

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

March 1, 2011

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, March 1, 2011 at 4:00 p.m.

The following Board members were present:

Colin Hanna
Donn Roberts
Joe Sciandra

The following Board members were not present:

Greg Cary
Al Koenig
Paul McMinn
Fred Thompson

Also present:

Lois Glisson, Accountant
Holly Setzler, Esquire, Landis & Setzler
Carol Poinier, Recording Secretary
Mike Bem, Flying Machine Café
Doug Eadline, Airport Maintenance Personnel
Steve Fortin, CCA Flight School
Dave Malchiore, Global/Universal
Bruce Sagnor, Chester County Aviation Holdings
Nancy Zynn, Global/Universal

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. Mr. Sciandra noted Messrs. Hudson and Koenig are attending a conference at the invitation of Mr. Jones of Delta Airport Concusltants, Inc.

Mr. Sciandra advised his fellow Board members of the absence of a quorum of the Board. The Board members present agreed to continue the meeting for informational purposes only, noting no vote would be taken.

APPROVAL OF THE MINUTES

The minutes of the Regular Meeting held on February 8, 2011 were brought before the Board for their review and comment.

In the absence of a quorum of the Board, the minutes of the Regular Meeting held on February 8, 2011 will be brought before the Board at the next scheduled meeting on April 5, 2011 for formal consideration and approval.

ACCOUNTANT'S REPORT

The Board reviewed the Balance Sheet as of February 28, 2011 and Income Statement for Two Months Ending February 28, 2011, copies of which are on file at the office of the Chester County Area Airport Authority.

The Board noted the Accountant's Report as of February 28, 2011 and Income Statement for Two Months Ending February 28, 2011 will be brought before the Board at the next scheduled meeting on April 5, 2011 for formal consideration and approval.

The Board discussed the expenses noted under Repair and Maintenance, Equipment for snow plow edges; Mr. Eadline advised the edges on the ramp plow have been replaced. Expenses noted under Repair and Maintenance – Buildings and Grounds represent replacement of runway lights and beacon motor; Mr. Eadline further advised the beacon motor has been repaired and a replacement has been purchased. Mr. Sagnor advised the Board the FBO is aware of the process to enable the beacon to become operational.

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

ENGINEER'S REPORT

In the absence of Mr. Jones of Delta Airport Consultants, Mr. Sciandra discussed with the Board the Projects Status Report dated February 28, 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:

Twelve Year Capital Improvement Plan

Mr. Sciandra advised the Board Messrs. Jones and Hudson discussed the capital improvement program with Natasha Manbeck of the DVRPC.

Sikorsky Helicopter

Mr. Sciandra advised the Board the Authority and Delta are awaiting notice from Sikorsky scheduling a meeting regarding the proposed connector taxiway.

Airport Hazard Zoning

Mr. Sciandra advised the Board the PennDOT BOA has issued a Tentative Allocation letter and noted Delta has advised they will coordinate the Authority's response to the Tentative Allocation submittal requirements with Ms. Setzler.

Runway/Taxiway Pavement Rehabilitation

Mr. Sciandra discussed with the Board the cost estimates for two options to temporarily repair the runaway and taxiway pavements as presented by Delta at the Authority's meeting in January 2011. He noted the Authority will further discuss the options at its next scheduled meeting in April 2011.

COUNSEL'S REPORT

Electricity Supplier Companies

Ms. Setzler discussed with the Board the contracts received from Mr. Hudson from suppliers providing electricity. She noted the contracts as presented are poorly written and not acceptable in their present form.

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

STANDING COMMITTEE REPORTS

Personnel Committee

Mr. Roberts advised the Board he is in receipt of the materials requested and is in the process of scheduling a meeting of the Personnel Committee to discuss the materials in anticipation of the Board's meeting in April 2011.

Finance Committee

Mr. Sciandra advised the Board he is in the process of scheduling a meeting of the Finance Committee to include himself, Mrs. Glisson, and Messrs. Koenig and McMinn.

Liaison Committee

Mr. Sciandra advised the Board he anticipated a meeting with SGH to be held within the next few weeks to discuss the connector taxiway and other miscellaneous matters of mutual concern. Mr. Roberts volunteered his services to attend the meetings if needed.

OLD BUSINESS

Off Airport Obstructions

Mr. Sciandra advised the Board Mr. Hudson has identified all land owners impacted by off airport obstructions and the Board discussed the need to develop a plan to address this matter.

Mr. Sciandra noted this matter would be discussed in Executive Session of the Board immediately following the Regular Meeting.

CH Planning Proposal

Mr. Sciandra distributed copies of a letter dated October 22, 2010 and a proposal dated November 10, 2010 from CH Planning Limited, copies of which are attached hereto, for the Board's information and review.

Ms. Setzler noted the requirement that any contract in excess of \$10,000 over the life of the contract must be put out to bid and further noted the proposal as presented includes in Scope of Work reference to Hazard Overlay Review, a matter which is currently in the process of being addressed.

Mr. Sciandra noted this matter will be discussed in Executive Session of the Board immediately following the Regular Meeting.

State Ethics Forms Submittals

Mrs. Glisson reminded the Board to submit their State Ethics Forms at their earliest convenience. It was noted the forms should be delivered to the Authority for safekeeping and/or transmittal by Ms. Setzler to the County, if deemed appropriate.

NEW BUSINESS

Purchase of AWOS Monitor

Mr. Sagnor discussed with the Board the availability of space at the front desk and the advisability of the Authority installing an enlarged monitor on which AWOS information would be displayed. It was noted the cost of the equipment discussed, to include a 32" screen, video cord and required cabling would be approximately \$470. Ms. Setzler noted this purchase would be considered a maintenance item and further noted the Authority is mandated by the FAA to have in place a maintenance contact with Stanwyck Avionics.

Mr. Eadline will purchase and install the equipment as discussed, with the understanding the cost of the equipment shall not exceed \$500, and he will further investigate the availability of additional information that would be available to be displayed on the screen.

Mr. Sagnor further noted electric emergency power is available at the suggested location for the installation of the monitor.

Personnel Matter – Employee Health Insurance

Mr. Sciandra noted this matter will be discussed in Executive Session of the Board immediately following the Regular Meeting.

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

Mr. Sciandra discussed with the Board the proposed Recreation Task Force established to discuss recreational opportunities available on Airport property. Mr. Bem noted he has been advised of the interest of local service clubs in assisting in this initiative, including clean up of the surrounding area. It was suggested the Authority partner with an interested partner (i.e., Chester County Parks and Recreation) in order to address the need for insurance coverage. Mr. Sciandra noted he would be prepared to discuss this matter with the Board at its meeting in April 2011.

It was further suggested a source of revenue for this initiative may be available from a potential developer interested in erecting homes in the area; Ms. Setzler noted it would be beneficial for Mr. Jones to discuss any potential development with the interested parties and their engineers and, further, that the Authority be actively involved in the application process to insure all parties are advised of any possible impact of the expansion of the Airport on any proposed development.

NEXT SCHEDULED MEETING

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, April 5, 2011 at 4:00 p.m.

ADJOURNMENT

Noting the absence of a quorum of the Board, and the Board members present agreement to continue the meeting for informational purposes only, Mr. Sciandra adjourned the meeting at 5:05 p.m.

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated February 28, 2011
CH Planning Limited Letter and Proposal
Airport Manager's Report: Airport Hot Topics