

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

February 3, 2015

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, February 3, 2015 at 4:00 p.m.

The following Board members were present:

Greg Cary
Fred Goebert
Al Koenig
Donn Roberts
Fred Thompson

The following Board members were not present:

Paul McMinn
Rich Saylor

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
Doug Eadline, Airport Maintenance
Bruce Baer, Self
Mike Bem, Flying Machine Café
Dave Malchione, Global Air/Universal
Michael Person, Self
Bruce Sagnor, Landmark Aviation
Fran Strouse, L. R. Kimball
Nancy C. Zynn, Global Air/Universal

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 2015 was recommended:

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

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

A motion was made by Mr. Cary and seconded by Mr. Thompson 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 4 to 0.**

A motion was made by Mr. Koenig and seconded by Mr. Cary to move the election of Paul McMinn as Vice Chairman set forth above for a 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. Cary and seconded by Mr. Thompson to move the election of Donn Roberts as Secretary as set forth above for a vote; Mr. Roberts abstained from the vote; **the Board approved the election of Mr. Roberts as Secretary as set forth above by a unanimous vote of 4 to 0.**

A motion was made by Mr. Goebert and seconded by Mr. Cary to move the election of Fred Thompson as Treasurer as set forth above for a vote; Mr. Thompson abstained from the vote; **the Board approved the election of Mr. Thompson as Treasurer as set forth above by a unanimous vote of 4 to 0.**

APPROVAL OF THE MINUTES

December 2, 2014

The minutes of the Regular Meeting held on December 2, 2014 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Koenig and seconded by Mr. Roberts to approve the minutes of the Regular Meeting held on December 2, 2014; **the Board approved the motion by a unanimous vote of 5 to 0.**

January 6, 2015

The minutes of the Regular Meeting held on January 6, 2015 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Koenig and seconded by Mr. Roberts to approve the minutes of the Regular Meeting held on January 6, 2015; **the Board approved the motion by a unanimous vote of 5 to 0.**

ACCOUNTANT'S REPORT

As of November 30, 2014

Ms. Rayne Yori of Countryside Consulting, Inc. discussed with the Board the Financial Statement Highlights along with the Statement of Financial Position as of November 30, 2014 and the Statement of Activities for the Eleven Months Ended November 30, 2014, 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. Thompson and seconded by Mr. Koenig to accept the Financial Statements as submitted for the period ending November 30, 2014, subject to audit; **the Board approved the motion by a unanimous vote of 5 to 0.**

As of December 31, 2014

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, 2014 and the Statement of Activities for the Twelve Months Ended December 31, 2014, 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. Cary and seconded by Mr. Thompson to accept the Financial Statements as submitted for the period ending December 31, 2014, subject to audit; **the Board approved the motion by a unanimous vote of 5 to 0.**

Request for Proposal

Ms. Yori advised the Board the Finance Committee has met and reviewed the proposals submitted in response to the RFP for auditing services. She noted after a thorough review of the proposals received, the Finance Committee recommended the awarding of the contract for services to BBD, LLP.

A motion was made by Mr. Thompson and seconded by Mr. Goebert to ratify the recommendation of the Finance Committee awarding the contract for auditing services to BBD, LLP; **the Board approved the motion by a unanimous vote of 5 to 0.**

The Board discussed the services provided by Maillie, LLP and it was noted the change in the auditing firm was based in part on the performance of Maillie to include its lack of responsiveness and its failure to comply with time lines as required by the County. Mr. Koenig noted the Board's decision will be personally conveyed to Mr. Jay Powers of Maillie, LLP.

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated January 26, 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:

Construct South Apron, Phase V

Mr. Jones advised the Board the final inspection took place on January 14, 2015 and the punch list items are scheduled to be addressed in the Spring of 2015. He noted Delta is

preparing to submit the drawings to Pennoni for preliminary review after which the official submittal will be made to Valley Township.

Construct South Apron, Phase VI

Mr. Jones advised the Board that Delta is in the process of coordinating the project transition to the new project manager prior to the project re-start in the Spring of 2015 and it is anticipated the assignment of the contract will be brought before the Authority Board at its next scheduled meeting to be held in March 2015.

Mitigate Obstructions; Ph I: Study/Preliminary Design

Mr. Jones brought the Board up-to-date on the status of the final review plans discussed by the Committee at its meeting on January 27, 2015. He noted there are numerous obstacles to be addressed and the Committee determined that the grant money would be used for repair and the obstructions would be addressed via the use of local funds in dealing with homeowners to allow the Authority to work with each homeowner on a personal individual basis. He noted the plan has not as yet been finalized, but it is the Committee's belief that the time line to address obstructions is approximately twelve months and the cost could approximate \$80,000.

Rehabilitate Runway and Taxiway Sections; Ph I: Design

Mr. Jones advised the Board the expanded project is planned to begin this year.

Mr. Jones further advised the Board he is working with Mr. Hudson to prepare an updated version of the 2010 report of the economic development benefits of the Airport. Ms. Setzler further noted safety issues should be addressed when discussing the installation of a tower and Mr. Cary noted he would look into the Chester County Economic Development Council's position on the possibility of a repurpose of grant funds to a more appropriate option.

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

COUNSEL'S REPORT

Personnel Matter

Ms. Setzler noted for the record that the personnel matter has been resolved and there is no pending litigation.

Hazard Zoning

Ms. Setzler and the Board discussed hazard zoning and its relation to prospective obstructions and noted the obstructions that are being addressed by the Authority at the present time were in existence before hazard zoning was adopted.

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

STANDING COMMITTEE REPORTS

Liaison Committee

It was noted Sikorsky was not available to attend a meeting for this evening and it is the Authority's intention to schedule the meeting for March 2015.

Mr. Jones advised the Board he had not received a response from Sikorsky relating to the cost of an air traffic control study as discussed with Mr. Binder of Sikorsky at the Authority's meeting in January 2015.

Personnel Committee

Ms. Setzler advised the Board the final version of the Manual has been completed consistent with the Board's prior instructions and has an effective date as of January 1, 2015.

Finance Committee

Mr. Koenig noted the Finance Committee has continued to meet on a quarterly basis and it is anticipated a draft of the audit will be available for the Committee's review at its next scheduled meeting.

Land Development Planning Activity Committee

Mr. Goebert noted it is the intention of the Committee to integrate architectural ideas with the land development plan for submission to Valley Township and further to address the possible installation of a tower.

OLD BUSINESS

Valley Township Update

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

Sadsbury Township Update

Mr. Roberts advised the Board that no issue related to the Airport was addressed as a matter of discussion.

NEW BUSINESS

Replacement of Terminal Building Ceiling Tiles

Mr. Eadline discussed with the Board the replacement of ceiling tiles in the Terminal Building and provided two samples of tiles available and the costs associated with the use of each type of tile. After discussion of the advantages of each tile, it was suggested a combination of tiles be used to address both appearance and cost.

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. Bem discussed with the Board the status of the Association referred to as MAKEMQSGREAT INC and the proposed 2015 Fall Festival and presented a package of information setting forth historical income and expenses for the Board's information and review and further reconciliation by the Authority's accounting office. Mr. Bem advised the Board the Association is contemplating a two day event with expanded aerial activity.

NEXT SCHEDULED MEETING

Upcoming Meeting

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, March 3, 2015 at 4:00 p.m.

ADJOURNMENT

A motion was made by Mr. Thompson 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 5:00 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated January 26, 2015
Airport Hot Topics dated January 28, 2015



Chester County Area
Airport Authority

CHESTER COUNTY AREA AIRPORT AUTHORITY

PROJECTS STATUS REPORT – January 2015

Distribution:

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

Updated January 26, 2014

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 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

- A meeting was conducted with Bernardon, a few Board members, and Delta on December 2, 2014 to review and discuss scoping this project.
- Delta forwarded an electronic copy of the draft final Corporate Hangar Land Development Plan completed in 2008 to Bernardon on December 19, 2014 as requested by the Authority for review of the layouts completed on the west end of the Airport.
- **No activity during the past month.**



8. 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	\$375,696.19	\$20,872.01	\$20,872.02	\$417,440.22
Remaining	\$817,378.81	\$45,408.99	\$45,410.98	\$908,198.78

- Apron stone was completed on October 31, 2014.
- P-401 Test Section #1 was placed November 3, 2014. This test section failed based on core densities.
- P-401 Test Section #2 was placed on November 5, 2014. This test section passed.
- Due to the encroaching colder temperatures, the Contractor elected to defer the paving until 2015. A winter stop work order was issued as of the close of business on November 18, 2014.
- **Delta was notified on December 24, 2014 that the project manager for the Contractor has left the company. Delta will coordinate the project transition to the new PM (Chris Pettine) prior to the project re-start in the Spring of 2015.**
- **Delta was recently notified that the Contractor, Reading Materials, Inc. has undergone a business name change as a result of their inclusion in the H&K Company. This will require that the Authority approve the reassignment of the contract. New insurance certificates have been provided to Delta, and Delta will coordinate with the Authority and Township as to what items are needed to maintain the integrity of the existing Contract and bonds.**
- **Physical work on the project is anticipated to restart in the Spring of 2015. 49 calendar days remain of the 100 CD contract.**



9. 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	\$96,085.17	\$5,338.06	\$5,338.07	\$106,761.30
Remaining	\$45,740.83	\$2,540.94	\$2,541.93	\$50,823.70

- Delta received all subconsultant deliverables on September 16, 2014 and is completing the obstacle analysis and developing the draft obstacle removal program for review.
- Delta reviewed the 95 percent review set of plans and report with the Owner on December 31, 2014. Several comments were received that are currently being addressed.
- **Delta provided final review plans to the Authority on January 23, 2015 for discussion during a meeting scheduled on January 27, 2015.**



10. 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 for calendar year 2015.
- **Proposed funding for the design of this project is being coordinated.**

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: January 28th, 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

Airport Dump Truck: On January 12th, the plow blade was replaced on this vehicle.

Policy and Procedure Manual: On January 13th, I disseminated the newly adopted Chester County Area Airport Authority Policy and Procedure Manual to all airport maintenance personnel.

Airport Signs: The new Landmark Aviation and Flying Machine Café signs were posted and installed in the terminal building and along Aviation Way.

Property Policy and Disclosure Form: On January 16, the CCAAA's new Property Policy and Disclosure form was distributed to all airport personnel.

Runway Sweeper: On January 23rd, the brushes were replaced on this piece of equipment.

OLD BUSINESS

Tree Removal Project: In the month of January, over 100 trees have been cut down and removed from the East end of the airport.

Snow Events: From November 26th – January 27th, there have been a total of eight Snow Events (snow removal operations) at MQS.