generally agreed with installing an above-ground tank, with a location for that tank to be determined.

Runway Extension: the general FAA recommendation for IFR is 3200 feet, which is a little bit longer than the current runway at B19. Jackie explained that runway length is not viewed by FAA as a safety issue, but as more of a capacity issue. A couple of the Commission members spoke in agreement of the extension and in creating a displaced threshold, and stressed that it would not be to accommodate larger planes, but to provide more take-off surface for planes.

Parallel Taxiway: from a traffic standpoint, FAA does not feel that a parallel taxiway is warranted at this time; however, it was agreed that it should remain as part of the Master Plan in the event it does become warranted in the future. A couple of members suggested that in lieu of a parallel taxiway, that a turn-off or turn-around section be installed at the end of the taxiway – like a safety exit area.

AWOS: there is general agreement amongst the Commission members that an AWOS is needed at the airport. Airport Manager Peter Donaher asked if Life Flight could be used as further justification to have AWOS. Gale will look into this caveat. The location and cost of AWOS will be determined.

Terminal Building: FAA has stated that they would support upgrades to the existing terminal building; specifically, to bring the building into ADA compliancy. The Commission members are in agreement.

Snow Removal Equipment: the current equipment was purchased in 2004. FAA states that snow removal equipment (SRE) has a useful life of 10 years, which means the current equipment has exceeded its useful life. The Commission members agreed that the SRE should be replaced sooner rather than later.

Snow Removal Equipment Building: it is generally agreed that an SRE building is needed and the best location for it needs to be determined.

Perimeter Fencing: it is agreed that perimeter fencing is needed. Options will be provided for full fencing and partial fencing to determine what makes the most sense.

Other Items: Peter mentioned that he's been approached by two solar companies who are interested in setting up at the airport. Matt from Gale Associates cautioned that since the airport is City-owned, this would have to be a discussion that starts with City administration. A couple of the Commission members do not support this idea, citing lack of usable space.

The next step to the Master Plan is to draft Chapter 5 – *Facility Requirements* – and have it reviewed internally and then alternatives can be developed, which is Chapter 6.

❖ **COVID-19 Relief Funds Update:**

Jackie reminded the Commission of the CRRSAA (Coronavirus Response Relief Supplemental Appropriation Act) relief funds and the fact that B19 is eligible to receive \$13,000 to go towards specific expenses. If the City chooses to apply for these funds, it must be done by the end of June 2021. Gale Associates is willing to assist with applying for these funds if needed.

Additionally, on March 11, 2021 another relief fund for airports was announced that will be available through the ARPA (American Rescue Plan Act). The distribution of these funds will be done through the FAA Airport Rescue Grants.

New Business:

Airport Manager Peter Donaher has been approached by a gentleman who owns a flight school in Portsmouth, NH and is looking to open a satellite school at the Biddeford Airport. He currently has 7 aircraft (5 owned and 2 leased), 4 full-time instructors, 3 part-time instructors, a general manager, an operations manager, 2 full-time dispatchers and 4 part-time dispatchers.

His plans are to either rehab or build a new hangar at B19 for one of his F2's and bring an RV-12 up when a student has scheduled a flight. He also intends to market the F2 in a fractional ownership program.

By general consensus, the Commission is in support of moving forward with this project and would like Peter to coordinate a presentation with CHI Aerospace Fuels, LLC at a future meeting.

Commission Member Tom Bryand has been contacted by Pine Tree Helicopter who is interested in conducting summertime tour operations at the airport.

The Commission Members agree that work needs to start on reviewing and accepting the Minimum Standards; especially as new businesses come forward and want to locate at the airport. Copies of the drafted Minimum Standards will be made available to the members.

Motion by Fred Oliver, seconded by Roland Pelletier to adjourn.

Vote: Unanimous.

Time: 7:55 p.m.