

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

June 5, 2012

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, June 5, 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:

Gary Hudson, Airport Manager
Dave Jones, Delta Airport Consultants, Inc.
Holly Setzler, Esquire, Landis & Setzler
Rayne Yori, Countryside Consulting, Inc.
Carol Poinier, Recording Secretary
Doug Eadline, Airport Maintenance
Mike Bem, Flying Machine Café
Michael D. Binder, Sikorsky Aircraft
Bob Duprey, N804SH, LLC.
Steve Fortin, CCA Flight School
Michael Person, MQS
Bruce Sagnor, CCAH
Bill Stanwyck, Stanwyck Avionics, via conference call
Frank Strouse, L. R. Kimball

CALL TO ORDER

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

CONFERENCE CALL RE AWOS

Mr. Bill Stanwyck of Stanwyck Avionics, joined the meeting via conference call to address service concerns raised by pilots regarding the service provided by Stanwyck Avionics in maintenance of the AWOS and purported inaccuracies in weather readings.

Pilots in attendance voiced their past experiences and identified incidents when the information provided was characterized as grossly inaccurate. Mr. Stanwyck explained the limits of the equipment and noted it requires no calibration and that visibility is calibrated on a quarterly basis.

Mr. Koenig suggested steps be taken to track pilot experience and gain informational data, specifically "what do you break out at."

Mr. Stanwyck discussed with the Board the equipment model in place at the Airport and the equipment in place at the Brandywine Airport, noting the systems in use are different, although both are approved by the FAA. He further noted a new, more accurate system would cost approximately \$18,000.

Ms. Setzler suggested the use of topographical weather related experts to assess the Airport and Mr. Stanwyck noted the FAA would be in a position to recommended appropriate experts.

Mr. Stanwyck suggested the visibility sensor and laser designator be removed and recertified by the manufacturer.

After discussion, a motion was made by Mr. Sciandra and seconded by Mr. Koenig to temporarily replace the equipment with a certified unit to be provided by Stanwyck Avionics and return the unit in place at the Airport to the manufacturer for recertification; gather information from the pilots for a thirty day period; direct airport maintenance personnel clean the lenses on a daily bias; and contact the FAA for further observation; **the Board approved the motion by a unanimous vote of 7 to 0.**

Mr. Stanwyck advised the Board he would be on site at the Airport in Coatesville tomorrow, June 7, 2012 and inspect the equipment at no cost to the Authority.

The Board thanked Mr. Stanwyck for his cooperation and at this time the call was terminated.

APPROVAL OF THE MINUTES

The minutes of the Regular Meeting held on May 1, 2012 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Sciandra and seconded by Mr. Thompson to approve the minutes of the Regular Meeting held on May 1, 2012; **the Board approved the motion by a unanimous vote of 7 to 0.**

The minutes of the Executive Session held on May 1, 2012 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Sciandra and seconded by Mr. Thompson to approve the minutes of the Executive Session held on May 1, 2012 as presented; **the Board approved the motion by a unanimous vote of 7 to 0.**

ACCOUNTANT'S REPORT

Ms. Rayne Yori of Countryside Consulting, Inc. discussed with the Board the Statement of Financial Position as of May 31, 2012 and Statement of Activities for the Five Months Ended May 31, 2012, along with the Income Statement and Balance Sheet, copies of which are on file at the office of the Chester County Area Airport Authority.

After review of the Financial Statements as presented, a motion was made by Mr. Sciandra and seconded by Mr. McMinn to accept the Financial Statements as submitted for the period ending May 31, 2012, subject to audit; **the Board approved the motion by a unanimous vote of 7 to 0.**

Mr. Koenig noted the Treasurer will in the future take a more active role in presenting the financial reports to the Board.

Mr. Yori distributed copies of the Annual Financial Report for years ended December 31, 2011 and 2010 as prepared by Maillie, Falconiero & Company, LLP to the Board for its information and review.

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated May 31, 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:

Bentley Hangar

Mr. Jones advised the Board Delta has provided comments to Mr. Bentley and no response has been received from Mr. Bentley to date.

Helicopter Flight Operations

Mr. Jones advised the Board work is ongoing on the helicopter brochure and flight path exhibits and it is anticipated the final document will be available in the immediate future. He noted the final version will be available on the website and distributed to all parties.

Construct South Apron, Phase III, Construction

Mr. Jones advised the Board the paperwork has been submitted to PennDOT and Delta is waiting for the final inspection to be completed by the Township.

Construct South Apron, Phase IV, Construction (Supplemental Agreement)

Mr. Jones advised the Board work is underway and it is anticipated completion will occur on schedule.

Construct South Apron, Phase V

Mr. Jones advised the Board the Project Data Sheet has been submitted and that the PennDOT BOA has advised the CCAA to await further guidance from PennDOT before proceeding.

Develop Multi-Municipal Hazard Zoning Ordinance

Ms. Setzler advised the Board Mr. David Malman of Landis & Setzler is handling this matter on behalf of the Authority.

T-Hangar Panel Damage

Mr. Jones discussed with the Board the possible solutions to the repair of damage done to the T-Hangers during mowing operations by Authority personnel. As a repair would be required prior to painting, he noted the entire panels could be replaced or the damaged panels could be cut and replaced, after which painting would allow the repair to be seamless.

Mr. Koenig requested Mr. Jones investigate a bumper installation.

Stairway Repair

Mr. Jones further discussed with the Board the stairway located behind the hangar that is in need of repair. He suggested a structural engineer investigate the underside of the deck to determine the best solution to repair the exit. Mr. Jones noted he would have an engineer review the structure of the deck and report his findings to the Board.

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

COUNSEL'S REPORT

Status of FBO

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

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

STANDING COMMITTEE REPORTS

Liaison Committee

Mr. Sciandra advised the Board he will schedule a meeting of the Liaison Committee upon completion of the helicopter approaches brochure.

Personnel Committee

Mr. Roberts noted he is continuing his research into the various medical insurance options available and will distribute informational sheets on the results of his investigation to the Board for their review.

Finance Committee

Mr. Koenig advised the Board the Finance Committee will meet with Ms. Yori to review the financial reports and will continue to monitor the budget to actual as the year progresses.

Community Event Planning Committee

The Board expressed their appreciation to Mr. Bem for a press release that referenced the Airport. Mr. Setzler volunteered to send the information for publication to the Daily Local News and Community Courier. Mr. Sciandra suggested a photo/bulletin board be installed in the lobby

and Ms. Setzler noted the Board may want to consider a permanent place for a bulletin board.

Mr. Bem advised the Board of the positive feedback he has received from groups visiting the Airport on the availability of outside seating.

OLD BUSINESS

Unicom Frequency Change

Mr. Hudson and the Board discussed a Unicom frequency change and Mr. Hudson noted he would send an information sheet to all interested parties explaining the facts supporting the Authority's decision not to change the Unicom frequency.

T-Hangar Tenant E-Mail Address List

Mr. Sagnor advised the Board he is in the process of compiling an up-to-date e-mail list containing contact information for all Airport tenants.

Valley Township Update

Mr. Sciandra advised the Board of the status of the proposed developments located within the Township and the truck traffic on Rockvale Drive in spite of the road being posted "No Trucks." It was noted the Authority is obligated to maintain the signs until the road is turned over to the Township. It was suggested Keystone Foods be requested to install a sign directing traffic to its installation.

Sadsbury Township Update

Mr. Roberts also advised the Board of the status of developments within the Township and the advisability of a sign identifying the location of Keystone Foods.

At this time Mr. Thompson left the meeting.

NEW BUSINESS

May 18th Aircraft Incident

Mr. Hudson advised the Board of an incident that occurred on May 18, 2012 involving a plane taking off and landing on a grassy area. He noted he has sent a letter to the tenant advising them that said grassy area is not a licensed landing strip and, further, take offs and landings are not permitted on a grassy area except in an emergency.

May 21st Helicopter Incident

Mr. Binder of Sikorsky Aircraft discussed with the Board a helicopter incident that occurred on May 21, 2012 and noted appropriate actions were taken as the hover testing and maintenance check up was performed in a safety area. Mr. Hudson expressed his concern that visibility may be compromised due the weather conditions.

Credit Card Update

Ms. Yori discussed with the Board the pros and cons of the Authority obtaining a corporate credit card. Ms. Setzler suggested the professional pilots association be contacted.

Airport Hot Topics

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

PUBLIC COMMENT

Mr. Bem advised the Board to consider the installation of a system to provide WI FI availability at the Airport. Mr. Roberts noted he would investigate the cost and type of equipment needed to provide this service.

NEXT SCHEDULED MEETING

Cancellation of July Board Meeting

As in the past, cancellation of the meeting to be held in July was discussed.

After discussion, the Board agreed to cancel the July Board Meeting of the Chester County Area Airport Authority and advised staff to take steps to advertise the cancellation as required.

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, August 7, 2012 at 4:00 p.m.

ADJOURNMENT

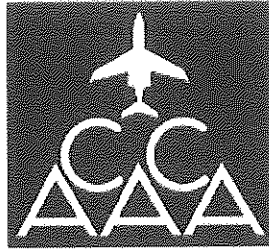
A motion was made by Mr. McMinn and seconded by Mr. Cary to adjourn the meeting; **the Board approved the motion by a vote of 6 to 0 and Mr. Koenig adjourned the meeting at 5:40 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated May 31, 2012
Airport Manager's Report: Airport Hot Topics



Chester County Area
Airport Authority

CHESTER COUNTY AREA AIRPORT AUTHORITY

PROJECTS STATUS REPORT – MAY 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
Carol Poinier	Recording Secretary
Holly Setzler	Solicitor

Updated May 31, 2012

Prepared By:

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

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Harrisburg, Pennsylvania 17110

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Fax: 717.652.8371

Mobile: 717.421.6840

Email: djones@deltaairport.com





GENERAL ASSISTANCE (Delta Project No. PA 12009)

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.
- No action during the past month.

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 has finalized the CCAAA's response to the PENNDOT BOA on the 5010 inspection and provided it to Mr. Hudson. It has been forwarded to the PENNDOT BOA.
- No action during the past month.

6. Runway/Taxiway Pavement Rehabilitation

- No action during the past month.

7. Bentley Hangar

- Comments for the Hangar 8-7 Architectural and Mechanical plans were forwarded to Mr. Barry Bentley on May 2, 2012.

8. FBO Lease

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

9. Helicopter Flight Operations

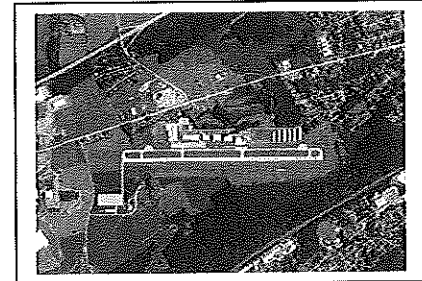
- Delta completed draft revisions to the helicopter flight path exhibits at the request of the CCAAA and the tenants and forwarded them to all parties for review and comment.
- Delta is compiling comments from all parties involved for review with the committee at a June 5, 2012 meeting to identify final comments that shall be addressed.



ACTIVE GRANT PROJECTS

10. 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	\$2,553,629.06	\$67,200.76	\$67,200.78	\$2,688,030.60
Remaining	\$12,587.94	\$330.24	\$331.22	\$13,249.40

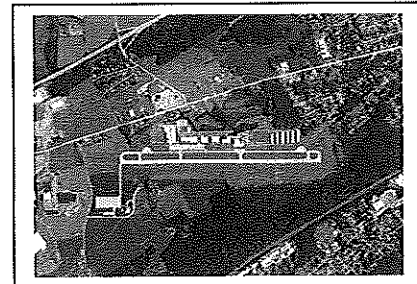
Activity of Note:

- Change Order No. Four (4), Contractor Pay Request No. Ten (10) – Final, and all supporting paperwork was submitted into the eGrant system for project close-out on April 24, 2012.



11. Construct South Apron, Phase IV, Construction (Supplemental Agreement)

PENNDOT Agreement No. ABG-2011-CCAAA-00009
 PENNDOT Internal Order No. 7880029100
 PENNDOT Funds Commitment No. EG00001130
 Grant Expiration Date: June 30, 2014
 Delta Project No. PA 03090



	FAA (95%)	PENNDOT (2.5%)	CCAAA (2.5%)	Total
Grant Amount	\$947,192.00	\$24,926.00	24,927.00	\$997,045.00
Spent to Date	\$32,162.95	\$846.39	\$846.40	\$33,855.74
Remaining	\$915,029.05	\$24,079.61	\$24,080.60	\$963,189.26

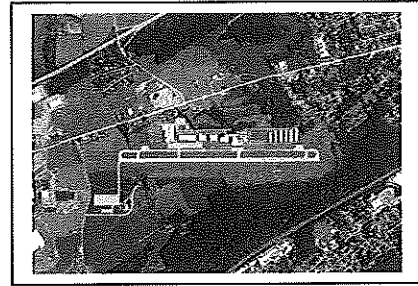
Activity of Note:

- A reassignment of the Contract to York Excavating Co., LLC, Supplemental Agreement No. One (1), the Performance Bond, the Labor and Material Payment Bond, the Dual Oblige Riders, the Insurance Certificates, and Change Order No. Five (5) have been executed by the Contractor, CCAAA, and Engineer, and are awaiting execution of the Dual Oblige Riders by Valley Township. Once completed, they will be forwarded to the PENNDOT BOA for execution.
- Shop drawings are being coordinated and finalized.
- A start/stop work order was issued to York Excavating Co, LLC for May 25, 2012/May 29, 2012.



12. Construct South Apron, Phase V

PENNDOT Agreement No. (Pending)
 PENNDOT Internal Order No. (Pending)
 PENNDOT Funds Commitment No. (Pending)
 Grant Expiration Date: (Pending)
 Delta Project No. PA 03090



	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	(Pending)	(Pending)	(Pending)	(Pending)
Spent to Date	\$0.00	\$0.00	\$0.00	\$0.00
Remaining	\$0.00	\$0.00	\$0.00	\$0.00

Activity of Note:

- The PENNDOT BOA indicated that final funding for the project is anticipated in 2012.
- **Delta has completed and the CCAAA has submitted the Project Data Sheet for Phase V, the final phase of the project. Delta was advised by the PENNDOT BOA to await further guidance by PENNDOT before taking further action.**

13. Develop Multi-Municipal Hazard Zoning Ordinances

PENNDOT Agreement No. ADP-2010-CCAAA-00038
 PENNDOT Internal Order No. 7889029101
 PENNDOT Funds Commitment No. EG00000946
 Grant Expiration Date: June 30, 2013
 Delta Project No. PA 11062

	PENNDOT (90%)	CCAAA (10%)	Total
Grant Amount	\$16,200.00	\$1,800.00	\$18,000.00
Spent to Date	\$0.00	\$0.00	\$0.00
Remaining	\$16,200.00	\$1,800.00	\$18,000.00

Activity of Note:

- The PENNDOT BOA grant was issued on May 11, 2011
- **No action during the past month**



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

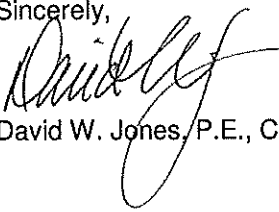
PENNDOT Agreement No. (Pending)
PENNDOT Internal Order No. (Pending)
PENNDOT Funds Commitment No. (Pending)
Grant Expiration Date: (Pending)
Delta Project No. PA (Pending)



→ This project 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: ChesterCountyAreaAirport Authority (C AAA) Members

From: Gary L. Hudson, Airport Manager

Date: May 30th, 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

* **Obstruction Lights Replaced:** On May 14th, two bulbs were replaced on the Terminal Building obstruction lights.

* **Windsock Light Replaced:** On May 15th, one bulb and its protective cover, were Replaced on the windsock.

* **Gate Repaired:** On May 15th, a GL Board was replaced on the East drive-thru gate's Gate Controller. Mice feces corroded to GL Board as a result of mice nesting inside the Gate Controller.

* **Hotel Event:** On May 17th, I was invited to attend the Grand Opening of the new Marriott Hotel, located on Rt. 82 in Coatesville. The hotel has 4 floors, 117 rooms, 8 Suites, a pool, Fitness Center, and Meeting Rooms.

* **Coatesville Riverwalk:** On May 25th, I was invited to attend the Grand opening of the Coatesville Riverwalk/Brandywine Creek Trail. The 10-foot-wide paved trail, extends about 1,200 feet from the intersection of Rt. 82 and Lincoln Highway to Glencrest Road. There is also are circulating fountain at the trail entrance.

OLD BUSINESS

* **Helicopter Incident:** Regarding the T-Hangar Repainting project that is scheduled to take place sometime in June, the following is a reminder to any T-Hangar tenant that may be temporarily relocating their aircraft to the aircraft apron adjacent to Taxiway Alpha, until painting is completed on their designated T-Hangar building:

On January 11th at 10:28 am, propeller wash generated from a Sikorsky S-92 helicopter hover taxiing on Taxiway Alpha, caused damage to several aircraft tied down on the aircraft apron. This incident could have been avoided if the pilot followed MQS

procedure, which requires wheeled helicopters to ground taxi on that taxiway. As an added precaution to try and prevent helicopter propeller wash from causing elevator or vertical stabilizer damage to aircraft parked on the ramp adjacent to Taxiway Alpha, on December 23, 2009, a letter was sent to those aircraft owners, advising them to install Gust Locks on their aircraft.

* **House Bill 1100:** On May 22nd, the PA House of Representatives passed House Bill 1100, which is the bill that calls for the elimination sales and use tax on fixed wing aircraft sales, parts, maintenance and repairs. This bill was up for the third and final consideration. The bill will now go before the PA Senate, which will take up legislation in early June.