

# **CHESTER COUNTY AREA AIRPORT AUTHORITY**

## **MINUTES**

**August 4, 2015**

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, August 4, 2015 at 4:00 p.m.

The following Board members were present:

Fred Goebert  
Al Koenig  
Paul McMinn  
Donn Roberts  
Rich Saylor

The following Board member was not present:

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  
Mike Bem, Flying Machine Café  
Mike Binder, Sikorsky Aircraft  
Steve Fortin, Chester County Aviation  
Lee Paynter, Public

### **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 annual walk-around at which time the Board reviews the Airport property will be held following the September 2015 meeting of the Board, weather permitting.

### **APPROVAL OF THE MINUTES**

#### **June 2, 2015**

The minutes of the Regular Meeting held on June 2, 2015 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. Saylor to approve the minutes of the Regular Meeting held on June 2, 2015 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

At this time Mr. Goebert joined the meeting.

## **ACCOUNTANT'S REPORT**

### **As of June 30, 2015**

Ms. Rayne Yori of Countryside Consulting, Inc. discussed with the Board the Financial Statement Highlights along with the Statement of Financial Position as of June 30, 2015 and the Statement of Activities for the Six Months Ended June 30, 2015, 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. Saylor and seconded by Mr. McMinn to accept the Financial Statements as submitted for the period ending June 30, 2015, subject to audit; **the Board approved the motion by a unanimous vote of 5 to 0.**

### **As of July 31, 2015**

Ms. Rayne Yori discussed with the Board the Financial Statement Highlights along with the Statement of Financial Position as of July 31, 2015 and the Statement of Activities for the Seven Months Ended July 31, 2015, 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. Saylor and seconded by Mr. McMinn to accept the Financial Statements as submitted for the period ending July 31, 2015, subject to audit; **the Board approved the motion by a unanimous vote of 5 to 0.**

## **ENGINEER'S REPORT**

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated August 3, 2015, prepared by Delta Airport Consultants, Inc., a copy of which is attached hereto and made a part hereof.

Additional discussion was noted as follows:

### **Terminal Corporate Area Land Development Plan**

Mr. Jones advised the Board that Delta assisted the Authority with the 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.

### **Airport Maintenance Program**

Mr. Jones discussed with the Board the proposed airport maintenance plan and advised the Board he would need a budget amount from the Authority to assist in the development of areas of priority.

Ms. Setzler suggested the program should include the buildings to be maintained as part of the FBO's responsibility.

### **Runway 11 Approach Obstruction Property Surveys**

Mr. Jones advised the Board that the surveys of the properties and obstructions have been completed and the Authority staff will begin the process of coordinating the obstruction removal with the affected property owners.

Mr. Jones further noted Delta has completed the plats for the appraiser's use in determining the costs for the required easements. The Board directed Mr. Jones to turn the plats over to Ms. Setzler for her use in developing a fee letter and bid for easement appraisal for signature by the Authority Chairman.

A motion was made by Mr. Saylor and seconded by Mr. Goebert authorizing Ms. Setzler to develop a fee letter and bid for easement appraisal for signature by the Authority Chairman to be circulated by e-mail with the motion to be ratified at the next scheduled meeting of the Authority Board; it was noted Mr. Roberts abstained from the vote; the **Board approved the motion by a unanimous vote of 5 to 0.**

### **Construct South Apron, Phase V**

Mr. Jones advised the Board several warranty items including grass growth and minor grading remain outstanding and he noted Delta will continue to address these outstanding warranty items with the Contractor.

### **Construct South Apron, Phase VI**

Mr. Jones advised the Board the paving re-start began on June 23 and June 24 for Lots 3 and 4 and Lot 5 was paved on June 27 and June 28. He noted Lot 3 failed as did Lot 5 and a corrective action plan is being coordinated with the paving to begin the week of August 10, 2015.

### **Mitigate Obstructions; Ph I: Study/Preliminary Design**

Mr. Jones noted a final plan is moving forward for property owner coordination and the final report is being finalized to incorporate updated information for resubmission to the PennDOT BOA.

### **FCT Justification and Feasibility Study**

Mr. Jones discussed with the Board the FCT justification and feasibility study proposed contract submitted to the Board on May 24, 2015 for the first phase noting the preparation of the documents would be completed within a four month time frame, and, further, that Delta has conducted a site review, held stakeholder interviews, evaluated historical aircraft operations and conducted a conference call with the Contract Tower Association. He further noted Delta is continuing to collect letters of support for the need for the FCT, along with analyzing historical aircraft operations data. Ms. Setzler suggested Mr. Hudson provide sample letters of support to

the tenants on the Airport to assist them in their formulating their individual letters of support to the FAA.

**Rehabilitate Runway and Taxiway Sections, Ph I: Design**

Mr. Jones advised the Authority that the project is scheduled for 2015 and the Authority is awaiting a tentative allocation from the PennDOT BOA to begin. He further noted the tentative allocation is anticipated following the passage of the State budget.

**South Apron Project**

Mr. Jones advised the Board he will know before the next meeting of the Authority Board if the paving is on schedule, noting it takes approximately 30 days to put down seal coat; and approximately 30 days to put down markings.

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

**COUNSEL’S REPORT**

Ms. Setzler noted general support has been provided since the Board last met in June 2015.

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

**STANDING COMMITTEE REPORTS**

**Liaison Committee**

It was noted that Lockheed Martin has entered into an agreement with United Technologies Corporation to acquire Sikorsky Aircraft and it is Lockheed Martin’s intention to align Sikorsky under Lockheed Martin’s Mission Systems and Training business segment. Mr. Roberts noted no recent meetings have been held with Sikorsky representatives.

**Personnel Committee**

Mr. Koenig noted no report is warranted at this time.

**Finance Committee**

Mr. McMinn noted the usual quarterly meeting of the Finance Committee will be held in September 2015.

**Land Development Planning Activity Committee**

As discussed by the Board in the Engineer’s Report, Mr. Goebert discussed with the Board the following activities:

- (i) Contact tower meeting – The importance of obtaining support letters was stressed;
- (ii) Multi-modal transportation fund grant submission for EA – It was noted the environmental assessment is good for three years from findings of no impact; and

(iii) RACP form request – The Board discussed the timing of the use of funds allocated for the land development plan and hangar development. Mr. Koenig noted he would discuss the restrictions on the use of RACP funds with Tom Tomchek.

**Obstruction Mitigation Committee**

Mr. Jones advised the Board the cost of tree removal is not grant eligible.

**October Community Open House Planning Committee**

Mr. Koenig noted the Open House Planning Committee will be on the agenda for discussion at the Authority meeting to be held in September 2015.

**OLD BUSINESS**

**Valley Township Update**

Mr. Saylor advised the Board a meeting of members of the Authority Board and staff was held with State Representative Harry Lewis and local and state officials to discuss the important of the Airport. He noted Mr. McMinn made a brief presentation on the history of the Airport and Mr. Jones provided an overview of current projects to inform and educate the local elected officials.

**Sadsbury Township Update**

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

**MQS Preventive Maintenance Plan Project**

As noted by Mr. Jones in the Engineer’s Report, Delta has requested the Authority Board develop a budget amount in order to assist in prioritizing maintenance needs.

**Airport Walk around Inspection**

As previously noted, Mr. Koenig advised the Board the annual walk-around at which time the Board reviews the Airport property will be held following the September 2015 meeting of the Board, weather permitting.

**NEW BUSINESS**

In the absence of Bob Ciszewski of Landmark Aviation, the Board discussed the following matters:

**Landmark Aviation – Change in Hours of Operation**

Mr. Hudson advised the Board that Landmark Aviation has requested a change in hours of operation from 5:00 A.M. to midnight to 6:00 A.M. to 10:00 P.M. with on-call personnel available on an as-needed basis. Ms. Setzler noted the contract with the FBO stipulates hours of operation to be 5:00 A.M. to midnight with on call provided at no additional charge. The audience also raised the matter of additional fees; i.e. ramp fees and security fees. In the absence of Mr. Ciszewski, these matters will be addressed at a future meeting of the Authority Board.

**Landmark Aviation – T-Hangar Electrical Upgrades**

Mr. Hudson noted he had been advised of a power outage and in the absence of Mr. Ciszewski this matter will be addressed at a future meeting of the Authority Board.

**Landmark Aviation – Executive Session**

Ms. Seltzer noted an Executive Session will be held immediately following the meeting to discuss a landlord-tenant matter.

**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. Binder of Sikorsky Aircraft advised the Board of three incidents that occurred on Airport property on Wednesday, July 29, 2015 that Sikorsky has submitted information pertaining to the incidents to the FAA for investigation.

**NEXT SCHEDULED MEETING**

**Upcoming Meeting**

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, September 1, 2015 at 4:00 p.m.

**ADJOURNMENT**

A motion was made by Mr. Saylor 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 5:25 p.m.**

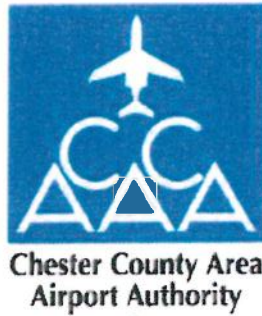
Respectfully submitted,



Carol Poinier  
Recording Secretary

**Attachments:**

- Projects Status Report dated August 3, 2015
- Airport Hot Topics dated July 29, 2015



## CHESTER COUNTY AREA AIRPORT AUTHORITY

### PROJECTS STATUS REPORT – June/July 2015

Distribution:

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

**Updated August 3, 2015**

Prepared By:

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

**DELTA AIRPORT CONSULTANTS, INC.**

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## **GENERAL ASSISTANCE (Delta Project No. PA 15024)**

### **1. Twelve Year Capital Improvement Plan (TYP)**

- No activity during the past two (2) months.

### **2. Sikorsky Helicopter**

- A meeting was attended on October 22, 2014 with several parties to discuss the proposed overpass/tunnel that Sikorsky has received grant funding to accomplish.
- No activity during the past two (2) months.

### **3. PENNDOT BOA 5010 Inspection**

- No activity during the past two (2) months.

### **4. Runway/Taxiway Pavement Rehabilitation**

- No activity during the past two (2) months.

### **5. Airport Zoning**

- No activity during the past (2) months.

### **6. 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.

### **7. 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.
- Continued coordination with the CCAAA is required.

### **8. NAVAIDS**

- The FAA has notified the CCAAA of the proposed decommissioning of the MXE VORTAC. Delta reviewed the impacts of the proposed decommissioning as it relates to the airport and its approaches and provided a draft letter on May 27, 2015 for the Authority to submit to the FAA discussing the comments/concerns of this item.
- At the request of Mr. Hudson, Delta prepared and forwarded a petition for Airport tenants and businesses to sign with similar comments to the impacts noted in the CCAAA letter.
- No activity during the past two (2) months.





## 9. Runway 11 Approach Obstruction Property Surveys

- Delta issued NTP to Olson Surveying on May 21, 2015 to begin surveys of the properties and the obstructions. The surveys were started on May 26, 2015, and shall be completed no later than July 3, 2015. The surveyor is progressing on a more aggressive schedule to complete the surveys, however, it is contingent on weather and he has been having difficulty finding boundary markers since the last surveys are from back in the 1970s.
  
- **The surveys were complete on June 23, 2015. Delta has completed the plats for the appraiser's use in determining the costs for the required easements, and for the Authority staff to coordinate the obstruction removal with the affected property owners.**



**10. Construct South Apron, Phase V**

**PENNDOT Agreement No. ABG-2012-CCAAA-00030**  
**PENNDOT Internal Order No. 7880029121**  
**PENNDOT Funds Commitment No. EG00001521**  
**Grant Expiration Date: June 30, 2015**  
**Delta Project No. 13010**



**Scope of Work:**

- Construct taxiway connector earthwork, stone base, and limited electrical work.
- Construct security fence.
- Convert stormwater management basins to infiltration basins.

	<b>FAA (90%)</b>	<b>PENNDOT (5%)</b>	<b>CCAAA (5%)</b>	<b>Total</b>
Grant Amount	\$1,489,999.00	\$82,778.00	\$82,778.00	\$1,655,555.00
Spent to Date	\$1,428,120.94	\$79,340.05	\$79,340.06	\$1,586,801.05
Remaining	\$61,878.06	\$3,437.95	\$3,437.94	\$68,753.95

**Activity of Note:**

- Substantial completion was issued on September 24, 2014.
- Final Inspection was completed January 14, 2015. Punchlist items include minor seeding and grading issues in basins that cannot be addressed until Spring 2015. Contractor is to provide Warranty and Operations and Maintenance Manuals.
- Pennoni review of the record survey noted a small discrepancy in Basin 1C. This cannot be corrected until the Contractor returns to address the other basin issues in Spring 2015. Because the final grant costs had to be submitted by May 30, Delta close the project with the PENNDOT BOA and the updated basin grades will be provided to Pennoni once complete.
- **Several warranty items including grass growth, minor grading in Basin 1C, restoration of the sand-soil surface in Basin 1B-2 and removal of the super silt fence in the west borrow area are being coordinated and will be completed by the Contractor in the near future. Once the basin grading is revised, Delta will transmit the revised grading to Valley Township for verification.**



## 11. Construct South Apron, Phase VI

PENNDOT Agreement No. ABG-2014-CCAAA-00005  
 PENNDOT Internal Order No. 7880029132  
 PENNDOT Funds Commitment No. EG00001874  
 Grant Expiration Date: June 30, 2017  
 Delta Project No. 13079



### Scope of Work:

- Complete paving of apron, taxiway, parking lot and access roads.
- Install new tie downs, seal coat, signs, reflectors, markings, remaining electrical and relocate trailer.

	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	\$1,193,075.00	\$66,281.00	\$66,283.00	\$1,325,639.00
Spent to Date	\$395,629.80	\$21,979.43	\$21,979.44	\$439,588.67
Remaining	\$797,445.20	\$44,301.57	\$44,303.56	\$886,050.33

- P-401 Test Section #1 was placed November 3, 2014. This test section failed based on core densities and a portion was removed. A portion was permitted to remain at reduced pay.
- P-401 Test Section #2 was placed on November 5, 2014. This test section passed.
- **A restart/pre-pave meeting was conducted on June 1, 2015. The Contractor paved on June 23 (Lot 3) and June 24 (Lot 4). Lot 3 failed for mat and joint compaction, and Lot 4 passed, but a corrective action plan was coordinated to address Lot 3 compaction acceptance issues. Lot 5 was paved on June 27 and 28, 2015 and again failed for mat and compaction. A corrective action plan is again being coordinated. Paving is anticipated to begin the week of August 10, 2015.**
- Tie-down anchor installation is proceeding.



## 12. Mitigate Obstructions; Ph I: Study/Preliminary Design

PENNDOT Agreement No. ABG-2013-CCAAA-00029  
 PENNDOT Internal Order No. 7880029131  
 PENNDOT Funds Commitment No. EG00001715  
 Grant Expiration Date: June 30, 2016  
 Delta Project No. 14004



### Scope of Work:

Conduct aeronautical surveys of Runways 11 and 29 approaches.

- Evaluate obstacles to approaches to determine what and where they are, and how they can be removed/mitigated.
- Develop phased program for removing/mitigating the obstacles.

	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	\$141,826.00	\$7,879.00	\$7,880.00	\$157,585.00
Spent to Date	\$129,758.44	\$7,208.80	\$7,208.81	\$144,176.05
Remaining	\$12,067.56	\$670.20	\$671.19	\$13,408.95

- Final review plans were submitted to the PENNDOT BOA on February 2, 2015. Very minor comments were received from the PENNDOT BOA on February 25, 2015. Most were associated with discussing the plan moving forward which is being finalized.
- Delta has assisted the CCAAA over the past month finalizing the documents for use in coordinating with ten (10) property owners for eleven properties affected by the most critical obstacles. Additional affected property owners will be coordinated with once these critical obstacles have been dealt with.
- **Delta coordinated with the Authority to develop a final plan moving forward for property owner coordination. The final report is being finalized to incorporate this information for resubmission to the PENNDOT BOA.**



### 13. 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	\$4,250.00
Remaining	\$38,250.00

- Delta conducted a project kick-off teleconference with the CCAAA on June 18, 2015.
- Delta conducted a project kick-off meeting with the CCAAA, conducted a site review, and conducted stakeholder interviews on July 13 and 14, 2015.
- 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 is continuing to coordinate with stakeholders and collect letters of support and need for an FCT, along with analyzing historical aircraft operations data.



### 14. Rehabilitate Runway and Taxiway Sections, Ph I: Design

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



**Scope of Work:**

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

	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

- This project is planned/programmed for calendar year 2015. The CCAAA is awaiting a tentative allocation (TA) from the PENNDOT BOA to begin scoping the project. The TA is anticipated following the State budget being passed.

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: July 29<sup>th</sup>, 2015

Subject: Airport Hot Topics

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

## NEW BUSINESS

**Terminal Building Lights:** On July 20<sup>th</sup>, 3 exterior (terminal front entrance) and 1 interior (exit sign) light bulbs were replaced at the terminal building.

**Automated Weather Observation System (AWOS):** On July 21<sup>st</sup>, MQS's AWOS "Visibility" Sensor broke and was shipped back to its manufacture for refurbishment. On July 27<sup>th</sup>, the sensor was returned and reinstalled.

**Airport Emergency Generator/Transfer Switch:** On July 22<sup>nd</sup>, CCAAA's new emergency generators and transfer switch arrived.

**Taxiway Markings:** On July 24<sup>th</sup>, the taxiway Hold Short line for Runway 29, was repainted.

## OLD BUSINESS

**Storm Drains Repair:** This project is still in progress.

**Hangar #2 Stairs Project:** This project is still in progress.

**New Aircraft Tie-downs (paver) Project:** This project is still in progress.