

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

February 8, 2011

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, February 8, 2011 at 4:00 p.m.

The following Board members were present:

Al Koenig
Paul McMinn
Donn Roberts
Joe Sciandra
Fred Thompson

The following Board members were not present:

Greg Cary
Colin Hanna

Also present:

Gary Hudson, Airport Manager
Lois Glisson, Accountant
Dave Jones, Delta Airport Consultants, Inc.
Holly Setzler, Esquire, Landis & Setzler
Carol Poinier, Recording Secretary
Mike Bem, Flying Machine Café
Doug Eadline, Airport Maintenance Personnel
Steve Fortin, CCA Flight School
Bruce Sagnor, Chester County Aviation Holdings

CALL TO ORDER

Mr. Koenig, Chairman of the Chester County Area Airport Authority Board, called the meeting to order at 4:00 p.m. and noted the meeting originally scheduled to be held on Tuesday, February 1, 2011 was rescheduled to Tuesday, February 8, 2011 due to inclement weather.

APPROVAL OF THE MINUTES

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

ACCOUNTANT'S REPORT

The Board reviewed the Balance Sheet as of January 31, 2011 and Income Statement for One Month Ending January 31, 2011, copies of which are on file at the office of the Chester County Area Airport Authority.

Mrs. Glisson advised the Board of the additional expenses incurred by the Authority for snow removal and corresponding staff overtime. In response to expenses incurred vs. budget, Mr. McMinn noted the Board's agreement to have the Budget Committee review the budget on behalf of the Board on a quarterly basis.

After review of the Accountant's Report, a motion was made by Mr. Sciandra and seconded by Mr. Thompson to accept the Accountant's Report as submitted for the period ending January 31, 2011, subject to audit; **the Board approved the motion by a unanimous vote of 5 to 0.**

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

ENGINEER'S REPORT

At this time Mr. Jones of Delta Airport Consultants, Inc., discussed with the Board the Projects Status Report dated January 31, 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:

Sikorsky Helicopter

Mr. Jones advised the Board he is awaiting notice from Sikorsky scheduling a meeting regarding the proposed connector taxiway.

Airport Hazard Zoning

Mr. Jones advised the Board the PennDOT BOA has issued a Tentative Allocation letter and noted he would coordinate the Authority's response to the Tentative Allocation submittal requirements with Ms. Setzler.

Construct South Apron, Phase III, Construction

Mr. Jones advised the Board the supplemental Agreement has been submitted to the contractor and a response has been received in an amount higher than anticipated. Delta is working with the contractor to resolve this matter and prevent the rebidding of the contract.

Mr. Jones further noted the Change Order No. One has been received from the contractor and upon execution by the Authority will be forwarded to PennDOT.

Runway 11-29 Feasibility and Justification Study

Mr. Jones advised the Board he is awaiting comments from the FAA airspace review.

Twelve Year Capital Improvement Plan

As requested by the Board at its meeting in January 2011, Mr. Jones discussed in detail the Twelve Year Plan and Airport Capital Improvement Plan Worksheet for Proposed Projects

and the 2011 Capital Improvement Plan Layout, copies of which are attached hereto, and emphasized PennDOT's position that the Authority address easement and obstacle removal before PennDOT would consider any further grants funding. It was noted Sponsor Priority No. 2, State Share should be corrected to read \$16,200, and Local Share corrected to read \$1,800 for a Total Project Cost of \$18,000. The Board further noted a change in priority, Sponsor Priority No. 6 would be more appropriately considered as Sponsor Priority No. 8, and Sponsor Priority No. 8, would be more appropriately considered as Sponsor Priority No. 6. The Board agreed that the course of action would be to move forward with the removal of obstacles as identified on the 2011 Capital Improvement Plan Layout located on the west side of the Airport.

Mr. Sciandra suggested the Board meet with impacted property owners on an individual basis to discuss the matter of obstacle removal; Mr. Koenig suggested the Board discuss the poles that are labeled as obstructions with Mr. Cary; and Mr. Jones noted he would contact a surveying firm to provide the Authority with an estimate of the cost for a survey of the obstructions in the area in question

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

COUNSEL'S REPORT

Maillie Falconiero Annual Audit

Ms. Setzler brought the Board up-to-date on the status of the Authority's annual audit. She noted a proposal has been received from the Authority's auditor, Maillie, Falconiero, in the amount of \$12,900; she further noted Maillie, Falconiero performed the Authority's 2009 audit for \$9,200. Mrs. Glisson noted the cost of the audit is generally predicated on the volume of work to be performed by the auditors and that in auditing fiscal year 2010 additional work will be required due to increased grants activity.

After discussion of the proposal received, a motion was made by Mr. Sciandra and seconded by Mr. Koenig authorizing the appointment of Maillie, Falconiero as the auditor for the Authority for fiscal year 2010; **the Board approved the motion by a unanimous vote of 5 to 0.**

Ownership of Barclay Hangar

Ms. Setzler brought the Board up-to-date on the status of the change in ownership of the Barclay hangar and advised the Board the transfer has been completed and the rent has been paid; she further noted she is in the process of preparing an updated invoice for time expended on the Barclay/Gunther matter for submittal to the tenant for payment.

Airport Hazard Zoning

Ms. Setzler advised the Board she awaiting responses from all interested municipalities and she will work with Mr. Jones of Delta as this matter moves forward. She further noted it is anticipated this initiative will prevent the need for obstruction removal in the future.

Mr. Sciandra noted this is another example of benefit provided by the Authority to the surrounding municipalities.

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

OLD BUSINESS

Electricity Supplier Companies

Mr. Hudson discussed with the Board the numerous suppliers providing electricity. The Board directed Mr. Hudson to obtain an application for service for discussion by the Board at its meeting in March 2011.

Washington Lane Snow Fence Installation

Mr. Sciandra advised the Board the snow fence has been installed on Washington Lane and he anticipates it will be erected in a more suitable location prior to next winter.

NEW BUSINESS

Maillie Falconiero Audit Proposal

See discussion in Counsel's Report noted above.

New Hire

Mr. Hudson advised the Board of the recent hiring of an employee to assist Doug Eadline in the general maintenance at the Airport. Mr. Eadline advised the Board the new employee has experience in the operation of heavy equipment and is proving to be a positive addition to the Airport maintenance staff.

Personnel Committee

Mr. Roberts suggested the Authority establish a Personnel Committee to oversee personnel matters and update the Policy and Procedure Manual.

A motion was made by Mr. Sciandra and seconded by Mr. McMinn establishing a Personnel Committee comprised of Messrs. Koenig, Roberts, and Thompson; **the Board approved the motion by a unanimous vote of 5 to 0.**

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

No public comment was made at this time.

NEXT SCHEDULED MEETING

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, March 1, 2011 at 4:00 p.m.

ADJOURNMENT

A motion was made by Mr. Sciandra and seconded by Mr. Thompson to adjourn the meeting; **the Board approved the motion by a vote of 5 to 0 and Mr. Koenig adjourned the meeting at 5:35 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated January 31, 2011
Twelve Year Plan and Airport Capital Improvement Plan
Worksheet for Proposed Projects
2011 Capital Improvement Plan Layout
Airport Manager's Report: Airport Hot Topics