

# **CHESTER COUNTY AREA AIRPORT AUTHORITY**

## **MINUTES**

**May 3, 2011**

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, May 3, 2011 at 4:00 p.m.

The following Board members were present:

Colin Hanna  
Al Koenig  
Donn Roberts  
Fred Thompson

The following Board members were not present:

Greg Cary  
Paul McMinn  
Joe Sciandra

Also present:

Lois Glisson, Accountant  
Dave Jones, Delta Airport Consultants, Engineer, via conference call  
Holly Setzler, Esquire, Landis & Setzler, Attorney  
Carol Poinier, Recording Secretary  
Ray Ajalli, Arcelor Mittal Plate  
Mike Bem, Flying Machine Café  
Michael D. Binder, Sikorsky Global Helicopters  
Brian Campbell, Chester County Aviation Holdings  
Greg Campbell, Chester County Aviation Holdings  
Doug Eadline, Airport Maintenance  
Dave Malchioro, Global Air/Universal  
John McGonagle, Sikorsky Global Helicopters Chief Pilot  
Kevin McKeon, AECOM  
Matt Reider, FBO Solutions Group  
Bruce Sagnor, Chester County Aviation Holdings  
Owen Watkins, Sureflight  
Nancy Zynn, Global Air/Universal

Note: Gary Hudson, Airport Manager, was not present.

### **CALL TO ORDER**

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

## **INTRODUCTION OF ARCELOR MITTAL PLATE REPRESENTATIVES**

Mr. Koenig introduced Mr. Ray Ajalli, Arcelor Mittal Plate and Mr. Kevin McKeon of AECOM, the consulting group employed by Arcelor Mittal Plate. Mr. Ajalli explained to the Board the process required by the Commonwealth's Department of Environmental Protection to renew the permit for the existing landfill located on Arcelor Mittal property. He noted the permit was initially issued in 1977 and since that time EPA rules and regulations have changed; he further noted the current permit was issued in 2001 and was for a ten year period. It was noted no change has been made to the landfill from that as referenced in the 2001 permit.

After discussion of the specifics of the landfill, the Board authorized a letter to be drafted by the Authority's counsel for signature by the Chairman advising the Department of Environmental Protection that the Chester County Area Airport Authority has no objection to the renewal of the permit as requested by Arcelor Mittal Plate.

The Board expressed their appreciation to Messrs. Ajalli and McKeon for their presentation and they were excused from the meeting.

## **APPROVAL OF THE MINUTES**

The minutes of the Regular Meeting held on April 5, 2011 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. Roberts to approve the minutes of the Regular Meeting held on April 5, 2011 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

The minutes of the Executive Session held on April 5, 2011 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. Roberts to approve the minutes of the Executive Session held on April 5, 2011 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

## **ACCOUNTANT'S REPORT**

### **As of April 30, 2011**

The Board reviewed the Balance Sheet as of April 30, 2011 and Income Statement for Four Months Ending April 30, 2011, copies of which are on file at the office of the Chester County Area Airport Authority.

After review of the Accountant's Report, a motion was made by Mr. Hanna and seconded by Mr. Thompson to accept the Accountant's Report as submitted for the period ending April 30, 2011, subject to audit; **the Board approved the motion by a unanimous vote of 4 to 0.**

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

## **ENGINEER'S REPORT**

Mr. Jones of Delta Airport Consultants, joined the meeting via conference call and discussed with the Board the Projects Status Report dated May 2, 2011, 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 advised the Board of the receipt of a ball park estimate of \$3,000 to \$5,000 to complete the surveys of the tree heights in the off Airport property areas in the approaches to Runway 11 identified by PennDOT. After discussion of the scope of the work to be performed, the Board authorized Mr. Jones to proceed with the surveys.

### **Airport Hazard Zoning**

Mr. Jones advised the Board PennDOT BOA has made a grant to the CCAAA in support of this initiative.

### **Potential Hangar (Thurman)**

Mr. Jones advised the Board he has had several conversations with Mr. Thrumman and his contractor to further discuss details associated with the hangar lot and the plans of the adjacent hangar as it is their intention to connect the two hangars. Mr. Jones noted the developer will have to go through the appropriate approval and permitting process in order to connect the hangars.

### **Construct South Apron, Phase III, Construction**

Mr. Jones advised the Board that the Valley Township Engineer concurred that the plans were consistent with the previously approved plan and that proof of Financial Security and coordination with the Township Solicitor would be required in regards to any developer's Agreement modifications necessary.

Mr. Jones further advised the Board Delta has prepared a response to comments received from the BOA regarding Amendment No. 15.

After discussion of the response prepared by Delta, a motion was made by Mr. Hanna and seconded by Mr. Thompson to approve the submittal to the BOA regarding Amendment No. 15 conditioned on the BOA approval of the response as submitted; **the Board approved the motion by a unanimous vote of 4 to 0.**

Mr. Jones advised the Board that the PennDOT BOA has approved the continued use of the services of Delta's QA Testing subconsultant on this project; he noted Delta will prepare a letter to the CCAAA advising the Authority of the continued use of the services of Delta's QA Testing subconsultant and BOA's approval of same.

### **Runway 11-29 Feasibility and Justification Study**

Mr. Jones advised the Board Delta is in the process of addressing final action items and a submittal will be made by May 6, 2011.

The Board expressed their appreciation to Mr. Jones for the work done by Delta on behalf of the Authority, and the call was terminated.

## **COUNSEL'S REPORT**

### **Personnel Matter: Employee Health Benefit Matter**

Ms. Setzler advised the Board she is continuing her investigation into this matter and is awaiting further clarification from the County.

Mr. Hanna suggested other avenues of investigation may include local and County Chambers of Commerce as well as municipal workers organizations.

### **Option Agreement**

Ms. Setzler discussed with the Board the terms of the Option Agreement currently in place and noted historically the Authority has required a \$1,000 non-refundable payment and an additional refundable deposit to be placed in escrow to cover anticipated professional fees.

Mrs. Glisson noted that additional monies are generally required to be added to the initial escrow account as the professional fees incurred generally exceed the initial escrow amount.

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

## **STANDING COMMITTEE REPORTS**

### **Personnel Committee**

Mr. Koenig advised the Board the proposed changes to the Policies and Procedures Manual will be delivered to Ms. Setzler for her review.

### **Finance Committee**

Mr. Koenig advised the Board the Committee has identified categories within the budget that they will closely monitor.

### **Liaison Committee**

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

## **OLD BUSINESS**

### **Vehicle Acquisition**

Mr. Eadline advised the Board of the history of his efforts on behalf of the Authority to purchase two vehicles for use by the Airport personnel. He noted the initial budget for the purchase of the vehicles was established at \$10,000: a truck has been purchased for approximately \$6,000, and with some needed repairs the cost has risen to approximately \$6,700, leaving approximately \$2,500 - \$3,000 for the purchase of a second vehicle.

After much discussion on the quality of vehicles available in this price range, it was determined that Mr. Eadline continue his investigation, and the Board will investigate the possibility of identifying additional funds for a vehicle purchase.

## **NEW BUSINESS**

### **History Flight Update**

Mr. Sagnor advised the Board of the history flight event on Airport grounds to be held over a three day period, arriving on June 2, 2011 and departing on June 6, 2011.

Mr. Roberts advised the Board he would advise the Township of the upcoming event.

### **National Aviation Day Update**

Mr. Koenig advised the Board Mr. Hudson alerted him to National Aviation Day which is Friday, August 19, 2011. It was suggested the day could provide the Airport the opportunity to increase awareness among the youth of the area in aviation.

### **Airport Walk Around Inspection**

Mr. Koenig advised the Board the walk around will be held at the Authority's next scheduled meeting on Tuesday, June 7, 2011 at which time the Board will have the opportunity to review the macadam issues first hand.

### **Status of FBO**

Mr. Koenig advised the Board this matter will be discussed in Executive Session.

### **Airport Hot Topics**

Mr. Koenig 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**

### **Public Events/ Aviation Awareness Day**

Mr. Bem addressed the Board on the marketing of the Airport, suggesting an air show or similar event would provide an opportunity to increase awareness of the Airport.

The AOPA was suggested as a possible sponsor for an event.

## **NEXT SCHEDULED MEETING**

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, June 7, 2011 at 4:00 p.m.

## **ADJOURNMENT**

A motion was made by Mr. Thompson and seconded by Mr. Hanna to adjourn the meeting; **the Board approved the motion by a vote of 4 to 0 and Mr. Koenig adjourned the meeting at 5:15 p.m.**

Respectfully submitted,

Carol Poinier  
Recording Secretary

Attachments:

Projects Status Report dated May 2, 2011  
Airport Manager's Report: Airport Hot Topics