PORTLAND FISH PIER AUTHORITY
BOARD OF DIRECTORS
November 13, 2025, 3:30 PM
Portland Fish Exchange Subcommittee Meeting
Remote via Zoom

Please use the meeting information below to join the meeting:
https://portlandmaine-gov.zoom.us/j/83689026509?pwd=Aj2SfIbH0ZkUn0xmH42ExC27TPv8ko.1
Passcode:060848

Phone one-tap:
+13052241968,,83689026509# US
+13092053325,,83689026509# US

Webinar ID: 836 8902 6509
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To submit written public comment on an Agenda item, please send an email to edd@portlandmaine.gov. Submissions must be received by 12:00 p.m. the day before the Portland Fish Exchange Subcommittee meeting to guarantee their inclusion in the Agenda packet.

1. **Committee Chair Comments**

2. **Approval of October 10, 2025 Meeting Minutes**

   a. See attached minutes from October 10, 2025
   Action Item - Public Comment

3. **Portland Fish Exchange Manager's Report**

   a. Fish Exchange Manager's Report

   b. Expense/revenue items deviating from the budget

   c. Available space in coolers

   d. Discuss and vote to recommend to the Portland Fish Pier Authority Board a new buyer, American Pride.
   Action Item - Public Comment

4. **Dicussion on defining the subcommittee roles.**

   a. See attached draft

5. **Old Business**

   a. Public relations

   b. Other

6. Other items not on the agenda.

7. Next Regular Meeting Date: December 11, 2025

8. Adjournment

Draft Meeting Minutes
Portland Fish Pier Authority - Portland Fish Exchange Subcommittee
October 09, 2025
3:30 PM

Subcommittee Member Attendees: John Arnold, Mike Foster, Mary Hudson, Matt Moretti, Meredith Mendelson, and Rob Odlin.

Staff present: Diane Albert, Kaela Gonzalez, Robert Vanmeter

Approximately one member of the public attended.

1. Committee Chair Comments: Rob Odlin will chair the meeting for Tracy Pearce, who is unable to attend.

2. Approval of Meeting Minutes

a. **Meeting Minutes for August 14, 2025**
b. **Meeting Minutes for September 11, 2025**

Motion to approve Meeting Minutes for August 14, 2025 and September 11, 2025.
Arnold, 2nd Mendelson

Approved unanimously

3. Portland Fish Exchange Manager's Report

Robert Vanmeter presented the manager's report verbally. Highlights are as follows:

- 12 Auctions in September
- 230,000 landed (budgeted 175,000)
- 5,000 in contract unloads (budgeted 50,000)
- 226,000 groundfish landings (budgeted 225,000)
- Pumping revenue 720,000 - (budgeted 1.2 million)
- Current receivables are $145,000
- Checkbooks are at $130,000

No major operation-related issues to report. The refrigeration system is running without issues, with Compressor A operating properly. A new condenser is scheduled to ship on October 17th and be installed the week of October 27th. The operating control system is expected in mid-December with installation in early January. The current system uses R407C as a coolant, which is being phased out due to environmental impacts. New systems will use R32 and R45B, which are propane-based and require new condensers, compressors, and evaporators due to flammability. Ammonia and CO_2 are alternative coolants, but switching to them would require replacing almost the entire system at a cost of approximately $1 million. Mike Foster shared his experience with R22 being available after production ceased and agreed that a full retrofit would be necessary for propane-based refrigerants. He advised making decisions based on current needs and availability. Odlin expressed concern about the potential future cost of replacing the entire system.

Glenn Bickleman of American Pride is in the process of becoming a new buyer.

4. Review of the Portland Fish Exchange Draft Purchasing Policy with possible vote on recommendation to the Portland Fish Pier Authority Board.

Meredith Mendelson presented the draft policy, which aims for transparency and fiscal accountability while allowing operational flexibility. It is based on the Portland City policy, adapted for the PFE's size. Expenditures over $20,000 require a minimum of three written bids, with exceptions for emergencies, sole sourcing, or preferred vendors. Expenditures under $20,000 are at the manager's discretion but encourage two bids. A preferred vendor list will be generated and reviewed every five years.

Motion to recommend to the Portland Fish Pier Authority Board the Draft Purchasing Policy, with a review of expenditures under $20,000 at the January 2026 meeting.
Mendelson, 2nd Moretti

A significant discussion took place, largely around whether a $20,000 or $10,000 threshold was more appropriate for the Exchange. There was also discussion around amending the motion to include a temporary spending cap of $5,000 or $10,000 spending limit, or adding a sunset.

Approved 4-2

5. Old Business

There are stickers and pamphlets at the Exchange.

6. Updates on responsibilities of Portland Fish Exchange Subcommittee.

Mary Hudson presented draft language to help define the roles of the subcommittees to streamline the process and help avoid duplication.

7. Other items not on the agenda.

Vanmeter answered a few questions regarding maintenance on equipment, replacement of a winch, Look Lobster, Cozy Harbor, and labor costs.

8. Next Meeting: November 13, 2025

9. Adjournment:

Motion to adjourn
Hudson, 2nd Mendelson
Approved by consensus

The meeting adjourned at approximately 5:09 p.m.

PORTLAND FISH EXCHANGE

Management/Financial Report for November, 2025

	Actual	Budgeted	Variance
GF Landings – Auction			
October **2025 - 10**	180K	225K	(45K)
GF Landings – Auction			
October **2024 - 11**	190K	175K	15K
Contract Unloads - GF			
October 2025	0	15K	(15K)
Total GF Land/Unloads			
October 2025	180K	240K	(60K)
Pumping			
2025 YTD	720K	1.2M	(480K)

Financial Report	Net Income	Budgeted	Variance
October 2025	($1000K)	($5000)	$4000

Financial Notes

- $250K LOC available in full
- $50K Cash Reserve available in full
- Current receivables are $200K consisting of rent, buyer fees, berthing, net yard use, bait storage & warehousing
- Current checkbook is at $61K after payments to vendors, boats, and payroll

Landings Notes

- The month started off slow with several boats doing maintenance, engine replacements, lobstering, etc. We did a few good weeks with robust prices declining. Wind and weather were also a factor mitigating landings.

Operations Notes

- Currently rotating fresh & frozen bait storage for the fleet, Looks, and Northern Ocean
- Worked with Looks Lobster to help with Pier One cleanup & removal of broken pallets in the plant saving the Exchange $1600 in dumpster fees.
- Purchased new totes in October. Purchase without holes - save $0.15 a tote. Crew have been drilling holes and painting PFE in yellow on both sides. Branding with PFE logo / heated branding iron preferred but cost over $300 for unit.

Monthly Payments of Note

- Controller replacement - Look Lobster cooler door - $2892
- Dock Plate replacement $1950
- Clean Harbor - $3112.27
- PFE Shipping Overhead Door Repair - $650

Facility Report

- Condenser installation complete week of 10-27. Condenser & compressors A& B running well. Current control system continues to fail on run-time rotation between compressors so will do this manually until new system is installed.
- New Operating / Control system on track for mid-December arrival and projected installation early January.
- Parking lot restriping complete as well as new signs on building and in lot.
- Cozy Harbor sold. Our attorney has stated the new owners, Aquashell USA, plan to assume lease & will discuss possible changes. I have been told they intend to run all three companies as is – business as usual.

Staff Report

- After months of hard work, James Needelman has been formally appointed as Auction Assistant. He will continue to serve on the fish crew, while simultaneously fulfilling his duties in the Auction Assistant roll. James is a bright, highly motivated individual who continues to expand his role at the Exchange.

New/Returning Vessels

- F/V Bay Drifter plans to return to the Exchange
- F/V Iliana C is a new hook boat soon to be landing at the Exchange
- F/V Paulo Marc has returned with regular landings at the Exchange

New / Returning Buyers

- American Pride is our newest buyer who will be targeting all species landed at the Exchange. A+ reviews from all references - $15K cash deposit in bank.
- Upstream started buying again this week and hopes to increase his buying activity at the Exchange

1050

PORTLAND FISH EXCHANGE
APPLICATION FOR EXCHANGE SEAT

General Information

Applicant Legal Name: Glenn Bickelman

DBA: Glennfish Co

Mailing Address: 155 Pine Acres, Deer Park, NY 11729

City: ________ State/Province: ________ Zip: ________

Physical Address: 139 Florida St.

City: Farmingdale State/Province: NY Zip: 11735

Phone (631) 484-3032 Email: glennfishco@gmail

Business Type (circle): Corporation Partnership/LLC Sole Proprietor

Corporations please include

- Name, address, and title for all officers and directors (attach).
- Name, address, and percent of shares owned for all shareholders equal to or exceeding 5% (attach).
- Date incorporated and state/province in which incorporated:

  Glenn Bickelman, owner 100%
- Federal employer identification number:

  20-8942845

Partnerships/LLC's please include

- Names, addresses, and ownership percentages for all partners (attach).
- Date registered and state/province in which registered:

  ____
- Federal employer identification number:

  ____

Sole Proprietors please include

- Name and address of owner, if different than above:

  ____
- Date established:

  ____
- Sole proprietor's social security #:

  ____

Federal dealer permit #: ________

State/province dealer permit #: ______________________

Type of Auction Seat

Seat type:	Note
FULL SEAT	Seat holder may purchase any item on any Exchange auction.

Requirements:

- $250 one-time application fee (refunded if application declined).
- Irrevocable letter of credit, minimum $15,000

References

Financial References (entities currenty conducting business with the applicant)

Organization	Chase Bank	Contact	
City	North Babylon	State/Province	NY
Telephone	(631) 243-1156	Fax	
Account No.	562234997		

Organization	TD Bank	Contact	
City	Lewiston	State/Province	ME
Telephone	207-786-5945	Fax	
Account No.			

Trade References (Up to 5, of which 3 should be from the seafood industry)

Organization	Sunrise Lobster	Contact	Paul Salke
City	Brookhaven	State/Province	NY
Telephone	631-767-4593	Fax	
Organization	Ocean Rich	Contact	Derek
City	Brookhaven	State/Province	NY
Telephone	(631) 942 · 0618	Fax	
Organization	L+L Bait	Contact	Mike
City	Islip	State/Province	NY
Telephone	(631) 224-9675	Fax	
Organization	Fishy Biz	Contact	Greg
City	WestHampton Beach	State/Province	NY
Telephone	(631) 379-6000	Fax	
Organization	Viking Village	Contact	Lisa
City	Barnegat Light	State/Province	NJ
Telephone	609-494-0113	Fax	609-361-9536

Other

Please provide a brief description of applicant's business and products.

Buying and selling of seafood for wholesale purposes

Has the applicant, any owner, officer, partner, or authorized representative been arrested for or convicted of any crime? If yes, please provide date, jurisdiction, and description.

No

Has the applicant, any owner, officer, partner, or authorized representative been found guilty of or settled any violations of federal or state seafood regulations? If yes, please provide date, jurisdiction, and description.

No

Has the applicant or any owner or partner ever declared bankruptcy or insolvency? If yes, please describe.

No

Is the applicant currently involved in any lawsuits or claims? If yes, please describe.

No

Does the applicant, any owner, officer, partner, or authorized representative have a financial interest in any other seafood company? If yes, please describe.

No

TERMS AND CONDITIONS

The information contained in this application is confidential and intended for Portland Fish Exchange internal use only. Information will not be released except as required by law.

The Applicant understands and agrees that any and all information contained herein, is subject to confirmation, including but not limited to, background and credit checks on the organization and any owner, officer, director, and/or authorized representative.

The Applicant understands and agrees that any material misstatement on this application is grounds for denial of the application and/or disbarment from the Portland Fish Exchange.

The Applicant authorizes the Exchange to obtain further information about the Applicant from time to time in connection with any business relationship established between the Applicant and the Portland Fish Exchange.

The Applicant authorizes any reference listed in this application to release financial information to the Portland Fish Exchange.

The Applicant authorizes the Portland Fish Exchange to use any social security number, federal identification number, or federal or state permit number provided on or as part of this application to obtain information regarding the Applicant, any owner, officer, partner, or authorized representative.

The Applicant understands and agrees that the Board of Directors of the Portland Fish Exchange will evaluate all information gathered in the application process, and a decision to grant or deny seat holder privileges to the Applicant will be solely at the discretion of the Board for any reason(s) it deems fit.

The Applicant agrees that if, and as long as, any business relationship exists with the Portland Fish Exchange, the Applicant may not withdraw its consent to the Portland Fish Exchange's ongoing collection or use of information as described herein.

The Applicant certifies that he/she has read and understands the Rules of the Portland Fish Exchange. If granted privileges by the Portland Fish Exchange of acting in any capacity at the Portland Fish Exchange (either on the premises or through participation in any auction the Portland Fish Exchange may conduct), Applicant agrees to abide by those Rules at all times.

The Applicant understands and agrees that the privilege of Applicant or any authorized representative of Applicant to act in any capacity at the Portland Fish Exchange is subject to the sole discretion of the General Manager of the Portland Fish Exchange or his/her designee, and/or the Board of Directors of the Portland Fish Exchange, and such privilege(s) may be temporarily or permanently suspended by either the General Manager or the Board of Directors at any time and for any reason, subject to any limitations as described in the Rules.

Signed,

[signature]	Glenn Bickelman	10/27/25
Signature	Printed Name	Date

Owner

Title

Draft Portland Fish Exchange Subcommittee Responsibilites

Finance Subcommittee

The purpose of the Finance Subcommittee shall be to provide oversight and accountability for PFPA finances. The subcommittee will primarily focus on the financial operations of the Portland Fish Pier and Portland Fish Exchange, making sure they adhere to their allocated budgets and maintain fiscal transparency. The subcommittee will also review budgets, expenditure trends, revenue trends, and financial policies in order to ensure compliance and effectiveness in spending and collections.

The Finance Subcommittee will also provide support for the development of the PFE budget. Financial issues that occur, such as unexpected capital expenditures or requests for the PFPA to pay off PFE lines of credit, shall go through the Finance Subcommittee if time permits, with the Subcommittee summarizing requests and making recommendations to the full board.

Portland Fish Exchange Subcommittee

The purpose of the PFE Subcommittee shall be to provide support and oversight to the PFE General Manager around PFE Operations. This may include, but is not limited to:

- Ideas for new revenue sources
- Floor usage and leasing
- Review of PFE rules and regulations
- Drumming up new buyers and sellers
- Assessing near and long-term equipment etc needs
- Fee structure changes/overview

The GM will provide manager reports to the subcommittee which the subcommittee will summarize to the board (rather than the PFE GM reiterating the full report to the full PFPA board) along with any recommendations the subcommittee may have.