

**CHESTER COUNTY AREA AIRPORT AUTHORITY**

**MINUTES**

**March 10, 2015**

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, March 10, 2015 at 4:00 p.m.

The following Board members were present:

Greg Cary  
Fred Goebert  
Al Koenig  
Donn Roberts  
Rich Saylor

The following Board members were not present:

Paul McMinn  
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  
Doug Eadline, Airport Maintenance  
Mike Bem, Flying Machine Café  
Bill Christman, Chester County Solicitor's Office  
Robert Ciszewski, Landmark Aviation  
Steve Fortin, Flight School  
Carol Knight, Flight School  
Dave Malchione, Global Air/Universal  
Nancy 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.

## **INTRODUCTION OF BOB CISZEWSKI, JR.**

Mr. Hudson introduced Mr. Robert "Bob" Ciszewski, Jr. to the Board and Mr. Ciszewski discussed with the Board his background in general aviation and his role as general manager at the Airport's FBO Landmark Aviation. Mr. Ciszewski expressed his appreciation to Mr. Hudson in welcoming him and conducting a tour of the Airport and the Board introduced themselves to Mr. Ciszewski.

## **INTRODUCTION OF BILL CHRISTMAN**

Mr. Cary introduced Mr. Bill Christman of the Chester County Solicitor's Office and the Board welcomed Mr. Christman to the meeting.

## **APPROVAL OF THE MINUTES**

### **February 3, 2015**

The minutes of the Regular Meeting held on February 3, 2015 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Saylor and seconded by Mr. Cary to approve the minutes of the Regular Meeting held on February 3, 2015; **the Board approved the motion by a unanimous vote of 4 to 0.**

## **ACCOUNTANT'S REPORT**

### **As of February 28, 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 February 28, 2015 and the Statement of Activities for the Two Months Ended February 28, 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. Roberts to accept the Financial Statements as submitted for the period ending February 28, 2015, subject to audit; **the Board approved the motion by a unanimous vote of 4 to 0.**

**At this time Mr. Goebert joined the meeting.**

## **ENGINEER'S REPORT**

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated February 27, 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 Contractor will return to the site in late April – early May to complete the project and at that time steps will be taken to close the grant.

### **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 he requested the approval of the Authority of the reassignment of the contract.

After discussion, a motion was made by Mr. Saylor and seconded by Mr. Cary to approve the reassignment of the contract upon receipt by the Authority's Solicitor of all required documents including, but not limited to, the bond confirmation or consent, certifications and insurance certificates; **the Board approved the motion by a unanimous vote of 5 to 0.**

### **Mitigate Obstructions; Ph I: Study/Preliminary Design**

Mr. Jones brought the Board up-to-date on the status of the final review plans submitted to the PennDOT BOA on February 2, 2015 and comments received from PennDOT BOA in reference to the submittal. He noted the plan is moving forward and it is anticipated it will be completed within the next 45 days. He further noted that approximately 28-29 acres owned by approximately ten property owners are the focus of the plan.

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

## **COUNSEL'S REPORT**

### **Airport Tenant Issue**

Ms. Setzler noted for the record that the Board will meet in Executive Session immediately following the meeting to discuss an Airport tenant issue.

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

## **APPRECIATION OF GREG CARY'S SERVICE**

Acknowledge the recent receipt of Mr. Cary's letter of resignation from the Authority Board, Mr. Koenig recognized Mr. Cary for his service to the Authority for the past twelve-plus years, and, in recognition of his service, the Board presented Mr. Cary with a certificate of appreciation. Mr. Cary noted this would be his last meeting as a member of the Board of Directors of the Chester County Area Airport Authority.

## **STANDING COMMITTEE REPORTS**

### **Liaison Committee**

Mr. Roberts noted Sikorsky has not been available to attend a meeting to discuss matter of mutual concern.

**Personnel Committee**

Mr. Goebert noted there is no activity to report.

**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 he is in receipt of the first round of sketches addressing the area adjacent to Business Route 30.

Mr. Koenig noted the need to address the installation of a tower stressing safety concerns and to provide control over Airport operations.

Mr. Jones advised a meeting with Sikorsky is critical as the planning process is underway.

**OLD BUSINESS****Valley Township Update**

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

**Sadsbury Township Update**

Mr. Roberts advised the Board that general discussion concerning traffic, ramp access to the Route 30 Bypass, and the construction of a control tower have been noted 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 advised the main room and pilots' lounge have been completed and the installers are currently replacing the ceiling tiles in the offices. He noted the installation takes place from midnight to approximately 8:00 a.m. in order to control the impact on the operation of the FBO.

**Terminal Building Partition**

Mr. Koenig noted the installation of the Terminal Building partition has added to the functionality of the FBO space.

**Changes at FBO Helm (Landmark)**

As noted in the introduction, Mr. Bob Ciszewski has joined Landmark Aviation.

**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 and noted he would provide a copy of the application for tax exempt status to Ms. Setzler for the Authority's records as well as a copy of the By-Laws. Ms. Setzler noted the Authority will review the documents provided and determine the respective roles, contributions, insurance requirements, etc. for future events.

## **NEXT SCHEDULED MEETING**

### **Upcoming Meeting**

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, April 7, 2015 at 4:00 p.m.

## **ADJOURNMENT**

A motion was made by Mr. Saylor and seconded by Mr. Cary to adjourn the meeting; **the Board approved the motion by a unanimous vote of 5 to 0 and Mr. Koenig adjourned the meeting at 4:45 p.m.**

Respectfully submitted,

Carol Poinier  
Recording Secretary

### Attachments:

Projects Status Report dated February 27, 2015  
Airport Hot Topics dated February 26, 2015



Chester County Area  
Airport Authority

## CHESTER COUNTY AREA AIRPORT AUTHORITY

### PROJECTS STATUS REPORT – February 2015

Distribution:

Albert Koenig	Chairman
Paul McMinn	Vice Chairman
Donn Roberts	Secretary
A. Frederick Thompson	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 February 27, 2015**

Prepared By:

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

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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.**

### **7. Air Traffic Control Tower (ATCT)**

- **Delta has provided program planning information to the CCAAA for a potential ATCT project/program. The CCAAA is coordinating with Sikorsky, the County, and others and is considering whether to proceed with this project.**



## 8. 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	\$1,335,733.98	\$74,207.44	\$74,207.45	\$1,484,148.87
Remaining	\$154,265.02	\$8,570.56	\$8,570.55	\$171,406.13

### Activity of Note:

- Substantial completion was issued on September 24, 2014.
- The electrical punchlist was completed in December of 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 must be submitted by April 30, Delta is preparing to close the project with the PENNDOT BOA and provide the updated basin grades to Pennoni once complete. This has been coordinated with the PENNDOT BOA and is acceptable.**





## 9. 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	\$381,909.30	\$21,217.18	\$21,217.19	\$424,343.67
Remaining	\$811,165.70	\$45,063.82	\$45,065.81	\$901,295.33

- 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.
- **The Authority is to review the contract reassignment for Reading due to their company name change as soon as the documents are available. The CCAAA Solicitor, Contractor, and Delta are working through the documents.**



**10. 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	\$102,819.82	\$5,712.21	\$5,712.22	\$114,244.25
Remaining	\$39,006.18	\$2,166.79	\$2,167.78	\$43,340.75

- 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.
- **Final review plans were submitted to the PENNDOT BOA on February 2, 2015. Very minor comments were received from the PENNDOT BOA on February 25, 2015. Most were associated with discussing the plan moving forward which is being developed.**
- **Delta is currently assisting the Authority with developing a final plan moving forward for property owner coordination.**



### 11. 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: February 26<sup>th</sup>, 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

**Department of Conservation and Natural Resources:** On January 28<sup>th</sup>, I granted (upon receiving a Letter of Request) the Department of Conservation and Natural Resources – PA Bureau of Forestry, approval to use MQS to support their mission in the suppression of wildfires during the Pennsylvania fire season (spring and fall), when there are no leaves on trees. MQS would be utilized for reloading water into National Guard air tanker aircraft dispatched from the Hazelton Municipal Airport.

**Western Chester County Council of Governments (WCCCOG):** On January 28<sup>th</sup>, I attended a WCCCOG meeting. The WCCCOG is an organization that consists of elected officials from the city of Coatesville and 12 surrounding municipalities. Due to the fact that the airport maintenance crew is in dire need of a slope mower, in order to improve the efficiency of the grass cutting program, I attended this meeting, to see if any of the municipalities had a slope mower and would be willing to loan that piece of equipment to the CCAAA. Unfortunately, none of the municipalities that attended that meeting, had that type of equipment in their inventory.

**Terminal Building Bathroom:** On February 5<sup>th</sup>, the floor tiles in the Men's Bathroom were cleaned and sealed.

**Airport 5010 (State) Inspection:** On February 24<sup>th</sup>, 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. On February 25<sup>th</sup>, a follow-up letter was sent to the CCAAA by the BOA, explaining the results of the inspection.

**Terminal Building Common Area:** On February 9<sup>th</sup>, all of the ceiling tiles in this area were replaced.

**Precision Approach Path Indicator (PAPI):** On February 9<sup>th</sup>, a bulb was replaced on the Runway 29 PAPI system.

**Ceiling Tiles Replaced:** On February 20<sup>th</sup>, all of the ceiling tiles were replaced in the: 1) Men's and Women's Bathrooms, 2) Airport Manager's office, and 3) the Pilots Lounge.

**Terminal Building Fire Alarm System:** On February 20<sup>th</sup>, 2 fire alarm pull stations were relocated and 1 was installed.

## OLD BUSINESS

**Snow Events:** To date, there have been a total of 14 Snow Events (snow plan activated) at MQS.