

**AVIATION COMMISSION
Regular Meeting Minutes
November 25, 2019 - 7:00 pm
Plainville Municipal Center – Room 300**

PRESENT: The following members were present: Byron Treado (*by phone*), Robert Mastrianni, Mark DePucchio, Reade Clemens, David King.

ABSENT: Richard Piotrowski, Chuck Zettergren, Robert Zirpolo

STAFF: Scott Colby, Jr., Assistant to the Town Manager

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

I. Call To Order

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

II. Old Business

1. Review and approve October 29, 2019 Regular Meeting Minutes

Mr. King made a motion to approve the Minutes of October 29, 2019 Regular Meeting as amended. Mr. Mastrianni seconded the motion and they were approved unanimously by members present.

III. Other Business

- 2020 Meeting Schedule

The 2020 Meeting Schedule was distributed for review and approval.

Mr. King made a motion to approve the 2020 Meeting Schedule as presented. Mr. Mastrianni seconded the motion which passed unanimously by members present.

- Runway Patching Update

Patching work has been completed by Santoro Construction. Cost came in under budget at approximately \$16,000. Mr. Colby will confirm cost with the Town Engineer.

- Roof Repair Update

A meeting was held with Dzen Roofing on November 15, 2019. It was reported that it will take three days of work to repair leaks in Hangers 3 and 4 with a cost of \$5,900. The awning has been removed. It is being determined what the plans will be for inside of the building.

- Financial Report

Mr. Colby gave the financial report. The fund balance as of October 31, 2019 is \$487,209.61 Mr. Colby answered questions about operational expenditures.

- AECOM Report

Mr. D'Amico said that the Pavement Condition Report (PCI) requested by the FAA has been completed and a computerized report provided a rating of the pavement. The rating is under 40 which means failed pavement. Serious cracks can be seen "post-paving" and will be addressed. Sample pavement areas of 150 ft. each where cracks appear can be saw cut and repaved, similar to concrete repairs on bridges.

Reconstruction plans for the airport must follow B1 Airport Requirements including addressing the wing span of airplanes. Narrowing the runway 5 ft. on each side will reduce the 35 feet wide taxiway to 25 feet. The driveway will not be impacted by this change. Mr. Scata asked if the area can be run up on both ends and be added to the plans. Another suggestion was made to expand the radius.

Plans will be updated and presented at the December meeting.

Plans for the project will now be pushed to January 2020 due to pavement condition and reconstruction to the airport. This will not interfere with current timeframe to go to bid.

- Interstate Aviation Report

Mr. Scata provided the numbers for October 31, 2019. There were 34 planes in tie-down. Fuel sales were 2437.4 gals; Jet A sold 6058.4 gals. There were 0 overages.

Mr. Scata reported that the charter certificate is in place for this service to come back to Robertson Airport. A helicopter will be up and running in mid-December.

- Any Other Items

Mr. Lee said that the lease at Robertson Airport is up for renewal. The fiscal year there ends on October 31, 2019. Formal discussions regarding the rent should take place in January 2020. For now the rent will be on a year to year basis.

Mr. Scata will compose a CAP based on the terms of the new lease and will prioritize repairs accordingly. He will reference the Partner Report in his determinations.

It was suggested that the commission members meet with Mr. Scata prior to the December meeting to discuss the lease or that Mr. Scata provide CAP information at least 10 days before the meeting. A special meeting was requested and that the lease be available for reference. Mr. Scata said that he will provide preliminary numbers for the lease. Monday, December 9th at 7:00pm was suggested for the special meeting based on Mr. Lee's availability. Mr. Colby will email the original lease to the commissioners including amendments.

- Elect Chair and Vice-Chair

There was a discussion whether all commissioners are required to be present at the time of elections. It was stated that the answer is "no". Mr. Mastrianni suggested that elections take place by secret ballot during the special meeting. Mr. Treado is not in agreement with this suggestion. The election proceeded as follows:

Mr. King made a motion to elect Mr. DePucchio as Chairman. Mr. Clemens seconded the motion which passed unanimously.

Mr. Clemens made a motion to elect Mr. Treado as Vice-Chair. No action followed.

Mr. DePucchio made a motion to elect Mr. King as Vice-Chair. Mr. Mastrianni seconded the motion which passed unanimously.

IV. Public Comment

Mr. Corlis said that the commission should continue to keep moving forward with its plans.

V. Adjournment

A motion was made by Mr. Clemens to adjourn the meeting and seconded by Mr. King which passed unanimously.

The meeting adjourned at 8:00 pm.

Respectfully submitted,

Dawn Guite

Dawn Guite
Recording Secretary