



City of Biddeford
Airport Commission
August 28, 2025 at 6:00 PM
City Hall Council Chambers & Zoom

Join Zoom Meeting Online:
Or call in by phone: +1 312 626 6799
Meeting ID:
Passcode:

1. Call to Order
2. Roll Call
3. Pledge of Allegiance
4. Approval of Minutes
 - 4.a Minutes from April 24, 2025
5. Update: Gale Associates
6. Airport Manager / Director of Public Works Report
7. Other Business
8. Adjourn

Biddeford Airport Commission Meeting Minutes

April 24, 2025

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

Roll Call: Carmen Bernier, Fred Oliver, Jerry Bernier, Ed Fullmer, Roland Pelletier and Tom Bryand

Parker Montano was excused.

The Commission recited the Pledge of Allegiance.

Acceptance of Minutes: February 27, 2025

Motion by Member Bryand, seconded by Member Fullmer to accept the minutes as printed.

Vote: Unanimous.

Update: Gale Associates

Adam Cutler 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. The final Closeout documents have been submitted to FAA for approval. On January 10, 2025, Gale was informed by the FAA that this project closeout report is the next project on their list to review. Once the FAA has issued their final closeout report, the final reimbursement will be issued.

On February 20, 2025, Gale received two minor requests for additional information from the FAA, which were provided. The FAA has approved the closeout of this project and the final reimbursement request has been submitted. The City should receive payment within the next few weeks.

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.

The closeout report was submitted to the FAA on July 9, 2024. The FAA finally got to reviewing the closeout report in April and Gale has provided most of the requested additional documentation as of April 4, 2025. The final two documents were signed by DPW Director Jeff Demers and sent to FAA on April 17, 2025.

3. Design/Permitting for Reconstruction 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.

The grant application has been submitted and is waiting for FAA to issue funding. Gale's contract has been fully executed and distributed to all parties for the record. Gale is now able to begin the design and permitting efforts.

The survey data has been received from Sebago Technics and Gale's design is ongoing. 95% of the plans are completed and have been sent to the FAA, MaineDOT and the Airport/City for review and comment.

A pre-bid meeting was held at the Airport on November 12, 2024 and was attended by three contractors, along with Gale Associates, MaineDOT and members of Biddeford DPW. Bids for this project were opened on November 25, 2024 and Shaw Brother's Construction was the low bidder with a bid of \$524,947.25.

A closeout report for this project was prepared and submitted to the FAA on January 9, 2025. There is no update and no review has been done at this time.

4. Construction Phase Services for the Reconstruction 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 project scoping meeting was held with the FAA, MaineDOT and the Airport/City on September 24, 2024. Gale prepared the preliminary scope of work and sent it to the FAA, MaineDOT, and Airport/City for review on October 7, 2024. After reviewing comments on the draft scope of work from the FAA, Gale provided a final scope of work and blank spreadsheet for the City to solicit an IFE. The City solicited an IFE from Tele Vuota and has received the report.

A fee was negotiated between the City and Gale Associates and an engineering contract has been executed. Grant applications have been prepared, signed and submitted to the FAA. This project is scheduled to be funded under two separate grants. \$478,893.00 will be funded under the BIL (Bipartisan Infrastructure Law) program, and \$204,107.00 will be funded by AIP entitlements.

This project is now pending issuance of grants.

5. Other Item: Capital Improvement Plan/MaineDOT

Matt, Carmen and Jeff met with members of MaineDOT on May 21st to discuss the Airport's 5-year CIP, in coordination with MaineDOT. Future proposed projects include (and are subject to change):

- ❖ FY25 – Reconstruction of Terminal Apron
- ❖ FY26 – Design/Permitting/Bidding for Construction of Taxilanes
- ❖ FY27 – Construction of Taxilanes
- ❖ FY28 – Runway Pavement Maintenance

Airport Manager/Public Works Report:

Public Works Director Jeff Demers and Airport Manager Brendan Sweeney were present. Brendan stated that all daily maintenance is being done, from checking runway lights and conditions; cleaning of outside of FBO; and fuel and fuel pumps are checked three times a week. The Airport property is checked at all hours of the day between Jeff, Joe and Brendan.

Other items that are or will be addressed include:

- The road from Gate 1 to behind the hangars has been grated/reclaimed.
- The ditch near the property line where the hangars are located has been cleaned out from damage that winter plowing had caused. This area has also been loamed and reseeded.
- The main windsock has been replaced.
- The heat pump has been serviced.
- The Gates will be serviced on April 25, 2025.

The next Airport Commission meeting is scheduled for May 22, 2025 at 6:00 p.m.

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

Vote: Unanimous.

Time: 6:06 p.m.

Respectfully Submitted by Carmen Bernier, Chair