

# CHESTER COUNTY AREA AIRPORT AUTHORITY

## MINUTES

**March 6, 2012**

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, March 6, 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  
Lois Glisson, Accountant  
Dave Jones, Delta Airport Consultants, Inc.  
Holly Setzler, Esquire, Landis & Setzler  
Carol Poinier, Recording Secretary  
Doug Eadline, Airport Maintenance  
Steve Fortin, CCA Flight School  
Mike Bem, Flying Machine Café  
Dave Malchione, Global Air  
Bruce Sagnor, CCAH  
Tom Thatcher, 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**

The minutes of the February Meeting held on February 7, 2012 were brought before the Board for their review and comment.

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

The minutes of the Executive Session held on February 7, 2012 were brought before the Board for their review and comment.

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

### **LOIS GLISSON HONOR**

The Board recognized Mrs. Glisson for her many years of dedicated service to the Airport Authority and presented her with a plaque expressing their appreciation, along with flowers and a gift certificate to the Marshalton Inn. The Board Chair noted he and his fellow Board members and staff honor her for her friendship, loyalty, and dedication to the CCAAA and noted she would be sincerely missed.

Mrs. Glisson noted she has been with the Authority for the past sixteen years and thanked the Board for their acknowledgement of her years of service. She noted she would be on board through the end of March, officially retiring at the end of the month.

### **ACCOUNTANT'S REPORT**

Mrs. Glisson reviewed the Financial Summary and Income Statement for Two Months Ending February 29, 2012, copies of which are on file at the office of the Chester County Area Airport Authority, and further reviewed the Balance Sheet as of February 29, 2012, a copy of which is also on file at the office of the Authority.

After review of the Accountant's Report, a motion was made by Mr. Sciandra and seconded by Mr. Roberts to accept the Accountant's Report as submitted for the period ending February 29, 2012, subject to audit, and the Balance Sheet as of February 29, 2012 as presented; **the Board approved the motion by a unanimous vote of 7 to 0.**

The Board once again expressed their appreciation to Mrs. Glisson for her work on behalf of the Authority.

### **ENGINEER'S REPORT**

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated March 5, 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 has provided the Authority with a draft letter to PennDOT to address the cost reductions noting 30-50% reductions in cost as budgeted would be problematic if the scope of the projects was to remain the same.

#### **RNAV/GPS runway 11 and 29 Approaches**

Mr. Jones advised the Board that Delta is waiting for work on the grant eligible portion of the project to begin.

### **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.

### **FBO Lease**

Mr. Jones advised the Board Delta has determined the partially completed lease area surveys are of the wrong area and of no value to the Authority. He noted a local surveyor is currently undertaking the surveys for an amount not to exceed \$3,700.

### **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**

### **Status of FBO**

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

### **Airport Hazard Zoning**

Ms. Setzler advised the Board that Mr. David Malman of Setzler & Landis is working on coordination of this project with the Planning Commission and the Township Solicitors. She noted she would keep the Board apprised of progress on this initiative.

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 CCAA'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. Mr. Goebert noted he would forward information on an insurance broker to assist Mr. Roberts in his search.

### **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 Activity Planning Committee**

Mr. Koenig suggested the Authority establish a Community Activity Planning Committee composed of members of the Authority Board, a representative from Sikorsky, and two - three members from the public. After a brief discussion, Messrs. Sciandra and Cary were elected to serve on the Community Activity Planning Committee. Mr. Bem also volunteered to serve on the Committee and he suggested the addition of possibly two members from the Pilots Association. Mr. Bem advised he would send a memo to the Pilots Association requesting volunteers to serve.

## **OLD BUSINESS**

### **MQS Helicopter Operating Procedures**

Mr. Hudson brought the Board up-to-date on the status of the recent incidents involving helicopters. He noted he is in the process of requesting a meeting with the Airport State Inspector, a representative from the Federal Aviation Administration, and the Airport to discuss his concerns. It was also suggested that Mr. Steve Fortin representing the Flight School attend, as well as representatives of the heliport, EraMed, and Mr. Jones of Delta Airport Consultants.

Mr. Hudson further advised he has made minor revisions to the helicopter arrival and departure procedures and distributed them to all impacted parties and noted Mr. Mike Bender of SGH has requested a meeting to discuss a change. He noted the AWOS announcement has been amended to include hover taxi instructions in the MQS Airport's Remarks Section.

## **NEW BUSINESS**

### **Status of Solicitation for Airport Consultant**

Mr. Koenig discussed with the Board the status of solicitation for an airport consultant. Mr. Jones noted Delta would be aware of grants available from the Bureau of Aviation, but that there may be other sources of grants available i.e., from the Department of Community and Economic Development. Mr. Cary suggested the Authority begin discussions with the Delaware Valley Regional Planning Commission and Mr. Goebert volunteered to provide contact information to Mr. Koenig for the DVRPC. Ms. Setzler suggested the Authority develop a relationship with a consultant that would be compensated for services only when grants are awarded; she noted no contact would be entered into until a grant opportunity was identified.

Mr. Hudson noted he is scheduled to attend a meeting of the DVRPC and will discuss the Authority's needs at that time.

### **MQS Update Suggestions**

Mr. Hudson discussed with the Board several avenues to employ to improve communication with the tenants on the Airport and the community-at-large. He noted information is on the Authority's website and he was considering developing a monthly newsletter to be distributed to the tenants and the adjacent townships. Mr. Sciandra and Mr. Roberts noted they attend their respective Township meetings and will request to be placed on the agenda in an attempt to better inform the Townships of the activities on the Airport; Mr. Hudson noted he would attend the Township meetings on a quarterly basis to be available to address any questions the Townships might have.

Mr. Koenig advised the Board of his attendance at a recent meeting of the Pilots and Tenants Association at which he provided a summary of the Authority's mission and plans for the future.

### **Airport Hot Topics**

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

### **PUBLIC COMMENT**

Mr. David Malchione and Ms. Nancy Zynn of Global Air addressed the Board, noting their association with the Airport began in 1974, and further expressed their appreciation for the guidance the Authority Board has provided over the last several years. They further noted they have attended the Airport and Pilot Association meetings and expressed concerns over the mission of the Association.

Mr. Malchione also noted an incident that occurred involving a helicopter during an approach to the Airport. Mr. Hudson advised the Board he notified the tenants with a description of the helicopter involved. It was noted this incident would also be discussed during the meeting with Airport State Inspector, representative from the Federal Aviation Administration, and others.

### **NEXT SCHEDULED MEETING**

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, April 3, 2012 at 4:00 p.m.

### **ADJOURNMENT**

A motion was made by Mr. McMinn 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 5:40 p.m.**

Respectfully submitted,

Carol Poinier  
Recording Secretary

Attachments:

Projects Status Report dated March 5, 2012  
Airport Manager's Report: Airport Hot Topics