

**AVIATION COMMISSION  
Regular Meeting Minutes  
November 26, 2018 - 7:00 pm  
Municipal Center - Room 300**

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

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

**VISITORS:** Fraser Walsh, PE, AECOM, Tyler Cox, Town Council Liaison, Dawn Guite, Recording Secretary, Joe Corlis and David King.

**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 October 22, 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 and Apron Project Updates

There was no reports given.

- Interstate Aviation Report

Lynn from Interstate Aviation emailed the report to the commissioners. As of October 31, 2018 there were 37 planes in tie-downs. As of October 31, 2018, fuel sales were 100LL – 20,389.9 gals; Jet A sold 17,815.4 gals. There were 0 overages.

- Entitlement Funds – Letter of Intent

The Letter of Intent is being drafted.

- FY19 Project Readiness Form

Mr. Lee needs to sign the form by the end of this month. It needs to be submitted to the FAA at that time. Permits will need to be in place when the form is submitted.

- Grant Closeout Letter

Ms. Lattrell, Deputy Director, Airports Division of the FAA, submitted a Grant Closeout Letter on November 13, 2018 to Mr. Lee showing a final grant amount of \$141,664.00 paid. The letter noted that conditions have been met per the project description and that all terms and conditions have been complied with. Final costs were determined as being reasonable and justified. If an audit reveals any issues, the grant will be re-opened until outstanding concerns have been resolved.

- 5-Year Airport Capital Improvement Plan

Fraser Walsh reported on the 5-Year Airport Capital Improvement Plan. A site walk was done at Robertson Airport where it was determined that only rehabilitation of the taxi way will be focused on at this time. If a replacement a fence (8 FT wire fence), card access entry gate, pappies, etc. are requested by the Town, the Town will be responsible for payment. Under the 5-Year Plan, pappies are proposed for FY2021, and replacement fence in FY2023.

A scope of work will be included addressing the needs for the airport. Mr. Walsh will email a completed draft and fee structure for the 5-Year Plan to Mr. Lee and the commissioners for discussion and vote by email. The draft will include ball park estimates from Andrews and Galvin in Farmington, and Valbridge Properties Advisors in Glastonbury. Buildings included in the estimates are Hanger 1, Hanger 3, Hanger 6, and the Administration Building.

There was a discussion regarding the white house tenant occupancy. The terms of the lease have to be confirmed and determined if a future tenant has to be a security professional. Mr. Treado suggested that the town inspector review the property. Mr. Clemens suggested that inspection be done by a 3<sup>rd</sup> party. This discussion will be tabled until the Regular Meeting in January 2019.

- Meeting Schedule

- Cancel December Meeting

Mr. Zirpolo made a motion to cancel the Regular Meeting in December as it falls on Christmas Eve. Mr. Clemens seconded the motion which passed unanimously.

- 2019 Schedule: 4<sup>th</sup> Monday of the Month

Mr. Mastrianni made a motion to accept the 2019 Meeting Schedule as proposed. Mr. Zettergren seconded the motion which passed unanimously.

- Any Other Items

Mr. DePucchio made a motion for the Interstate Aviation Report to include year over year figures for comparison for tie downs, fuel, and hangered aircraft. Mr. Zirpolo seconded the motion which passed unanimously.

Mr. DePucchio made a motion to allow commissioners to call in to meetings when they cannot attend in person. Mr. Zirpolo seconded the motion which passed unanimously.

Mr. Treado asked about the transfer of ownership of Robertson Airport and asked that the Town Attorney move things along. Mr. Colby will follow up with Mr. Lee about this request.

#### **IV. Public Comment**

Mr. King stated his concerns regarding the price increase at Robertson Airport. There is a 38/39% price increase for leasing tie down space. The term of the lease is 18 months. Because the Town Council approved the purchase of the airport, nothing can be done until the term of the lease is completed.

Mr. Corlis thanked Mr. King for his concerns and is glad that they were discussed. He said that the new owner intends to make upgrades to the airport including dealership consideration.

Mr. King was advised to send a letter of interest to the Town Manager for filling the vacancy on the Commission.

**V. Adjournment**

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

The meeting adjourned at 8:15 p.m.

Respectfully submitted,

*Dawn Guite*

Dawn Guite  
Recording Secretary