

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

May 2, 2017

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, May 2, 2017 at 4:00 p.m.

The following Board members were present:

Chuck Beebe
Fred Goebert
Al Koenig
Donn Roberts
Rich Saylor
Fred Thompson

The following Board member was not present:

Paul McMinn

Also present:

Gary Hudson, Airport Manager
Dave Jones, Delta Airport Consultants, Inc.
Holly Setzler, Esquire, Landis & Setzler
Rayne Yori, Countryside Consulting
Carol Poinier, Recording Secretary
Mike Bem, Flying Machine Cafe
Doug Eadline, Airport Maintenance
Dave Malchione, Global Air / Universal Aviation
Fran Strouse, L. R. Kimball
Nancy Zynn, Global Air / Universal Aviation

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 Held on April 4, 2017

The minutes of the Regular Meeting held on April 4, 2017 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Saylor and seconded by Mr. Thompson to approve the minutes of the Meeting held on April 4, 2017 as presented; **the Board approved the motion by a unanimous vote of 6 to 0.**

Executive Session Held on April 4, 2017

The minutes of the Executive Session held on April 4, 2017 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Saylor and seconded by Mr. Thompson to approve the minutes of the Executive Session held on April 4, 2017 as presented; **the Board approved the motion by a unanimous vote of 6 to 0.**

ACCOUNTANT'S REPORT

As of April 30, 2017

Ms. Rayne Yori of Countryside Consulting, Inc. discussed with the Board the Financial Statement Highlights along with the Statement of Financial Position as of April 30, 2017, and the Statement of Activities for the Four Months Ended April 30, 2017, 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. Saylor and seconded by Mr. Goebert to accept the Financial Statements as submitted for the period ending April 30, 2017, subject to audit; **the Board approved the motion by a unanimous vote of 6 to 0.**

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report updated May 1, 2017, prepared by Delta Airport Consultants, Inc., a copy of which is attached hereto and made a part hereof.

Additional discussion was noted as follows:

Federal Contract Tower

Mr. Jones advised the Board he attended a meeting with the Authority, Sikorsky, the Chester County Economic Development Council, and several political representatives to discuss the potential reallocation of RACP funding offered to Sikorsky for an underpass on Washington Lane to the potential installation of a FCT at the Airport, at which time the need, justification, schedule, and costs to construct the tower were discussed.

Rehabilitate Runway and Taxiway Sections, Ph 1: Design Rehabilitate Runway 29 Section, Ph 1 Design

Mr. Jones brought the Board up-to-date on the status of the slag disposal and noted that the environmental sampling for slag material that took place on March 28 and 29, 2017 identified two areas that are high for lead and nickel and must be disposed of off-site in a licensed disposal landfill at a cost of approximately \$200,000 with the local share of the cost approximately \$10,000. Mr. Jones recommended the Authority keep the project moving forward to enable it to

be put out to bid in a timely manner; out to bid in early June, to begin in August/September time frame or, in the alternative, hold off until Spring, pending on receipt of grant funds. He further noted a tenant meeting will be held to discuss the schedule.

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 April 2017.

Personnel Matter

Ms. Setzler noted for the record that an employee matter was discussed by the Board in Executive Session immediately following the meeting held on April 4, 2017.

Repair Matter

Ms. Setzler advised the Board a local company has been employed to repair damage done to a driveway during the tree removal process.

ADA Compliant Walkways/Legal Action

Ms. Setzler advised the Board the federal law suit has been settled. She further noted additional compliance issues were raised and she is in the process of insuring all matters will be considered resolved under the terms of the settlement.

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

STANDING COMMITTEE REPORTS

Liaison Committee

As discussed by Mr. Jones in the Engineer's Report, Mr. Beebe noted a meeting has been held with representatives of Lockheed / Sikorsky at which time Sikorsky indicated its support of the tower project in place of the Washington Lane project.

Personnel Committee

Mr. Setzler noted she has reviewed the job descriptions and will forward her recommended revisions to Mr. Hudson and Ms. Yori for their review.

Finance Committee

Mr. Koenig advised the Board the Finance Committee continues to meet on a quarterly basis to review the CCAAA budget.

Ms. Yori advised the Board all required paperwork has been delivered to the County as needed for its audit.

Land Development Planning Activity Committee

Mr. Hudson noted no report is warranted at this time.

Building and Grounds Committee

Mr. Hudson noted Mr. Jones has distributed the revised Summary of the Maintenance Plan to the Property Committee and the Committee will develop an annual budget to enable the Authority to deal with maintenance matters on a proactive basis.

OLD BUSINESS

Valley Township Update

Mr. Saylor noted no report is warranted at this time.

Sadsbury Township Update

Mr. Roberts noted no report is warranted at this time.

Request for Proposal – Terminal Building Restroom Renovation

Mr. Hudson advised the Board that a contractor has viewed the site and was advised to contact Mr. McMinn to discuss the project in detail

Request for Proposal - Grant and Advocacy Support

Mr. Koenig advised the Board that the request for proposal for grant and advocacy support services has been advertised.

CCAAA Website

Mr. Hudson noted that the intern is continuing work on the update of the Authority's website.

NEW BUSINESS

PA Multi-Modal Transportation Fund

Mr. Hudson advised the Board that he and Mr. Koenig have met with Senator Rafferty and the Senator has agreed to send a letter of support for the grant request.

PUBLIC COMMENT

Mr. Malchione addressed the Board on the pending shut down of the Airport to address the rehabilitation of the runway noting the proposed shut down will have a serious negative impact on corporate aircraft at the Airport. He further noted concerns on the impact of aircraft on the drains and Mr. Jones advised he would work with Airport personnel on developing a remedy for the impact.

Mr. Bem advised the Board of concerns raised by the Pilots Association regarding the FBO. Ms. Setzler advised Mr. Bem to recommend to the Pilots Association that it put its concerns in writing to the Authority at which time the Authority will investigate the complaints.

Mr. Koenig suggested that the FBO may be agreeable to having the T-hangars under Authority control. Ms. Setzler noted she will review the Authority's agreement with the FBO upon receipt of the Pilots Association letter.

NEXT SCHEDULED MEETING

Upcoming Meeting

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, June 6, 2017 at 4:00 p.m.

ADJOURNMENT

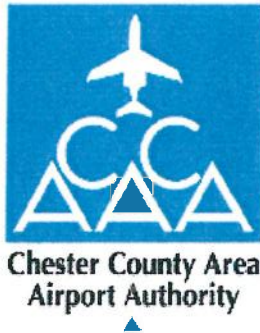
A motion was made by Mr. Saylor and seconded by Mr. Beebe to adjourn the meeting; **the Board approved the motion by a unanimous vote of 6 to 0 and Mr. Koenig adjourned the meeting at 5:00 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated May 1, 2017
Airport Hot Topics Dated April 27, 2017



CHESTER COUNTY AREA AIRPORT AUTHORITY

PROJECTS STATUS REPORT – APRIL 2017

Distribution:

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

Updated May 1, 2017

Prepared By:

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

DELTA AIRPORT CONSULTANTS, INC.

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Harrisburg, Pennsylvania 17110

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Mobile : 717.421.6840

Email : diones@deltaairport.com





GENERAL ASSISTANCE (Delta Project No. PA 17033)

1. Twelve Year Capital Improvement Plan (TYP)

- Delta completed revisions to the future projects that are included in the PENNDOT BOA's Joint Automated Capital Improvement Program (JACIP) as requested. A summary of the projects and the Airport's Pavement Condition Index (PCI) Map from the BOA's 2016 update are included for reference.
- Delta prepared Project Data Sheets as a follow-up to the recent JACIP update and assisted the Airport Manager in submitting them through the PENNDOT BOA website.
- **No activity during the past month.**

2. Federal Contract Tower (FCT)

- **Delta attended a meeting with the Authority, Sikorsky, CCED and several political representatives on April 12, 2017 to discuss the potential reallocation of RACP funding offered to Sikorsky for an underpass on Washington Lane to the potential installation of a FCT at the Airport. The need, justification, schedule and costs to construct a FCT were presented and the next steps forward were discussed.**

3. PENNDOT BOA 5010 Inspection

- Delta prepared an exhibit showing the obstructions identified in the 5010 inspection letter dated March 10, 2016 and is finalizing a draft response letter to the Authority for use in responding to the PENNDOT BOA.
- **No activity during the past month.**

4. 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.
- Delta assisted the CCAAA with preparation and submission of a Multi-Modal Grant Application to PENNDOT for the final design, bidding, and construction of apron, taxilanes, and hangar infrastructure in the west terminal area.
- **No activity during the past month.**

5. Airport Maintenance Program

- Delta provided revisions to the Maintenance Plan Summary on March 7, 2017 for Property Committee review.
- **No activity during the past month.**

6. NAVAIDS

- **No activity during the past month.**



7. Runway 11 Approach Obstruction Property Surveys

- The property exhibit for 35 Morris Lane was completed and forwarded to Mr. Hudson and Ms. Setzler for coordination with the Property Owner.
- Delta prepared a Google Earth image of the trees to be removed on 35 Morris Lane as requested by Mr. Hudson for his use in coordinating with the property owner.
- **No activity during the past month.**

8. Era Helicopters

- Drawings were provided to Era Helicopters for Hangar 6 (Geewax Hangar) as requested by the Authority.
- **No activity during the past month.**



GRANT PROJECTS

9. 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	\$42,500.00
Remaining	\$0.00

- 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 assisted the CCAAA in submitting the application on December 11, 2015. The FAA responded on December 16, 2015 that no new applications are being accepted until they have completed developing the new methodology anticipated in the first quarter of 2017.
- Delta researched issues related to the FAA Reauthorization Bill regarding the Federal Contract Tower Program and obtained information from the U.S. Contract Tower Association related to the Program & Reauthorization. Delta prepared letters to the PA Congressional delegation regarding MQS justification to participate in the Contract Tower Program and the FAA Reauthorization Bill. Delta submitted letters to MQS for signature and mailing.
- Delta met and talked with CCED and Senate caucus members regarding this project. Additional coordination is continuing.
- Delta has coordinated with the CCED several times to answer questions.
- Delta prepared the FCT Application for resubmission by the CCAAA to the FAA.
- **The FCT application was resubmitted by the CCAAA to the FAA.**



10. Rehabilitate Taxiway Sections, Ph I: Design

PENNDOT Agreement No. ABG-2015-CCAAA-00027
PENNDOT Funds Commitment No. EG00002330
Grant Expiration Date: June 30, 2018
Delta Project No. 16034



Scope of Work:

- Reconstruct portion of parallel taxiway and connector taxiway at east end of Runway 11-29.

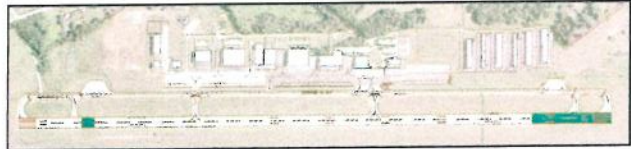
	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	\$142,650.00	\$7,925.00	\$7,925.00	\$158,500.00
Spent to Date	\$109,668.60	\$6,092.70	\$6,092.70	\$121,854.00
Remaining	\$32,981.40	\$1,832.30	\$1,832.30	\$36,646.00

- The geotechnical subconsultant has provided a draft report which has been reviewed by Delta and comments have been returned to be addressed. The geotechnical consultant is researching the requirements for disposal of the slag material that will be removed. The Pennsylvania Department of Environmental Protection (PADEP) has required that the slag be sampled and tested to provide a quantitative and qualitative assessment to determine if any remedial measures are required for the slag disposal. A proposal has been provided to conduct the required sampling and testing.
- On January 5, 2017, the CCCD provided additional guidance after consulting with the PA DEP. The slag disposal area can be considered as RMA provided it is located adjacent to the Taxiway area (existing embankment area). The RMA disturbed area is not included in the project disturbed area used to determine if an NPDES permit is required. Therefore, if the disturbed area outside the RMA (staging area, haul road, etc.) is less than one acre, no NPDES permit will be required.
- **Preliminary results from the slag testing indicated that VOCs were within acceptable limits for “clean” fill but lead was detected above acceptable limits. The samples are now being analyzed for leaching potential and results/recommendations are anticipated by the end of the month.**
- **The BOA provided comments to the Authority on the 60% review documents on April 11, 2017. Delta will incorporate the necessary revisions into the final construction documents and prepare a comment response letter to the BOA.**



11. Rehabilitate Runway 29 Section, Ph I: Design

PENNDOT Agreement No. ABG-2015-CCAAA-00028
PENNDOT Funds Commitment No. EG00002329
Grant Expiration Date: June 30, 2018
Delta Project No. 16035



Scope of Work:

- Reconstruct east end of Runway and bump at west end of Runway.

	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	\$206,590.00	\$11,477.00	\$11,478.00	\$229,545.00
Spent to Date	\$161,786.92	\$8,988.16	\$8,988.17	\$179,763.25
Remaining	\$44,803.08	\$2,488.84	\$2,489.83	\$49,781.75

- The geotechnical subconsultant has provided a draft report which has been reviewed by Delta and comments have been returned to be addressed. The geotechnical consultant is researching the requirements for disposal of the slag material that will be removed. The Pennsylvania Department of Environmental Protection (PADEP) has required that the slag be sampled and tested to provide a quantitative and qualitative assessment to determine if any remedial measures are required for the slag disposal. A proposal has been provided to conduct the required sampling and testing.
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- **The BOA provided comments to the Authority on the 60% review documents on April 11, 2017. Delta will incorporate the necessary revisions into the final construction documents and prepare a comment response letter to the BOA.**

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: April 27th, 2017

Subject: Airport Hot Topics

For your review, below is a listing of issues affecting the Chester County/G.O. Carlson Airport (MQS).

NEW BUSINESS

Stakes Removed: On 4/6/17, the wooden stakes that are used to identify the location of the runway and taxiway lights during snow events, were pulled up and removed from the airfield.

Debris Removed: On 4/7/17 and 4/10/17, debris was removed from the remaining barn walls, which collapsed on 4/6/17, due strong winds associated with a passing thunderstorm. On 4/25/17, Shoemaker came to the airport and tore down the remaining barn walls, due to the walls now being a safety hazard.

Door Repaired: On 4/12/17, new hinges and a threshold plate were replaced on one of the terminal building North side doors.

Airfield Equipment Replaced: On 4/13/17, the windsock was replaced due to wind damage (frayed).

Airport 5010 (State) Inspection: On 4/17/17, MQS's annual 5010 Inspection was conducted by PENNDOT-BOA Aviation Specialist Randy Holderman. Mr. Holderman found the airport to be well maintained and in conformance with Pennsylvania Aviation Regulations. A follow-up letter will be sent to the CCAAA by the BOA, explaining the results of that inspection.

Airport Perimeter Fence: On 4/17/17, a vehicle gate was installed on the South side of the airport, near the windsock. On 4/19/17, a second gate was also installed on the South side, just to the East of the windsock.

Aviation Advocacy Day: On 4/19/17, I and CCAAA Chairman, Al Koenig, attended this function for the purpose of meeting with Senator Rafferty and Nolan Ritchie, who is the Executive Director of the PA Senate Transportation Committee. The purpose of our meeting was to inform the Senator about the 2015 Multimodal Transportation Fund grant that the Authority had applied for, the outcome of that application process, and any information the Senator and /or his staff can provide us, in having future success in being awarded that grant.

Terminal Building Windows: On 4/19/17, the terminal building windows were washed.

Equipment Serviced: On 4/24/17, the Batwing and Bush Hog Mowers were serviced.

Vehicle/Equipment Inspected: On 4/26/17, the GMC Dump Truck and Eager Beaver Trailer received their annual Pennsylvania State Vehicle Inspections.

OLD BUSINESS

Tree Harvesting Project: The Tree Harvesting project being conducted on the Northeast side of the airport is still ongoing.