

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

March 5, 2013

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, March 5, 2013 at 4:00 p.m.

The following Board members were present:

Greg Cary
Fred Goebert
Fred Thompson

The following Board members were not present:

Al Koenig
Paul McMinn
Donn Roberts
Joe Sciandra

Also present:

Dave Jones, Delta Airport Consultants, Inc.
Holly Setzler, Esquire, Landis & Setzler
Rayne Yori, Countryside Consulting, Inc.
Carol Poinier, Recording Secretary
Doug Eadline, Airport Maintenance
Mike Bem, Flying Machine Café
Steve Fortin, Flight School
Carol Knight, Flying School
Bruce Sagnor, CCAH

It was noted Mr. Hudson would not be in attendance due to a prior commitment.

CALL TO ORDER

In the absence of Mr. Koenig, Chairman of the Chester County Area Airport Authority Board, Mr. Thompson, Secretary of the Chester County Area Airport Authority Board, called the meeting to order at 4:00 p.m. Acknowledging the absence of a quorum, Mr. Thompson advised those in attendance the meeting of the Chester County Area Airport Authority Board would be held for informational purposes only.

APPROVAL OF THE MINUTES

February 4, 2013

The minutes of the Regular Meeting held on February 4, 2013 were brought before the Board for their review and comment.

Noting the absence of a quorum of the Board, Mr. Thompson advised the minutes of the Regular Meeting held on February 4, 2013 would be brought before the Board for their review and approval at the meeting of the Authority Board scheduled to take place in April 2013.

The minutes of the Executive Session held on February 4, 2013 were brought before the Board for their review and comment.

Noting the absence of a quorum of the Board, Mr. Thompson advised the minutes of the Executive Session held on February 4, 2013 would be brought before the Board for their review and approval at the meeting of the Authority Board scheduled to take place in April 2013.

ACCOUNTANT'S REPORT

As of February 28, 2013

Ms. Rayne Yori of Countryside Consulting, Inc. discussed with the Board the Financial Statement Highlights along with the Statement of Financial Position as of February 28, 2013 and the Statement of Activities for the Two Months Ended February 28, 2013, copies of which are on file at the office of the Chester County Area Airport Authority.

Noting the absence of a quorum of the Board, Mr. Thompson advised the Financial Statement Highlights along with the Statement of Financial Position as of February 28, 2013 and the Statement of Activities for the Two Months Ended February 28, 2013 would be brought before the Board for their review and approval at the meeting of the Authority Board scheduled to take place in April 2013.

Resolution to Open Account at Citadel

As referenced in the Financial Statement Highlights, Ms. Yori advised the Board she is in the process of establishing an account at Citadel Federal Savings Bank for the Chester County Area Airport Authority and noted a resolution will be brought before the Board for approval.

Audit

Ms. Yori advised the Board the annual audit of the Chester County Area Airport Authority has begun with field work undertaken by representatives of Maillie, Falconiero & Co.

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated February 26, 2013, 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 (TYP)

Mr. Jones advised the Board Delta has reviewed the TYP's in JACIP to verify that all projects were included accurately.

Construct South Apron, Phase III Construction

Mr. Jones advised the Board coordination with the Township of the correction of the matter under warranty by the contractor is continuing.

Mr. Jones further advised the Board the invoices from the Township for this phase of the project dating back to 2010 have been included in Phase IV as a reimbursement request.

Construct South Apron, Phase IV, Construction (Supplemental Agreement)

Mr. Jones advised the Board Delta is coordinating with the Contractor the correction of installation discrepancies for the stone base.

Construct South Apron, Phase V

Mr. Jones advised the Board Delta has finalized and submitted the construction administration scope of services and costs for review and approval and all documents have been submitted to PennDOT.

Develop Multi-Municipal Hazard Zoning Ordinances

Mr. Jones advised the Board Delta is awaiting receipt of information from the municipalities for submittal to PennDOT for reimbursement.

The Board expressed their appreciation to Mr. Jones for the work done by Delta on behalf of the Authority.

COUNSEL'S REPORT

Develop Multi-Municipal Hazard Zoning Ordinances

Ms. Setzler advised the Board the Townships working with the Authority in developing the hazard zoning ordinances have been very cooperative and expressed their gratitude to the Authority for assisting in the grant opportunity.

Request of FBO

Ms. Setzler discussed with the Board the need to address this matter in Executive Session.

Insurance Availability for Field Trip Coverage

Ms. Setzler advised the Board the County insurance carrier has advised the Authority that field trips will be covered under its new insurance policy.

Audit Letter

Ms. Setzler advised the Board she has been requested to provide an opinion letter to the Authority's auditor for purposes of completing the annual audit.

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

STANDING COMMITTEE REPORTS

Liaison Committee

No report was made at this time.

Personnel Committee

No report was made at this time.

Finance Committee

No report was made at this time.

Community Event Planning Committee

Mr. Bem discussed with the Board the language to be used in releases and/or waivers to be provided by groups interested in touring the Airport facility.

OLD BUSINESS

Valley Township Update

No report was made at this time.

Sadsbury Township Update

No report was made at this time.

NEW BUSINESS

Collection of "Statement of Financial Interest" Forms

The Board was reminded to submit their individual "Statement of Financial Interest" form to the Authority office for safekeeping.

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

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, April 2, 2013 at 4:00 p.m.

ADJOURNMENT

Mr. Thompson adjourned the meeting at 4:30 p.m.

Respectfully submitted,



Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated February 26, 2013
Airport Manager's Report: Airport Hot Topics



**Chester County Area
Airport Authority**



CHESTER COUNTY AREA AIRPORT AUTHORITY

PROJECTS STATUS REPORT – FEBRUARY 2013

Distribution:

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

Updated February 26, 2013

Prepared By:

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

DELTA AIRPORT CONSULTANTS, INC.

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Harrisburg, Pennsylvania 17110

Tel: 717.652.8700

Fax: 717.652.8371

Mobile: 717.421.6840

Email: djones@deltaairport.com





GENERAL ASSISTANCE (Delta Project No. PA 13008)

1. Twelve Year Capital Improvement Plan (TYP)

- At the request of Mr. Hudson and the PENNDOT BOA, Delta reviewed the TYPs in JACIP to verify that all projects were included accurately.

2. West Area Hangar Layouts

- Design of the draft Preliminary Land Development Plan (LDP) was completed on December 2, 2008. Submittal to the CCCD and Valley Township is not being made at this time, at the request of the CCAAA.
- No action during the past month.

3. RNAV/GPS Runway 11 and 29 Approaches

- Delta is holding on coordination with the FAA Airspace Evaluation Program Specialist until scoping for the grant eligible Runways 11 and 29 obstruction survey and obstacle removal project. (Anticipated during fiscal year 2014).
- No action during the past month.

4. Sikorsky Helicopter

- No action during the past month.

5. PENNDOT BOA 5010 Inspection

- No action during the past month.

6. Runway/Taxiway Pavement Rehabilitation

- No action during the past month.

7. FBO Lease

- No action during the past month.

8. Helicopter Flight Operations

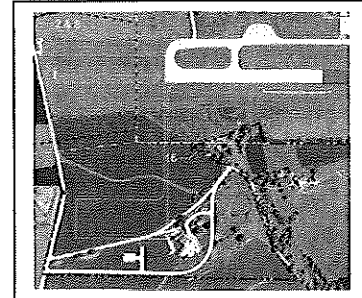
- No action during the past month.



ACTIVE GRANT PROJECTS

9. Construct South Apron, Phase III, Construction

PENNDOT Agreement No. ABG-2009-CCAAA-00044
 PENNDOT Internal Order No. 788029075
 PENNDOT Funds Commitment No. EG00000664
 Grant Expiration Date: June 30, 2012
 Delta Project No. 03090



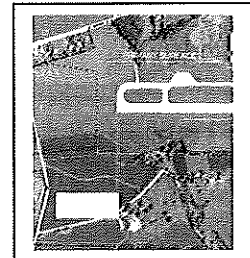
	FAA (95%)	PENNDOT (2.5%)	CCAAA (2.5%)	Total
Grant Amount	\$2,566,217.00	\$67,531.00	\$67,532.00	\$2,701,280.00
Spent to Date	\$2,553,629.06	\$67,200.76	\$67,200.78	\$2,688,030.60
Remaining	\$12,587.94	\$330.24	\$331.22	\$13,249.40

Activity of Note:

- Delta is coordinating with the Contractor on an item to be corrected under the warranty (Riser D-40).
- Delta is evaluating and summarizing new Township fees received for this phase during the week of January 28, 2013.

10. Construct South Apron, Phase IV, Construction (Supplemental Agreement)

PENNDOT Agreement No. ABG-2011-CCAAA-00009
 PENNDOT Internal Order No. 7880029100
 PENNDOT Funds Commitment No. EG00001130
 Grant Expiration Date: June 30, 2014
 Delta Project No. 03090



	FAA (95%)	PENNDOT (2.5%)	CCAAA (2.5%)	Total
Grant Amount	\$947,192.00	\$24,926.00	24,927.00	\$997,045.00
Spent to Date	\$862,264.73	\$22,691.17	\$22,691.19	\$907,647.09
Remaining	\$84,927.27	\$2,234.83	\$2,235.81	\$89,397.91

Activity of Note:

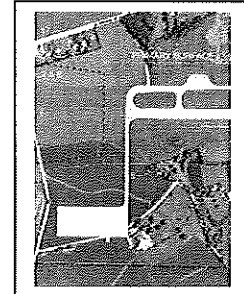
- Delta is coordinating with the Contractor on installation discrepancies for the stone base.



- Delta is working on project completion documents.
- Delta is evaluating and summarizing new Township fees received for this phase during the week of January 28, 2013.

11. Construct South Apron, Phase V

PENNDOT Agreement No. (Pending)
 PENNDOT Internal Order No. 7880029121
 PENNDOT Funds Commitment No. (Pending)
 Grant Expiration Date: (Pending)
 Delta Project No. 03090



	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	\$1,489,999.50	\$82,777.75	\$82,777.75	\$1,655,555.00
Spent to Date	\$0.00	\$0.00	\$0.00	\$0.00
Remaining	\$1,489,999.50	\$82,777.75	\$82,777.75	\$1,655,555.00

Activity of Note:

- The PENNDOT BOA issued a Tentative Allocation for this phase on July 20, 2012.
- PENNDOT advised on December 3, 2012 that \$1,655,555 in total project funding is available for the project.
- Delta negotiated with the apparent low bidder (Horst Excavating) to reduce the project work for Alternate 2 to \$875,906.02 to fit within the total project funding available.
- Delta assisted the Owner with obtaining PENNDOT approval on December 21, 2012 to award a revised Alternate 2 in the amount of \$875,906.02 to Horst Excavating.
- Delta assisted the Owner with awarding a revised Alternate 2 in the amount of \$875,906.02 to Horst Excavating on December 24, 2012.
- **Delta has finalized and submitted the construction administration scope of services and costs for review and approval.**
- **Delta has finalized the IFE package for construction administration costs and Delta's fees are approximately 3.5% below the IFE.**
- **Delta has finalized the proposed Administrative Costs for the Township to prepare for submission of the grant application.**



12. Develop Multi-Municipal Hazard Zoning Ordinances

PENNDOT Agreement No. ADP-2010-CCAAA-00038
 PENNDOT Internal Order No. 7889029101
 PENNDOT Funds Commitment No. EG00000946
 Grant Expiration Date: June 30, 2013
 Delta Project No. 11062

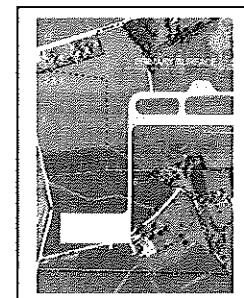
	PENNDOT (90%)	CCAAA (10%)	Total
Grant Amount	\$16,200.00	\$1,800.00	\$18,000.00
Spent to Date	\$0.00	\$0.00	\$0.00
Remaining	\$16,200.00	\$1,800.00	\$18,000.00

Activity of Note:

- Delta has been coordinating with the Authority's Solicitor, reviewing proposed hazard zoning ordinance language, reviewing and editing airport Part 77 surface exhibits, and reviewing and confirming airport specific information (dimensions, slopes, etc.) to be included in ordinance.

13. Construct South Apron, Phase VI

PENNDOT Agreement No. (Pending)
 PENNDOT Internal Order No. (Pending)
 PENNDOT Funds Commitment No. (Pending)
 Grant Expiration Date: (Pending)
 Delta Project No. (Pending)



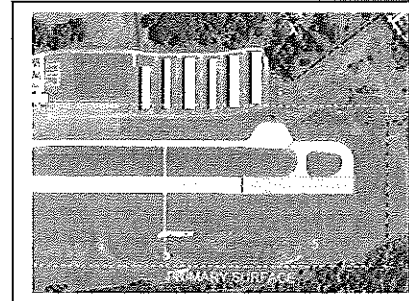
	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	(Pending)	(Pending)	(Pending)	(Pending)
Spent to Date	\$0.00	\$0.00	\$0.00	\$0.00
Remaining	\$0.00	\$0.00	\$0.00	\$0.00

- This project is planned for SFY 2013 in the current JACIP.



14. Rehabilitate 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)



	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 SFY 2014 in the current JACIP.

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 26th, 2013

Subject: Airport Hot Topics

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

NEW BUSINESS

- * **Snow Removal Equipment:** On February 4th, the plow blades were replaced on the snow plow truck and the pay loader.
- * **Training Conducted:** On February 12th, CCAAA personnel were trained on how to use their new Airfield Friction Meter, which was purchased on January 11th.
- * **Permit Renewed:** On February 12th, the CCAAA received their renewed Federal Fish and Wildlife Permit from the Department of Interior U.S. Fish and Wildlife Service.
- * **Insurance Appraisal:** On February 12th, a representative from the Industrial Appraisal Company, came to MQS to do an appraisal on all airport buildings insured by the county. This company was sub-contracted out by Chester County to perform that service.
- * **Movie Shoot at MQS:** On February 17th, Wind Fall Films, which is a movie production company from the United Kingdom, came to MQS to shoot film segments for A British documentary television series called "Monster Moves". The television show follows the high risk jobs of moving teams on their journeys to relocate houses, ships, trains and all types of cargo, by land, sea and air. Each episode follows the move team as they move the equipment, structure or cargo by their chosen method of transportation. This particular program focused on how Sikorsky Global Helicopters recently completed S-76 helicopter, was going to be transported by air, from the United States to Scotland.
- * **Lock Repaired:** On February 18th, A Cypher Lock was repaired on the lower parking lot walk-thru gate which serves pedestrians entering/leaving Hangar #3.
- * **Filters Replaced:** On February 18th, filters were replaced on the "Authority" Diesel fuel pump.

* **Light Bulb/Ballast Replaced:** On February 18th, a light bulb and ballast was replaced on the lower parking lot street light.

* **Airport 5010 (State) Inspection:** On February 25th, MQS's annual 5010 Inspection was conducted by PENNDOT-BOA Aviation Specialist Chuck Brewer. Mr. Brewer found the airport to be well maintained and in conformance with Pennsylvania Aviation Regulations. A follow-up letter will be sent to the CCAA by the BOA, explaining the results of the inspection.

OLD BUSINESS

* **Terminal Building Windows:** On February 21st, the all of the windows on the south and west side of the terminal building had window tint film installed in order to reduce the amount of heat and glare generated by the sun.

* **Terminal Building Door Repaired:** On February 21st, the arm on the handicapped accessible door in front of the terminal building, was reconnected to the motor, which operates the door.