

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

October 4, 2016

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, October 4, 2016 at 4:00 p.m.

The following Board members were present:

Chuck Beebe
Al Koenig
Paul McMinn
Donn Roberts
Fred Thompson

The following Board members were absent:

Fred Goebert
Rich Saylor

Also present:

Holly Setzler, Esquire, Landis & Setzler
Dave Jones, Delta Airport Consultants, Inc.
Rayne Yori, Countryside Consulting, Inc.
Carol Poinier, Recording Secretary
Doug Eadline, Airport Maintenance
Mike Bem, Flying Machine Café
Fran 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.

Mr. Koenig advised the Board the Chester County Commissioners have recently appointed a member to serve on the Chester County Area Airport Authority Board and Mr. Koenig introduced Mr. Chuck Beebe to the Board. Mr. Beebe expressed his appreciation to the County Commissioners for the appointment to the CCAAA Board and the Board welcomed Mr. Beebe.

APPROVAL OF THE MINUTES

Regular Meeting Held on September 6, 2016

The minutes of the Regular Meeting held on September 6, 2016 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 September 6, 2016 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

ACCOUNTANT'S REPORT

As of September 30, 2016

Ms. Rayne Yori of Countryside Consulting, Inc. discussed with the Board the Financial Statement Highlights along with the Statement of Financial Position as of September 30, 2016 and the Statement of Activities for the Nine Months Ended September 30, 2016, 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. McMinn and seconded by Mr. Roberts to accept the Financial Statements as submitted for the period ending September 30, 2016, subject to audit; **the Board approved the motion by a unanimous vote of 5 to 0.**

Ms. Yori advised Mr. Beebe she would bring him up-to-date on the financial activities of the CCAA as soon as their individual schedules would allow.

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated September 27, 2016, 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 (TYP)

Mr. Jones advised the Board the PennDOT BOA Planning meeting will be held at the Capital City Airport on November 6, 2016 at 9:00 a.m. and extended an invitation to the Board to attend.

Airport Maintenance Program

Mr. Jones advised the Board Delta is in the process of coordinating the assessment of the buildings with a local structural engineering firm. He noted if scheduling conflicts continue to delay the assessment, steps will be taken to identify another local firm.

Runway 11 Approach Obstruction Property Surveys

Mr. Jones advised the Board that Delta has been assisting the Authority with the coordination of additional tree removal on property on Morris Lane.

Rehabilitate Taxiway Sections, Ph I: Design and Rehabilitate Runway 29 Section, Ph I: Design

Mr. Jones advised the Board the internal project kickoffs were held on September 27, 2016 and the onsite design team review and work session is planned to be held on October 6,

2016. It is anticipated the 1st phase will begin in April and the second phase will begin the following year due to the available funding.

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

COUNSEL'S REPORT

Runway 11 Approach Obstruction Property Surveys

Ms. Setzler addressed the progress made on the Runway 11 Approach Obstructing Property Surveys as listed in the Engineer's Report and noted one property owner has raised specific concerns and has engaged an attorney to assist them in the negotiating process. Ms. Setzler noted the dollar value of the trees requested by the homeowner appears reasonable and she recommended the Authority provide reimbursement as requested.

The Board briefly discussed the matter and agreed to following Ms. Setzler's recommendations and offer the reimbursement as requested by the property owner. It was noted that Mr. Roberts abstained from the discussion.

Rules and Regulations

Ms. Setzler again recommended to the Board that a review of the regulations and rules be undertaken by the Board. Mr. McMinn suggested a committee of the Board be formed to provide its comments to Ms. Setzler. After a brief discussion, Ms. Setzler noted she would scan the rules and distribute them to the Board for discussion at a future meeting.

Legal Issue

Ms. Setzler advised the Board there would be a brief Executive Session following the meeting to discuss a legal issue involving the Chester County Area Airport Authority.

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

STANDING COMMITTEE REPORTS

Liaison Committee

Mr. Koenig invited Mr. Beebe to join Mr. Roberts on the Liaison Committee. Mr. Koenig explained the Committee reports on the status of Sikorsky and to identify issues Sikorsky and the Authority may find beneficial on which to cooperate.

Mr. Roberts noted no report is warranted at this time as no meeting of the Liaison Committee has been held.

Finance Committee

Mr. Koenig advised the Board the Finance Committee met this afternoon to discuss the budget and will present the budget for Board discussion at the Board's next meeting to be held on November 1, 2016.

Land Development Planning Activity Committee

Mr. Koenig advised the Board no report is warranted at this time.

Buildings and Grounds Committee

Mr. Eadline advised the Board work is continuing on the installation of the fencing. He further noted the maintenance staff is working on the water retention pond area and will address the holes in the fencing.

Fall Festival Flying Committee

At this time Mr. Bem arrived and it was noted the Fall Festival was postponed from October 1 to October 8, 2016 due to inclement weather.

Mr. Eadline advised the Board he would post the change in date to the Authority's website.

OLD BUSINESS

Valley Township Update

Due to Mr. Saylor's absence, Mr. Koenig advised the Board no report is warranted at this time.

Sadsbury Township Update

Mr. Roberts advised the Board no report is warranted at this time.

Airport Fencing Project Update

Mr. Eadline advised the Board the maintenance staff is continuing installation of posts, further working on the water retention pond area, and addressing holes in the fencing.

NEW BUSINESS

Fuel Truck Parking / Containment Area Improvements

Mr. Jones advised the Board he would need additional information on the plan proposed to prevent fuel from infiltrating the ground.

Letter of Agreement for Lockheed Martin ARFF Response

Mr. Koenig advised the Board that a letter agreement has been provided by Lockheed Martin for review. He noted that due to the absence of Mr. Saylor, this matter will be discussed at the November 1, 2016 meeting.

Legal Issue

Ms. Setzler advised the Board there would be a brief Executive Session following the meeting to discuss a legal issue involving the Chester County Area Airport Authority.

Airport Hot Topics

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

PUBLIC COMMENT

Mr. Eadline noted the parking lot is cleaned with the use of water, brush and vacuum approximately twice a year.

NEXT SCHEDULED MEETING

Upcoming Meeting

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, November 1, 2016 at 4:00 p.m.

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. McMinn and seconded by Mr. Thompson; **the Board approved the motion by a unanimous vote of 5 to 0 and Mr. Koenig adjourned the meeting at 4:38 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report Dated September 27, 2016
Airport Hot Topics Dated September 29, 2016



Chester County Area
Airport Authority

CHESTER COUNTY AREA AIRPORT AUTHORITY
PROJECTS STATUS REPORT – SEPTEMBER 2016

Distribution:

Albert Koenig	Chairman
Paul McMinn	Vice Chairman
A. Frederick Thompson	Secretary
Donn Roberts	Treasurer
Fred Goebert	Authority Member
Rich Saylor	Authority Member
Chuck Beebe	Authority Member
Gary Hudson	Airport Manager
Carol Poinier	Recording Secretary
Rayne Yori	Accountant
Holly Setzler	Solicitor

Updated September 27, 2016

Prepared By:

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

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Email : djones@deltaairport.com





GENERAL ASSISTANCE (Delta Project No. PA 16007)

1. Twelve Year Capital Improvement Plan (TYP)

- The PENNDOT BOA Planning Session was held at the Capital City Airport on November 6 at 9:00 AM. Delta is coordinating with the PENNDOT BOA and the Authority to update the required JACIP data sheets.
- Delta has completed all required JACIP and JACIP data sheet updates.
- **No activity during the past month.**

2. Sikorsky Helicopter

- Delta attended a meeting with the Authority, Sikorsky, and CCED on March 2, 2016 to discuss the potential reallocation of RACP funding offered to Sikorsky for an underpass on Washington Lane to the potential installation of a Federal Contract Tower at the Airport.
- **No activity during the past month.**

3. PENNDOT BOA 5010 Inspection

- Delta prepared an exhibit showing the obstructions identified in the 5010 inspection letter dated March 10, 2016 and is finalizing a draft response letter to the Authority for use in responding to the PENNDOT BOA.
- **No activity during the past month.**

4. Terminal/Corporate Area Land Development Plan

- Delta assisted the CCAAA with preparation and submission of a Multi-Modal Grant Application for the completion of an environmental assessment for this project and the proposed Federal Contract Tower.
- Delta has been coordinating with DCED staff to answer questions on the acreage for the EA and provide additional information as required.
- Delta assisted the CCAAA with preparation and submission of a Multi-Modal Grant Application to PENNDOT for the final design, bidding, and construction of apron, taxilanes, and hangar infrastructure in the west terminal area.
- **No activity during the past month.**

5. Airport Maintenance Program

- Delta completed a maintenance inventory of all CCAAA facilities on May 27, 2015. A summary of the inventory results was reviewed at the June 2015 Authority meeting and a proposed maintenance program is being developed for the Authority's use.
- Delta has received the reports of Airport building reviews provided in February, 2012, and is beginning to coordinate what is necessary for the completion of the building inventory for the comprehensive maintenance program. This will also include an inventory and recommendations for the perimeter fence which was preliminarily reviewed on March 2, 2016.
- **Delta is coordinating with local structural engineering firms to schedule the assessment of the buildings.**



6. NAVAIDS

- No activity during the past month.

7. Runway 11 Approach Obstruction Property Surveys

- Delta has been assisting the Authority with coordination of additional tree removal on one additional property.

8. Farm House/Barn Demolition

- No action during the past month.

GRANT PROJECTS

9. FCT Justification and Feasibility Study

Non-Grant
Delta Project No. 15079

Scope of Work:

- Conduct BCA and feasibility of obtaining an FCT at MQS
- Make application to FAA, if justified and feasible

	CCAAA
Budget	\$42,500.00
Spent to Date	\$42,500.00
Remaining	\$0.00

- Delta has been evaluating historical aircraft operations at the Airport to determine if any changes need to be made on the FAA 5010 form at this time.
- Delta conducted a conference call between the CCAAA and the Contract Tower Association on July 28, 2015 for the CCAAA to obtain information to see if they would like to become a member.
- Delta assisted the CCAAA in submitting the application on December 11, 2015. The FAA responded on December 16, 2015 that no new applications are being accepted until they have completed developing the new methodology anticipated in the first quarter of 2017.
- Delta researched issues related to the FAA Reauthorization Bill regarding the Federal Contract Tower Program and obtained information from the U.S. Contract Tower Association related to the Program & Reauthorization. Delta prepared letters to the PA Congressional delegation regarding MQS justification to participate in the Contract Tower Program and the FAA Reauthorization Bill. Delta submitted letters to MQS for signature and mailing.
- Delta met and talked with CCED and Senate caucus members regarding this project. Additional coordination is continuing.
- Delta has coordinated with the CCED several times to answer questions.
- No action during the past month.



10. Rehabilitate Taxiway Sections, Ph I: Design

PENNDOT Agreement No. ABG-2015-CCAAA-00027
PENNDOT Funds Commitment No. EG00002330
Grant Expiration Date: June 30, 2018
Delta Project No. 16034



Scope of Work:

- Reconstruct portion of parallel taxiway and connector taxiway at east end of Runway 11-29.

	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	\$142,650.00	\$7,925.00	\$7,925.00	\$158,500.00
Spent to Date	\$31,230.00	\$1,735.00	\$1,735.00	\$34,700.00
Remaining	\$111,420.00	\$6,190.00	\$6,190.00	\$123,800.00

- Surveys and geotechnical investigations have been completed.
- The survey subconsultant has provided survey information to Delta for review.
- **The geotechnical subconsultant has provided a draft report which has been reviewed by Delta and comments have been returned to be addressed.**
- **Delta conducted the internal project kickoff on September 27, 2016.**
- **An onsite design team review and work session is planned for October 6, 2016.**
- **An official Pre-Design Meeting with the Authority, PENNDOT BOA, and Delta is being scheduled.**



11.Rehabilitate Runway 29 Section, Ph I: Design

PENNDOT Agreement No. ABG-2015-CCAAA-00028
PENNDOT Funds Commitment No. EG00002329
Grant Expiration Date: June 30, 2018
Delta Project No. 16035



Scope of Work:

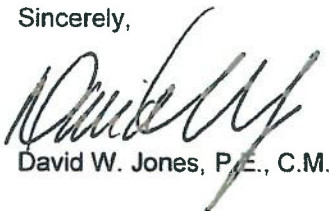
- Reconstruct east end of Runway and bump at west end of Runway.

	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	\$206,590.00	\$11,477.00	\$11,478.00	\$229,545.00
Spent to Date	\$36,034.29	\$2,001.90	\$2,001.91	\$40,038.10
Remaining	\$170,555.71	\$9,475.10	\$9,476.09	\$189,506.90

- Surveys and geotechnical investigations have been completed.
- The survey subconsultant has provided survey information to Delta for review.
- **The geotechnical subconsultant has provided a draft report which has been reviewed by Delta and comments have been returned to be addressed.**
- **Delta conducted the internal project kickoff on September 27, 2016.**
- **An onsite design team review and work session is planned for October 6, 2016.**
- **An official Pre-Design Meeting with the Authority, PENNDOT BOA, and Delta is being scheduled.**

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: September 29th, 2016

Subject: Airport Hot Topics (October)

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

NEW BUSINESS

Sweeper Repaired: On 8/30/16, a pressure switch was replaced on the sweeper. This piece of equipment will be used to clean the pervious pavements on the farmhouse road, the South Apron vehicle parking lot and the road connecting that parking lot to the aircraft apron.

Airport Emergency Generator: On 9/19/16, the Starter was replaced on this piece of equipment.

Gates Installed: On 9/16/16, new gates were installed on the trash stockade.

Photocell Replaced: On 9/21/16, the photocell which controls the South Apron vehicle parking lot lights, was replaced.

Letter of Agreement: On 9/22/16, I forwarded a Draft copy of MQS's Mutual Aid (fire companies) Letter of Agreement to Rich Saylor, for his review.

Dump Truck Repaired: On 9/26/16, a "U-Joint" was replaced on the GMC Dump Truck.

Automated Weather Observation System (AWOS): On 9/26/16, MQS's AWOS received its annual re-certification from the FAA Airways/Facilities Division.

AWOS: On 9/28/16, the AWOS connector cable was reconnected and the system was returned to service. More than likely, the cable came loose sometime after the system was inspected on 9/26/16.

OLD BUSINESS

South Apron Water Retention Basin: On 9/7/16, this basin was mowed.

South Apron Trailer Project: On 9/9/16, the trailer supports were installed; the trailer was bolted down; and safety cables were installed, to keep the trailer secured.

MQS AWOS Information: On 9/16/16, an Automated Weather Observation System (AWOS) “Network” switch was replaced. That switch allows MQS’s current AWOS information to be disseminated on the Authority’s website.

Airport Perimeter Fence Project: This project is still ongoing.