

Minutes
Aviation Commission Regular Meeting
January 23, 2023 – 7:00 PM
Municipal Center – Room 300

PRESENT: Frank Cawley; Reade Clemens (virtual); Mark DePucchio; David King; Robert Mastrianni; Dominick Moschini

ABSENT: None

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

GUESTS: David Underwood, *Town Council Vice Chair*; Nick Scata, *Interstate Aviation*; Ziggy Tomic, *Interstate Aviation*; Gerry D’Amico, *AECOM* (virtual); Brian Romano

I. Call to Order

The meeting was called to order by Chair King at 7:03 PM.

1. Introductions and Membership Update

II. Minutes of Previous Meeting

1. December 20, 2022 Regular Meeting

Motion: Mark DePucchio moved to accept the minutes of the December 20, 2022 Regular Meeting with a revision to Section 3F that it states, “Mr. King suggested if Interstate wants to put up their own hangar(s), then it should be a separate lease.”

Second: Frank Cawley

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

III. Announcements and Reports

1. Town Manager’s Report

a. Airport Layout Plan (ALP) Update

Town Manager Paulhus reported that VHB will be doing a “pen-and-ink” update to the ALP. The ALP will be fully updated as part of the Airport Master Plan. That update will include CAD designs.

b. RFQs for Master Plan and On-Call Services

Town Manager Paulhus reported that the FAA provided guidance to the Town regarding the procurement of consultant(s) to update the Master Plan and provide On-Call design and construction services (which

AECOM currently provides). The FAA asked that the Town post two separate RFQs, one for each item. We may end up with the same consultant, but two separate processes must be pursued. Our goal is to do this in the spring.

c. Administrative Building Roof Replacement Update

Town Manager Paulhus reported that the Town recently joined The Interlocal Purchasing System (TIPS) purchasing cooperative. This cooperative will expand our toolbox when considering roofing companies for this project. The flexibility in using a consortium allows this project to get started quicker.

Discussion ensued about the existing leak and possible temporary solutions.

Mr. DePucchio asked about costs and timeline. Assistant Town Manager Cirioli responded that the initial quote in Fall 2022 was for \$50,000 and that Building and Grounds Superintendent David Emery is currently seeking updated quotes.

d. Extension of Master Service Agreement with AECOM

Town Manager Paulhus reported that the Town of Plainville extended the Master Service Agreement with AECOM for a 1-year period. The FAA requested that the extension be for a 1-year period rather than the originally proposed 2-year extension.

e. Joint Negotiations Sub-Committee - Robertson Airport Update

Town Manager Paulhus reported that the Joint Airport Lease Negotiations Sub-Committee will be meeting for the first time on Wednesday, January 25th at 7:00 PM in the Library Auditorium.

Chair King stated that Reade Clemens is interested in being appointed to the Sub-Committee but has not been contacted about his expression of interest.

f. Financial Report

Town Manager Paulhus and Mr. Lee reported on the financials of the Airport. The fund balance, as of today, is \$313,000, but this does not include accounts receivable.

2. AECOM's Report

AECOM submitted a report to the Commission. Mr. D'Amico reported that the PAPI, AWOS, Segmented Circle, and Wind Cone project is on schedule to start at the end of March or early April.

a. Fence Replacement/Installation Project

Mr. D'Amico reported that the perimeter fence project has been broken up into two phases. The first phase will be completed in 2023 and include the fence between Hangars 1 and 6. This portion of fence is in very poor condition. Phase 2 will encompass the remaining fence, and it cannot be performed until a boundary survey is completed. A Boundary survey is scheduled to be completed as part of the Airport Master Plan update in 2024. Mr. Lee clarified that the FAA would not fund a boundary survey otherwise, and the fencing included in Phase 2 is considered to be in serviceable condition.

3. Interstate Aviation's Report

Interstate Aviation submitted a report to the Commission. The report includes a financial report and a comparison of hangar and tie down monthly rates between Robertson and Meriden Markham

a. Events at the Airport

Mr. Scata reported that the Airport and the Town have been approached by three organizations that want to use the airport as a venue for their respective events.

- i. Car Show by Nexgen – April 30th
This event will be around Hangar 1.
- ii. Food Truck Battles by FestEx Productions – May 20th to 21st
This event will be similar in scope to the former Fly In event. There will be approximately 40 trucks. Town Manager Paulhus spoke to the Mayor of Naugatuck, who previously hosted the event.
- iii. Penny Sale by Plainville Rotary Club – Early May

The airport will remain open and operation during all three events. A portion of money raised from each event will be donated to local charities.

Discussion ensued about parking arrangements, liability insurance, the size of each event, and the amount of money being donated to local charities.

Motion: Robert Mastrianni moved to approve all three events with the understanding that a fair amount of the total profits will be donated to

local charities. The Town Manager will make a final determination on an appropriate donation amount to each charity.

Second: Dominick Moschini

Discussion: Mr. DePucchio asked that the Town Manager be focused on obtaining a fair contribution to local charities for each event.

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

b. Sub-Leasing

Mr. Tomic reported that his company HTX Helicopters (based out of Rhode Island) will be moving into Hangar 6. A lease between Interstate Aviation and HTX Helicopters is under negotiation. This company will provide flight lessons, charters, and tours. HTX Helicopters is one of the only companies in New England that offers a helicopter flight school.

Discussion ensued about the number of helicopters planning to be housed at Robertson and the process Interstate Aviation needs to follow to notify the Town regarding subletting.

c. Status of Punch-List Items

Mr. Scata reported on the status of three punch-list items:

- i. Lightning Rod Wiring: Will be repaired when weather permits.
- ii. Hangar 3 Door: Sourcing replacement parts now and will be repaired when weather permits.
- iii. Broken Fence: Will be repaired/removed by March 31, 2023.

IV. Discussions of Interest

1. Airport Grounds Security

No other update other than what AECOM reports on the fence. Interstate Aviation has not pursued a camera system any further due to the prioritization of other projects.

2. T Hangars

Assistant Town Manager Cirioli reported that Sub-Committee will discuss, consider, and negotiate any lease pertaining to T Hangars.

3. Status of Property Release

Town Manager Paulhus reported that the Town has met with the state about the Farmington Canal Heritage Trail (FCHT). Two trail options are being considered: (1) construct the trail along Perron Road and (2) construct the trail on the line bisecting the 15-acre parcel. We expect an update in February.

Mr. DePucchio asked about the temporary storing of Roadway's materials on the 15-acre parcel adjacent to the Airport.

V. Old Business

VI. New/Other Business

VII. Public Comments

Mr. Scata inquired about why there was a request to inform pilots about Aviation Commission meetings. Chair King responded that he wanted more people to join the commission. Mr. Scata also included that the classroom at Robertson will be ready for the February Aviation Commission meeting.

Mr. Romano introduced himself as a volunteer with the Airport Support Network. He discussed his positive experiences with Robertson Airport. He offered assistance as a liaison with Aircraft Owners and Pilots Association (AOPA).

VIII. Adjournment

Motion: Frank Cawley moved to adjourn the meeting.

Second: Robert Mastrianni

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

Meeting adjourned at 8:33 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