

Minutes
Aviation Commission Regular Meeting
December 20, 2022 – 7:00 PM
Municipal Center – Room 300

PRESENT: Frank Cawley; Reade Clemens; Mark DePucchio; David King; and Robert Mastrianni

ABSENT: John Onisto

STAFF: Michael Paulhus, *Town Manager*; Andy Cirioli, *Assistant Town Manager*; Robert Lee, *Former Town Manager*

GUESTS: David Underwood, *Town Council Vice Chair*

1. Call to Order

The meeting was called to order by Chair King at 7:01 PM.

2. Old Business

A. Meeting Minutes of November 2, 2022 Special Meeting

Motion: Mark DePucchio moved to accept the minutes of the November 2, 2022 Special Meeting

Second: Frank Cawley

Vote: 5 in favor / 0 opposed / 1 abstention (R. Mastrianni). **Motion Carries.**

3. Other Business

A. Airport Layout Plan Update

No update.

B. Airport Roof Replacement

Town Manager Paulhus reported that Town staff, including Buildings and Grounds Superintendent Dave Emery, are exploring a membership to TIPS: The Interlocal Purchasing System. This consortium would allow us to engage the consulting firm who initially installed the roof to the administrative building. The intention is to get quotes and develop a roof replacement plan. At the request of Chair King, this item will be labeled "Administration Building Roof Replacement" going forward.

C. AECOM Report

AECOM was not in attendance at this meeting but submitted a written report to the Commission. Mr. DePucchio inquired about the timeline for the construction of the AWOS & PAPI. Town Manager Paulhus responded that the construction is to begin in March and take about a month to complete. Mr. Lee added that the project is scheduled to begin March 1 and end on April 7 of 2023.

i. Fence Replacement/Installation Project

Town Manager Paulhus reported on a meeting with AECOM and FAA, including a discussion on the fence height. The Town is looking for AECOM to lead this project.

ii. Update on FAA funding for Apron Project

Town Manager Paulhus reported that FAA is receptive to funding the fence and the apron paving project.

D. Extension of Master Service Agreement with AECOM

The Town is looking into extending the Master Service Agreement with AECOM for an additional one to two years in an effort to complete outstanding projects, such as the AWOS/PAPI, Fence Replacement/Installation, and the repaving the apron. Mr. Lee stated that FAA requires an independent fee estimate (IFE) prior to signing Master Service Agreements (MSA). In the past, the Town has hired/utilized consulting firms to perform this duty.

Mr. DePucchio suggested the Commission may want to issue a RFQ to find a consultant for the next MSA, which may be AECOM again. Mr. Lee responded that it would be sensible to seek an extension with AECOM for on-going projects, such as the AWOS/PAPI, fence replacement/installation, and apron re-pavement. Future projects, such as updating the Master Plan, which includes an update to the airport layout plan, would be included in the RFQ. Chair King stated that the extension with AECOM and seeking a consultant for the next MSA could occur contemporaneously. Mr. Lee clarified that FAA requires the Town to seek RFQs every 5-years for the MSA. Any extension would require FAA approval.

Discussion ensued about funding sources for airport projects (e.g., AIP and BIL grants) and types of eligible projects, such as pavement.

Motion: David King moved to recommend the extension of the Master Service Agreement with AECOM for two years or for the length of time acceptable to FAA.

Second: Mark DePucchio

Vote: 6 in favor / 0 opposed / 0 abstentions. **Motion Carries.**

E. Airport Grounds Security Update

Town Manager Paulhus provided no further update other than what was previously reported during the fence project update. Chair King stated that people often use the vacant 7-acre lot as a large park, but due to liability issues, the gate should remain closed. Additionally, Chair King relayed Nick Scata's interest in installing cameras at the airport down to Hangar 1.

Mr. DePucchio asked about the fence height. Mr. Lee and Assistant Town Manager Cirioli responded that the fence height would be 5-feet (as required by FAA) and in the location of the existing fence. Mr. DePucchio encouraged the consideration of future hangar construction when determining the location of the fence and gates.

Town Manager Paulhus and Mr. Lee responded that FAA would not fund any additional length of fence or the construction of a fence in a new location.

F. T Hangar Discussion

Mr. DePucchio favors leasing the land to a developer to construct T-Hangars, while Chair King favors the Town bonding the project then constructing the hangars. Mr. King suggested if Interstate wants to put up their own hangar(s), then it should be a separate lease. Mr. DePucchio would like to survey the price people would pay for a hangar today.

Discussion ensued on T-Hangar construction, including costs, funding mechanisms, prevailing wage, and the construction process. Mr. Lee recommended the Town hire a consultant to guide the process if the Commission would prefer the Town construct the T-Hangars.

Motion: Reade Clemens moved to create and publish an RFQ for a consultant to conduct analysis, develop cost estimates, and create a construction plan for T-Hangars at the airport.

Second: Robert Mastrianni

Discussion: Mark DePucchio encouraged the Commission and consultant to consider the airport layout plan. David King stated the consultant should be able to provide construction options.

Vote: 6 in favor / 0 opposed / 0 abstentions. **Motion Carries.**

G. Status of Property Release

No update.

H. Interstate Aviation Report – Request regarding additional airplane

Nick Scata was not in attendance at this meeting but submitted a written report to the Commission.

Mr. DePucchio mentioned that there is no parking signage in front of the administrative building. Additionally, Mr. DePucchio listed other projects that need to be completed, including lightening rod, door on hangar 3, fence broken by vehicular accident.

Mr. King reported that he counted 30 airplanes in the hangars and 35 in the tie downs.

I. Aviation Commission Sub-Committee Update

Town Manager Paulhus stated the Sub-Committee would consist of himself, Assistant Town Manager Cirioli, Mr. Lee, Mr. Underwood, one other member of the Town Council, and two members of the Aviation Commission. The Sub-Committee will discuss the lease, T-Hangars, and other priorities. Mr. Lee recommended that the Town Council appoint Chair King and Mr. Crawley to the Sub-Committee.

J. Financial Report

No update.

K. 2023 Meeting Schedule

Assistant Town Manager Cirioli reviewed the proposed 2023 meeting schedule. Chair King stated he would like future meetings to be held in the airport administration building. Mr. DePucchio suggested members of the airport and aviators be invited to future meetings. Assistant Town Manager Cirioli is working with Mr. Scata to equip the classroom space at the airport with technology to conduct hybrid meetings.

Motion: Frank Crawley moved to accept the 2023 meeting schedule.

Second: Reade Clemens

Vote: 6 in favor / 0 opposed / 0 abstentions. **Motion Carries.**

L. Any Other Items

- i. Town Manager Paulhus and Mr. Lee briefed the Commission on a possible car show being held at the airport in April 2023. The show will take place around hangar 1. The sponsor of the car show is NexGen. Discussion ensued about policies and past practices regarding hosting events at the airport.

4. Public Comments

None.

5. Adjournment

Motion: Frank Crawley moved to adjourn the meeting.

Second: Robert Mastrianni

Vote: 6 in favor / 0 opposed / 0 abstentions. **Motion Carries.**

Meeting adjourned at 8:19 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Andy Cirioli' with a stylized flourish at the end.

Andy Cirioli, Assistant Town Manager