

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

November 5, 2013

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

The following Board members were present:

Greg Cary
Fred Goebert
Al Koenig
Joe Sciandra
Fred Thompson

The following Board members were not present:

Paul McMinn
Donn Roberts

Also present:

Dave Jones, Delta Airport Consultants, Inc.
Holly Setzler, Esquire, Landis & Setzler
Rayne Yori, Countryside Consulting, Inc.
Carol Poinier, Recording Secretary
Greg Campbell, CCAH
Doug Eadline, Airport Maintenance
Mike Bem, Flying Machine Café
Steve Fortin, Flight School
Matt Reider, CCAH
Bruce Sagnor, CCAH
Fran Strouse, L. R. Kimball

It was noted Mr. Hudson is not present at the meeting as he is working the night shift due to the construction/repairs taking place on the runway.

CALL TO ORDER

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

APPROVAL OF THE MINUTES

Regular Meeting

The minutes of the Regular Meeting held on October 1, 2013 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Sciandra and seconded by Mr. Thompson to approve the minutes of the Regular Meeting held on October 1, 2013 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

Executive Session

The minutes of the Executive Session held on October 1, 2013 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Sciandra and seconded by Mr. Thompson to approve the minutes of the Executive Session held on October 1, 2013 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

ACCOUNTANT'S REPORT

As of October 31, 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 October 31, 2013 and Statement of Activities for the Ten Months Ended October 31, 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. Sciandra and seconded by Mr. Koenig to accept the Financial Statements as submitted for the period ending October 31, 2013, subject to audit; **the Board approved the motion by a unanimous vote of 5 to 0.**

Mr. Goebert requested a cash flow statement be provided to the Board as an addition to the Accountant's Report as presented.

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated November 4, 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 a meeting has been scheduled with the PennDOT BOA for October 24, 2013 to reviewing upcoming projects for the next four years and beyond and extended an invitation to the Board to also attend the meeting.

PennDOT BOA 5010 Inspection

Mr. Jones discussed with the Board the need to address proposed tree removal on property located in Sadsbury Township; the Board suggested a strategy be discussed with Mr. Roberts on how best to proceed.

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

Mr. Jones advised the Board a conference call has been scheduled with all parties involved including the Contractor and the Bonding Company for Friday, October 11, 2013 to move forward on resolution of this matter.

Construction South Apron, Phase V

Mr. Jones advised the Board significant progress has been made in the past two weeks. He further noted Township engineering fees have not been forthcoming to enable the costs to be included in the grant; Mr. Sciandra volunteered to work on a resolution of this matter.

He further noted PennDOT has indicated they are working to obtain additional funds for the project to add as a supplement agreement to the Horst Contract and, further, that a change order could be issued to the current Contractor to complete project. If the full amount is provided by the PennDOT BOA the Authority will need an additional \$80,000 as the local share to achieve the match.

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

COUNSEL'S REPORT

Security Matter

Ms. Setzler noted for the record that the Board met in Executive Session at its meeting in September 2013 to discuss a security matter with Chief Friel of the Valley Township Police Department advising the matter discussed was a security breach by an uninvited trespasser and that criminal charges were filed. The Board noted the importance of alerting all persons with authority to access Airport property to not distribute their pass code to any unauthorized persons.

Ross Aviation Request for Assignment of FBO Lease

Ms. Setzler advised the Board she has reviewed the Assignment of Lease discussed in Executive Session in August 2013 and it is available for Mr. Koenig's signature as Chairman of the Chester County Area Authority Board.

Mr. Campbell addressed the Board and requested the Authority assume the legal fees incurred by the Authority's counsel in its representation of the Authority in this matter. Mr. Campbell expressed his appreciation to the Authority for the cooperation it extended to CCAH during its tenure as FBO.

Ms. Setzler advised the Board the legal fees incurred by the Authority in the review of this matter are the responsibility of the Seller CCAH as noted as a condition of the assignment agreed upon by all parties in addition to the Seller's further agreement to pay a 2% fee to the Authority.

Mr. Koenig advised Mr. Campbell the Board will discuss his request and advise him of their decision.

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

STANDING COMMITTEE REPORTS

Liaison Committee

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

Personnel Committee

Messrs. Goebert and Thompson advised the Board they have been in contact with Paycheck to discuss the Authority's needs and Paycheck has provided a contract for services required by the Authority for Ms. Setzler to review on behalf of the Authority.

Mr. Thompson advised the Board he anticipates his preliminary work on the manual to be completed within four months for review by the Board.

Ms. Setzler advised the Board she will review the documents provided by Paycheck.

Finance Committee

Mr. Koenig advised the Board the Finance Committee has scheduled a meeting in the coming week to review the budget.

Community Event Planning Committee

Mr. Bem distributed a status report on the planning for the October 5, 2013 open house and map, copies of which are attached hereto, and advised the Board Sikorsky has taken a major role in this year's event as a contributor, sponsor, and participant.

The Board commended Mr. Bem and the Committee for all their work in planning this event for the community.

OLD BUSINESS

Valley Township Update

Mr. Sciandra advised the Board debate continues on the townhouse project proposed to be located on the south side of the Airport.

Sadsbury Township Update

In the absence of Mr. Roberts, Mr. Sciandra further advised the Board the Sadsbury Township Board of Supervisors have voiced traffic concerns regarding the proposed townhouse development.

NEW BUSINESS

Digital Billboard Proposal

Mr. Eadline advised the Board of a proposal submitted by a vendor selling advertising space on a digital billboard to be located on the Route 30 Bypass. No interest was expressed by the Board in advertising on a digital billboard located on the Bypass.

Replacement of Ford Explorer

Mr. Eadline advised the Board of the extensive repairs needed to the Ford Explorer are estimated to exceed the value of the vehicle and requested the Board consider the cost of a replacement vehicle be included in the Board's discussion of the Authority's budget for calendar year 2014.

Taxiway Alpha and Foxtrot Rehab Project (update)

Mr. Eadline advised the Board work is continuing on the project and milling and repairing has been completed on Foxtrot enabling it be reopened. He noted Staff will mill the areas to be repaired on Taxiway Alpha at night and replace the asphalt in the early morning to cause as little disruption as possible. Mr. Koenig again commended Mr. Eadline on the work performed on the rehab project and asked Mr. Eadline to extend the Board's appreciation to Staff for the rehab project.

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

Proposed Facility

Mr. Bem distributed a rendering of a building, a copy of which is attached hereto, that the Event Planning Committee has proposed being developed with funds to be raised from the community. The Board discussed the concept as presented and suggested the Committee consider having a feasibility study done to provide needed information to the Committee on how best to proceed.

Security Gates

In the development of the Authority's budget for calendar year 2014, Mr. Sagnor suggested the Authority consider including the replacement of the security gates with a security access system.

NEXT SCHEDULED MEETING

Upcoming Meeting

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, November 5, 2013 at 4:00 p.m.

ADJOURNMENT

A motion was made by Mr. Sciandra 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 5:18 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated November 4, 2013
Airport Manager's Report: Airport Hot Topics
Open House Status Report
Rendering of Proposed Building and Presentation