

AVIATION MEETING
Regular Meeting Minutes
April 27, 2020 – 7:00 pm
Virtual Meeting Via Zoom and Call-In

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

ABSENT: Robert Zirpolo

STAFF: Robert Lee - Town Manager

VISITORS: Nick Scata, *Interstate Aviation*, Gerry D'Amico, *AECOM*, David Underwood, *Town Council Liaison*, Caitlin Prantis, *Recording Secretary*, and Joe Corlis

I. Call To Order

The meeting was called to order by Mark DePucchio at 7:04 pm.
There was a quorum.

II. Old Business

Review & Approve February 24, 2020 Special Meeting Minutes

Mr. Mastrianni made a motion to approve the minutes of the February 24, 2020 Special Meeting as amended. Mr. Clemens seconded the motion and they were approved by present members with Mr. Treado abstaining due to his absence from the previous meeting.

III. Other Business

Airport Improvement Projects

-HVAC Update

Mr. Scata reported the progress that has been made with the installation of the HVAC unit, which has been installed and is operational. Once the scheduled inspection with the town takes place, the project will be wrapped up.

Mr. DePucchio asked if the committee might consider whether they should excavate and bury a 1,000 gal. tank instead of keeping the eight, 125 gal. tanks. A discussion was held. Mr. Depucchio suggested that all members take the time to look at the area.

-Painting of Buildings Status

Mr. Scata detailed where he stood in the bidding process. He had already received one bid for approximately \$30K from a contractor. He is currently looking for two other bids for the job. He estimates that the work will be within the range of \$30K to \$40K.

A discussion was held in regards to the different paint color options. Mr. DePucchio brought up that certain colors are prone to fade, namely the colors blue and red. Mr. Scata was asked to get an opinion from the contractors on the color choices they would recommend. Mr. Clemens asked about whether any rust was present on the buildings which brought forth a discussion about prep work to be done. The buildings that need attention are hangar 3, the FBO, and hangar 6.

Financial Report

-Possible Grant Funding

Mr. Lee delivered the report. The FAA will be funding a \$30K grant as a result from the CARES Act. There are three ways that the fund can be utilized:

1. Operational Expenses - payroll, utility bills, payments of debt service
2. Funding of Development or Land Acquisition
3. Use partially for Operational Expenses and partially for Airport Development

It was suggested that because Robertson Airport has no operational expenses, option two and three should be considered. Mr. Lee spoke with Mr. D'Amico about putting together an application based on how the Aviation Commission decides to utilize this grant. Mr. Lee discussed the possibility of putting some of the grant money toward the expenses that Interstate Aviation would incur from the interior work in the administration building.

Mr. Scata disclosed that Interstate Aviation had applied for a Paycheck Protection Loan, which they received. The majority of which is for payroll, but 25% is for rent, utilities, etc. A discussion was held about the different grants that were made available by the Federal Government. Mr. Lee asked Mr. D'Amico to come up with an application for development, based on the conversation that was held.

-Monthly Operating Budget Report

Mr. Lee asked the committee if there were any questions after looking at the report. Mr. DePucchio sought clarification on the current balance in the account. He asked if they were allocating \$300K toward Capitol Improvements over the next 3 years. Mr. Lee answered that they were.

AECOM Report

-Taxiway Project Bids

Mr. D'Amico gave a report on the Taxiway Bids. Seven bids were received which ranged from \$2,270,000 to \$3,300,000. The low bid was submitted by Empire Paving. A bid summary was established, and it became apparent that Empire submitted an unbalanced bid for mobilization.

A discussion was held between Mr. Depucchio, Mr. Scata, and Mr. D'Amico concerning Empire Paving, and their low bid.

Mr. Lee requested that only committee members discuss the issue further. He stated that the problem with the unbalanced bid is that Empire would receive the money at the start of the project. It offers no protection if something goes wrong toward the end of the project. The committee will reject the bid from Empire Paving.

Mr. King posited that he didn't think Loureiro handled their engineering projects effectively over the past year. Mr. Treado agreed.

Mr. Treado made a motion to reject Empire Paving's non-responsive bid and recommended that the bid is awarded to Tilcon. Mr. Mastrianni seconded the motion and it was passed unanimously.

Mr. Depucchio asked for clarification on the scheduling for the airport closure. Robertson will be closed for five nights and up to five days, but it is currently unknown whether or not these will be consecutive.

Interstate Aviation Report

-Report of Operations

Mr. DePucchio remarked that there is a hangared aircraft that is not listed in the Tie Down Report. He stated that it should be listed, regardless of when the payment is made.

Jet fuel sales over the previous years to date were discussed by Mr. Scata and Mr. DePucchio.

The commission discussed the viral outbreak and how it played a substantial roll in where the aircraft number currently stands. Mr. Scata stated that there is the potential of having 7 aircraft for instruction by this summer, depending on demand.

Mr. King questioned how the outbreak has affected the scheduled events at Robertson Airport. Mr. Scata replied that they have all been either cancelled or delayed. Both Wings and Wheels and The Balloon Festival have been cancelled. The fundraiser that was scheduled for May has been postponed until October.

-Email dated April 20, 2020 to Robert Lee

The email was discussed previously during the meeting.

Other Items

Mr. DePucchio explained that the commission has agreed to extend the lease and put in \$300K over the next three years for airport improvements. If we don't get 100% funding, the commission will need to get approximately \$210K. A discussion about the funding is held.

A question is raised by Mr. Zettergren about how much of the \$300K has already been committed to current and upcoming projects. Mr. King projected that, with the money that will be taken in, the airport will still have an operating profit.

IV. Public Comments

Joe Corlis was glad to hear about the possibility for the grant money, and that it will help with updating the FBO building. He also was happy to hear that the commission is moving forward with the repaving of the taxiway.

V. Adjournment

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

The meeting adjourned at 8:31 pm.

Considerately submitted,

Caitlin Prantis
Recording Secretary