

# **CHESTER COUNTY AREA AIRPORT AUTHORITY**

## **MINUTES**

**September 6, 2011**

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, September 6, 2011 at 4:00 p.m.

The following Board members were present:

Greg Cary  
Al Koenig  
Donn Roberts  
Joe Sciandra  
Fred Thompson

The following Board members were not present:

Colin Hanna  
Paul McMinn

Also present:

David Jones, Delta Airport Consultants, Inc.  
Holly Setzler, Esquire, Landis & Setzler, Attorney  
Carol Poinier, Recording Secretary  
Doug Eadline, Airport Maintenance  
Mike Bem, Flying Machine Café  
Michael Binder, Sikorsky Aircraft  
Brian Campbell, Chester County Aviation Holdings  
Steve Fortin, CCA Flight School  
Bruce Sagnor, Chester County Aviation Holdings  
Anne Tyska, CH Planning

Gary Hudson was not present at this meeting due to previously schedule vacation.

### **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 his fellow-Board members of the recent hospitalization of Mrs. Glisson and noted no Accounting Report will be made at this time. Mr. Koenig advised the Board he would keep them apprised of the status of Mrs. Glisson's recovery.

## **APPROVAL OF THE MINUTES**

The minutes of the Regular Meeting held on August 2, 2011 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. Cary to approve the minutes of the Regular Meeting held on August 2, 2011 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

The minutes of the Executive Session held on August 2, 2011 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. Cary to approve the minutes of the Executive Session held on August 2, 2011 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

## **ACCOUNTANT'S REPORT**

As noted by Mr. Koenig, no report will be made at this time.

## **ENGINEER'S REPORT**

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated September 6, 2011, 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**

Mr. Jones discussed with the Board the Twelve Year Plan and Airport Capital Improvement Plan Worksheet for Proposed Projects, Part 77 Surface Penetrations, and the 2012 Capital Improvement Plan Layout, copies of which are attached hereto.

The Board discussed the removal of the identified obstacles located off of Airport property and it was noted the proposed adoption of airport hazard zoning will prevent obstacles from arising in the future. It was noted the MQS Planning Session scheduled to be held on October 21, 2011 at the Reading Airport will address the acquisition of easements to address the matter of the identified obstacles. Mr. Jones noted there is a land acquisition process to determine navigation easements costs. Ms. Setzler expressed concern that landowners identified as being impacted by the removal of identified obstacles being clearly identified if they are also impacted by the extension of the runway.

### **Sikorsky Helicopter**

Mr. Jones advised the Board the matter of the proposed connector taxiway is still in discussion and that Delta has submitted an order of magnitude design cost to Sikorsky for their review.

### **Runway Taxiway Pavement Rehabilitation**

Mr. Jones discussed with the Board the east end of the runway taxiway and the proposed renovation plan to address the buckling and deterioration of the roadway. It was noted the repair/renovation would not be grant reimbursable as the repair would be considered

maintenance. The Board discussed the matter of discussing the need for funding this project with the County, noting County funds would also be required to provide the local share for next year's projects.

### **Rockdale Drive Relocation**

Mr. Jones advised the Board of the change order related to the work being done on the relocation of Rockdale Drive.

After discussion of the scope of the work, a motion was made by Mr. Sciandra and seconded by Mr. Koenig to approve the change order as submitted; **the Board approved the motion by a unanimous vote of 5 to 0.**

### **Farmhouse and Barn**

Mr. Jones discussed with the Board comments received from the Preservation Historical Society regarding the proposed demolition of the farmhouse and barn and noted the building of the road is proceeding as planned.

Mr. Jones suggested Mr. Eadline investigate the cost of securing the barn area in question for review by the Authority Board; it was further noted no trespassing signs should be posted.

In addition, Mr. Jones advised the Board the services rendered to the Authority to date by Delta Airport Consultants are at approximately 30% of the budget allocation for the year; and noted the year is 58% complete.

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

## **COUNSEL'S REPORT**

### **Personnel Matter**

Ms. Setzler advised the Board this matter will be discussed in Executive Session.

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

## **STANDING COMMITTEE REPORTS**

### **Personnel Committee**

Mr. Koenig and the Board discussed the need to refine the Authority's hiring process as it relates to employee job performance and it was noted the services of an employment agency will be used in the future to thoroughly screen potential job applicants.

It was further noted drug and alcohol screening should become a standard policy of the Authority and steps should be implemented to insure adequate and ongoing employee training.

### **Finance Committee**

Mr. Koenig noted the Finance Committee is continuing its oversight of expenses to budget.

## **OLD BUSINESS**

### **CH Planning Revised Proposal**

Ms. Ann Tyska, an associate of Ms. Charnell Hicks and an employee of CH Planning, was introduced to the Board and she briefly discussed the revised proposal dated July 28, 2011 prepared by CH Planning Limited, a copy of which was previously distributed to the Board.

Mr. Sciandra asked Ms. Tyska to provide additional information on CH Planning to include a resume listing prior projects, outlining return on investment, scope of work performed and outcomes, involving airports or governmental agencies, in addition to client referral information.

The Board thanked Ms. Tyska for her presentation.

## **NEW BUSINESS**

### **New Tenant Proposal**

No presentation was made at this time.

### **Discuss T-Hangar Damage**

Mr. Koenig discussed with the Board the recent damage to the hangars on Airport property caused by improper use of the Authority's mowing equipment, possible insurance coverage, corrective measures to address the hangar damage, and employee training to mitigate damage in the future.

### **Proposal to Increase Vehicle Acquisition Budget**

Mr. Eadline discussed with the Board the status of Authority vehicles and the need for an additional vehicle, referencing the possibility of purchase a pickup truck. He noted the original budget listed \$10,000 available for vehicle acquisition and that \$4,000 remains of that budgeted amount.

The Board requested Mr. Eadline prepare a spec sheet setting forth the requirements of the vehicle requested at which time the Authority will revisit the purchase of an additional vehicle.

### **Create Vision Committee**

Mr. Sciandra suggested the Authority establish a committee to develop a board vision for the Airport to include members of the Authority Board as well as the community at large. He noted he would develop a concept paper and discuss his proposal with the County Commissioners for their input.

### **Create Airport Consultant Committee**

Mr. Jones discussed with the Board the upcoming conclusion of the present engineering contact noting it will be up for review in November, 2011. Mr. Koenig noted the Authority website contains the request for proposal due September 19, 2011. It was suggested each Board member take part in the selection of the engineering firm; the selection process would consist of each Board member reviewing and evaluating no more than two proposals to be voted on in

October. The firm selected by the Board would begin providing engineering services in December 2011.

### **Airport Hot Topics**

Mr. Koenig advised the Board the recent issue of Airport Hot Topics sent to the Board for their review prior to the meeting is attached hereto and made a part hereof.

### **PUBLIC COMMENT**

Mr. Binder of Sikorsky Aircraft suggested the Board be more pro-active in advising events that are taking place on Airport property, noting he had no knowledge of the Collings Foundation's presence at the Airport. Mr. Binder further suggested the Authority consider partnering with Sikorsky and the tenants on the Airport with the clean-up/beautification of Washington Lane.

### **NEXT SCHEDULED MEETING**

It is anticipated the next regular scheduled meeting of the Board will be on **Tuesday, October 4, 2011 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 vote of 5 to 0 and Mr. Koenig adjourned the meeting at 6:05 p.m.**

Respectfully submitted,

Carol Poinier  
Recording Secretary

#### **Attachments:**

Projects Status Report dated September 6, 2011  
Twelve Year Plan and Airport Capital Improvement Plan Worksheet for  
Proposed Projects  
Part 77 Surface Penetrations  
2012 Capital Improvement Plan Layout  
Airport Manager's Report: Airport Hot Topics dated August 30, 2011