

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

June 4, 2013

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, June 4, 2013 at 4:00 p.m.

The following Board members were present:

Greg Cary
Fred Goebert
Al Koenig
Donn Roberts
Fred Thompson

The following Board members were not present:

Paul McMinn
Joe Sciandra

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
Todd Baumgartner, Ross Aviation
Brian Campbell, CCAH
Greg Campbell, CCAH
Dave Malchione, Global Air
Matt Reider, CCAA
Bruce Sagnor, CCAH
Fran Strouse, L. R. Kimball
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.

APPROVAL OF THE MINUTES

May 7, 2013

The minutes of the Regular Meeting held on May 7, 2013 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Cary and seconded by Mr. Thompson to approve the minutes of the Regular Meeting held on May 7, 2013 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

The minutes of the Executive Session held on May 7, 2013 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Cary and seconded by Mr. Thompson to approve the minutes of the Executive Session held on May 7, 2013 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

ACCOUNTANT'S REPORT

As of May 31, 2013

Ms. Yori reviewed with the Board the Financial Statement Highlights along with the Statement of Financial Position as of May 31, 2013 and the Statement of Activities for the Five Months Ended May 31, 2013, 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. Cary and seconded by Mr. Thompson to accept the Financial Statements as submitted for the period ending May 31, 2013, subject to audit; **the Board approved the motion by a unanimous vote of 5 to 0.**

Audit

Ms. Yori advised the Board the audit prepared by Maillie has been received by the Authority and will be distributed to the Board for their information and review. Ms. Yori further advised the Board the auditors have provided an unqualified letter to the Authority.

Citadel Federal Credit Union Account

Ms. Yori advised the Board the paperwork to establish an account at the Citadel FCU on behalf of the Authority has been submitted to the Bank.

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated May 31, 2013, prepared by Delta Airport Consultants, Inc., a copy of which is attached hereto and made a part hereof.

Additional discussion was noted as follows:

PennDOT BOA 5010 Inspection

Mr. Jones advised the Board that Delta has submitted information on all off-Airport property obstructions identified by PennDOT and anticipates a response within three to four months.

Runway Taxiway Pavement Rehabilitation

Mr. Jones advised the Board he has discussed recommended repairs with Authority Staff regarding the repairs and Staff is in the process of repairing the pavement as recommended.

Construct South Apron, Phase III Construction

Mr. Jones advised the Board the Contractor is refusing to correct the warranty work and he is awaiting receipt of a letter from the Township solicitor for transmittal to the Contractor.

Ms. Setzler recommended the Authority be in receipt of a copy of the Township's position in writing in this matter prior to moving forward.

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

Mr. Jones again discussed with the Board the Contractor's refusal to correct the stone base discrepancies to make the work performed confirm to the Contract documents. He noted the Township must advise of its position on the discrepancies; acknowledging the work is not in conformance with Contract documents, but is within an acceptable tolerance to deem the work performed to date acceptable to the Township.

Construction South Apron, Phase V

Mr. Jones advised the Board the grant application paperwork has been submitted to the PennDOT BOA and a preconstruction conference was held on May 29, 2013. He noted that Phase V can begin independent of Phase III and Phase IV and it is anticipated construction will begin on June 17, 2013.

Develop Multi-Municipal Hazard Zoning Ordinance

Mr. Jones advised the Board of the progress on moving this matter forward and noted it is his understanding Valley Township did not approve the ordinance.

Ms. Setzler advised the Board that due to a change in personnel in West Brandywine Township it has advised of its intent to take part in the development of the multi-municipal hazard zoning ordinance initiative. Recognizing the deadline for payment reimbursement submission being May 31, 2013, Ms. Setzler recommended the Authority consider reimbursing West Brandywine Township \$2,000 in support of its participation.

The Board thanked Mr. Jones for his work on behalf of the Airport Authority.

COUNSEL'S REPORT

Agreement with Delta

Ms. Setzler advised the Board she has reviewed the amended agreement with Delta Airport Consultants, Inc. prepared in a form mandated by PennDOT for execution by Mr. Koenig, Chairman of the Board of the Authority.

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

STANDING COMMITTEE REPORTS

Liaison Committee

Mr. Koenig noted Mr. Sciandra is in the process of scheduling a meeting with representatives of Sikorsky.

Personnel Committee

Mr. Goebert advised the Board a copy of a “marked up” Policy Manual has been distributed to the Committee for its review and it is his understanding the Policy Manual will be available for the Board’s review at its meeting in August 2013.

Finance Committee

Mr. Koenig advised the Board a Finance Committee meeting was held to review the budget and it was noted the Committee is pleased with the current position of the Authority. He noted the Committee will continue to meet to review the budget on a quarterly basis.

Community Event Planning Committee

Mr. Bem advised the Board the Committee is in the planning process for the community event to be held the first weekend in October.

He further noted the Airport tour program is still in the planning process.

OLD BUSINESS

Terminal Roof Replacement Project (update)

Mr. Eadline advised the Board he is in the process of reviewing the spec sheets and will distribute the information received to the Board for its review. The Board noted Staff should confirm the individual manufactures’ specifications.

Valley Township Update

In the absence of Mr. Sciandra, no report was made at this time.

Sadsbury Township Update

Mr. Roberts advised the Board that no activity pertaining to the Airport is under discussion in Sadsbury Township at the present time.

NEW BUSINESS

Introduction of Todd Baumgartner, VP Ross Aviation

Mr. Greg Campbell introduced Mr. Todd Baumgartner, Vice President of Ross Aviation, with corporate headquarters located in Denver, Colorado, to the Board and Mr. Baumgartner advised the Board of the role Ross Aviation intends to play at the Airport. He noted a letter of

intent has been executed to sell the FBO to Ross Aviation and it is the intention of Ross Aviation to approach the Authority for approval to complete the transfer upon completion of its due diligence.

CCAAA Policy and Procedure Manual Revisions

As advised by Mr. Goebert, it is the intention of the Personnel Committee to distribute a copy of the revised Policy Manual for the Board's review at its meeting in August 2013.

Runway Painting Equipment

Mr. Eadline discussed with the Board the time involved in runway painting and recommended the purchase of equipment to aid in the painting that would reduce the time to complete the process by half. He noted the cost of the equipment is \$5,460 and the terms in place at Sherwin Williams are twelve months with no interest charged for the referenced purchase.

Mr. Roberts suggested Mr. Eadline contact Sikorsky to obtain the name of the line painting company it employs.

After discussion, a motion was made by Mr. Goebert and seconded by Mr. Cary authorizing Staff to proceed with the purchase of the equipment by procuring not-to-exceed bids for the purchase of the equipment and distribute the bids via e-mail to the Board for its final review; **the Board approved the motion by a vote of 5 to 0.**

Asphalt Milling Machine

Mr. Eadline advised the Board the Authority currently rents a milling machine at a cost of \$675/week and noted a used milling machine is for sale for \$1,500.

Mr. Cary suggested Staff contract Gary Powant to determine if a "share equipment" program is available through the County.

Pay Schedule

It was noted this matter will be addressed in an Executive Session of the Board to be held in the near future.

Health Insurance Allowance

It was noted this matter would be addressed in an Executive session of the Board to be held in the near future.

Airport "Walk-A-Round" Inspection

As scheduled, the Board will attend the annual "Walk-A-Round" following the Board meeting.

PUBLIC COMMENT

No public comment was made at this time.

NEXT SCHEDULED MEETING

Cancellation of July Board Meeting

As in the past, and as noted at the Board meeting held in May 2013, the Board agreed to cancel the July Board Meeting of the Chester County Area Airport Authority

Upcoming Meeting

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, August 6, 2013 at 4:00 p.m.

ADJOURNMENT

A motion was made by Mr. Cary and seconded by Mr. Goebert to adjourn the meeting; **the Board approved the motion by a unanimous vote of 5 to 0 and Mr. Koenig adjourned the meeting at 5:00 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated May 31, 2013