

City of Biddeford
Airport Commission
February 22, 2024 6:00 PM Council Chambers
205 Main Street
Biddeford, Me 04005

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Acceptance of Minutes: January 25, 2024**
 - 4.1. Minutes: January 25, 2024
[1-25-2024 Airport Commission Minutes.docx](#)
- 5. Update: Gale Associates**
- 6. Airport Manager / DPW Director Report**
- 7. Other Business**
- 8. Next Meeting: March 28, 2024**
- 9. Adjourn**

Biddeford Airport Commission Meeting Minutes

January 25, 2024

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

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

The Commission recited the Pledge of Allegiance.

Acceptance of Minutes: November 30, 2023

Motion by Member Oliver, seconded by Member J. Bernier 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. After unsuccessfully obtaining the IFE for the Construction Phase Contract, Gale has reached out to the FAA to inquire about what documentation would be acceptable. FAA responded that copies of the Records of Negotiations for each contract, and contract supplement would be acceptable. Gale has prepared these documents and sent them to City Manager James Bennett for signature.

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.

A scoping meeting for this project has been completed. Gale has prepared the scope of work, a Draft Contract and IFE documents for this project. On January 11, 2024, the FAA indicated that there is not enough accumulated funding to complete construction at this time. It was noted that the Airport currently has the following funds available:

- \$150,000.00 (AIP Non-Primary Entitlements)
- \$449,000.00 (BIL/AIG funds)

The Commission was presented with three possible options for proceeding:

- 1) Move forward with a design/construct contract with a grant application to be filed upon opening of the bids. In this situation, construction would likely have to be delayed until additional funds have accumulated.
- 2) Move forward with a design-only grant application. In this situation, the project would be designed and bid under separate grants for design and construction. This option would include additional costs associated with administering a second grant (which is estimated at about \$1,000.00).
- 3) Postpone design and construction until a time when enough funds have accumulated to complete construction. This would likely delay the project construction by a full year.

Motion by Member Oliver, seconded by Member Pelletier to proceed with Option #2, but only after estimates are available and given to the City for budgetary purposes.

Vote: Unanimous.

Airport Manager/Public Works Report:

Public Works Director Jeff Demers and Asst. Public Works Director Joe Lovejoy 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 is also keeping on top of the beaver situation, including an updated permit for trapping.

Next meeting will be February 22, 2024.

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

Vote: Unanimous.

Time: 6:19 p.m.

Respectfully Submitted by Carmen Bernier, Chair