

**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.