

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

May 7, 2013

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, May 7, 2013 at 4:00 p.m.

The following Board members were present:

Greg Cary
Fred Goebert
Al Koenig
Fred Thompson

The following Board members were not present:

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
Jerry Green, Sikorsky Avionics
Bruce Sagnor, CCAH
Fran Strouse, L. R. Kimball

It was noted Mr. Hudson would not be in attendance as he was in Harrisburg attending a meeting on behalf of the Authority.

CALL TO ORDER

Mr. Koenig, Chairman of the Chester County Area Airport Authority Board, called the meeting to order at 4:00 p.m.

ACCOUNTANT'S REPORT

As of April 30, 2013

Ms. Yori reviewed with the Board the Financial Statement Highlights along with the Statement of Financial Position as of April 30, 2013 and the Statement of Activities for the Four Months Ended April 30, 2013, 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 April 30, 2013, subject to audit; **the Board approved the motion by a unanimous vote of 4 to 0.**

Audit

Ms. Yori advised the Board Authority the field work undertaken by representatives of Maillie, Falconiero & Co. has been completed and she anticipates receipt of the annual audit of the Chester County Area Airport Authority within the near future.

Ms. Setzler directed Ms. Yori to send a copy of the Audit upon completion to the Chester County Commissioners for their information and review.

Resolution Authorizing Citadel Federal Credit Union Account

Noting the Authority's bank account balances are not currently in adherence with FDIC limits, and as previously discussed with the Board, Ms. Yori recommended an account be established with Citadel FCU on behalf of the Authority.

To further aid in bringing the Authority's bank account balances in adherence with FDIC limits, and pursuant to the recommendation by Ms. Yori, a motion was made by Mr. Cary and seconded by Mr. Thompson to establish an account with Citadel Federal Credit Union with Project V grant funds to be deposited therein up to, but not to exceed, \$250,000; **the Board approved the motion by a unanimous vote of 4 to 0.**

APPROVAL OF THE MINUTES

April 2, 2013

The minutes of the Regular Meeting held on April 2, 2013 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. Goebert to approve the minutes of the Regular Meeting held on April 2, 2013 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

The minutes of the Executive Session held on April 2, 2013 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. Goebert to approve the minutes of the Executive Session held on April 2, 2013 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated May 6, 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:

PennDOT BOA 5010 Inspection

Mr. Jones advised the Board that Delta prepared an exhibit to depict the obstacles identified by PennDOT for presentation to Valley Township.

Construct South Apron, Phase III Construction

Mr. Jones discussed with the Board the need to address a contractual issue in Executive Session.

Construction South Apron, Phase V

Mr. Jones revisited the final construction and engineering contracts with the Board and a motion was made by Mr. Thompson and seconded by Mr. Cary reaffirming the Board's approval of the contracts as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

Mr. Jones further discussed with the Board the need to address a contractual issue in Executive Session.

Mr. Jones advised the Board the grant application paperwork has been completed and submitted to PennDOT on May 2, 2013.

Develop Multi-Municipal Hazard Zoning Ordinance

Mr. Jones advised the Board of the progress on moving this matter forward and noted it is his understanding Valley Township will revisit the matter at its next scheduled meeting. He further noted PennDOT has extended the deadline for payment reimbursement submission thirty days to May 31, 2013.

The Board requested Mr. Hudson to follow-up with Valley Township to insure all of its costs are included for submittal to PennDOT for reimbursement.

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

COUNSEL'S REPORT

ERA Helicopters/Independence Aircraft Services

Ms. Setzler advised the Board the amendment proposed by the tenant to the hangar lease agreement approved by the Authority at its meeting in April 2013 pending approval of counsel, has been revised by Authority's counsel and revisions approved by the tenant. She noted this matter is now concluded.

Federal Lawsuit

Ms. Setzler noted no decision has yet been rendered in this matter. She further advised that pursuant to the right to know statute, the plaintiff has filed a motion to file another brief and, therefore, responses will be filed on behalf of the Authority within the near future.

FBO Matter

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

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

In the absence of Mr. Roberts, no formal report was made at this time.

Finance Committee

No formal report was made at this time. Mr. Koenig advised a Finance Committee meeting has been scheduled for May 20, 2013.

Community Event Planning Committee

Mr. Bem advised the Board a meeting will be scheduled to discuss proposed upcoming events.

OLD BUSINESS

Terminal Roof Replacement Project (update)

Mr. Eadline advised he contacted the Firestone representative and requested they scope out the project for a 15 year warranty and further contacted the Township to determine the Township's requirements for building code insulation. Mr. Eadline noted Valley Township representatives advised the Authority is not obligated to bring the work up to spec. Mr. Goebert noted the Authority would want the manufacturer's guarantee on the roof, and the manufacture to develop the spec.

Temporary AWOS (update)

Mr. Eadline advised the Board the information obtained from the pilots on the performance of the AWOS has found it to be accurate.

Mr. Eadline further discussed with the Board the contract renewal terms and noted a three year contract is available at a reduced rate of \$1,100 per year for a total cost of \$3,300 for a three year time period.

After discussion of the AWOS the Board authorized staff to advise Mr. Stanwyk he can pull the temporary AWOS and, further, a motion was made by Mr. Thompson and seconded by Mr. Cary authorizing a three year contract for service of the AWOS; **the Board approved the motion by a unanimous vote of 4 to 0.**

Valley Township Update

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

Sadsbury Township Update

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

NEW BUSINESS

CCAAA Policy and Procedure Manual Revisions

The Board discussed the need to update the Policy and Procedure Manual.

Approval of AWOS Nadin Service Agreement

As reflected in the OLD BUSINESS Temporary AWOS, the Board approved a service agreement for the AWOS.

Discuss York Excavating Contract (executive session)

It was noted this matter will be discussed in Executive Session.

Airport "Walk-A-Round" Inspection

Noting the possibility of inclement weather conditions, the Board postponed the "Walk-A-Round" until its next scheduled meeting in June 2013.

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 expressed his appreciation to the Authority for the installation of the window tinting material that has increased the comfort level of his customers and Mr. Sagnor noted he anticipates the rebalancing of the Terminal Buildings HVAC units to impact the degree of air conditioning to an acceptable level.

NEXT SCHEDULED MEETING

Cancellation of July Board Meeting

As in the past, cancellation of the meeting to be held in July was discussed.

After discussion, the Board agreed to cancel the July Board Meeting of the Chester County Area Airport Authority and advised staff to take steps to advertise the cancellation as required.

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, June 4, 2013 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 4 to 0 and Mr. Koenig adjourned the meeting at 4:45 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated May 6, 2013
Airport Manager's Report: Airport Hot Topics



Chester County Area
Airport Authority

CHESTER COUNTY AREA AIRPORT AUTHORITY

PROJECTS STATUS REPORT – APRIL 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 May 6, 2013

Prepared By:

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

DELTA AIRPORT CONSULTANTS, INC.

3540 North Progress Avenue, Suite 102

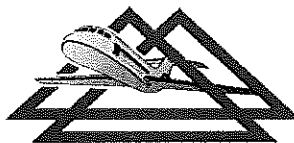
Harrisburg, Pennsylvania 17110

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)

- No action during the past month.

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

- Delta prepared an exhibit for the CCAAA to depict the obstacles identified by PENNDOT from the inspection.

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.

9. Property Boundary Survey

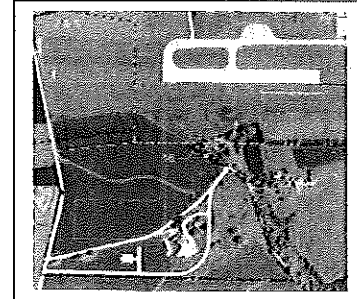
- No action during the past month.



ACTIVE GRANT PROJECTS

10. 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



Scope of Work:

- Relocation of Rockdale Drive.
- Construction of stormwater management basins.

	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

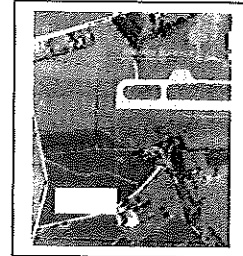
Activity of Note:

- Delta is coordinating with the Contractor on an item to be corrected under the warranty (Riser D-40).



11. 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



Scope of Work:

- Construction of apron earthwork and stone base.

	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

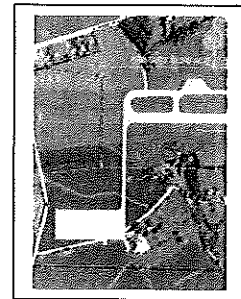
Activity of Note:

- Delta is coordinating with the Contractor on installation discrepancies for the stone base.
- Delta is working on project completion documents.
- Delta is revising the summary of new Township fees received during the week of January 28, 2013 for this phase based on discussions with the PENNDOT BOA.



12. 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



Scope of Work:

- Construction of taxiway connector earthwork and stone base.
- Construction of security fence.
- Conversion of stormwater management basins to infiltration basins.

	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:

- Delta attended a meeting with the PENNDOT BOA and CCAAA to renegotiate construction administration costs.
- Delta renegotiated with the apparent low bidder (Horst Excavating) to reduce the project work for Alternate 2 to \$1,655,555.00 to fit within the total project funding available.
- Delta assisted the Owner with awarding a revised Alternate 2 in the amount of \$1,655,555.00 to Horst Excavating on April 29, 2013.
- Delta renegotiated the construction administration scope of services and costs and the CCAAA awarded on April 29, 2013.
- Delta completed the TA paperwork on April 29, 2013 and the CCAAA submitted it to the PENNDOT BOA.
- The PENNDOT BOA offered the grant on April 30, 2013.
- Delta completed the grant application paperwork on May 1, 2013 and the CCAAA submitted it to the PENNDOT BOA on May 2, 2013.



13. 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

Scope of Work:

- Airport Hazard Zoning Ordinances being developed for Valley Township, Sadsbury Township, East Bradford Township, West Bradford Township, East Fallowfield Township, Newlin Township, and Modena Township.

	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

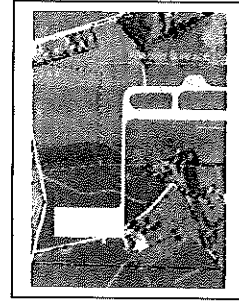
Activity of Note:

- Awaiting Hazard Zoning Ordinances and costs from Valley Township.
- No Hazard Zoning Ordinances and costs will be received from Sadsbury, East Fallowfield, and West Bradford Townships as they already have Ordinances or have dropped out.
- **PENNDOT BOA extended the deadline for payment reimbursement submission to May 31, 2013 to capture Valley Township completing their process.**



14. 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)



Scope of Work:

- Complete paving of apron, taxiway, parking lot and access roads.
- Install new tie downs, seal coat, signs, reflectors, markings, electrical and relocate trailer.

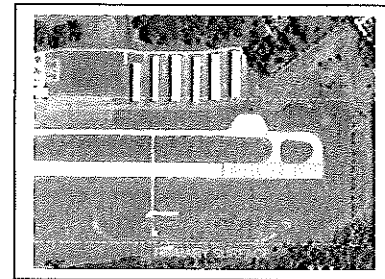
	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	(Pending)	(Pending)	(Pending)	(Pending)
Spent to Date	\$0.00	\$0.00	\$0.00	\$0.00
Remaining	\$0.00	\$0.00	\$0.00	\$0.00

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



15. 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)



Scope of Work:

- 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 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: May 1st, 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

- * **Employee Training:** On April 2nd, airport maintenance staff attended a free Line Painting Equipment Training refresher course at the Philadelphia Convention Center in Oaks, PA
- * **Tree Cutting:** On April 8th, two small trees that were identified on MQS's February, 25th 5010 Inspection as being obstructions, were cut.
- * **Compass Rose Project:** In preparation for the Compass Rose being re-painted, on April 9th, all of the old markings were obliterated.
- * **New Employee:** On April 12th, the Chester County Area Airport Authority hired its third "Full Time" Airport Maintenance Worker. His first day of work was April 15th.
- * **Pennsylvania One Call System:** On April 18th, airport maintenance personnel discovered that a sewage installation company, performing work at a restaurant off of Washington Lane, was saw cutting into the road, without having knowledge of there being underground electrical wires that feed the four obstruction lights (owned by the CCAAA) along Business Rt. 30. Consequently, CCAAA notified Pennsylvania One Call System, Inc. and requested them to registered and put the airport on the "Response to Dig" list for any company planning to excavate within a one mile radius of airport property.
- * **Windsock:** On April 19th, a new windsock was installed.
- * **Runway 11 REIL's:** On April 26th, a Flash Head was replaced on the Runway End Identifier Lights (REIL's) system for Runway 11.
- * **Hold Short Sign:** On April 26th, a light bulb was replaced on the Runway 29 Hold Short sign.
- * **Grass Cutting Equipment:** All of the equipment has been prepped and is ready for the 2013 spring season.

OLD BUSINESS

- * **Terminal Windows Washed:** On April 15th, with the exception of the interior restaurant windows, D & S Window Cleaning & Maintenance Services, cleaned all of windows in the terminal building.