

**AVIATION COMMISSION
Regular Meeting Minutes
August 27, 2018 - 7:00 pm
Municipal Center - Room 300**

PRESENT: The following members were present: Byron Treado, Robert Mastrianni, Robert Zirpolo, Mark DePucchio, Reade Clemens, Chuck Zettergren.

ABSENT: Richard Piotrowski

STAFF: Robert Lee, Town Manager

VISITORS: Ty Cox, Town Council Liaison, Ed Shelomis, Loureiro Engineering, Fraser Walsh, PE, AECOM, Ziggy Tomic, Nick Scata, Dawn Guite, Recording Secretary, and Joe Corlis.

I. Call To Order

The meeting was called to order at 7:00 pm by Byron Treado, Chairman.
There was a quorum.

II. Old Business

1. Minutes of July 23, 2018

Mr. Clemens made a motion to approve the Minutes of July 23, 2018 as posted. Mr. Zettergren seconded the motion and they were approved unanimously by members present.

2. Financial Report

Mr. Lee reviewed the numbers for the Financial Report for June 30, 2018. The handout showed comparisons for audited FY 2017 and unaudited FY 2018. No revenue was received during June, 2018 as new fiscal year has just begun.

III. Other Business

Mr. Treado introduced Chuck Zettergren new member to the commission to fill opening left by Robert Mercer. Mr. Treado thanked Adam Bergenty for his service while on the commission. Adam has moved out of Plainville.

- LEA Report

Mr. Shelomis gave updates on the Apron Project and restoration of night flights to Runway 2.

- Apron Project Update

A pre kick-off meeting was held to discuss the project. Construction will be done in three phases to soften the interruption of airport activity. Existing tie downs will be cut to allow for milling. Construction is scheduled to begin on September 10. There was a discussion about footage to accommodate plane wing spans. There will be no modifications to the taxi way. Painting, to mark the helipad, will be researched. Lynn will notify pilots as to when/where to move their planes during the construction phases.

- Restoration of night flights to Runway 2

The lights have been restored at Runway 2 for night flights. Restrictions were lifted several months ago.

Mr. Lee said that Mr. Colby is working with property owners regarding removal of trees. There are four property owners: Plainville Water Company, Trumpf Inc., State Land (to be confirmed), and CT Water Company in Farmington. Farmington Inland Wetlands permits are required for the trees which are on the Farmington town line. Mr. Colby will be attending the Farmington Inland Wetlands meeting to get approval.

- Interstate Aviation Report

Lynn from Interstate Aviation reviewed the report with the meeting attendees. As of July 31, 2018 there were 39 planes in tie-downs. As of July 31, 2018, fuel sales were 100LL – 13,636.5 gals; Jet A sold 14,237.3 gals. There were 0 overages.

- On-Call Airport Consultant Master Agreement Discussion

A copy of the On-Call Airport Consultant Master Agreement was emailed to the commission members for their comments. The Agreement was discussed during the meeting. Mr. Lee summarized the history/action of the Agreement for Mr. Zettergren. AECOM has been selected as the liaison between Robertson Airport and the FAA. The Aviation Commission will be responsible for and give approval for the task order. Independent fee estimates, when necessary, will be posted for bidding.

Mr. Walsh said that this is a standard/general agreement which AECOM develops for its clients. It was confirmed that the agreement is for 2 years and can be terminated with a 30-day written notice.

Mr. Mastrianni made a motion to accept the On-Call Airport Consultant Master Agreement as proposed. Mr. Zirpolo seconded the motion which passed unanimously.

Mr. Lee will present this motion at the Town Council Meeting on September 17, 2018.

- Any Other Item

Mr. DePucchio made a motion that a property conditions report for all buildings at Robertson Airport be made available. Mr. Zirpolo seconded the motion.

Mr. DePucchio amended the motion that the report be subject to acceptable proposal. Mr. Zirpolo seconded the motion which passed unanimously.

Mr. Fraser will draft a proposal.

IV. Public Comment

Mr. Corlis is happy that the date of September 10, 2018 is in place for beginning the Apron Project. He will wait to receive communication from Lynn as to where to move his plane while work is being done.

V. Executive Session

- Lease Negotiation

Mr. Mastrianni made a motion to begin Executive Session at 7:49 p.m.

Present for the Executive Session were Byron Treado, Robert Mastrianni, Robert Zirpolo, Chuck Zettergren, Robert Lee, Reade Clemens, Mark DePucchio, Lynn from Interstate Aviation, Fraser Walsh, Ziggy Tomic, and Nick Scata. Lynn, Ziggy Tomic and Nick Scata left Executive Session at 9:30 p.m. The discussion continued with the remaining individuals.

Mr. Zirpolo made a motion to come out of Executive Session at Mr. Clemens seconded the motion. The motion passed unanimously.

VI. Adjournment

A motion was made by Mr. DePucchio to adjourn the meeting.
Mr. Mastrianni seconded the motion. The motion passed unanimously.

The meeting adjourned at 10:15 p.m.

Respectfully submitted,

Dawn Guite

Dawn Guite
Recording Secretary