

**CHESTER COUNTY AREA AIRPORT AUTHORITY**

**MINUTES**

**January 4, 2011**

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

The following Board members were present:

Greg Cary  
Colin Hanna  
Paul McMinn  
Donn Roberts  
Joe Sciandra  
Fred Thompson

The following Board member was not present:

Al Koenig

Also present:

Lois Glisson, Accountant  
Dave Jones, Delta Airport Consultants, Inc., via conference call  
Holly Setzler, Esquire, Landis & Setzler  
Carol Poinier, Recording Secretary  
Mike Bem, Flying Machine Café  
Bruce Sagnor, Chester County Aviation Holdings  
Owen Watkins, Sureflight

Note: Gary Hudson, Airport Manager, was not present.

**CALL TO ORDER**

In the absence of Mr. Koenig, Chairman of the Chester County Area Airport Authority Board, Mr. Sciandra, Vice Chairman of the 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 2011 was recommended:

Office of Chairman:	Albert A. Koenig
Office of Vice Chairman:	Joseph J. Sciandra
Office of Secretary:	Donn Roberts
Office of Treasurer:	A. Frederick Thompson

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

A motion was made by Mr. Hanna and seconded by Mr. Cary to move the election of Albert Koenig as Chairman as set forth above for a vote; **the Board approved the election of Mr. Koenig as Chairman as set forth above by a unanimous vote of 6 to 0.**

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

A motion was made by Mr. McMinn and seconded by Mr. Cary to move the election of A. Frederick 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 5 to 0.**

#### **OPERATING BUDGET FOR FISCAL YEAR 2011**

Mr. Sciandra expressed his appreciation to the Committee and Staff for their efforts in developing the Authority's 2011 budget and discussed the results of the Executive Session held in December 2010 at which time the budget for fiscal year 2011 was reviewed and staff salaries were discussed.

Mrs. Glisson distributed copies of the revised proposed budget to the Board for their further review.

Mr. McMinn suggested the budget continue to be reviewed by the Committee on behalf of the Board on a quarterly basis and his fellow-Board members were in agreement.

Mr. Cary suggested the Board consider the establishment of a reserve fund in anticipation of future repairs. The Board discussed the development of a schedule to monitor all systems on Airport property.

A motion was made by Mr. Cary and seconded by Mr. Roberts authorizing the Budget Committee, comprised of Messrs. Koenig, McMinn, Sciandra, and Hudson and Mrs. Glisson to investigate the development of a capital reserve fund to address future projects; **the Board approved the motion by a unanimous vote of 6 to 0.** It was further noted the Board would request Mr. Hudson develop a list of projects to be undertaken within the next five years.

After discussion of the budget, a motion was made by Mr. Thompson and seconded by Mr. Cary to approve the budget for fiscal year 2011 as presented, a copy of which is on file at the offices of the Chester County Area Airport Authority; **the Board approved the motion by unanimous vote of 6 to 0.**

#### **APPROVAL OF THE MINUTES**

The minutes of the December Meeting held on December 7, 2010 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 December 7, 2010 as presented; **the Board approved the motion by a unanimous vote of 6 to 0.**

The minutes of the Executive Session held on December 7, 2010 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 Executive Session held on December 7, 2010 as presented; **the Board approved the motion by a unanimous vote of 6 to 0.**

### **ACCOUNTANT'S REPORT**

The Board reviewed the Balance Sheet as of December 31, 2010 and Income Statement for Twelve Months Ending December 31, 2010, copies of which are on file at the office of the Chester County Area Airport Authority.

After review of the Accountant's Report, a motion was made by Mr. Hanna and seconded by Mr. Thompson to accept the Accountant's Report as submitted for the period ending December 31, 2010, subject to audit; **the Board approved the motion by a unanimous vote of 6 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., joined the meeting via conference call, and discussed with the Board the Projects Status Report dated December 21, 2010, 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 of the discussions regarding the proposed connector taxiway between Sikorsky and the Airport and the proposed meeting to be scheduled by Sikorsky at which time a plan of action will be developed with the understanding that the plans will not adversely affect the Airport's future plans for expansion.

#### **Airport Hazard Zoning**

Mr. Jones advised the Board the grant request has been submitted. He noted no response has been received from PennDOT to date. Ms. Setzler further noted two additional municipalities, Caln Township and the Borough of Modena, have requested to join the discussion as interested parties.

### **Construct South Apron, Phase III, Construction**

Mr. Jones advised the Board a stop work order was issued and site stabilization has been completed. He noted it is anticipated work will begin again in mid to late April 2011 weather permitting.

### **Repair of Taxiway and Runway Pavements**

Mr. Jones discussed with the Board the summary of estimates of construction costs for two scenarios to temporarily repair the taxiway and runway pavements near the end of Runway 29 sent to the Authority via e-mail, as well as Exhibits setting forth the costs, copies of which are attached hereto.

He advised Alternative 1 would consist of milling the existing asphalt 3” deep and installing 3” of pavement with no base or sub base material improvements being made. He estimated this repair would likely last only 1 to 2 years as most of the work is on the connector taxiway and estimated cost depending on area to be repaired of \$13,500 (patches only) or \$35,500 (patches and larger area on Connector Taxiway).

He further noted Alternative 2 would consist of milling the existing asphalt 3” deep, excavating the base and sub base 9” deep, installing 8” of modified base material and 3” of concrete. This obviously is a more expensive repair scenario than Alternative 1, but would likely last for 4 to 5 years. The estimated cost depending on area to be repaired is \$26,000 (patches only) or \$66,500 (patches and larger area on Connector Taxiway).

Mr. Jones advised the Board that he has presented this information at this time for possible consideration by the Board to be included in future projects to be undertaken at the Airport and noted that this project would not be grant eligible at the present time. He further noted that PennDOT is insisting that the Authority address easement and obstacle removal before PennDOT would consider any further grants funding.

The Board requested Mr. Jones discuss this matter with the Board in more detail and further discuss BOA requirements. Mr. Hanna suggested the Board involve someone from the Commissioner’s Office in discussions on the replacement of the runway and Mr. Cary noted he would contact the Commissioners’ Office to request a meeting with Commissioner Aichele.

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

## **COUNSEL’S REPORT**

### **Sikorsky Helicopter**

Ms. Setzler advised the Board of the discussions between Sikorsky and the Authority regarding safety issues related to the proposed through the fence operation.

Mr. Hanna expressed the Board’s position that the Authority is generally opposed to through the fence operations, and further noted, the Board recognizes the unique circumstances presented at the present time by the operation of SGH.

### **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 of the proposed agreement of sale between Mr. Barclay and Mr. Fred Gunther and the proposed assignment agreement continuing use of the hangar by

the current tenants under new ownership. She noted she has provided the required documents to the parties and is awaiting a response from Mr. Barclay.

Mr. McMinn noted unsightly presence of tires adjacent to the Barclay hangar. Ms. Setzler advised the Board she would inform the appropriate parties of the need to remove the tires.

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

## **OLD BUSINESS**

### **General Services Agreement**

Ms. Setzler explained to the Board the circumstances under which general consulting services would be provided by Delta Airport Consultants, Inc. to the Authority and the fees associated with the performance of said services paid on a time and materials basis. She advised this agreement is to provide general consulting services during 2011 for projects that are not block grant eligible to the Chester County Area Airport Authority as requested. Ms. Setzler proposed the following resolution be authorized by the Board approving the general services letter agreement dated December 14, 2010, with a fee schedule that is attached thereto with Delta Airport Consultants, Inc., a copy of which is attached hereto:

WHEREAS, the Authority has a General Services Agreement with Delta Airport Consultants, Inc. for the provision of general on-call consulting services for projects that are not grant eligible. The general services contract services expires at year-end; and

WHEREAS, Delta Airport Consultants, Inc. by letter agreement dated December 14, 2010, a copy of which is attached hereto as Exhibit "A" has proposed the terms and conditions to provide general services to the Airport for 2011 including hourly rates and other charges in the schedule attached to Exhibit "A"; and

WHEREAS, the Authority wishes to accept the terms and conditions of the general on-call consulting services to be provided by Delta Airport Consultants, Inc. for 2011; and

WHEREAS, the Authority establish a "not to exceed" amount to be imposed on the General Services Contract with the adoption of the 2011 Chester County Area Airport Budget. Once approved, the not to exceed cap of \$60,000 will apply to the General on-call consulting services unless otherwise approved by the Authority by Resolution.

IT IS HEREY RESOLVED that the Chester County Area Airport Authority shall accept the Letter Agreement dated December 14, 2010, with the hourly rates and terms and conditions as set forth in the attachment thereto for 2011. The not to exceed cap on general on-call service adopted by the Airport for its 2011 budget shall be imposed upon the Letter Agreement unless otherwise authorized by the Airport. The Authority authorizes Albert Koenig as Chairman or Joseph Sciandra as Vice-Chairman to execute the Resolution.

A motion was made by Mr. Cary and seconded by Mr. Thompson approving the general services agreement provided by Delta Airport Consultants with an effective date of January 1, 2011; **the Board approved the motion by a unanimous vote of 6 to 0.**

Mrs. Setzler alerted the Board that this extension of the agreement with Delta Airport Consultants, is the final option on the initial contract and the Authority will be in a position to rebid the contact by the end of the year.

#### **Report of Subcommittee Meeting with Sikorsky.**

Mr. Sciandra brought the Board up-to-date on the discussions with representatives of Sikorsky Global Helicopters and Sadsbury and Valley Township officials on matters of mutual interest and in the interest of continuing the spirit of cooperation.

### **NEW BUSINESS**

#### **County Funding for Airport**

Mr. Sciandra discussed with the Board the County's level of commitment for the Airport. Mr. Hanna volunteered to discuss this matter with the County Commissioners and on a similar note suggested a letter of appreciation be drafted for transmittal to the Commissioners regarding the County's support of the repair of the driveway. It was further suggested letters of appreciation be solicited from the tenants for transmittal to the Commissioners.

It was suggested Mr. Hudson draft a letter of appreciation, along with solicitation of similar letters from tenants, and, further, provide information to the Board on the historical support received by the Chester County Airport from the County.

#### **Washington Lane Snow Fence Installation**

Mr. Sciandra advised the Board of events in the past that have occurred during snow storms that have had great impact on vehicles traveling on Washington Lane. He noted Valley Township has requested permission to install a snow fence on Airport property to be erected in November and dismantled in May of the following year.

After discussion of the matter, Ms. Setzler was authorized to prepare an agreement clarifying the installation of the proposed fence including, but not limited to, any fence to be installed would be installed under the oversight of Airport personnel and SGH representatives, that the installation and maintenance of the fence would be the total responsibility of the Township, and that the Authority would grant temporary right of way for the installation of the fence indemnifying the Authority, with said agreement to be provided to Valley Township with copies to all interested parties, including Sadsbury Township and SGH.

#### **Annual Audit**

Mrs. Glisson noted the annual audit will soon be underway. Ms. Setzler advised she will confirm with Mr. Powers of Maillie, Falconiero of the upcoming audit and request submittal of a proposal for services.

**Runway Lights**

Mr. Sciandra noted the matter of the malfunction of runway lights has been addressed and has been corrected.

**Airport Hot Topics**

Mr. Sciandra 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, February 1, 2011 at 4:00 p.m.

**ADJOURNMENT**

A motion was made by Mr. Hanna and seconded by Mr. McMinn to adjourn the meeting; **the Board approved the motion by a vote of 6 to 0 and Mr. Sciandra adjourned the meeting at 5:35 p.m.**

Respectfully submitted,

Carol Poinier  
Recording Secretary

**Attachments:**

Projects Status Report dated December 21, 2010  
E-mail to Mr. Hudson from Mr. Jones dated 1/3/11  
Preliminary Engineer's Opinion of Probable Construction Cost  
Pavement Patch Exhibit  
Airport Manager's Report: Airport Hot Topics