

MINUTES
Aviation Commission Regular Meeting
Monday, February 26, 2024 – 7:00pm
Robertson Airport Classroom

PRESENT: Reade Clemens; Mark DePucchio; David King; Robert Mastrianni

ABSENT: Alex Cal; Dominick Moschini

STAFF: Michael Paulhus, *Town Manager*; Andy Cirioli, *Assistant Town Manager*; Robert Lee, *Consultant* (virtual)

GUESTS: Ziggy Tomic, *Interstate Aviation*; Lucas Paskiewicz, *Interstate Aviation*; Nick Cota, *AECOM*; David Underwood, *Town Council Liaison*

I. Call to Order

The meeting was called to order by Chair King at 7:03 PM.

II. Minutes of Previous Meeting

1. November 27, 2023 Regular Meeting

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

Second: Robert Mastrianni

Vote: 4 in favor / 0 opposed / 0 abstentions. **Motion Carries.**

2. January 22, 2024 Regular Meeting (*No Action Required*)

III. Announcements and Reports

1. Town Manager's Report

a. Tree Cutting

Roadways completed clearing all trees and brush around the north and south ends of the runway. The Town is working with AECOM to reschedule the flight check for the PAPI and REILs.

Mr. DePucchio asked how much it will cost for the flight check. Mr. Cota explained the process that the Town and AECOM went through to identify trees to cut down and stated that he was unsure how much a flight check would cost at this time. The flight check will occur in at least 2-4 weeks.

b. RFQ 2024-07 On-Call Airport Consulting Services - (A) Architectural and Engineering & (B) Planning

The Town issued an RFQ for On-Call Airport Consulting Services for architectural, engineering, and planning services. The RFQ has been posted to the Town website, the state's procurement portal, and in

newspapers with general circulation in the area (such as the New Britain Herald). Responses are due to the Town Manager's Office by Thursday, March 7th at 12:00 PM. The Town has formed a selection panel to review responses and make a recommendation to the Aviation Commission. The Commission will make a formal recommendation to the Town Council for Award.

c. Business Continuity Plan

The Town has been in contact with similarly sized airports regarding their continuity of operations plans. The airports with plans will hopefully be sharing them with us to use as a model. This is still a work in progress, and we will continue to provide updates.

Mr. Lee noted that Town staff met with The Town Attorney to discuss airport contracts and to discuss contingencies if the FBO could no longer perform their function. Mr. Lee is also working on a Continuity of Operations Plan for Town staff and the Commission to review.

d. Fly-In Event – Saturday, June 22, 2024

Interstate Aviation is interested in hosting a Fly-In/Food Truck event at the Airport on Saturday, June 22, 2024. Proceeds from the event would go to benefit the Plainville Food Pantry and Petit Family Foundation. The Town supports this event and will plan a coordination meeting with department heads.

e. Financial Update

Town Manager Paulhus reviewed the financial update and noted that capital expenditures were the only major expense running over budget. This is due to the installation of a new roof on the administrative building, a new fire alarm system for Hangar 1, and crack sealing on the runway.

Mr. DePucchio asked about the negative \$158,417.17 on the budget report. Assistant Town Manager Cirioli stated that this number does not reflect anticipate revenue from FAA reimbursements.

2. 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 other than reseeding the grass around the wind cone and the flight check, most items were completed. Mr. DePucchio asked about retainage on the project. Mr. Cota responded that there is 5% retainage on the project, still unpaid.

3. Interstate Aviation's Report

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

IV. Discussions of Interest

1. T Hangars

Town Manager Paulhus stated that Town staff is looking to resubmit a Congressionally Directed Spending application for new hangars. The justification is airport sustainability, economic development, and area job creation.

2. Status of Property Release

Town Manager Paulhus stated that the Town is exploring the use of the 7-acre parcel for a new public works facility. Chair King asked if the facility would be designed to help support and maintain the airport. Town Manager Paulhus stated that it was unknown at this time. Mr. DePucchio asked if the bike/walking trail would impact the development of the parcel. Assistant Town Manager Cirioli responded that CTDOT is aware of future development(s) on that site. CTDOT understands that future developments will require access to Perron Road across the constructed bike/walking trail and the Town reserves the right to design accordingly.

V. Old Business

1. No old business.

VI. New/Other Business

1. No new business.

VII. Public Comments

1. No public comment.

VIII. Adjournment

Motion: Robert Mastrianni moved to adjourn the meeting.

Second: Reade Clemens

Vote: 4 in favor / 0 opposed. **Motion Carries.**

Meeting adjourned at 8:16 PM.

Respectfully submitted,

Andy Cirioli, *Assistant Town Manager*