

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

April 3, 2012

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, April 3, 2012 at 4:00 p.m.

The following Board members were present:

Greg Cary
Fred Goebert
Al Koenig
Paul McMinn
Donn Roberts
Joe Sciandra
Fred Thompson

Also present:

Dave Jones, Delta Airport Consultants, Inc.
Holly Setzler, Esquire, Landis & Setzler
Carol Poinier, Recording Secretary
Doug Eadline, Airport Maintenance
Mike Bem, Flying Machine Café
Bruce Sagnor, CCAH
Nancy Zynn, Global Air

CALL TO ORDER

Mr. Koenig, Chairman of the Chester County Area Airport Authority Board, called the meeting to order at 4:00 p.m.

Mr. Koenig advised the Board the Airport Manager, Mr. Gary Hudson, is absent from the meeting as he is attending a conference representing the Chester County Airport Authority.

APPROVAL OF THE MINUTES

The minutes of the Regular Meeting held on March 6, 2012 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Thompson and seconded by Mr. Goebert to approve the minutes of the Regular Meeting held on March 6, 2012; **the Board approved the motion by a unanimous vote of 6 to 0.**

The minutes of the Executive Session held on March 6, 2012 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Thompson and seconded by Mr. Goebert to approve the minutes of the Executive Session held on March 6, 2012 as presented; **the Board approved the motion by a unanimous vote of 6 to 0.**

At this time Mr. Cary joined the meeting.

INTRODUCTION OF NEW AUTHORITY ACCOUNTANT

Mr. Koenig advised the Board of the steps taken by the Authority to find a replacement for Mrs. Glisson in her former role as the Authority's Accountant. The Treasurer of the Board, Mr. Fred Thompson, provided details to the Board of the interview process that he and Mr. Hudson followed and their decision to employ, on behalf of the Authority, the services of Countryside Consulting, Inc., a consulting firm located in Chester County, Pennsylvania, providing services in the fields of finance and accounting. He discussed their meetings with Louise Smith, President of Countryside Consulting, Inc. and Kristine Kline, Financial Manager at Countryside Consulting, at which time the scope of the services required by the Authority were discussed in great detail. Ms. Smith and Ms. Kline noted it is anticipated the services required by the Authority will take no more than 20 hours per week and they will provide a cover sheet to the Income Statement and Balance Sheet to assist in the Board's review.

Mr. Koenig discussed with the Board the timing of the Authority's meeting, noting the meetings are held the first Tuesday of the month leaving little time for the month-end financial documents to be prepared. He noted he would discuss the timing of the Authority's meetings with Countryside Consulting and advise the Board of the results of his conversation, noting it would be possible to move the monthly meeting of the Authority to the second Tuesday of the month.

Mr. Koenig reviewed the Income Statement for Three Months Ending March 31, 2012, a copy of which is on file at the office of the Chester County Area Airport Authority, and further reviewed the Balance Sheet as of March 31, 2012, a copy of which is also on file at the office of the Authority.

After review of the Income Statement and Balance Sheet, a motion was made by Mr. McMinn and seconded by Mr. Goebert to accept the Income Statement and Balance Sheet as submitted for the period ending March 31, 2012, subject to audit; **the Board approved the motion by a unanimous vote of 7 to 0.**

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated April 2, 2012, prepared by Delta Airport Consultants, Inc., a copy of which is attached hereto and made a part hereof.

Additional discussion was noted as follows:

Twelve Year Capital Improvement Plan

Mr. Jones noted Delta is continuing its coordination with PennDOT on project costs and the timing of funding releases.

PennDOT BOA 5010 Inspection

Mr. Jones advised the Board that Delta is finalizing responses to the 5010 inspection.

Bentley Hangar

Mr. Jones advised the Board Delta has reviewed the second submission of the proposed hangar site plans and provided comments to the developer and that building plans have not been received as of this date. He further noted the NPDES permit expires in 2013 and the Board requested advice as to the exact date of the expiration of the permit.

Helicopter Flight Operations

Mr. Jones advised the Board Delta has prepared several revisions to the helicopter flight path exhibits and, pursuant to a meeting held on March 30, 2012 to discuss safety concerns between helicopter and fixed wing operations, it is anticipated subsequent revisions to the exhibits and follow-up meetings will be required.

Construct South Apron, Phase III, Construction

Mr. Jones advised the Board that all construction work has been completed and the final inspection and dedication/abandonment of the road are being coordinated with the Township. He further noted Phase IV will begin in the spring and that it is projected Phase V will be funded and completed this year.

Mitigate Obstructions

Mr. Jones advised the Board Phase I is scheduled to be funded in the State's Fiscal Year 2012 and work will begin later this year.

The Board expressed their appreciation to Mr. Jones for the work done by Delta on behalf of the Authority.

COUNSEL'S REPORT

Personnel Matter

Ms. Setzler advised the Board she has recently received notice that the workman's compensation matter has been appealed by the former employee of the Authority. She further noted her review of the filings in the matter clearly indicate that the Authority was provided inadequate representation by the insurance carrier in this litigation and she advised that the Authority submit a complaint to the carrier on the representation provided.

Potential Litigation Issue

Ms. Setzler noted this matter would be under discussion in Executive Session to be held immediately following the Board meeting.

Repetitive Buyer of FBO

Ms. Setzler noted this matter would be under discussion in Executive Session to be held immediately following the Board meeting.

Status of FBO

Ms. Setzler noted this matter would be under discussion in Executive Session to be held immediately following the Board meeting.

Ms. Setzler further requested the record reflect the Authority met in Executive Session following its meeting on March 6, 2012 to discuss the FBO and review of operations.

The Board thanked Ms. Setzler for her work on behalf of the Airport Authority.

STANDING COMMITTEE REPORTS

Liaison Committee

Mr. Sciandra advised the Board the Liaison Committee, focused on the CCAAA's relationship with Sikorsky, meets on a quarterly basis and the next scheduled meeting of the Committee is to be in April 2012.

Personnel Committee

Mr. Roberts noted he is continuing his research into the various medical insurance options available and will keep the Board apprised of the results of his investigation. He noted he has received quotes from two companies and the Committee plans to meet to discuss the options available to the Authority. Ms. Setzler noted she would review changes to the Personnel Manual.

Finance Committee

Mr. Koenig advised the Board the Finance Committee will continue to monitor the budget to actual as the year progresses and that the next meeting of the Finance Committee will be in April 2012.

Community Event Planning Committee

Mr. Koenig noted the Authority has established a Community Activity Planning Committee composed Messrs. Cary and Sciandra representing the Authority Board, a representative from Sikorsky, and two - three members from the public. Mr. Bem noted he has been contacted by people willing to serve on the Committee. Messrs. Sciandra and Roberts volunteered to ask for their Township's participation.

OLD BUSINESS

MQS Helicopter Operating Procedures

Mr. Hudson brought the Board up-to-date on the recent meeting scheduled to discuss helicopter operating procedures and noted several Authority Board members were in attendance along with the representatives of the helicopter operations on the Airport with the exception of a representative from EraMed.

Mr. Goebert noted he had received a comment from a tenant regarding a possible change to the Unicom frequency. The Board advised Mr. Goebert this matter had been investigated in the past and it was determined there are similar problems with all available frequencies.

Valley Township Update

Mr. Sciandra advised the Board of two proposed developments: a proposed township subdivision located south of the Airport currently in the conditional use process and a proposed change in a subdivision from a multi-family to a townhouse and commercial use across from the Airport. He further noted the Township is discussing a community park to be located near the new Valley Township Municipal Building.

Sadsbury Township Update

Mr. Roberts advised the Board of a multi-family development located on Old Wilmington and Quarry Road in close proximity to the Airport and gas lines.

NEW BUSINESS

Spring Summer Airport Projects

Acquisition of Chipper

Mr. Eadline discussed with the Board the scheduled projects to be undertaken by staff in the upcoming months. He noted the projects include the repair of storm drains with the insertion of concrete rings, safety loop at the gate near the T-hangars, lumps in the runway to be repaired, painting of the runway lines, crack sealing, and the continual removal of trees. Mr. Eadline noted the acquisition of a chipper would aid in the tree removal project. Mr. Sciandra suggested a letter be sent to the Townships impacted by the tree removal project advising them of the contemplated tree cutting schedule.

Mr. Earline further advised the Board of the possibility of the Authority selling barn siding, noting the barn has collapsed. Mr. Sciandra expressed concern regarding safety and Mr. Eadline noted he would investigate any company interested in purchasing siding to insure they are adequately insured.

Airport Hot Topics

Mr. Koenig advised the Board the recent issue of Airport Hot Topics sent to the Board by Mr. Hudson for their review prior to the meeting is attached hereto and made a part hereof.

PUBLIC COMMENT

Mr. Sagnor expressed his appreciation to the Authority for the landscaping of the Airport and commended the Authority on its new employee noting his contacts with the employee recently hired by the Authority have been very positive.

Mr. Eadline noted the maintenance of the grounds is done in-house; no landscaping services are currently outsourced. He further noted snow removal on the Airport side is done by staff and that a local contractor has been retained to address snow removal on other Airport property.

Mr. Bem noted the Authority and management are invited to attend a "Spring Fling" sponsored by "The MakeMQSGreat Group" scheduled to be held on April 21, 2012 from noon to 4:00 p.m.

NEXT SCHEDULED MEETING

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, May 1, 2012 at 4:00 p.m.

ADJOURNMENT

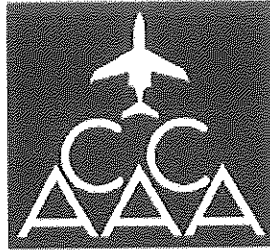
A motion was made by Mr. Thompson and seconded by Mr. Goebert to adjourn the meeting; **the Board approved the motion by a vote of 7 to 0 and Mr. Koenig adjourned the meeting at 5:30 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated April 2, 2012
Airport Manager's Report: Airport Hot Topics



Chester County Area
Airport Authority

CHESTER COUNTY AREA AIRPORT AUTHORITY
PROJECTS STATUS REPORT – MARCH 2012

Distribution:

Albert Koenig	Chairman
Joe Sciandra	Vice Chairman
Donn Roberts	Secretary
Fred Goebert	Treasurer
Paul McMinn	Authority Member
Gregory Cary	Authority Member
A. Frederick Thompson	Authority Member
Gary Hudson	Airport Manager
Lois Glisson	Accountant
Carol Poinier	Recording Secretary
Holly Setzler	Solicitor

Updated April 2, 2012

Prepared By:

David W. Jones, P.E., C.M.

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GENERAL ASSISTANCE (Delta Project No. PA 10030)

1. Twelve Year Capital Improvement Plan (TYP)

- Delta is on hold to conduct the Runway 29 obstacle survey for approach obstructions. It is anticipated that they will be included with a grant eligible project.
- Delta is coordinating with PENNDOT on project costs and the timing of funding releases.

2. West Area Hangar Layouts

- Design of the draft Preliminary Land Development Plan (LDP) was completed on December 2, 2008. Submittal to the CCCD and Valley Township is not being made at this time, at the request of the CCAAA.
- No action during the past month.

3. RNAV/GPS Runway 11 and 29 Approaches

- Delta is holding on coordination with the FAA Airspace Evaluation Program Specialist until scoping for the grant eligible Runways 11 and 29 obstruction survey and obstacle removal project.
- No action during the past month.

4. Sikorsky Helicopter

- No Action during the past month.

5. PENNDOT BOA 5010 Inspection

- Delta met with Mr. Hudson to confirm desired responses to 5010 inspection and is finalizing the CCAAA's response to the PENNDOT BOA.

6. Airport Hazard Zoning

- The PENNDOT BOA grant was issued on May 11, 2011.
- Delta is coordinating with the CCAAA Solicitor and the Chester County Planning Commission to move this project forward.

7. Runway/Taxiway Pavement Rehabilitation

- No action during the past month.

8. Bentley Hangar

- Building plans have not been received as of this date. Sealed site and building plans will be required, along with CCCD and Valley Township approval.
- Delta reviewed and commented on the CCCD co-permittee submission.

9. FBO Lease

- Lease area survey field work is completed. Office work to develop the Lease Area Layout and Schedule A is being finalized.



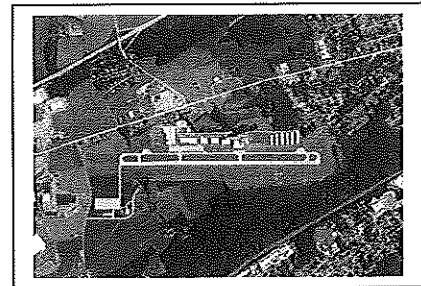
10. Helicopter Flight Operations

- Delta completed three (3) rounds of revisions to the helicopter flight path exhibits at the request of the CCAAA and the tenants.
- Delta attended a meeting on March 30, 2012 to discuss safety concerns between helicopter and fixed wing operations. Subsequent revisions to the exhibits and follow-up meeting are anticipated.

ACTIVE GRANT PROJECTS

11. Construct South Apron, Phase III, Construction

PENNDOT Agreement No. ABG-2009-CCAAA-00044
 PENNDOT Internal Order No. 788029075
 PENNDOT Funds Commitment No. EG00000664
 Grant Expiration Date: June 30, 2012
 Delta Project No. PA 03090



	FAA (95%)	PENNDOT (2.5%)	CCAAA (2.5%)	Total
Grant Amount	\$2,566,217.00	\$67,531.00	\$67,532.00	\$2,701,280.00
Spent to Date	\$2,152,071.20	\$56,633.45	\$56,633.46	\$2,265,338.11
Remaining	\$414,145.80	\$10,897.55	\$10,898.54	\$435,941.89

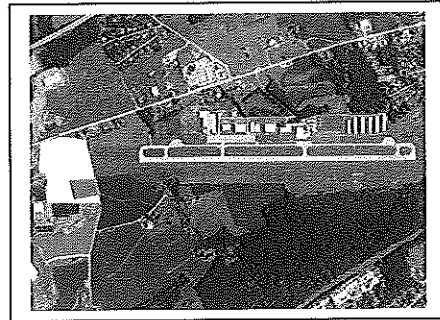
Activity of Note:

- The PENNDOT BOA indicated that final funding for the project is anticipated in 2012.
- SA No. One (1) for Construction Phase 2A was given a limited Notice-to-Proceed by Valley Township on May 23, 2011. The CCAAA Solicitor is coordinating with the Valley Township Solicitor to provide the necessary documentation. Delta transmitted an original of the Contractor's dual oblige rider to the CCAAA on June 1, 2011 for signature and to be provided to the CCAAA Solicitor for coordination with the Valley Township Solicitor. Delta coordinated with the BOA on the funding status and the BOA advised on September 30th that \$997,046 is available for the Supplemental Agreement. This is shy of the amount requested (\$1,000,000) by \$2,953.96 as a result of PENNDOT reducing certain project costs. Delta input the requested grant information on October 24 and the CCAAA accepted the grant on October 25. **The PENNDOT BOA issued the grant on November 1, 2011. Supplemental Agreement No. 1 contract documents were forwarded to the Contractor and he returned a letter with concerns that are being addressed with the Solicitor. It is anticipated that the Supplemental Agreement work will be completed in the spring/summer of 2012.**
- All construction work has been completed. As-built surveys have been completed. A final inspection and dedication/abandonment of the road are being coordinated.
- Delta has completed and the CCAAA has submitted the Project Data Sheet for Phase V, the final phase of the project



12. Mitigate Obstructions; Ph I: Study/Preliminary Design

PENNDOT Agreement No. (Pending)
PENNDOT Internal Order No. (Pending)
PENNDOT Funds Commitment No. (Pending)
Grant Expiration Date: (Pending)
Delta Project No. PA (Pending)



→ This project description is planned for SFY 2012 in the current JACIP.

Please call should you have any questions or wish to discuss this further.

Sincerely,

David W. Jones, P.E., C.M.

AIRPORT MEMO

To: Chester County Area Airport Authority (CCAAA) Members

From: Gary L. Hudson, Airport Manager

Date: March 27th, 2012

Subject: Airport Hot Topics

For your review, below is a listing of issues affecting the Chester County/G.O. Carlson Airport (MQS).

NEW BUSINESS

- * **Terminal Mulching Project:** On March 14th, airport maintenance personnel started putting down mulch around the Terminal Building and the parking lot tree beds.
- * **Windsock:** On March 16th, a light bulb was replaced on the airport windsock.
- * **Runway Light:** On March 16th, a light bulb was replaced on a runway light, located next to the Visual Approach Slope Indicators at the approach end of Runway 11.
- * **Barrier Light Repaired:** On March 16th, the batteries were replaced on the red blinking barrier light, that is used to alert pilots about the heaving pavement on Taxiway Foxtrot.
- * **Stakes Removed:** On March 16th, the runway and taxiway light snow stakes were picked up and removed from the airfield.
- * **Permit Renewed:** On March 19th, I received MQS's renewed Federal Fish & Wildlife Permit.

OLD BUSINESS

- * **Scrap Metal Project:** On March 12th, the last load of old metal underground storm water basin pipes, was delivered and sold as scrap metal, to the Metal Fab. Recycling Company in, Parkesburg, PA.