

**MINUTES**  
**Aviation Commission Regular Meeting**  
**Monday, November 27, 2023 – 7:00pm**  
**Robertson Airport Classroom**

**PRESENT:** Alex Cal; Reade Clemens; Mark DePucchio; David King; Robert Mastrianni;  
Dominick Moschini

**ABSENT:** Frank Cawley

**STAFF:** Andy Cirioli, *Assistant Town Manager*

**GUESTS:** Gerry D’Amico, *AECOM* (virtual); Nick Cota, *AECOM* (virtual)

**I. Call to Order**

The meeting was called to order by Chair King at 7:07 PM.

**II. Minutes of Previous Meeting**

- **October 23, 2023 Regular Meeting**

**Motion:** Mark DePucchio moved to accept the minutes of the October 23, 2023 Regular Meeting.

**Second:** Robert Mastrianni

**Vote:** 6 in favor / 0 opposed / 0 abstentions. **Motion Carries.**

**III. Announcements and Reports**

- **Town Manager’s Report**

- a. **ACIP Update**

FAA and CAA are still reviewing Robertson’s FY24-28 Airport Capital Improvement Plan (ACIP). Once it is approved, we can move forward with soliciting for an on-call engineering consultant and a consultant to assist with the master plan.

- b. **Crack Sealing on Runway**

At the request of the Commission, the Town postponed Santoro. Adrien LaBella came out to the Airport to inspect the runway and the use of a curb mix to fill the large cracks. He had recommended filling the cracks with stone dust then hot tar.

- c. **Rotating Beacon Replacement**

Buildings and Grounds replaced the internal components of the rotating beacon at the end of October. The beacon fully functioning.

**d. Tree Cutting**

Roadways is coordinating with tree cutting service providers to cut a select number of tall trees at the north-end of the runway. Holcomb cut down the trees near the trailhead, but there is still outstanding work that should be completed in the coming weeks. We will then coordinate with FAA to schedule a second flight check to certify the Runway 20 PAPI and the REILS.

**e. Lease Negotiation Subcommittee**

The Lease Negotiation Subcommittee met at the beginning of November in Executive Session. Currently, Interstate Aviation is working through some questions with our consultant. Also, the subcommittee is aware of the litigation including Interstate, but does not think there is enough information to disrupt the negotiation process.

**f. Reminder: December meeting is scheduled for Tuesday, 12/19**

- **AECOM's Report**

AECOM submitted and reviewed a report to the Commission, including the PAPI, AWOS, Segmented Circle, and Wind Cone and Perimeter Fence.

Chair King inquired about the items to be completed as part of the PAPI, AWOS, Segmented Circle, and Wind Cone project. Mr. Cota responded that the items include seeding grass around the wind cone, sealing stones, installing permanent panel on the AWOS, flight check for the PAPI, and tension on the fencing.

Mr. DePucchio asked about retainage on the project. Mr. Cota responded that there is 5% retainage on the project, and the contractor have yet to be paid in full due to some outstanding items.

- **Interstate Aviation's Report**

Interstate Aviation submitted a report to the Commission. The report included a financial report.

**IV. Discussions of Interest**

- **T Hangars**

No update.

- **Status of Property Release**

No update.

**V. Old Business**

- No old business.

**VI. New/Other Business**

- **Election of Officers**

**a. Chair**

David King was nominated as Chair by Dominick Moschini. There were no other nominations.

**Motion:** Dominick Moschini moved to elect David King as Chair.

**Second:** Alex Cal

**Vote:** 6 in favor / 0 opposed / 0 abstentions. **Motion Carries.**

**b. Secretary**

Reade Clemens was nominated as Chair by Mark DePucchio. There were no other nominations.

**Motion:** Mark DePucchio moved to elect Reade Clemens as Secretary

**Second:** David King

**Vote:** 6 in favor / 0 opposed / 0 abstentions. **Motion Carries.**

- **Adopt 2024 Meeting Schedule**

**Motion:** David King moved to adopt the proposed 2024 Meeting Schedule of the Aviation Commission.

**Second:** Reade Clemens

**Discussion:** Mr. DePucchio suggested that the May 2024 meeting be moved to Tuesday, May 21, 2024.

**Amended Motion:** David King moved to adopt the proposed 2024 Meeting Schedule of the Aviation Commission and amend the May meeting date to be May 21, 2024.

**Second:** Reade Clemens

**Vote:** 6 in favor / 0 opposed / 0 abstentions. **Motion Carries.**

- **Motion:** Mark DePucchio moved enter into executive session to discuss legal matters.

**Second:** David King

**Discussion:** Mr. Moschini and Mr. Mastrianni expressed concerns over entering into executive session. Mr. DePucchio explained the purpose for the executive

session would be to discuss legal matters pertaining Interstate Aviation and how to address a vacancy, should one occur, in the role of FBO. Discussion ensued.

**Vote:** 0 in favor / 6 opposed / 0 abstentions. **Motion Fails.**

- Mr. Clemens asked if the change in Town Council Leadership impacts the Lease Negotiation Subcommittee or the Council Liaison to the Commission. Assistant Town Manager Cirioli responded that Council Chair Wazorko and Councilman Underwood would be the representatives to the Subcommittee. Councilman Underwood would remain the liaison to the Commission.

**VII. Public Comments**

- No public comment.

**VIII. Adjournment**

**Motion:** Mark DePucchio moved to adjourn the meeting.

**Second:** Robert Mastrianni

**Vote:** 6 in favor / 0 opposed. **Motion Carries.**

**Meeting adjourned at 7:59 PM.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Andy Cirioli". The signature is stylized and written over the printed name.

Andy Cirioli, Assistant Town Manager