

**Scoping Meeting, Machias Valley Airport, Machias, Maine**

Reconstruct Airport Access Road &amp; Construct New Terminal Building

AIP Project No. 3-23-0029-11-2017

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Date/Time: October 23, 2016 / 10:00 AM

Place: Conference Call

Attendees: Shane McDougall, Stantec  
Christina Therrien, Town of Machias  
Bill Kitchen, Airport Committee  
Lani McNabb, Airport Committee  
Charles Rudelitch, Sunrise County Economic Council  
Josh Dickson, Life Flight of Maine  
Steve Barker, FAA  
Luke Garrison, FAA  
Tim LeSiege, MDOT

Absentees: None

Distribution: All Attendees

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**Proposed Project Description**

A copy of the FAA New England Region Pre-Design Meeting Worksheet (revised 12-2012) was provided in advance of the meeting. Mr. McDougall explained the objective of the project is to reconstruct the airport access road from US Route 1 to the terminal building, as well as construct a new terminal/arrivals building. Drainage considerations will be an integral part of the project. Four to five automobile parking positions will be included in the project. The new terminal / arrivals building will be constructed as the existing facility was determined by the recent masterplan to be in the protected airspace of Runway 18-36. The proposed building is expected to be of similar size with similar amenities, with an addition of restroom facility for airport users, of which the current building does not currently have. The intent of the project is to provide pilots a flight planning area, conference room, restroom facilities and utility spaces as per AIP eligibility rules. Mr. McDougall stated that the total project budget, based on FAA entitlements, is approximately \$600,000 with the preliminary cost estimate to reconstruct the road to be \$170,000. The airport will need to provide further details on the building to determine a cost opinion and scope. A future meeting will be scheduled to obtain town and airport committee input on the design and layout of the new building.

It was asked if a gate was needed to prevent unauthorized access to the terminal apron by vehicular traffic. Mr. McDougall stated that there was an existing manual swing gate with padlock. Ms. Therrien stated that she thought the existing gate provided adequate security and that a new gate wasn't required in her opinion. It was asked what the next level of gate could be provided. Mr. McDougall noted that an automatic electrically actuated gate with pinpad access and in-pavement vehicle sensing loops would be the next step up from the existing setup. Mr. McDougall noted that he would investigate the condition of the existing gate and make a recommendation



and include in the scope of work as warranted.

### **Engineer's Contract**

Mr. McDougall explained that the engineering contract for this project will be negotiated in accordance with the latest version of AC 150/5100-14. Mr. McDougall noted that the Independent Fee Estimate will be provided by Mr. LeSiege of MaineDOT. The IFE will be submitted to the Town prior to Stantec's fee being submitted.

### **Design Parameters**

The latest applicable FAA Advisory Circulars will be used, dated December 31, 2015. Mr. McDougall stated that no stormwater permitting will be required for this project but he noted that local building & plumbing permits should be required. Ms. Therrien stated that the town typically requires these types of projects to obtain local permits but the fees are waived. Mr. McDougall will coordinate with the local town officials to obtain these permits. MaineDOT standard specifications will be used for access road construction. Mr. McDougall noted that drainage considerations and upgrades will be included in the design as it appears this is the main reason for the failing pavement. It was noted that the town installed one new culvert already. Stantec will review stormwater flow and recommend ditching and culverts as required in the design.

### **Submission of Plans & Specs**

The FAA requires 1 copy of plans (half-size) and 1 electronic copy of specifications during both the preliminary review stage and the final review stage. The MDOT requires electronic copies of plans and specifications during both the preliminary review stage and the final review stage. The Town will receive 1 copy of plans and specifications during the preliminary review stage and 1 copy of each during the final review stage, in electronic and paper format.

### **Special Local Conditions**

Location of existing underground utilities will be provided using as-built information and on-site investigation. There are no FAA cables to be considered. The AWOS equipment is located between the runway and access road and obtains power from the existing terminal building. It is not anticipated that the proposed project will affect these facilities. Mr. McDougall noted that the power supplying the airport facilities from Route 1 would not change unless site conditions and project requirements warranted.

### **Project Construction**

Stantec will provide full-time inspection services throughout the duration of the project with additional support during paving operations as required. Daily construction reports shall be kept by the Resident Inspector. FAA and MaineDOT monthly reporting shall be prepared and submitted by Stantec.

### **Aircraft Activities/Shutdown/Phasing**

Mr. McDougall noted that this project was a land side project which means no construction is expected within aircraft operational areas. A Construction Safety and Phasing Plan is not required as such and it was mentioned that airport operations will be minimally affected by construction

activities. Airport users shall be coordinated through Ms. Therrien regarding construction schedule and progress. Mr. McDougall will assist with this as required.

### **Timing of Documents**

The tentative timing of documents was established as follows, however Stantec will make every effort to have documents prepared before these dates:

- Construction Start: June 1, 2017 – Dependent on FAA grant award
- Project Application: May 1, 2017
- Bid Opening: March 30, 2017
- Advertise for Bids: March 1, 2017
- Submit Final Plans and Specs: February 15, 2017
- Environmental Permits Received: N/A
- Submit Preliminary Plans and Specs: January 30, 2017
- Submit Construction Safety and Phasing Plan: N/A
- Complete Surveys / Borings / Obstruction Study: December 30, 2016
- Land Acquisition / Easements Obtained: N/A
- Independent Fee Estimate: November 30, 2016
- Engineering Contract Proposal: December 15, 2016
- Submit Project Readiness Form: November 29, 2016

### **Administrative Considerations**

Mr. McDougall explained that project closeout documentation would include a final report, as-built drawings and sponsor certifications. He noted that ten percent of the grant amount will be withheld until the final project close-out process is complete. The construction contract will be a unit price contract and final quantities will be carefully calculated by Stantec. Mr. Garrison stated that two engineering contracts can be prepared, however will only require one grant. Mr. McDougall noted that Stantec has administered projects like this before and will incorporate this approach into the scope of work. Any changes to the engineering and/or construction contracts will require the Town of Machias, FAA and MDOT approval.

Airspace review will be required for new terminal building and any equipment used to construct. Stantec will coordinate this item with FAA through the OEAAA website for review and comment. The Town of Machias currently does not have a Disadvantaged Business Enterprise (DBE) plan and due to the anticipated construction costs, one is required. This project will include the drafting of this plan and coordination with FAA Civil Rights office for approval. Stantec will draft this plan and



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work with Ms. Therrien on submission. It was noted that the airport continues to address the obstructions to both runway approaches. Ms. Therrien identified some accomplishments and hurdles yet to overcome and indicated concern on hitting the December 1<sup>st</sup> deadline. Mr. Garrison noted that since the runway reconstruction project is scheduled for 2018 that the deadline for clear runway approaches is December 1<sup>st</sup> of 2017, but he encouraged the continued commitment by the airport to get this completed as soon as possible.

Mr. Dickson of LifeFlight inquired as to whether or not a small structure to house a set of stairs could be constructed or added to the proposed terminal building. He indicated that LifeFlight requires the need to deice their aircrafts tail during the winter months and a set of clean stairs would be helpful. Mr. Garrison indicated that this request would not be AIP eligible work.

The meeting adjourned at approximately 10:45 AM.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

**Stantec Consulting Services, Inc.**

A handwritten signature in black ink that reads 'Shane McDougall'.

Shane McDougall, PE  
Project Manager  
Phone: 207-492-0852  
shane.mcdougall@stantec.com