

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

February 2, 2016

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, February 2, 2016 at 4:00 p.m.

The following Board members were present:

Fred Goebert
Al Koenig
Paul McMinn
Donn Roberts
Rich Saylor
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 Cafe
Doug Eadline, Airport Maintenance
Steve Fortin, Chester County Aviation
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.

**ELECTION OF OFFICERS OF THE
CHESTER COUNTY AREA AIRPORT AUTHORITY**

The Board discussed the election of officers and the following slate of officers for fiscal year 2016 was recommended:

Office of Chairman:	Albert A. Koenig
Office of Vice Chairman:	Paul McMinn
Office of Secretary:	Fred Thompson
Office of Treasurer:	Donn Roberts

The Board discussed the nominations as presented. There being no further nominations, the nominations were closed.

A motion was made by Mr. McMinn and seconded by Mr. Saylor to move the election of Albert Koenig as Chairman as set forth above for a vote; Mr. Koenig abstained from the vote; **the Board approved the election of Mr. Koenig as Chairman as set forth above by a unanimous vote of 5 to 0.**

A motion was made by Mr. Goebert and seconded by Mr. Koenig to move the election of Paul McMinn as Vice Chairman set forth above for a vote; Mr. McMinn abstained from the vote; **the Board approved the election of Mr. McMinn as Vice Chairman as set forth above by a unanimous vote of 5 to 0.**

A motion was made by Mr. Goebert and seconded by Mr. Saylor to move the election of Fred Thompson as Secretary as set forth above for a vote; Mr. Thompson abstained from the vote; **the Board approved the election of Mr. Thompson as Secretary as set forth above by a unanimous vote of 5 to 0.**

A motion was made by Mr. Saylor and seconded by Mr. Thompson to move the election of Donn Roberts as Treasurer as set forth above for a vote; Mr. Roberts abstained from the vote; **the Board approved the election of Mr. Roberts as Treasurer as set forth above by a unanimous vote of 5 to 0.**

APPROVAL OF THE MINUTES

Regular Meeting Held on January 5, 2016

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

Executive Session Held on December 1, 2015

The minutes of the Executive Session held on December 1, 2015 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Roberts and seconded by Mr. Saylor to approve the minutes of the Regular Meeting held on December 1, 2015; **the Board approved the motion by a unanimous vote of 6 to 0.**

Regular Meeting Held on December 1, 2015

The minutes of the Regular Meeting held on December 1, 2015 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Roberts and seconded by Mr. Saylor to approve the minutes of the Regular Meeting held on December 1, 2015; **the Board approved the motion by a unanimous vote of 6 to 0.**

ACCOUNTANT'S REPORT

As of December 31, 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 December 31, 2015 and the Statement of Activities for the Twelve Months Ended December 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. Goebert to accept the Financial Statements as submitted for the period ending December 31, 2015, subject to audit; **the Board approved the motion by a unanimous vote of 6 to 0.**

As of January 31, 2015

Ms. Rayne Yori discussed with the Board the Financial Statement Highlights along with the Statement of Financial Position as of January 31, 2016 and the Statement of Activities for the One Month Ended January 31, 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. Saylor and seconded by Mr. Goebert to accept the Financial Statements as submitted for the period ending January 31, 2016, subject to audit; **the Board approved the motion by a unanimous vote of 6 to 0.**

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated February 2, 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:

Airport Maintenance Program

Mr. Jones advised the Board that Delta's review of all buildings to aid the Maintenance/Property Committee in the preparation of a comprehensive maintenance program for the coming years has been delayed due to limited funding. It was noted that the plan will be developed in 2016.

Construct South Apron, Phase V

Mr. Jones advised the Board that work is completed and it is anticipated the coordination of the record survey will commence as soon as the snow clears.

Construct South Apron, Phase VI

Mr. Jones advised the Board it is anticipated the record survey is to be completed in late February – early March.

Mitigate Obstructions; Ph I: Study/Preliminary Design

Mr. Jones noted the grant closeout documents requested by PennDOT BOA are in the process of being completed and upon completion the grant closeout will be ready for submittal.

FCT Justification and Feasibility Study

Mr. Jones advised the Board letters have been submitted to the Authority for signature by Mr. Koenig to local legislatures recommending the passage of legislation to encourage the FAA to move forward with application review prior to the completion of the development of new methodology.

Rehabilitate Runway and Taxiway Sections, Ph I: Design

Mr. Jones advised the Board that the project is scheduled and the Authority has been issued a Tentative Allocation for this project.

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 January 2016.

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

STANDING COMMITTEE REPORTS

Mr. Koenig discussed with the Board the appointments of various Board members to the Authority Committees. After a brief discussion, the assignments were noted as set forth below:

COMMITTEES

Liaison

Don Roberts
Paul McMinn
Rich Saylor

Finance

Al Koenig
Paul McMinn
Fred Thompson
Raye Yori, advisory role

Personnel Committee

Fred Goebert
Holly Setzler, advisory role

Land Development Planning

Al Koenig
Fred Goebert
Dave Jones, advisory role

Rules & Regulations Ad Hoc Committee

To be appointed

Property/Maintenance Committee

To be appointed

Liaison Committee

Mr. Roberts noted no report is warranted at the present time.

Finance Committee

Ms. Yori noted the Finance Committee will meet after completion of the audit to review the financial statements as presented by the auditors. She noted she anticipates work to begin in February with completion of the Audit by June 2016.

Personnel Committee

Mr. Koenig noted no report is warranted at the present time.

Land Development Planning Activity Committee

Mr. Jones noted the Land Development Plan was submitted and some confusion was resolved regarding Exhibit A. It was noted no response has been received to date from either the DEP or the DCED.

OLD BUSINESS

Valley Township Update

Mr. Saylor noted no report is warranted at this time. It was noted that equipment purchased by the Authority is required to remain on Airport property at all times.

Sadsbury Township Update

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

NEW BUSINESS

Airport Fencing Discussion

The Board discussed the issue of deer which are prevalent in our area which was raised by a tenant in material provided to the Authority in January. Many suggested deterrents were discussed and generally, that a 10 foot fence is likely not effective to prevent a deer incursion into the airfield. The Authority disseminated information to the members which will be reviewed at the next Authority meeting. A subcommittee will be appointed to review the issue comprehensively and make recommendations to the Authority. In the short term, having the runway manually cleared

after hours for incoming flights was discussed and will be considered with other recommendations of the committee.

Off Airport Tree Removal Project

Mr. Hudson brought the Board up to date on the status of the tree removal project and Ms. Setzler noted she would develop a temporary access easement contract that would enable personnel to access adjacent property to aid in the removal of trees.

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

It was suggested that the recent snow event may result in the area being declared a disaster area that would provide for reimbursement of abnormal snow removal expense. Mr. Hudson noted Valley Township has mentioned this possibility and advised they would provide the appropriate form to the Authority for completion.

NEXT SCHEDULED MEETING

Upcoming Meeting

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

ADJOURNMENT

A motion was made by Mr. Saylor and seconded by Mr. Thomson; **the Board approved the motion by a unanimous vote of 6 to 0 and Mr. Koenig adjourned the meeting at 5:10 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

- Projects Status Report dated February 2, 2016
- Airport Hot Topics Dated February 2, 2016



CHESTER COUNTY AREA AIRPORT AUTHORITY
PROJECTS STATUS REPORT – JANUARY 2016

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 February 2, 2016

Prepared By:

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

DELTA AIRPORT CONSULTANTS, INC.

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Harrisburg, Pennsylvania 17110

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Mobile : 717.421.6840

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

- 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 month.**

3. PENNDOT BOA 5010 Inspection

- **No activity during the past month.**

4. Runway/Taxiway Pavement Rehabilitation

- **No activity during the past month.**

5. Airport Zoning

- **No activity during the past month.**

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.
- 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.**

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.
- **At the request of the CCAAA, Delta will conduct a review of all buildings to prepare a comprehensive maintenance program for the coming years during early 2016.**



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 month.**

9. Runway 11 Approach Obstruction Property Surveys

- Delta has forwarded all plats with proposed easements to the appraiser for use in determining the costs for the required easements, and to the Authority staff for use in coordinating the necessary obstruction removal with the affected property owners.
- Delta has been assisting the Authority with property owner coordination for replacement trees.
- **No activity during the past month.**

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.

	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
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. Delta continues to coordinate this with the Contractor.
- Most corrective items in the large basin are done and it should be completed by the end of this week. Delta is still coordinating with them on the corrective work for the small basin.
- Delta sent a final letter to Horst that all work must be completed and ready for acceptance by December 31, 2015 or a claim will be made to their bonding company. The Contractor was onsite starting work the next business day.
- **The Contractor has completed all work and we are coordinating the record survey as soon as the snow clears.**

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	\$852,277.71	\$47,348.76	\$47,348.77	\$946,975.24
Remaining	\$340,797.29	\$18,932.24	\$18,932.23	\$378,663.76

- Final project documentation is being coordinated, and a final inspection is being scheduled.



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	\$136,493.10	\$7,582.95	\$7,582.95	\$151,659.00
Remaining	\$5,332.90	\$296.05	\$297.05	\$5,926.00

- The final report was submitted to the Authority and PENNDOT BOA on November 2, 2015.
- Delta is currently completing the Grant closeout documents requested by the PENNDOT BOA on January 12, 2016. Once complete, the Authority will be notified when the Grant closeout is ready to be submitted.



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	\$36,125.00
Remaining	\$6,375.00

- 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.**



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

- The PENNDOT BOA has issued a Tentative Allocation (TA) for this project. Delta is working to complete the TA requirements.

Please call should you have any questions or wish to discuss this further.

Sincerely,

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



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

- **The PENNDOT BOA has issued a Tentative Allocation (TA) for this project. Delta is working to complete the TA requirements.**

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: February 2nd, 2016

Subject: Airport Hot Topics

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

NEW BUSINESS

Airport Vehicle: On 12/29/15, the Dodge truck received a “tune-up.

Airport Drive-Thru Gate: On 12/30/15, a new gate controller was installed on the Aviation Way drive-thru gate.

Pipe Replaced: On 12/30/15, the heater exhaust vent pipe in the maintenance garage was replaced.

Camera Replaced: On 12/30/15, the security camera located at the corporate drive-thru gate, was replaced.

Diesel Fuel Tank: On 1/14/16, an electrical overhead wire, which runs from the airport maintenance garage, to a street light pole, and down to the diesel pump, was installed. This allows the diesel pump to get electrical power from an overhead wire, instead of the maintenance crew, having to use an extension cord, which would run from the maintenance garage, across the road, and to the pump.

Snow Event #1: On 1/22/16, MQS experienced its first snow event of the winter. It started snowing around 6:00 pm Friday, and ended at approximately 11:00 pm Saturday, with a total accumulation of 26 inches. Airport snow removal operations started at 4:00 am Sunday and the first aircraft operation, which was a departure, took place at 12:14 pm, Sunday afternoon.

Electricity and Natural Gas Supplier: In an effort to try and reduce CCAAA’s utility bills, I contacted Integrity Energy, which is a utilities broker located in Cleveland, OH, to see if their services could find another utility company that could offer the CCAAA a reduced rate. In doing so, Integrity Energy was able to find a company out of Houston, TX, called Direct Energy Business. Hence, on 1/29/16, I signed a 35 month contract with that company.

OLD BUSINESS

Runway 29 ILS: On 1/6/16, the Runway 29 Instrument Landing System (ILS) was put back in service. It was taken out of service on 12/17/15, so that the FAA Airway Facilities Division could upgrade the system.