

Aviation Commission Meeting Agenda
Regular Meeting
April 27, 2020 – 7:00pm
Municipal Center – Room 300

1. Call to Order
2. Old Business
 - Review and approve February 24, 2020 Special Meeting Minutes
3. Other Business
 - Airport Improvement Projects
 - HVAC Update
 - Painting of Buildings Status
 - Financial Report – Possible Grant Funding - \$30K
 - AECOM Report
 - Taxiway Project Bids – Results, Funding Update, Schedule
 - Interstate Aviation Report
 - Report of Operations
 - Email dated April 20, 2020 to Robert Lee
 - Any Other Items
4. Public Comments
5. Adjournment

AVIATION MEETING
Regular Meeting Minutes
February 24, 2020 – 7:00 pm
Plainville Municipal Center – Room 300

PRESENT: The following members were present Chuck Zettergren, Mark DePucchio, Robert Mastrianni, David King, Robert Zirpolo (*arrived at 7:13pm*), and Reade Clemens (*by phone at 7:28 pm*)

ABSENT: Byron Treado

STAFF: Robert Lee, Town Manager

VISITORS: Nick Scata, *Interstate Aviation*, Gerry D'Amico, *AECOM*, Eric Pearson, *CAP*, David Underwood, *Town Council Liaison*, Caitlin Prantis, *Recording Secretary*, and Joe Corlis

I. Call To Order

The meeting was called to order by Mark DePucchio at 7:02 pm.
There was a quorum

II. Old Business

Review & Approve January 27, 2020 Regular Meeting Minutes

Mr. Depucchio pointed out two areas that needed addressing and resubmission.

Mr Mastrianni made a motion to approve the minutes of the January 27, 2020 Regular Meeting as amended. Mr. Zettergren seconded the motion and they were approved unanimously by present members.

III. Other Business

• **Lease Update**

Mr. Lee presented the update. The term sheet, from the previous meeting, was approved and given to the town attorney. After the commission gets the chance to review the term sheet, it will get brought to the town council, who was made aware of the progress pertaining to the lease.

- **Financial Report**

Mr. Lee put together a summary sheet that indicates where the budget will go within the next several years based on the lease terms, revenue, and the Capital and FAA projects. The anticipated unassigned fund balance will be \$ 304,652 (*approximately*). Based on the summary, the Total Anticipated 5 Yr Expenditures would amount to \$ 437,630.

Summary of current, projected, & anticipated revenues:

-Current Balance as of Jan. 31, 2020.	\$ 496,202
-Projected Revenues through June 30, 2020.	\$ 50,000
-Anticipated Budget Surplus (Yr. 2-5).	\$ 196,080
-Total Anticipated 5 Yr Revenues.	\$ 742,282

A discussion between Mr. Depucchio and Mr. Lee took place over expenses.

- **Capital Projects Going Forward**

Capital projects to be considered going forward include roof repairs/replacement, metal siding repairs, painting of the buildings, paving, and updating the heating system.

Mr. Scata made a recommendation on paving around the FBO building as a priority. Mr. Lee put forward that he will be asking his staff to get an estimate of the cost to bring back to the commission for input.

Mr. DePucchio brought up cleaning the front entryway of the FBO building. He also posed the idea of creating a picnic area to view the planes.

Mr. Scata submitted prioritizing getting the painting done once the weather breaks. He would like to start getting bids for the FBO building and hangar six.

- **AECOM Report**

Mr. D'Amico presented four points to discuss:

1) FAA/CAA Five Year Capital Improvement Plan:

FFY 2020- Construction: Parallel Taxiway Rehabilitation	\$ 1,600,000
FFY2021- Papis, AWOS.	\$ 450,000
FFY 2022- Primary Wind Cone & Segmented Circle.	\$ 450,000
FFY 2023- Snow Removal? (<i>Requested but not added</i>)	N/A
FFY 2024- Construction: Fence Replacement & Rehabilitation	\$ 500,000
FFY 2025- (<i>Not added</i>)	N/A

Mr. Depucchio brought forth the question of whether the wind cone and segmented circle are wanted at all. Mr. Zirpolo comments on the high cost and questions if the funds can be

used better elsewhere. Mr. D'Amico states that this is the CAA's program. He suggests that if changes are wanted, they should be made next year when updating the proposal.

2) Request to save the piece of pavement on the north end of taxiway from previous meeting:

A new layout was prepared based on request made in the prior meeting. A discussion was held concerning the rehabilitation of the taxiway and requirements made by the FAA.

3) Construction Phasing:

Mr. D'Amico revisits the time period that the runway will need to be shut down for construction. At the last meeting it was estimated that the shutdown would take 10 days. After talking with Tilcon, he now feels it can be done in 5 days.

Mr. Depucchio opens up discussion for anyone who has questions about the construction & phasing plan. A discussion is had about delineation between paved and non-paved areas on and around the taxiway.

4) Reimbursement Request:

Mr. D'Amico stated that he needs to speak with the town treasurer because he makes the final payment request submittal.

- **Interstate Aviation Report**

Mr. Scata spoke about the monthly reports for fuel sales, hangared aircrafts, and air craft tie-downs.

The Fuel Report shows that the total gallon sales were better in 2019 with 29,672.1 Jet A gallons and 28,994.8 100 LL gallons sold as opposed to 2018 with 23,197.7 Jet A gallons and 23,745.4 100 LL gallons sold.

The Hangared Aircraft Report shows that hangars three and one are close to capacity with hangar six housing just one aircraft.

The Tie-Down Report shows from January of 2020 and January of 2019, four aircraft had been sold and there are three in the hangar that will come out in the spring.

- **Additional Items**

Mr. Scata reported to the commission that Interstate Aviation has signed on with Cirrus to become a training center. A new SR20 was purchased and should be on the field in June, which will allow for commercial instrument and advanced training on a technologically advanced aircraft. Mr. Scata also announced that Interstate Aviation has signed on to open up a flight school at Oxford Airport.

Mr. Scata reported that Cape Air will be flying a charter in and out of Robertson Airport twice a week from Bangor Maine, for Jefferson Medical.

Mr. Lee bought up two items. The first item pertains to a phone call he received the previous week from an airplane owner who had complaints about a contract. He believes there should be more exceptions to the contract other than the one currently specified.

The second item is that the planning and zoning commission have approved a development on Northwest Drive. The company, Americold, consulted with AECOM to make sure their heights follow FAA guidelines.

IV. Public Comments

Mr. Corlis stated that he's noticed plenty of good ideas about improving the airport. He does not like the 90 degree turn to get on the north end of the taxiway, but he understands that this is what the FAA wants, and he suggests pilots do a back taxi.

Mr. Pearson brought to light issues with the heating that involved replacing all three furnaces in the brown building. He also discussed details with Mr. Scata and Mr. King involving parking the Civil Air Patrol Air Craft at Robertson.

V. Adjournment

Mr. Zirpolo motioned to adjourn the meeting. Mr. King Seconded the motion. The motion was passed unanimously.

The meeting adjourned at 8:28 pm.

Considerately submitted,

Caitlin Prantis
Recording Secretary

Revenues														
	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Year To Date
Beginning Balance - Unaudited														\$ 539,230.04
Tie Down Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Brown House Rent	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.00
Hanger I Rent	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
FBO Operator Contract	\$ -	\$ 20,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 90,000.00
Fuel Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal operating	\$ -	\$ 20,000.00	\$ 10,000.00	\$ -	\$ 10,001.00	\$ 10,000.00	\$ -	\$ 20,000.00	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 90,001.00
State of CT revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,045.61	\$ -	\$ -	\$ -	\$ -	\$ 6,045.61
Federal revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 72,547.82	\$ -	\$ -	\$ -	\$ -	\$ 72,547.82
Subtotal non-operating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78,593.43	\$ -	\$ -	\$ -	\$ -	\$ 78,593.43
Totals	\$ -	\$ 20,000.00	\$ 10,000.00	\$ -	\$ 10,001.00	\$ 10,000.00	\$ 50,001.00	\$ 20,000.00	\$ 88,593.43	\$ 10,000.00	\$ -	\$ -	\$ -	\$ 168,594.43
Expenditures														
Part Time Payroll	\$ 128.10	\$ -	\$ -	\$ -	\$ 111.96	\$ 49.76	\$ 289.82	\$ -	\$ 78.00	\$ 320.80	\$ -	\$ -	\$ -	\$ 688.62
Building Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,700.00	\$ -	\$ 2,706.25	\$ -	\$ -	\$ -	\$ 12,406.25
Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,544.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,544.00
Electricity	\$ -	\$ 137.73	\$ 141.94	\$ 133.98	\$ 153.97	\$ 156.90	\$ 724.52	\$ 160.76	\$ 163.20	\$ 155.98	\$ -	\$ -	\$ -	\$ 1,204.46
Water & Hydrant	\$ 130.23	\$ -	\$ 130.23	\$ 130.23	\$ 130.23	\$ 132.05	\$ 652.97	\$ 130.23	\$ 130.23	\$ 130.23	\$ -	\$ -	\$ -	\$ 1,043.66
PLOT - taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,055.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,055.46
Subtotal operating	\$ 258.33	\$ 137.73	\$ 272.17	\$ 81,319.67	\$ 396.16	\$ 338.71	\$ 82,722.77	\$ 13,554.99	\$ 371.43	\$ 3,313.26	\$ -	\$ -	\$ -	\$ 99,942.45
Obstruction study grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Apron design grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Taxiway rehab grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,308.68	\$ 27,355.16	\$ -	\$ -	\$ -	\$ -	\$ 104,643.84
Capital improvements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,100.00	\$ -	\$ -	\$ -	\$ 13,100.00
Other	\$ -	\$ 32.53	\$ -	\$ -	\$ -	\$ 16,737.68	\$ 16,770.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,770.21
Subtotal non-operating	\$ -	\$ 32.53	\$ -	\$ -	\$ -	\$ 16,737.68	\$ 16,770.21	\$ 77,308.68	\$ 27,355.16	\$ 13,100.00	\$ -	\$ -	\$ -	\$ 134,514.05
Totals	\$ 258.33	\$ 170.26	\$ 272.17	\$ 81,319.67	\$ 396.16	\$ 17,076.39	\$ 99,492.98	\$ 90,843.67	\$ 27,706.59	\$ 16,413.26	\$ -	\$ -	\$ -	\$ 234,456.50
Monthly/Annual Results	\$ (258.33)	\$ 19,829.74	\$ 9,727.83	\$ (81,319.67)	\$ 9,604.84	\$ (7,076.59)	\$ (49,491.98)	\$ (70,843.67)	\$ 60,886.84	\$ (6,413.26)	\$ -	\$ -	\$ -	\$ (65,862.07)
Operating Budget Gain/(Loss) - as of March 31, 2020 for FY 2020 \$ (9,941.45)														

TOWN OF PLAINVILLE - BID OPENING

BID #: 2020-10 BUDGET AMOUNT: \$
 TITLE: Airport Taxiway Improvements DEPARTMENT: Town Manager's Office
 DATE: April 23, 2020 TIME: 2:00pm LOCATION: Town Manager's Office

BIDDER/SALES REPRESENTATIVE	BASE BID	ALTERNATIVE(S)
Empire Paving Inc. North Haven, CT	2,269,992.	
Laydon Industries, LLC New Haven, CT	2,499,410.	
Loureiro Contractors Inc. Plainville, CT	2,467,808.	
Mizzy Construction Inc. Plainville, CT	3,285,566.	
Tilcon Connecticut Inc. New Britain, CT	2,389,944.	
Waters Construction Company, Inc. Bridgeport, CT	2,463,270.	
B&W Paving & Landscaping, LLC Waterford, CT	3,119,560.	

TOWN OFFICIALS PRESENT:



Robert E. Lee

From: Hammer, Barry (FAA) <Barry.Hammer@faa.gov>
Sent: Monday, April 20, 2020 8:56 AM
To: D'Amico, Gerry; LoGiudice, Jean (FAA)
Cc: Robert E. Lee; Platosh, Jim
Subject: RE: Robertson Bid Opening

Gerry,

This is a standard AIP grant application. The only difference is that the airport will request 100% in federal share.

Guidance on CARES Act issues are always evolving and sometimes changing, so we may request something more or perhaps different in the coming days; so please be patient with us if that should happen. For now however, continue with the guidance above; AIP grant application at 100% federal share.

Respectfully,
Barry

From: D'Amico, Gerry <gerry.damico@aecom.com>
Sent: Monday, April 20, 2020 8:52 AM
To: Hammer, Barry (FAA) <Barry.Hammer@faa.gov>; LoGiudice, Jean (FAA) <Jean.LoGiudice@faa.gov>
Cc: Robert E. Lee <relee@plainville-ct.gov>; Platosh, Jim <jim.platosh@aecom.com>
Subject: Robertson Bid Opening

Good morning Barry & Jean.

In anticipation of the bid opening [4/23/20] and grant submission for the Taxiway Improvement Project at the Robertson Airport, I have a few questions on which I hope you can provide some guidance on completing Form SF-424 Project Application:

- 1: Line 11: Will Robertson's Grant be issued under AIP or the Cares Act? If CARES, what is the Catalog of Federal Domestic Assistance Number?
2. What is the current federal participation for this project? [90% or 100%]?

Thanx.

Gerry D'Amico, PE
Senior Airport Engineer
AECOM



interstate aviation, inc.

Robertson Field (4B8) 62 Johnson Ave Plainville, CT 06062 1-800-573-5519

www.interstateaviation.com

Info@InterstateAviation.com

Aviation Commission Meeting

MAR.- APR 2020

(Data as of 03/31/30)

AIRCRAFT TIE-DOWN REPORT

With Annual Agreement signed:

(Tenant will receive a .10 cent/per gal. fuel discount for the year and a \$100 Gift Certificate toward any Maintenance Service)

Single engine Push in - \$ 99.00
Single engine Drive Through - \$ 109.00
Twin engine Drive Through - \$ 119.00

Current Tie Down Rates:

With Month-to-Month Agreement signed:

Single engine Push in - \$ 109.00
Single engine Drive Through - \$ 119.00
Twin engine Drive Through - \$ 129.00

2018 (1/2 fees over 39 A/C paid to T.O.P.)			
MONTH	# A/C On field	Amount Paid T.O.P.	
January	34	\$0	
February	34	\$0	
March	34	\$0	
April	37	\$0	
May	38	\$0	
June	38	\$0	
July	39	\$0	
August	38	\$0	
September	38	\$0	
October	38	\$0	
November	35	\$0	
December	32	\$0	
YEAR TOTAL		\$0	

2019 (Fees to T.O.P. no longer applicable as per change in Lease)			
MONTH	# A/C On field	Amount Paid T.O.P.	
January	33	N/A	
February	33	N/A	
March	33	N/A	
April	35	N/A	
May	35	N/A	
June	35	N/A	
July	35	N/A	
August	35	N/A	
September	33	N/A	
October	34	N/A	
November	28	N/A	
December	28	N/A	
YEAR TOTAL		N/A	

2020 (Fees to T.O.P. no longer applicable as per change in Lease)			
MONTH	# A/C On field	Amount Paid T.O.P.	
January	27	N/A	
February	27	N/A	
March	30	N/A	
April			
May			
June			
July			
August			
September			
October			
November			
December			
YEAR TOTAL		N/A	

HANGARED AIRCRAFT REPORT*

2019					
MONTH		Single Engine	Twin	Mid Jet	Experimental/Helicopter
<u>JAN.</u>	HGR1	4	4	1	1
	HGR 3	11	0	0	0
	HGR 6	1	0	0	0
<u>FEB.</u>	HGR 1	4	4	4	0
	HGR3	11	0	0	0
	HGR 6	1	0	0	0
<u>MARCH</u>	HGR 1	4	4	1	1
	HGR3	11	0	0	0
	HGR 6	1	0	0	0
<u>APRIL</u>	HGR 1	4	5	1	0
	HGR 3	10	0	0	0
	HGR 6	1	0	0	0
<u>MAY</u>	HGR 1	6	4	1	0
	HGR 3	9	0	0	0
	HGR 6	1	0		0
<u>JUNE</u>	HGR 1	5	5	1	0
	HGR 3	9	0	0	1
	HGR 6	1	0	0	0
<u>JULY</u>	HGR 1	5	5	1	0
	HGR 3	8	0	0	1
	HGR 6	1	0	0	0
<u>AUGUST</u>	HGR 1	5	5	1	0
	HGR 3	8	0	0	1
	HGR 6	1	0	0	0
<u>SEPT.</u>	HGR 1	5	5	1	0
	HGR 3	8	0	0	1
	HGR 6				
<u>OCT.</u>	HGR 1	5	4	1	0
	HGR 3	8	0	0	1
	HGR 6	1	0		0
<u>NOV.</u>	HGR 1	7	3	1	0
	HGR 3	11	0	0	1
	HGR 6	1	0	0	0
<u>DEC.</u>	HGR 1	7	3	1	0
	HGR 3	11	0	0	1
	HGR 6	1	0	0	0

2020					
MONTH		Single Engine	Twin	Mid Jet	Experimental Helicopter
<u>JAN.</u>	HGR1	7	4	1	0
	HGR 3	11	0	0	1
	HGR 6	1	0	0	0
<u>FEB.</u>	HGR 1	7	4	1	10
	HGR3	11	0	0	1
	HGR 6	1	0	0	0
<u>MARCH</u>	HGR 1	6	4	1	0
	HGR3	9	0	0	1
	HGR 6	1	0	0	0
<u>APRIL</u>	HGR 1				
	HGR 3				
	HGR 6				
<u>MAY</u>	HGR 1				
	HGR 3				
	HGR 6				
<u>JUNE</u>	HGR 1				
	HGR 3				
	HGR 6				
<u>JULY</u>	HGR 1				
	HGR 3				
	HGR 6				
<u>AUGUST</u>	HGR 1				
	HGR 3				
	HGR 6				
<u>SEPT.</u>	HGR 1				
	HGR 3				
	HGR 6				
<u>OCT.</u>	HGR 1				
	HGR 3				
	HGR 6				
<u>NOV.</u>	HGR 1				
	HGR 3				
	HGR 6				
<u>DEC.</u>	HGR 1				
	HGR 3				
	HGR 6				

*Does not include Interstate's aircraft

FUEL SALES REPORT

2018			
MONTH	JET A Gallons	100LL Gallons	
January	2252.6	1378.6	
February	2620.3	1291.0	
March	750.5	1668.0	
April	2187.7	1614.0	
May	2776.7	2119.9	
June	1091.2	3280.3	
July	2558.3	2284.8	
August	710.8	2199.3	
September	762.4	2458.8	
October	2126.7	2095.3	
November	2368.8	1724.0	
December	2991.7	1631.5	
TOTAL GAL	23197.7	23745.4	

2019			
MONTH	JET A Gallons	100LL Gallons	
January	1638.5	1673.8	
February	398.0	1484.2	
March	1552.6	1688.4	
April	1306.4	1932.8	
May	2042.1	2407.0	
June	1850.4	3269.0	
July	900.4	3439.4	
August	2515.3	3664.8	
September	534.6	3630.3	
October	6058.4	2437.4	
November	7113.4	2036.3	
December	3762.0	1331.4	
TOTAL GAL	29,672.1	28,994.8	

2020			
MONTH	JET A Gallons	100LL Gallons	
January	1657.2	1368.9	
February	1993.8	1631.6	
March	3052.3	1543.3	
April			
May			
June			
July			
August			
September			
October			
November			
December			
TOTAL GAL			