

Aviation Commission Meeting Agenda  
Regular Meeting  
July 27, 2020 – 7:00pm

1. Call to Order
2. Old Business
  - Review and approve June 29, 2020 Special Meeting Minutes
3. Other Business
  - Airport Improvement Projects
    - a. Painting Bid – Hangars 3, 4 and 6
    - b. Roof Update
  - AECOM Report – Taxiway Project Update
  - Interstate Aviation Report
  - Any Other Items
4. Public Comments
5. Adjournment

**AVIATION MEETING**  
**Special Meeting Minutes**  
**June 29, 2020 – 7:00 pm**  
**Robertson Airport – Hangar 4**

**PRESENT:** The following members were present: Chuck Zettergren, Mark DePucchio, Robert Mastrianni, David King, Reade Clemens

**ABSENT:** Robert Zirpolo, Byron Treado

**STAFF:** Robert Lee - *Town Manager*, Matt Daskal – *Assistant Town Manager*

**VISITORS:** Nick Scata - *Interstate Aviation*, Jim Platosh – *AECOM*, Gerry D’Amico - *AECOM (over the phone)*, 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 February 24, 2020 Special Meeting Minutes**

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

**III. Other Business**

**Airport Improvement Projects**

**-HVAC Update**

Mr. Scata gave an update on the HVAC improvements. He reports that the project is completed and they have all been inspected and approved by the Town Hall.

**-Painting Project Status**

A discussion took place about the upcoming painting project. Mr. Lee detailed that the commission has received 3 quotes. The low quote was submitted by *Prime Time*

*Properties LLC* in the amount of \$37,490. The second lowest quote was from *Painting & Decorating Inc.* at the amount of \$50,710. *Superior Finishes LLC* proposed a total of \$55,500 for the project. Tom Arcari Jr. from Quisenberry Arcari Architects was asked to look at the facilities, layouts, and designs in addition to the painting bids to provide input. His recommendation was to go with the second lowest bid.

Mr. DePucchio poses the question on whether or not the commission wants the architect, Mr. Arcari, to come up with a spec and identify areas that need to be rust proofed.

Mr. Lee points out that the low bid from *Prime Time Properties LLC* did not include mention of a lift where the other two proposals did.

Mr. DePucchio asks for an opinion how to proceed on the bids for the painting project. He reiterates that there are three bids in total. He, again, brings up the question on whether or not the commission should acquire specs on all three of the bids. Mr. Zettergren posits that the bids should be normalized so that the same materials are used. He also suggested that the other two contractors quote using the same materials as *Superior Finishes LLC*. A discussion was held on how to normalize the materials used in the bids.

**Mr. Zettergren motioned to engage Thomas Arcari to develop a scope of work for the painting of the exterior of hangars four, three, one, and six. Mr. Clemens seconded the motion. The motion was passed unanimously.**

A discussion was held about items to include in the scope. Mr King feels that the scope provided by the two highest bidders is straight forward wherein they propose scraping flaking spots, putting a rust inhibitor on the areas that require it, & painting the buildings.

#### **-Roof Bid Status**

Mr. Lee reported on the two bids that the commission received. Both quotes came from *Dzen Commercial Roofing LLC*. Tom Arcari reviewed both quote. The first quote was a proposal for a metal roof on Hangar Four that came out to \$64,110. The second quote was for a single ply rood option on Hangar Four that came out to \$63,337. Mr. Arcari recommended that a spec be drafted for a metal roof with no penetrations to increase its lifespan.

A discussion was held concerning the current condition of the roof. Mr. Lee remarked that, earlier in the year, the roof exhibited leaking during rain. *Dzen Commercial Roofing LLC* was asked to replace the screws with new self tapping grommetted screws . Rather than moving ahead with that work, it was decided that they wait to replace the roof completely. Mr. Scata confirmed that the roof of Hangar Four does, in fact, leak.

Mr. King motioned to to have Tom Arcari evaluate the condition of the roof and, if necessary, draft the specifications for a quote . Mr. Zettergren seconded the motion. The motion was passed unanimously.

#### **-Demolition and Removal of the A-Frame**

A discussion was held on how to have the structure taken down. Mr. DePucchio asked whether the town will take the building down without cost. Mr. Lee provided that this was possible, but they would first need to get an exterminator for the A-Frame. He believes the structure can come down within four to six weeks time.

#### **AECOM Report — Taxiway Project Update**

Mr. Platosh of AECOM gave a report on the Parallel Taxiway Rehabilitation. This past month they:

- Prepared a Grant Application for Taxiway Construction. Mr. Lee executed & forwarded to FAA on April 30<sup>th</sup>, 2020 which was followed up with a letter explaining how / why the town had to disqualify the low bidder.
- *Tilcon* was contacted to notify them that they will be rewarded the Taxiway Construction Contract, pending the issuance of the grant from the FAA.
- *Empire Paving* was contacted to explain that their bid was determined to be non-responsive.
- Coordination with the FAA — Barry Hammer was contacted the week previous to this meeting, who indicated that he believed the grant would be issued in early August such that the construction could start by the first of September, (Two or three weeks later than originally estimated).
- The FAA Reimbursement Application for the Town was submitted.

Mr. D'Amico asked that the report be opened up for questions.

Mr. DePucchio questioned the timeframe allotted for completion of the project. Mr. D'Amico answered that this was a 90 day contract. He explained that the project should be completed before the end of October. Also, once it is clear when the grant will be issued, AECOM will contact *Tilcon* and ask them for a project schedule.

#### **Financial Report — CARES Act Grant Funding - \$30K**

Discussion was held on what the grant will be put toward. Mr. Lee stated that when the commission put in an application for the grant, the funds were designated to maintenance items. It has not been decided which maintenance items the grant will be put toward.

### **Interstate Aviation Report**

Copies of the The Aircraft Tie-Down Report, Hangared Aircraft Report, and Fuel Sales report were all provided to members of the commission.

Mr. Scata delivered the report. He touched on the refurbishing of both fuel tanks, which is currently taking place. The tanks will have their interior sand blasted and realigned, at which point they will need to sit and cure for seven to ten days. A re-fueler truck was rented for the time that the tanks are down. The tanks will be back up and selling fuel sometime later this week. This undertaking cost approximately \$70,000.

Mr. DePucchio inquired about the tie downs that we have lost according to the Interstate Aviation Report. As of July 1<sup>st</sup>, 2020 the owner of the single engine craft in Hangar 6 has terminated its use. Several corrections are needed on the Hangared Aircraft Report. In the month of May, there were two Mid Jets housed in Hangar 1. The report only shows that there is one and it will be corrected. Any other errors that need to be made will be corrected.

### **Other Items**

Mr. Scata referred to the section of Hangar Four that had been gutted. Originally it was meant to relocate the lunch room and an office but once he and his partner began finding issues, the demolition grew more expansive. Once the walls were taken down, some rot was found, so he differed to the group for ideas. He also stated that will be working with an architect and designer to redesign the FBO.

The commission walked the interior and exterior of Hangar Four to assess the work that needs to be done. A discussion took place about replacing the rotted wood inside the affected areas of the hangar. When Tom Acari assessed the project, he also identified the electrical system as a problem. Mr. Scata pointed out where he would like to construct a new lunch room / conference area, an office, and bathroom. Permits will be pulled for electrical, plumbing, and inspection.

While touring the exterior of the building, Mr. DePucchio pointed out that we will need to ask that some screw holes in the metal panels on the side of the structure get caused or repaired. This will need to be included in the painting spec. A discussion was held on replacing the roof and 8 of the metal panels on the side of Hangar 4.

The commission discussed expectations for the Hangar 4 addition. Approved modifications and improvements to the building include replacing the rotted wood in the exterior wall while not disturbing the outside of the structure, putting up the metal studding and insulation on the inside of the purlins to then be sheet rocked,

replacement of the windows and doors, and use of tile or linoleum flooring in the addition. Mr. Scata will draw up plans for the project that has already begun in order to pull the necessary permits.

Mr. Clemens stated that, as a formality, the modifications and improvements should be in writing to ensure that Mr. Scata is in compliance with the contract. The comity came to an understanding on what to expect and will go forward through email.

#### **IV. Public Comments**

Mr. Corlis likes the changes that are being made. He's been coming to Robertson Airport since 1982 and he's happy with what he is seeing.

#### **V. Adjournment**

**Mr. Zettergren motioned to adjourn the meeting. Mr. Clemens seconded the motion. The motion was passed unanimously.**

The meeting adjourned at 8:34 pm.

Considerately submitted,

Caitlin Prantis  
Recording Secretary