



City of Biddeford
Airport Commission
January 22, 2026 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 10/30/25
5. Update: Gale Associates
6. Airport Manager / Director of Public Works Report
7. Other Business
8. Adjourn

Biddeford Airport Commission Meeting Minutes

October 30, 2025

Chair Carmen Bernier called the meeting to order at 6:01 p.m.

Roll Call: Carmen Bernier, Jerry Bernier, Ed Fullmer, Roland Pelletier, Parker Montano and Tom Bryand

Fred Oliver was excused.

The Commission recited the Pledge of Allegiance.

Acceptance of Minutes: September 25, 2025

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

Vote: Unanimous.

Update: Gale Associates

Adam Cutler from Gale Associates was present and had the following update:

1. Design/Permitting for Reconstruction of Terminal Apron

This project consisted of reclaiming and reconstructing the Terminal Apron, installing drainage infrastructure, installing new aircraft tie-down anchors and marking tie-downs.

FAA has reviewed the closeout report and has requested additional documentation, which Gale Associates has provided. It is expected that this project will be closed out in the near future.

2. Construction Phase Services for the Reconstruction of Terminal Apron

This project consisted of reclaiming and reconstructing the Terminal Apron, installing drainage infrastructure, installing new aircraft tie-down anchors, and marking tie-downs.

Construction began on August 18, 2025 and progressed smoothly and quickly. Construction has been completed and a final inspection was conducted. Gale has prepared as-built plans, and has begun the closeout process for this project. Gale expects to submit the closeout report within the next few weeks.

3. Preliminary Design and Permitting for Partial Parallel Taxiway and Hangar Taxilane Construction

This project consists of the preliminary design and permitting process for construction of a new partial parallel taxiway, along with two hangar access taxilanes.

On October 16, 2025, a scoping meeting was held with Gale Associates, City personnel representing the Airport, the FAA and MaineDOT. Due to the fact that FAA funding for this project is not likely to be available until FY2029 or FY2030, it was discussed that the best course of action would be to proceed with ONLY a preliminary design and permitting. This would actually equate to about 60% of the work for this project.

ACTION ITEM:

Motion by Member Fullmer, seconded by Member Pelletier to approve moving forward with a preliminary design and permitting for the Partial Parallel Taxiway and Hangar Taxilane Construction.

Vote: Unanimous.

4. Other Item: Capital Improvement Plan/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
- ❖ FY30 – Design/Construct SRE Building
- ❖ FY31 – Design/Construct Fuel Facility

Airport Manager/Public Works Report:

Public Works Director Jeff Demers, Asst. Public Works Director Joe Lovejoy and Airport Manager Brendan Sweeney were present. Besides the regular daily maintenance at the airport, other work has included the mowing and bush-hogging of the perimeter ditches; bush trimming along the EAA Hangar; and winter preparations.

With the retirement of Steve Welch (who was responsible for the plowing at the Airport during winter storms), Public Works Staff is working on a plan for snowplowing for this coming winter.

The Airport Commission is not planning to meet in November or December due to conflicts with the holidays. The next meeting is schedule for January 22, 2026.

Motion by Member Bryand, seconded by Member Montano to adjourn.

Vote: Unanimous.

Time: 6:13 p.m.

Respectfully Submitted by Carmen Bernier, Chair