

City of Biddeford
Airport Commission

January 20, 2022 6:00 PM Council Chambers and via Zoom

Please click the link below to join the webinar:

<https://biddeford.zoom.us/j/98006561512?pwd=Q2RXa2NGUIRBaGh1bzQveW1yVjVZ09>

Passcode: 699419

Or One tap mobile :

US: +16465588656,,98006561512# or +13017158592,,98006561512#

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Webinar ID: 980 0656 1512

International numbers available: <https://biddeford.zoom.us/j/98006561512?pwd=Q2RXa2NGUIRBaGh1bzQveW1yVjVZ09>

1. Roll Call

2. Pledge of Allegiance

Acceptance of Minutes:

December 20, 2021 Airport Commission Meeting Minutes

[12-20-2021 Airport Commission Minutes.docx](#)

3. Old Business

3.1. Airport Master Plan Update

4. New Business

4.1. Selection for Acquisition and Procurement of Snow Removal Equipment

[1-20-2022 SRE Acquisition RFQ - Gale Associates Bid.pdf](#)

5. Airport Managers Report

6. Adjourn

**Airport Commission Meeting
December 20, 2021**

Commission Chair Rick Laverriere called the meeting to order at 6:01 p.m.

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

Also present were Airport Manager Peter Donaher and Matt Caron from Gale Associates

The Commission recited the Pledge of Allegiance.

*Acceptance of Minutes: **October 28, 2021***

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

Vote: Unanimous.

*Presentation: **Gale Associates Projects Update:***

Gale Associates Representative Matt Caron gave the update.

1. Final Design and Construction Phase Services for Runway 6-24:

- Gale is in the process of finalizing the Contractor's final payment. Prior to processing the payment, Gale will meet with the Contractor to perform a final walkthrough and address any outstanding deficiencies.
- Gale will assist the Airport in filing the required grant closeout paperwork. This will include a closeout report, and final reimbursement request for all project costs outstanding. Gale asks that if the Airport has had any costs associated with this Project and would like to be reimbursed (like legal reviews, mailings or other expenses directly related to this Project), that invoices be submitted to Gale so that those expenses can be incorporated in the final reimbursement.

2. Airport Master Plan Update (AMPU):

Gale Associates has completed all Chapters of the Master Plan, and has submitted the Chapters and the Airport Layout Plan to the Airport Commission for review and approval. These Chapters can be found on the City's website for public review and comment

<https://www.biddefordmaine.org/2255/Airport-Master-Plan>

Following the approval of the Airport Commission, the Airport Layout Plan were submitted to FAA's Obstruction Evaluation/Airport Airspace Analysis System for review by various FAA entities. Once the review process is completed, Gale will circulate the ALP to the Airport and Funding Agency for signatures.

3. Other Items:

- On October 13, 2021, MaineDOT notified the Airport that an Environmental Assessment (EA) in accordance with FAA Order 1050.1F, Environmental Impacts: Policies and Procedures must be conducted during FY 2022. The purpose of the EA is to satisfy

NEPA (National Environmental Policy Act) review requirements for upcoming projects identified in the Master Plan.

- Following that notification, Gale attended a meeting with the FAA, MaineDOT and the Airport on November 18, 2021 to discuss limits of the EA. During this meeting, Richard Doucette indicated that an EA was not required for the proposed projects and that a “Documented CATEX” (categorical exclusion) would be sufficient for the FAA.
- As result of the discussion on November 18, 2021, the Airport has elected to proceed forward with the acquisition of snow removal equipment for FY2022.

New Business: Snow Removal Equipment (SRE) Request for Quotes

Airport Manager Peter Donaher prepared a public notice for an RFQ for the Acquisition and Procurement of Snow Removal Equipment. The RFQ is to retain the services of a consultant who is experienced in the acquisition and procurement of snow removal equipment in the State of Maine.

Motion by Fred Oliver, seconded by Jerry Bernier to accept the public notice for RFQ for the Acquisition and Procurement of Snow Removal Equipment, as written.

The Commission discussed the timeline set out for advertising and accepting bids, and decided to meet on January 22, 2022 to review proposals and award the contract.

Vote: Unanimous.

Airport Manager Report:

The CHI hangar is up to code per the City’s Code Enforcement Officer. The next step is the signing of the hangar lease.

The Airport was awarded a \$32,000 Grant through the Airport Rescue Grant.

Peter recently got notification that the Airport is slated to receive a \$159,000 Grant for FY22 from an Infrastructure Law that was recently passed.

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

Vote: Unanimous.

Time: 6:21 p.m.



**City of Biddeford
Request for Qualifications/Experience Statements
Acquisition and Procurement of Snow Removal Equipment**

January 11, 2022



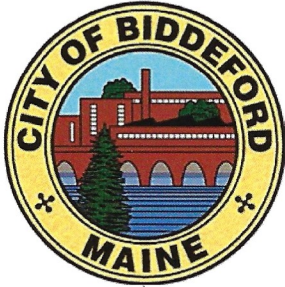


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Gale Associates, Inc.

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P 603.471.1887 www.galeassociates.com

January 11, 2022

Mr. Pete Donaher, Airport Manager
Biddeford Municipal Airport
88 Landry Street
Biddeford, ME 04005

**Re: Request for Qualifications/Experience Statements
Acquisition and Procurement of Snow Removal Equipment**

Dear Mr. Donaher:

Gale Associates, Inc. is proud to be currently serving the City of Biddeford and Biddeford Airport Commission with On-Call Engineering and Planning Services and is pleased to submit this Statement of Qualifications to provide Acquisition and Procurement of Snow Removal Equipment (SRE) at the Biddeford Municipal Airport (B19). Our submission demonstrates the capabilities of our team and highlights successful airport acquisitions and procurements of SRE and general administrative services. Gale is fully qualified to serve the City of Biddeford and B19 with SRE acquisition and procurement services.

As a Corporation, Gale has been providing planning, engineering, and architectural consulting services for public and private clients for over 57 years. Gale has considerable experience working with the FAA, MaineDOT, and the myriad of stakeholders and agencies who are critical to a project's success. We look forward to the opportunity to partner with the City of Biddeford to assist your team of professionals.



Runway 06-24 Reconstruction

Should you have any questions, or if you would like to discuss our submittal in detail, please do not hesitate to contact us.

Best regards,

GALE ASSOCIATES, INC.

Matthew P. Caron, AICP
Director of Aviation Services
mpc@gainc.com
(603) 471-1887

Jon F. Lindberg, P.E.
Principal
jfl@gainc.com
(603) 471-1887

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City of Biddeford

Request for Qualifications/Experience Statements Acquisition and Procurement of Snow Removal Equipment

A. Experience/Ability to Perform

Gale has procured numerous types of Snow Removal Equipment (SRE) for small to large airports throughout New England for near 30 years. Much of this equipment has multiple uses: snow removal, excavation, grading, carrier vehicle, etc., like a grader or dump truck. Other equipment is single-purpose, such as a snow blower. In either case, Gale assists the client with specifying the appropriate type of equipment for the intended purpose(s)

Acquisition Services

- Meet with the client to discuss equipment needs
- Assist with design of the equipment and cost estimates
- Conduct research to assist in selecting the appropriate equipment at an affordable price
- Prepare FAA "Buy American" Waiver
- Prepare federal and state grant applications, if necessary
- Prepare equipment and contractual specifications for bidding
- Assist client in bidding process by reviewing bids, providing bid tabulation and award recommendation
- Coordinate with vendor or supplier
- Assist client in receipt of equipment, provide equipment checklist, warranty documentation, photograph equipment

Administrative Services

- Prepare "Reimbursement Requests"
- Prepare grant closeout documentation report with photographs
- Provide grant administration
- Prepare financial reporting for funding agencies



Dump Truck with Plow
Central Maine Regional Airport



Front End Loader with Snow Blower
Chatham Municipal Airport



Snow Blower and Ramp Plow
Nashua Airport



Compact Loader with Attachments
Mansfield Municipal Airport



Broom Attachment for Loader
Chatham Municipal Airport



Grader with Plow
Nashua Airport



The following is a list of previous and current contracts awarded by a municipality within the past five years which are similar to the scope of services in the RFQ, including dates, services performed, contracting agency name, address and telephone number.

Contracting Agency	Project Duration	Services
<u>Town of Norridgewock</u> Central Maine Regional Airport 603 Airport Road Norridgewock, ME 04957 Mr. Richard LaBelle Town Manager 207-634-2252	2017	- Acquisition of SRE (Dump Truck with Sweeper and Plow) - Gale's services included preparation of bid specifications, including buy-American requirements, assisting the client with bidding process, and providing project and grant administration services
<u>Nashua Airport Authority</u> Nashua Airport 93 Perimeter Road Nashua, NH 03063 Mr. Chris Lynch Airport Manager 603-882-0661	2018-2019 2016	- Acquisition of SRE (Grader with Plow) - Rubber Tracked Dozer with Snow Blower - Gale's services included preparation of bid specifications, including buy-American requirements, assisting the client with bidding process, and providing project and grant administration services
<u>Town of Chatham</u> Chatham Municipal Airport 240 George Ryder Road Chatham, MA 02633 Mr. Tim Howard Airport Manager 508-945-5747	2017	- Acquisition of Front-End Loader with Snow Blower - Gale's services included preparation of bid specifications, including buy-American requirements, assisting the client with bidding process, and providing project and grant administration services
<u>Town of Mansfield</u> Mansfield Municipal Airport 265 Fruit Street Mansfield, MA 02048 Mr. Joel Brandwine Commission Chairman 914-907-0716	2020 2012	- Acquisition of Compact Track Loader with accessories for vegetation management - Acquisition of Dump Truck with Plow - Gale's services included preparation of bid specifications, assisting the client with bidding process, and providing project and grant administration services
<u>Town of Montague</u> Turners Falls Municipal Airport Millers Falls Road Montague, MA 01376 Mr. Bryan Camden Airport Manager 413-863-0044	2019	- Acquisition of Dump Truck with Plow - Gale's services included preparation of bid specifications, including buy-American requirements, assisting the client with bidding process, and providing project and grant administration services

MATTHEW P. CARON, AICP

DIRECTOR OF AVIATION SERVICES/CLIENT MANAGER

Mr. Caron has over 17 years of transportation planning experience. Employed at Gale since 2012, his primary technical expertise is in management of economic, environmental, and airport planning services. He provides guidance to clients throughout the development and implementation of Master Plan, Land and Equipment Acquisition projects and is well-versed in state and federal processes.



PROJECT EXPERIENCE

Biddeford Municipal Airport, Biddeford, ME

Airport Master Plan and Airport Layout Plan

Central Maine Regional Airport, Norridgewock, ME

Supervised the acquisition of a Dump Truck. Coordinated with Town Manager

Sanford Seacoast Regional Airport, Sanford, ME

Prepared a solar glare analysis in accordance with FAA policy for three privately owned panel arrays (two ground mounted and one roof mounted array)

Biddeford Municipal Airport, Biddeford, ME

Acquisition of 40 acres of privately-owned land and 10 aviation easements for obstruction clearing in runway approach surfaces

Turners Falls Municipal Airport, Turners Falls, MA

Supervised the acquisition of a Dump Truck. Coordinated with the Airport Manager

Nashua Airport, Nashua, NH

Supervised the acquisition of a Grader, Front End Loader with Broom, and Rubber Track Dozer. Coordinated with Airport Authority and Airport Manager

Gardner Municipal Airport, Gardner, MA

Supervised the acquisition of a Dump Truck. Coordinated with Airport Commission and Airport Manager

Fitchburg Municipal Airport, Fitchburg, MA

Supervised the acquisition of compact loader with attachments for vegetation management

EDUCATION

Southern New Hampshire University, Manchester, NH, MS Community Economic Development

Westfield State College, Westfield, MA, BS Regional Planning

REGISTRATIONS AND CERTIFICATIONS

American Institute of Certified Planners (AICP)

ITSBerkeley Institute of Transportation Studies, Airport Systems Planning and Design (46th Annual Short Course)

OSHA 10-Hour Construction Course

AFFILIATIONS

- Northern New England Chapter of American Planning Association
- Granite State Airport Management Association (GSAMA)
- American Association of Airport Executives Northeast Chapter
- Massachusetts Airport Management Association (MAMA)



NIKOLAS A. IPPOLITO, P.E.

PROJECT MANAGER

Mr. Ippolito provides engineering, permitting, and design services for airport facilities as well as construction inspections and compliance. Employed at Gale since 2008, his primary technical expertise is in design, construction, and value engineering. Mr. Ippolito is experienced in all phases of airfield facilities design and local, state, and federal acquisition processes. He provides technical consulting and project management services to public and private clients nationally.



PROJECT EXPERIENCE

Fitchburg Municipal Airport, Fitchburg, MA

Grant preparation, equipment specifications, bidding documents, and administration for acquisition of four Trucks with Plows, Snow Basket, and Ramp Plow for existing loader

Chatham Municipal Airport, Chatham, MA

Grant preparation, equipment specifications, bidding documents, and administration for acquisition of Pickup Truck with Plows, Front end Loader with Snow Blower, Ramp Plow, and Sweeper

Central Maine Regional Airport Norridgewock, ME

Grant preparation, equipment specifications, bidding documents, and administration for acquisition of Dump Truck

George D. Harlow Field Marshfield, MA

Grant preparation, equipment specifications, bidding documents, and administration for acquisition of Pickup Truck, Front End Loader with Snow Blower, Ramp Plow, and Sweeper

Nashua Airport, Nashua, NH

Grant preparation, equipment specifications, bidding documents, and administration for acquisition of Rubber Tracked Dozer, Grader, Loader and Sweeper

Mansfield Municipal Airport Mansfield, MA

Grant preparation, equipment specifications, bidding documents, and administration for acquisition of Snow Blower and Compact Loader

EDUCATION

University of New Hampshire,
Durham, NH, BSCE

REGISTRATIONS AND CERTIFICATIONS

Registered Professional
Engineer –
ME #15523(2018) (4
additional states)

OSHA 10-Hour Construction
Course

Maine Certified Local Project
Administrator

AFFILIATIONS

- Granite State Airport Management Association (GSAMA), Events Committee Chair
- Massachusetts Airport Managers Association (MAMA)
- Florida Airports Council (FAC)
- National Business Aviation Association (NBAA)



City of Biddeford

Request for Qualifications/Experience Statements Acquisition and Procurement of Snow Removal Equipment

C. Local Knowledge

With the cooperation of the City Council, Mayor, and multiple City Boards, Gale has proudly served as the On-Call Airport consultant to the Biddeford Airport Commission since 2013. Since that time, Gale has assisted the Airport with eight projects including an Airport Master Plan and Airport Layout Plan, currently under FAA review for final approval. We have also assisted the Airport in acquiring 42-acres in the Runway 06 Approach and several aviation easements in the Runway 24 Approach. Both these runway approaches have had their obstructing vegetation removed and both are being updated by FAA. In addition, Runway 06-24 has been fully reconstructed and is operational. Through several of these projects, Gale planners and engineers obtained multiple environmental permits and approvals. During our short tenure with Biddeford, together we have accomplished over \$7.4m worth of planning and development projects at the Airport. In addition, we are proud of our cooperative effort to obtain FAA's Supplemental Appropriations funding, saving Biddeford thousands of dollars in local share funds for the reconstruction of Runway 06-24 and vegetation obstruction removal.

With these recent improvements, it is anticipated that air traffic will experience an increase in the coming years. This will likely require new and more efficient equipment to maintain the Airport. We look forward to assisting with these acquisitions. Currently, the Airport's John Deere loader (purchased in 2004) is nearing its 18th year of use in Maine winters and has exceeded its useful service life of 10 years per FAA standards. As such, it is eligible for replacement. The Airport, in its Master Plan, has recommended that it supplement its maintenance capabilities with a carrier vehicle and attachments that can assist the aging loader. Since 2002, Gale has assisted our airport clients with acquiring over \$4.2m in SRE equipment.

According to the Master Plan, the Airport plans to continue obtaining needed equipment and improvements such as an SRE Building, a new AvGas fuel facility, a potential 200-foot extension to Runway 06-24 to qualify for vertically guided approaches, apron and taxiway improvements, and fencing, among other improvements. Gale is able and willing to assist Biddeford with accomplishing all of these improvements.

Through projects we have accomplished together, Gale has obtained significant knowledge of the Airport's history, governance, and infrastructure. This knowledge will benefit both Gale and the Airport in the future as we address upcoming issues and Airport needs.





THIS IS GALE

Established in 1964, Gale Associates, Inc. is a 100-person design and consulting firm of aviation engineers and planners, civil and structural engineers, architects, and building enclosure specialists. Gale's Airport Engineering and Planning Group has been providing planning, permitting, design and construction phase services to public and private aviation clients for over 30 years. Our staff is knowledgeable in all aspects of airport engineering and planning, and we are dedicated to delivering solutions that meet the unique needs of clients.

Our Airport Engineering and Planning Group is in Portland, Maine, and Bedford, New Hampshire. We provide a collaborative culture, which encourages opportunity for staff, respect, and a work/life balance, and we strive to be recognized annually as a "Best Firm to Work For". Strong work ethics and exceptional client service is a direct result of our staff's enthusiasm and excitement in our workplace.

The Gale Difference – Investment in Our Firm and Employees

By investing and supporting staff, they are well-trained, experienced employees willing and motivated to support our clients' needs and schedules. Gale's staff and firm investments include the following:

- Attracting and retaining the very best technical talent through aggressive recruiting at respected technical/engineering and architectural programs.
- Providing a healthy work environment that supports staff with our CORE philosophy:

Collaboration between staff to service our clients

Oppportunity for staff development and advancement/growth

Respect between co-workers and our clients

Equilibrium balance between work and families

Gale's Mission:

Gale is a collaborative firm of Engineers, Architects, and Planners. We understand our clients' unique needs and create practical, reliable, and sustainable solutions for their sites, facilities, and infrastructure. Our culture encourages respect, provides opportunity, supports a work-life balance, and strives for client satisfaction.

Gale's Vision:

To be a premier design and consulting firm recognized for empowering employees, developing trusted relationships, and providing practical solutions to meet our clients' individual needs.



References:

Mansfield Municipal Airport

Mr. Joel Brandwine, Chairman
265 Fruit Street
Mansfield, MA 02048
(914) 907-0716

Nashua Airport Authority

Mr. Chris Lynch, Airport Manager
93 Perimeter Road
Nashua, NH 03063
(603) 882-0661

Fitchburg Municipal Airport

Mr. Peter Kettle, Airport Manager
567 Crawford Street
Fitchburg, MA 01420
(978) 345-9580

The Zweig Group has chosen Gale as one of the "Best Firms to Work For" for the 8th year in a row!

