

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

November 13, 2012

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, November 13, 2012 at 4:00 p.m.

The following Board members were present:

Al Koenig
Donn Roberts

The following Board members were not present:

Greg Cary
Fred Goebert
Paul McMinn
Joe Sciandra
Fred Thompson

Also present:

Gary Hudson, Airport Manager
Dave Jones, Delta Airport Consultants, Inc.
David Malman, Esquire, Landis & Setzler
Adam Switzer, Delta Airport Consultants, Inc.
Rayne Yori, Countryside Consulting, Inc.
Carol Poinier, Recording Secretary
Mike Bem, Flying Machine Café
Steve Fortin, CCA Flight School
Matt Reider, Pilots and Tenants
Bruce Sagnor, Chester County Aviation Holdings

CALL TO ORDER

Mr. Koenig, Chairman of the Chester County Area Airport Authority Board, called the meeting to order at 4:00 p.m. He noted in the absence of a quorum, the meeting would be held for informational purposes.

APPROVAL OF THE MINUTES

The minutes of the Regular Meeting held on October 2, 2012 were brought before the Board for their review and comment.

As noted above, the minutes will be brought before the Board at its meeting in December for further review and approval.

ACCOUNTANT'S REPORT

As of October 31, 2012

Ms. Rayne Yori of Countryside Consulting, Inc. discussed with the Board the Financial Statement Highlights along with the Statement of Financial Position as of October 31, 2012 and the Statement of Activities for the Ten Months Ended October 31, 2012, copies of which are on file at the office of the Chester County Area Airport Authority.

After review of the Financial Statements as presented, it was noted the financial report will be brought before the Board at its meeting in December for further review and approval. Staff was directed to distribute scanned copies of the financial reports to the Board with distribution of the draft minutes.

First Niagara Bank Account

As confirmed by Mr. Koenig, the Board unanimously approved a resolution in support of the establishment of a money market account with First Niagara. Ms. Yori advised the Board signature cards have been completed for establishment of the money market account and funds from the DNB 1st account will be deposited with First Niagara to bring the balance of funds on deposit with DNB 1st in line with FDIC limits.

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated November 12, 2012, 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 a PennDOT BOA planning meeting will be held on November 13, 2012.

PennDOT BOA 5010 Inspection

Mr. Jones advised the Board a draft 5010 response has been submitted to the Authority for approval and transmittal to the PennDOT BOA and further noted all inspection items identified last year have been addressed.

Bentley Hangar

Mr. Jones advised the Board Delta is in the process of preparing final reports.

Construct South Apron, Phase III. Construction

Mr. Jones advised the Board the Contractor is reviewing an item to be covered under the warranty at the Contractor's cost. He further noted the relocation and dedication of Rockdale Drive has been completed and additional signage is being installed.

Construct South Apron, Phase V

Mr. Jones advised the Board the bid opening was held on October 2, 2012 and PennDOT is evaluating total projects costs to determine what alternative they will fund. Delta is awaiting the PennDOT BOA funding decision to finalize an amendment for services to prepare the rebid package, bid the project, construction administration, and construction observation.

Develop Multi-Municipal Hazard Zoning Ordinances

Mr. Jones advised the Board Delta is working with Mr. David Malman of Landis & Setzler is moving this matter forward on behalf of the Authority, reviewing proposed hazard zoning ordinance language, reviewing and editing airport Part 77 surface exhibits and reviewing and confirming airport specific information to be included in the ordinance.

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

COUNSEL'S REPORT

Relocation/Dedication of Rockdale Drive

Mr. David Malman of Landis & Setzler advised the Board of the completion of the relocation and dedication of Rockdale Drive. He noted the one outstanding item would be a request by the Township to erect signage to advise truck traffic of the location of Keystone Foods. He further noted Keystone Foods has been recently acquired by Martin Brower and Martin Brower has provided directional signage:

Martin Brower
Next Left
Waverly Blvd.

It is his intention to request the Martin Brower Company to submit the signage to Valley Township for approval. He further requested the Board's approval to incur an expense not to exceed \$225 if the Township would require additional signage and the Board agreed to the additional expenditure of an amount not to exceed \$225 if further signage was requested.

Municipal Airport Hazard Zoning

Mr. Malman advised the Board of the progress made by the municipalities in addressing the requirement of incorporating in their zoning ordinance requirements addressing airport hazard zoning, noting the airport hazard zoning must be approved by the municipalities in March for submission by March 31, in order for the grant paperwork to be completed in a timely manner. He further noted the municipality of West Brandywine Township was inadvertently omitted from the list of impacted municipalities provided by the BOA. Mr. Malman advised West Brandywine Township is in the process of complying with the requirements of the airport hazard zoning and will be reimbursed for reasonable costs not to exceed \$2,000.

Mr. Koenig requested Mr. Malman confirm with the municipalities that they understand they will not be reimbursed for their expenses until the airport hazard zoning ordinance is adopted and their paperwork is submitted to the Authority.

The Board thanked Mr. Malman for his 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

Mr. Koenig advised the Board the Finance Committee has met and discussed the budget to actual as the year has progressed in anticipation of developing the budget for fiscal year 2013.

Community Event Planning Committee

Mr. Bem distributed a list of income and expenses for the 50th Anniversary Open House, a copy of which is attached hereto, and noted the profits from the event will be used to address activities taken on as a joint effort by the Authority and the Pilots and Tenants Association. In addition, he distributed a list of possible activities that are under consideration for future implementation by the Community Outreach Committee, a copy of which is also attached hereto, and noted planning will be underway to host an Open House/Air Show in 2013.

OLD BUSINESS

Flight School Paver Project

Mt. Jones discussed with the Board the need to budget for the paving of an area prior to the completion of the South Apron which is anticipated to come on line by the end of 2013 to accommodate flight school airplanes. He noted that approximately nine flight school airplanes will need to be relocated to the west side of the last row of T-hangars upon completion of the South Apron.

Hangar #2 Rear Stairs Repair (update)

The Board discussed the receipt of the three proposals that have been received to address the repair of the rear stairs and Mr. Hudson noted it has been suggested the repairs of the stairs be done at a later day as there are temperature restrictions that must be adhered to during the repair process.

Test AWOS Site (update)

Mr. Hudson advised the Board that Mr. Stanwyck has been on vacation and it is anticipated completion of the installation of the AWOS will be completed upon his return.

Mr. Sagnor noted no major anomalies have been reported by the pilots.

Terminal HVAC Unit Replacements (update)

Mr. Hudson and the Board discussed the HVAC project and the low bid received from Brubaker for two 7.5 ton HVAC Trane units for the terminal building at a cost of approximately \$16,600 and an additional cost of \$3,200 to install automatic dampers to balance the air

distribution. Mr. Koenig noted he and Mr. Eadline had met with Carl Shank and discussed the damage to the terminal from condensation leakage that appeared after their service and Mr. Shank agreed to eliminate the majority of the charge for that service.

Mr. Koenig noted the replacement of the HVAC units has been included in the budget and that it is recommended that this project be completed prior to the end of this year.

Mr. Koenig further noted next year's budget would include funding for solar window treatments to reduce the summer load, replacement CFL light, and a review of the restaurant refrigeration heat load, all of which will reduce the summer load.

Mr. Koenig made a conditional motion which was seconded by Mr. Roberts approving the awarding of the contract for the replacement of the HVAC units to Brubaker noting the motion will be brought before the Board via e-mail for vote prior to the December meeting allowing for completion of the installation of the units in the month of November 2012, and said vote will be confirmed by the Board at its meeting in December 2012.

Mr. Koenig noted the ceiling tiles in the terminal building will be replaced following installation and testing of the HVAC units.

Valley Township Update

No report was made at this time.

Sadsbury Township Update

No report was made at this time.

NEW BUSINESS

Holiday Party

Mr. Koenig suggested the Authority's annual holiday celebration be held immediately following the next scheduled meeting of the Authority Board, Tuesday, December 4, 2012, and he noted he would contact his fellow-Board members to determine their interest.

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. Roberts advised the Board the installation of the Wi-Fi has been completed and he noted he will request Mr. Eadline to take steps to permanently mount the units. Mr. Roberts further requested any complaints in reference to service be directed to his attention.

NEXT SCHEDULED MEETING

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, December 4, 2012 at 4:00 p.m.

ADJOURNMENT

A motion was made by Mr. Koenig and seconded by Mr. Roberts to adjourn the meeting;
and Mr. Koenig adjourned the meeting at 5:12 p.m.

Respectfully submitted,

Carol Poinier

Recording Secretary

Attachments:

Projects Status Report dated November 12, 2012
50th Anniversary Open House Income/Expenses
Memo to CCAA Community Outreach Committee
Airport Manager's Report: Airport Hot Topics