

**AVIATION COMMISSION
Regular Meeting Minutes
October 22, 2018 - 7:00 pm
Municipal Center - Room 300**

PRESENT: The following members were present: Byron Treado (*by phone*), Richard Piotrowski, Robert Mastrianni, Chuck Zettergren.

ABSENT: Mark DePucchio, Reade Clemens, Robert Zirpolo

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

VISITORS: Fraser Walsh, PE, AECOM, Lynn from Interstate Aviation, Dawn Guite, Recording Secretary, and Joe Corlis.

I. Call To Order

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

II. Old Business

1. Review and approve September 24 Regular Meeting Minutes

Mr. Zettergren made a motion to approve the Minutes of September 24, 2018 Regular Meeting as posted. Mr. Mastrianni seconded the motion and they were approved unanimously by members present.

2. Financial Report

There was no Financial Report given. There have been no changes regarding revenue.

III. Other Business

• LEA Report

Mr. Shelomis emailed an update on the Apron Project to Robert Lee.

• Apron Project Update

Milling and paving are completed for the 3 phases of the project. 50% of tie-downs have been completed. By the end of this week most of the tie-downs will be completed. 50% of the painting has been completed including additional

work for painting the tie-down identification letter/number. Everything should be completed by the first full week in November.

Mr. Shelomis spoke with Cliff from the FAA and most of the costs for additional tie-downs and transportation of millings will likely be covered up to 90%. The balance is the town's responsibility. The \$5,500.00 engineering cost for re-designing the tie-down anchors is not reimbursable by the FAA and is the town's responsibility.

Included in the email is an attachment for Tilcon's first requisition for \$306,289.52.

Mr. Mastrianni made a motion to pay \$306,289.52, one third of the Tilcon project. Mr. Zettergren seconded the motion which passed unanimously.

- Interstate Aviation Report

Lynn from Interstate Aviation reviewed the report with the meeting attendees. As of September 30, 2018 there were 38 planes in tie-downs. As of September 30, 2018, fuel sales were 100LL – 18,294.6 gals; Jet A sold 15,710.5 gals. There were 0 overages.

There transfer of ownership should begin to take place on November 1, 2018. Nick Scata is waiting for the amended Lease Agreement from the Town Lawyer. Commission members will receive a final amended copy once it has been completed.

- Election of Chair and Vice-Chair

Mr. Piotrowski made a motion to re-elect Mr. Treado as Chair. Mr. Zettergren seconded the motion which passed unanimously.

Mr. Mastrianni made a motion to re-elect Mr. Piotrowski as Vice-Chair. Mr. Zettergren seconded the motion which passed unanimously.

- 5-Year Airport Capital Improvement Plan

Fraser Walsh reported on the 5-Year Airport Capital Improvement Plan. Under the plan, work will not change much. A replacement of a fence (8 FT wire fence) will include a different entry gate with access card entry. A scope of work will be included addressing the needs for the airport. A meeting will be scheduled to discuss what can be done based on the needs of the airport. Part 2 of the CIP will be to assess the buildings at the airport (infrastructure). Mr. Walsh will email a completed draft and fee structure for the 5-Year Plan to the

commissioners and it will be discussed at the November Regular Aviation meeting.

Mr. Walsh said that a Sponsor Readiness has to be completed and submitted to the FAA. Permits will need to be in place when the form is submitted.

- Any Other Items

The Town of Farmington has given the okay to take down trees and the State will remove trees at the trail during the winter months.

IV. Public Comment

Mr. Corlis said that his plane is first one to enter the new area. His plane is in the front row and he said that the rings for tie-downs are larger than previous and cannot be used. The standard hook requires rope to secure it in place.

Mr. Mastrianni referred Mr. Corlis to Harbor Freight and Crosby Hooks who carry what is needed.

V. Adjournment

A motion was made by Mr. Zettergren to adjourn the meeting.

Mr. Mastrianni seconded the motion. The motion passed unanimously.

The meeting adjourned at 7:30 p.m.

Respectfully submitted,

Dawn Guite

Dawn Guite
Recording Secretary