

MINUTES
Aviation Commission Regular Meeting
Monday, March 27, 2023 – 7:00pm
Robertson Airport Classroom

PRESENT: Frank Cawley; Reade Clemens; Mark DePucchio; David King; Dominick Moschini

ABSENT: Robert Mastrianni

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

GUESTS: David Underwood, *Town Council Vice Chair*; Nick Scata, *Interstate Aviation*; Nicholas Cota, *AECOM*; Gerry D’Amico, *AECOM*

I. Call to Order

The meeting was called to order by Chair King at 7:02 PM.

II. Minutes of Previous Meeting

1. February 27, 2023 Regular Meeting

Motion: Mark DePucchio moved to accept the minutes of the February 27, 2023 Regular Meeting.

Second: Frank Cawley

Vote: 4 in favor / 0 opposed / 1 abstention (Dominick Moschini). **Motion Carries.**

III. Announcements and Reports

1. Town Manager’s Report

a. Administrative Building Roof Replacement

Simon Roofing is waiting for materials to be delivered. When this happens, they will schedule the project with the Town for the work will proceed.

b. Maintenance Hangar 4 Roof Leak

Interstate Aviation reported a roof leak on the Maintenance Hangar. The Town’s Buildings and Grounds division identified the cause of the leak to be an exhaust vent and applied a temporary solution—silicon around the problem area. The roof is still under warrantee, and Ultimate Construction was called out to repair the leak. They visited the Airport last week and will investigate again after the next big rain event.

c. **2023 CT Food Truck Battles**

The Food Truck Battles will no longer be taking place at Robertson Airport. The organizers informed the Town that they have decided to move their event back to their original location in Naugatuck.

d. **Nex-Gen Car Show** *(Item Not on the Agenda)*

The Nex-Gen Car Show is still on schedule for Sunday, April 30th from 12-6pm. Nex-Gen anticipates making a \$5,000 contribution to a Plainville charity upon the completion of the event. This amount is based upon the anticipated revenues and can be adjusted if there is inclement weather.

Mr. DePucchio asked about the insurance policy required for the event organizers. Town Manager Paulhus, Mr. Lee, and Mr. Scata said that the Town and Interstate would be listed as additional insurers and would be the required policy would be similar to what the Town has required from organizers of previous events being hosted at the Airport. Mr. Lee additionally clarified that the Director of Finance for the Town consults with the Town's insurance provider on rates and limits.

Assistant Town Manager Cirioli said that this event would be less of a demand on Town services than what was to be the 2023 CT Food Truck Battles. Mr. Lee said that there would be a staff meeting with all staff, including the Police Department, to review the event and determine the appropriate level of oversight and need for Town services.

e. **Living Tribute for William V. O'Leary**

The Assistant Town Manager and the Superintendent of Buildings and Grounds are exploring tree options and memorial plaques. The memorial will be in courtyard area. The planting will be small and not exceed the height of the building. Interstate staff will suggest language for the plaque.

f. **Community Project Funding Application**

The Town submitted a \$1.3 million grant application under the FY24 Community Project Funding program for the construction of (2) 20-unit nested T-Hangars through Rep. Hayes' Office and Senators Blumenthal's and Murphy's Offices. This project has been identified in the Airport's Master Plan as an element of a long-term plan for operational sustainability. Commission Chair David King, in addition to other community leaders/ organizations, submitted letters of support. The process is very competitive and will take several months before we are notified of any award. The Town Council approved the submission

of this application and the committed a 5% local match of \$70,000 from the Airport Fund, if awarded.

g. **Joint Robertson Airport Lease Negotiations Sub-Committee Update**

The Joint Robertson Airport Lease Negotiations Sub-Committee has been meeting regularly in Executive Session to review the current lease agreement with Interstate Aviation and negotiate terms for a new agreement. The Sub-Committee is considering the use of third-party consultant, Michael Hodges, President of Airport Business Solutions, to evaluate the structure of the lease and advice on terms and possible language.

Mr. DePucchio asked if Mr. Hodges would be completing a market analysis. Town Manager Paulhus said that has not been discussed at this time, but he will likely conduct a comparative analysis.

Mr. Clemens asked if Mr. Hodges would consider future development and optimization in his analysis. Mr. Lee said the Sub-Committee has yet to finalize any agreement, but the goal is to explore and decide the best way to re-engage Interstate Aviation in a lease.

2. AECOM's Report

AECOM submitted a report to the Commission.

Mr. D'Amico reported that the Town has received the FCC license for the AWOS and PAPI project. Mesotech manufactured the AWOS. Work is intended to start in April.

AECOM prepared the CAA grant request for the Town. Town Manager Paulhus will submit the request.

AECOM drafted and submitted the FAA construction quarterly report.

AECOM is drafting plans and specs for the perimeter fencing project. A bid opening will be on April 26th and the grant will be submitted on May 5th.

3. Interstate Aviation's Report

Interstate Aviation submitted a report to the Commission. The report included a financial report.

Mr. DePucchio asked about ramp clean up from snow plowing. Mr. Scata said the Town is planning to send a street sweeper to the property.

Mr. Lee mentioned that there were some concerns for the insurance requirements for the tie down leases, specifically regarding Interstate not be liable for damages they cause to an airplane. Mr. Scata said that he would assume that Interstate's insurance would cover damages, or the Interstate itself would repair the damages. Mr. DePucchio stated the lease requires subrogation. Mr. Scata said that the insurance policy mirrors what the Town requires, and that the subrogation clause pertains to liability. Mr. Scata said that their insurance carrier provided the language, and it is similar to other airports. Mr. Lee will speak with Interstate's insurance carrier.

Mr. Scata asked if the Town could crack seal new cracks forming on the runway. Chair King suggested that this item be added to "Discussions of Interest."

Mr. Scata mentioned the beacon is an old halogen bulb and would like to see if changing it to an LED is possible. The beacon does not always operate as intended. Mr. D'Amico said AECOM will look into this. It is unknown if FAA would consider this an eligible project. Mr. DePucchio said the the pole also needs to be painted and this was identified as a need in a previous meeting.

Mr. DePucchio said that the concrete steps in front of Admin Building are sprawling. Mr. Moschini said that he has spoken to the concrete company.

IV. Discussions of Interest

1. Airport Grounds Security

No update.

2. T Hangars

No update.

3. Status of Property Release

No update.

V. Old Business

Chair King asked for a status update on the "punch list" items. Mr. Scata reported the following:

- Lightning Rod Wiring: Work in Progress
- Hangar 3 Door: Will be addressed when weather permits in the Spring
- Broken Fence: Removed

Chair King responded that only the gate was removed but the broken fence was still damaged and not repaired. Mr. Scata stated that the fence could not fully be removed for security reasons but will be as part of the Perimeter Fencing Project.

VI. New/Other Business

VII. Public Comments
No public comment.

VIII. Adjournment

Motion: Reade Clemens moved to adjourn the meeting.

Second: Dominick Moschini

Vote: 5 in favor / 0 opposed / 0 abstentions. **Motion Carries.**

Meeting adjourned at 8:04 PM.

Respectfully submitted,

Andy Cirioli, Assistant Town Manager