

AVIATION MEETING
Regular Meeting Minutes
November 23, 2020 – 7:00 pm
Town Council Chamber

PRESENT: The following members were present: Mark DePucchio, Chuck Zettergren, David King, Frank Cawley, Robert Mastrianni, Byron Treado (*via phone call*), Robert Zirpolo (*via phone call*)

ABSENT: Reade Clemens, Jim Platosh

STAFF: Robert Lee - *Town Manager*, Matt Daskal – *Assistant Town Manager*, Caitlin Prinitis - *Recording Secretary*

VISITORS: Nick Scata - *Interstate Aviation*, Gerry D’Amico – *AECOM (Via phone call)*, Eric Pearson - *CAP*, David Underwood - *Town Council Liaison*, and Joe Corlis

I. Call To Order

The meeting was called to order by Mark DePucchio at 7:00 pm.

Mr. Cawley has been elevated to a regular member of the commission for this evening.
There was a quorum.

II. Old Business

Review & Approve October 26, 2020 Meeting Minutes

Mr. King made a motion to approve the minutes of the October 26 meeting. Mr. Cawley seconded the motion and they were approved by present members.

III. Other Business

2021 Meeting Schedule

Mr. DePucchio suggests a date change for the meeting scheduled to take place after Memorial Day. The commission was in agreement and the date was tentatively moved from **Tuesday, May 25th, 2021** to **Monday, May 17th, 2021**.

Elect Chair & Vice-Chair

- **Chair:**

Mr. Treado nominated Mark DePucchio for Chairman.

Mr. Zettergren seconded the nomination.

There are no other interested members for nomination

Mr. Treado made the motion that nominations be closed.

Mr. Zettergren seconded the motion.

All members passed the motion to close the nomination and unanimously voted Mark DePucchio to Chairman.

- **Vice-Chair:**

Mr. DePucchio nominated Byron Treado for Vice-Chairman.

Mr. Zettergren seconded the nomination.

There are no other interested members for nomination.

Mr. Zirpolo made the motion that nominations be closed.

Mr. Zettergren seconded the motion.

All members passed the motion to close the nomination and unanimously voted Byron Treado to Vice-Chairman.

Brown House Discussion

Mr. Pearson provided an update on the Brown House repairs. A contractor was obtained through family of a CAP member and has volunteered to provide labor for the roof. He will be putting new shingles up on the roof of the Brown House. CAP is currently in the process of soliciting local business to donate materials for the project.

Mr. DePucchio asked Mr. Pearson for the square footage of the roof. Mr Pearson will move forward to get an accurate measurement for the commission.

Mr. Lee suggested acquiring a proposal to re-shingle the Brown House roof and asking *Dzen Commercial Roofing LLC* how many square feet they would put in a bid.

Mr. Mastrianni commended Mr. Pearson for securing labor for the project and offered that if donations for shingles to not come to fruition, the Aviation Commission should take on the task.

Mr. DePucchio pointed out 2 separate issues: (1) the need to come up with a figure for materials and see what the committee can get for donations. (2) Cost of removal of material.

Mr. DePucchio asked the commission to come up with a number, and see if CAP can secure donations. If not, he puts forth the notion that the commission will commit to covering the material cost. If the donations partially cover the cost the commission can discuss & approve the remaining number over email.

Hangar 4 Roof Update

Mr. Lee would like to determine whether just the fasteners & grommets should be replaced, put a roof over the existing roof, take off the existing roof and replace it.

If putting a roof over the existing roof is the option the commission chooses to undertake, it will be less expensive, but engineering work will need to be done to determine that the structure can handle the extra weight. Additionally, changing the insulation on the older section would become more difficult as it would need to be done from the interior of the structure.

Removing the existing roof and replacing it with a new roof also holds potential issues. It will be more expensive; at least \$100K+, and there is the possibility that it could compromise the insulation on the newer portion of the roof. If this is the direction the commission chooses to go, it will be bid out and subject to prevailing wages.

Mr. Lee pointed out a separate option of only replacing half of the roof. If half of the roof is replaced, there is no longer the risk of compromising the insulation in the newer section of the roof.

Mr. Lee pointed out that the commission is limited to \$300K, and reminded the committee that there might be other, higher priorities, for the use of this money. He is looking for a definitive direction to head in.

Mr. DePucchio asked Mr. Scata about the current condition of the leaks in the roof of Hangar 4. Mr. Scata stated that the majority of the areas that his men patched are no longer leaking with the exception of one leak where they cannot trace its origin point. He does not know whether it's coming from the grommets or the overlay.

A discussion was held on whether putting a new roof over the existing roof is a viable option. By heading in this direction, Interstate Aviation would be free to move ahead with their renovations.

Mr. Daskal pointed out the two part question at hand. Do we proceed with the *Partner Engineering & Science Inc.*'s report and repair the roof? Or do we move in the direction of replacing it?

A discussion was held over the specifics of the *Partner's* report. The question comes to whether or not the commission wants to replace all the fasteners, and essentially buy time toward replacing the roof later on.

No members of the committee acted to make a motion to simply replace the fasteners, so now the commission has moved on to determining whether to consider an overlay, a full replacement, or replacement of half of the roof.

A lively discussion continues over whether to go forward with an overlay of the roof, or removal of the old roof and replacement with a new roof. Mr. DePucchio points out that if remove and replace the roof, the commission won't have enough funds to cover any other projects.

Mr. Lee suggests having an engineer come out to determine whether we can overlay a new roof over the existing roof. If this is a possibility, the commission should move forward in this direction, if this is not an option, then the commission should pivot to removal and replacement of half of the roof.

Mr. King proposes that the committee generates a list of specs that are wanted for the roofing project.

Mr. King submits a motion that the commission has an engineer determine whether putting a roof over the existing roof is a possibility. If this is the case, the commission will look at getting a separate price to overlay the roof and insulate the front portion of Hangar 4. If overlaying the roof over the existing roof is not an option, the commission will seek a price to strip and replace the roof and re-insulate the front portion. The commission will need to get a price and go out to bid in both instances.

Mr. DePucchio seconded the motion. The motion passes with Mr. Mastrianni abstaining.

Hangar 4 Project Update

Mr. Lee delivered the report, which was tailored to the Administration Building. He had a discussion with Mr. Scata, who still compiling prices for the work at hand. Mr. Lee believed that the Aviation Commission had already seen the layout for the project, and has given its' approval.

Mr. Lee points out that what remains to be determined are the finishes such as sliding doors and windows. Through conversations with Mr. Scata, it was decided that he would put together a budget and indicate what items within the budget would be the responsibility of the town. Exterior type items such as windows, doors, and entrance ways would fall under the Aviation Commission's purview. Mr. Lee hopes to be able to bring some numbers back to the commission in December.

A discussion was held over prioritizing projects and the budgetary restrictions that are involved.

Mr. Lee left the meeting at 8:05 pm.

Mr. Scata would like to know that he can move forward with the interior renovations to the Administration Building and that nothing will be changed externally by the commission down the line.

Mr. Daskal asked for a consensus that the Aviation Commission is still comfortable with the interior layout of the Administration Building, and will review the exterior request for windows, doors & vestibules when received prior to or at the next meeting. There are no objections to the consensus.

AECOM Report – Taxiway Project Update

Mr. D'Amico gave the report. The project is winding down. *Tilcon* completed the paving of the taxiway in addition to the topsoil and seeding of the surrounding areas. The lights for the taxiway are currently being put in for phase three which involves the north end. Once that is completed, the south end of the apron will be closed, so the crew can put the lights in. The project should be wrapped up by December 8th or 9th, barring the reapplication of paint in the spring.

WPC Sewer System Investigation Update

Mr. Daskal reported that the Water Pollution Control has been working with Interstate Aviation to remedy the odor issue in the Administration Building which interfaces with Hangar 4. All of the septic tanks were pumped and inspected in addition to completing a smoke test on the system. They identified a leak in the vent pipe within the ceiling in the Hangar 4 portion of the outer wall closest to the patio. A temporary repair was made by Town Building & Grounds, after which, a secondary smoke test was completed, which verified the fix had held up.

Interstate Aviation Report

Mr. Scata gave a brief report that Interstate has finished the renovation in the maintenance bay, offices, and lunchroom and inventory is getting put back to where it belongs.

The flight school has begun to pick up in activity and the helicopters are no online, and is beginning to pull interest.

Other Items

Mr. King asked to see the financial report, as it has not been included over the last several meetings. He also suggested that we move the AECOM report to earlier on in the meeting.

IV. Public Comments

Mr. Pearson expressed gratitude to the town on behalf of the CAP, and made it clear that they really enjoy being located at Robertson Airport.

Mr. Corlis is happy to hear about the roof renovations that are beginning to take shape at the Brown House. He also would like to see the work on Hangar 4's roof completed and put to bed.

V. Adjournment

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

The meeting adjourned at 8:33 pm.

Considerately submitted,

Caitlin Prantis
Recording Secretary