



City of Biddeford
Airport Commission
February 27, 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 1/23/2025
5. Update: Gale Associates
6. Airport Manager / Director of Public Works Report
7. Other Business
8. Adjourn

Biddeford Airport Commission Meeting Minutes

January 23, 2025

Chair Carmen Bernier called the meeting to order at 5:58 p.m.

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

Fred Oliver was excused.

The Commission recited the Pledge of Allegiance.

Acceptance of Minutes: November 21, 2024

Motion by Member Pelletier, seconded by Member Montano 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.

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. The punchlist items were complete on April 26, 2024 and the contractor is expected to provide area photos later this month. The Closeout Report has been prepared and sent to the City for signatures. The City is asked to provide evidence of payment of ineligible costs to accompany the closeout report (i.e. copies of checks made to Shaw Brothers Construction). On January 10, 2025, Gale was informed by the FAA that this project is approximately 10-15 closeout reports down the list for review.

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.

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.

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, Public Works Asst. Director Joe Lovejoy and Airport Manager Brendan Sweeney were present. Brendan 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.

The next maintenance project planned at the Airport is the upgrade and improvements to the cold storage hangar off of the FBO.

Contact information has been found for the son of the owner of the abandoned brown airplane. Joey is planning to try to make contact with him within the next week.

The next meeting will be on February 27, 2025.

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

Vote: Unanimous.

Time: 6:06 p.m.

Respectfully Submitted by Carmen Bernier, Chair