

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

October 6, 2015

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, October 6, 2015 at 4:00 p.m.

The following Board members were present:

Fred Goebert
Al Koenig
Paul McMinn
Donn Roberts
Fred Thompson

The following Board member was not present:

Rich Saylor

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
Steve Fortin, Chester County Aviation
Fran Strouse, L. R. Kimball

CALL TO ORDER

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

Mr. Koenig advised the Board the annual walk-around at which time the Board reviews the Airport property will be held following the meeting of the Board. He also advised the Board that although Mr. Hudson is not available to attend this evening's meeting, he has returned to work and is recuperating in a timely fashion.

APPROVAL OF THE MINUTES

Regular Meeting Held on September 8, 2015

The minutes of the Regular Meeting held on September 8, 2015 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 September 8, 2015 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

ACCOUNTANT'S REPORT

As of September 30, 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 September 30, 2015 and the Statement of Activities for the Nine Months Ended September 30, 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. McMinn and seconded by Mr. Goebert to accept the Financial Statements as submitted for the period ending September 30, 2015, subject to audit; **the Board approved the motion by a unanimous vote of 5 to 0.**

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated October 5, 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:

Twelve Year Capital Improvement Plan (TYP)

Mr. Jones noted the PennDOT BOA Planning Session scheduled to be held at the Reading Airport may be held in Harrisburg due to the State's budget impasse.

Terminal Corporate Area Land Development Plan

Mr. Jones advised the Board that Delta has placed a call to the DCED and noted no response from the DCED has been received to date.

Airport Maintenance Program

Mr. Jones advised the Board Delta will conduct an analysis of the buildings for inclusion in the 2016 budget.

Construct South Apron, Phase V

Mr. Jones advised the Board Delta has been in negotiation with the contractor regarding the several warranty items that need to be addressed. He noted that if the contractor refuses to make the corrections warranted, steps could be taken to call in the bond as the basin work must be completed in accordance with Valley Township requirements.

Construct South Apron, Phase VI

Mr. Jones advised the Board it is anticipated the seal coating and marking will begin on October 13, 2015.

Mitigate Obstructions; Ph I: Study/Preliminary Design

Mr. Jones noted a final plan is in review and will be resubmitted to the PennDOT BOA.

Ms. Setzler noted upon the completion of the appraiser’s review, meetings with effected property owners will be scheduled and negotiations will begin, with the tree removal to begin in December, prior to inspection to take place in late-December.

FCT Justification and Feasibility Study

Mr. Jones discussed with the Board the FCT justification and feasibility study and noted Delta is continuing to collect letters of support for the need for the FCT. The Board discussed the individual letters outstanding and Mr. Jones noted contact would be made to insure all letters are received.

Rehabilitate Runway and Taxiway Sections, Ph I: Design

Mr. Jones advised the Authority that the project is scheduled for 2015 and the Authority is awaiting a tentative allocation from the PennDOT BOA to begin. He further noted the tentative allocation is anticipated following the passage of the State budget.

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

COUNSEL’S REPORT

Ms. Setzler noted general support has been provided since the Board last met in September 2015 including support in moving the appraisal process forward to aid in the removal of obstructions.

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

STANDING COMMITTEE REPORTS

Liaison Committee

Mr. Roberts discussed with the Board the recent decision by Sikorsky to severely reduce the number of employees at its Coatesville facilities and has laid off approximately 170 workers.

Finance Committee

Ms. Yori has noted the first budget meeting of the Finance Committee has been held and a follow-up meeting will be held on October 22, 2015 to discuss the capital expenditure budget.

Ms. Setzler clarified the rules under which the Authority operates regarding the vehicles suitable for holding funds. She noted the fiduciary code dealing with public funds deems free market brokerage accounts not suitable for public monies.

Land Development Planning Activity Committee

Mr. Jones explained the funding grant submission for the Environmental Assessment and Mr. Jones advised he would contact the DCED to raise its awareness of the EA.

Mr. Goebert suggested the Authority contact the local legislators and ask for their support in the Authority's pursuit of the necessary funding.

Fall Flying Festival

In the absence of Mr. Bem, Mr. Koenig advised the Board the Open House scheduled to take place on October 3, 2015 has been rescheduled to October 10, 2015 due to weather concerns.

OLD BUSINESS

Valley Township Update

In the absence of Mr. Saylor, Mr. Koenig advised the Board he met with the new manager for Valley Township at the open house held at Valley Township.

Sadsbury Township Update

Mr. Roberts advised the Board no report is warranted at this time, but noted a meeting was scheduled for later this evening.

Airport Walk around Inspection

As previously noted, Mr. Koenig advised the Board the annual walk-around at which time the Board reviews the Airport property will be held immediately following the Board meeting.

NEW BUSINESS

Airport Maintenance Update

Mr. Eadline discussed with the Board several on-going projects being undertaken by Airport maintenance staff, including, but not limited to, the installation of the new generator to handle the runway and taxiway lights, including the required trenching and installation of wires for the generator, repair and/or replacement of stairs in front of the hangar near the parking area, installation of ADA stencils, work on sidewalks to address potential ADA issues, and barn roof repair.

Mr. Koenig commended Mr. Eadline and his staff for the work performed.

Planned Airport Tree Harvesting

Mr. Eadline advised the Board the 2nd harvest area has been completed.

Snow Removal Employment vs. Temporary

Mr. Eadline and the Board discussed the impact of temporary vs. full-time employees on the budget and Ms. Yori noted this would be a matter for discussion at the Finance Committee meeting. Mr. McMinn requested Mr. Eadline provide a list of maintenance issues outstanding and Mr. Jones noted he would work with Mr. Eadline in developing maintenance issues to be addressed.

Gary Hudson – Status Update

As previously noted, Mr. Koenig advised the Board that Mr. Hudson has returned to work and is recuperating in a timely manner.

PUBLIC COMMENT

Mr. Fortin of Chester County Aviation advised the Board the yellow chain “fencing” installed in the hangar has been installed for the protection of the public.

NEXT SCHEDULED MEETING

Upcoming Meeting

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, November 3, 2015 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 6 to 0 and Mr. Koenig adjourned the meeting at 5:10 p.m.**

Respectfully submitted,



Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated October 5, 2015



CHESTER COUNTY AREA AIRPORT AUTHORITY

PROJECTS STATUS REPORT – October 2015

Distribution:

Albert Koenig	Chairman
Paul McMinn	Vice Chairman
Donn Roberts	Secretary
A. Frederick Thompson	Treasurer
Fred Goebert	Authority Member
Rich Saylor	Authority Member
(Vacant)	Authority Member
Gary Hudson	Airport Manager
Carol Poinier	Recording Secretary
Rayne Yori	Accountant
Holly Setzler	Solicitor

Updated November 2, 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)

- The PENNDOT BOA Planning Session has been scheduled at the Capital City Airport for November 6 at 9:00 AM.

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

- Delta assisted the CCAAA with preparation and submission of a Multi-Modal Grant Application for the completion of an environmental assessment for this project and the proposed Federal Contract Tower.
- Delta has been coordinating with DCED staff to answer questions on the acreage for the EA and provide additional information as required.

7. Airport Maintenance Program

- Delta completed a maintenance inventory of all CCAAA facilities on May 27, 2015. A summary of the inventory results was reviewed at the June 2015 Authority meeting and a proposed maintenance program is being developed for the Authority's use.
- At the request of the CCAAA, Delta will conduct a review of all buildings to prepare a comprehensive maintenance program for the coming years, however, this review will be deferred until 2016 due to limited funding during 2015.

8. NAVAIDS

- The FAA has notified the CCAAA of the proposed decommissioning of the MXE VORTAC. Delta reviewed the impacts of the proposed decommissioning as it relates to the airport and its approaches and provided a draft letter on May 27, 2015 for the Authority to submit to the FAA discussing the comments/concerns of this item.
- At the request of Mr. Hudson, Delta prepared and forwarded a petition for Airport tenants and businesses to sign with similar comments to the impacts noted in the CCAAA letter.
- No activity during the past month.



9. Runway 11 Approach Obstruction Property Surveys

- Delta has forwarded all plats with proposed easements to the appraiser for use in determining the costs for the required easements, and to the Authority staff for use in coordinating the necessary obstruction removal with the affected property owners.
- **No activity during the last month.**

10. 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	\$1,428,120.94	\$79,340.05	\$79,340.06	\$1,586,801.05
Remaining	\$61,878.06	\$3,437.95	\$3,437.94	\$68,753.95

Activity of Note:

- Substantial completion was issued on September 24, 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 had to be submitted by May 30, Delta close the project with the PENNDOT BOA and the updated basin grades will be provided to Pennoni once complete.
- Several warranty items including grass growth, minor grading in Basin 1C, restoration of the sand-soil surface in Basin 1B-2 and removal of the super silt fence in the west borrow area are being coordinated and will be completed by the Contractor in the near future. Once the basin grading is revised, Delta will transmit the revised grading to Valley Township for verification. Delta continues to coordinate this with the Contractor.
- **The Contractor has advised that the warranty work will be started on November 3 and is anticipated to be completed the beginning of November 2015.**



11. 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	\$554,755.92	\$30,819.77	\$30,819.78	\$616,395.47
Remaining	\$638,319.08	\$35,461.23	\$35,463.22	\$709,243.53

- Seal coating and marking have been completed. The Contractor has been requested to provide a price to install adequate foundations for the trailer.



12. 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	\$129,758.44	\$7,208.80	\$7,208.81	\$144,176.05
Remaining	\$12,067.56	\$670.20	\$671.19	\$13,408.95

- 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 finalized.
- Delta has assisted the CCAAA over the past month finalizing the documents for use in coordinating with ten (10) property owners for eleven properties affected by the most critical obstacles. Additional affected property owners will be coordinated with once these critical obstacles have been dealt with.
- Delta coordinated with the Authority to develop a final plan moving forward for property owner coordination. The final report is in final review and will be resubmitted to the PENNDOT BOA.
- **The final report was submitted to the Authority and PENNDOT BOA on November 2, 2015.**



13.FCT Justification and Feasibility Study

Non-Grant
Delta Project No. 15079

Scope of Work:

- Conduct BCA and feasibility of obtaining an FCT at MQS
- Make application to FAA, if justified and feasible

	CCAAA
Budget	\$42,500.00
Spent to Date	\$39,250.00
Remaining	\$4,250.00

- Delta conducted a project kick-off teleconference with the CCAAA on June 18, 2015.
- Delta conducted a project kick-off meeting with the CCAAA, conducted a site review, and conducted stakeholder interviews on July 13 and 14, 2015.
- Delta has been evaluating historical aircraft operations at the Airport to determine if any changes need to be made on the FAA 5010 form at this time.
- Delta conducted a conference call between the CCAAA and the Contract Tower Association on July 28, 2015 for the CCAAA to obtain information to see if they would like to become a member.
- **Delta is continuing to coordinate with stakeholders and collect letters of support and need for an FCT, along with analyzing historical aircraft operations data.**



14. 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/programmed for calendar year 2015. The CCAAA is awaiting a tentative allocation (TA) from the PENNDOT BOA to begin scoping the project. The TA is anticipated following the State budget being passed.

Please call should you have any questions or wish to discuss this further.

Sincerely,

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