

---

**CHESTER COUNTY AREA AIRPORT AUTHORITY**

**MINUTES**

**June 6, 2017**

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, June 6, 2017 at 4:00 p.m.

The following Board members were present:

Chuck Beebe  
Al Koenig  
Donn Roberts  
Rich Saylor  
Fred Thompson

The following Board members were not present:

Fred Goebert  
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  
Tefsaye Ali, CCAAA Intern  
Mike Bem, Flying Machine Cafe  
Doug Eadline, Airport Maintenance  
Dave Malchione, Global Air / Universal Aviation  
Erica Marsteller, Signature Flight Support  
Ed Mele, Signature Flight Support  
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 May 2, 2017**

The minutes of the Regular Meeting held on May 2, 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 May 2, 2017 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

## **ACCOUNTANT'S REPORT**

### **As of May 31, 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 May 31, 2017, and the Statement of Activities for the Five Months Ended May 31, 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. Beebe to accept the Financial Statements as submitted for the period ending May 31, 2017, subject to audit; **the Board approved the motion by a unanimous vote of 4 to 0.**

**At this time, Mr. Roberts joined the meeting.**

## **ENGINEER'S REPORT**

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

### **PennDOT BOA 5010 Inspection**

Mr. Jones advised the Board Delta has reviewed the 5010 inspection letter and is finalizing a draft response letter to the Authority for use in responding to the PennDOT BOA. He noted he anticipates the response letter will be completed within the next 7 to 10 days.

### **Brooks Property**

Mr. Jones advised the Board Delta has contracted a surveyor to obtain a proposal for locating the property corners for the property obtained from Roger Brooks in advance of the Airport installing additional perimeter security fence. He noted the proposal was in the amount of \$3,100 with an additional \$850 to update the entire map for a total cost of \$3,950.

---

## **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 material must be disposed of off-site in a licensed disposal landfill and that PPE requirements are recommended for handling of the slag due to the presence of varadium.

Mr. Jones discussed the Tenants Meeting held to discuss the upcoming construction project and solicit input from project stakeholders and the Board members in attendance at the meeting commended Mr. Jones on his patience in addressing the concerns raised by the tenants. Mr. Jones advised the Board that Messrs. Koenig and Hudson met with Mr. Chuck Kutlip, the Code Enforcement Officer of Valley Township, to discuss night time construction of the runway and taxiway. Mr. Kutlip agreed to the extension of the hours of operation of the construction through the night and Valley Township's approval has reduced the time line for construction to 16 calendar days.

After discussion of the critical nature of the construction project and the need to take all steps available to minimize the impact on the tenants, a motion was made by Mr. Saylor and seconded by Mr. Roberts to authorize the Authority to proceed with the taxiway and runway projects pending receipt of the PennDOT BOA grant; **the Board approved the motion by a unanimous vote of 5 to 0.**

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 May 2017.

### **ADA Compliant Walkways/Legal Action**

Ms. Setzler advised the Board the federal law suit has been settled and she is in the process of insuring all matters will be considered resolved under the terms of the settlement.

### **Cancellation of July Board Meeting**

As in the past, the Board agreed to cancel the July Board Meeting of the Chester County Area Airport Authority. Staff was directed to formally advertise the cancellation of the meeting.

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

## **STANDING COMMITTEE REPORTS**

### **Liaison Committee**

Mr. Beebe noted a meeting has been scheduled to be held with representatives of Lockheed / Sikorsky in July 2017 and he will bring the CCAAA Board up-to-date on the Committee's progress at the Board meeting in August 2017.

**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**

Ms. Yori advised the Board the Committee will hold its quarterly meeting late July – early August 2017.

**Land Development Planning Activity Committee**

Mr. Koenig noted Land Development Planning Activities will be discussed under grant activities in the capital budget discussion.

**Building and Grounds Committee**

Mr. Hudson noted that Harvest Gun Crete has submitted a proposal to repair the sidewalks outside the FBO and restaurant in an amount not to exceed \$800.

**OLD BUSINESS**

**Valley Township Update**

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

**Sadsbury Township Update**

Mr. Roberts noted no Township report is warranted at this time. He further advised the Township is currently relying on the Sadsbury Fire Department for fire services.

**Terminal Building Restroom Renovation**

Mr. Koenig advised the Board that only one contractor has submitted a proposal to date. After discussion, the Board noted the need to determine the scope of the renovation: to hold off until a full renovation of the terminal building; or proceed with minor repairs to bring the restrooms into compliance with ADA requirements.

**CCAAA Website**

Mr. Hudson introduced Mr. Tesfaye Ali, the CCAAA Intern, and Mr. Ali directed the Board’s attention to the CCAAA website currently under construction.

The Board made suggestions for changes to the website to Mr. Ali and he noted he will send a notice to the Board upon completion of the website with changes as suggested.

The Board thanked Mr. Ali for his work on behalf of the CCAAA and Mr. Ali expressed his appreciation to the Authority for providing the opportunity for him to play a role in assisting the Authority in bringing its website up to current standards.

---

## NEW BUSINESS

### **RFQ – Status for Grant and Liaison Support**

Mr. Koenig advised the Board that the Authority has received one response to its RFQ for grant and liaison support services.

After a brief discussion of the immediate need for grant and liaison support services, a motion was made by Mr. Beebe and seconded by Mr. Saylor to authorize staff to proceed with negotiations on the terms of a contact with L. R. Kimball for said services; **the Board approved the motion by a unanimous vote of 5 to 0.**

### **Environmental Clear Up Company (Proposal)**

Mr. Hudson advised the Board that Lewis Environmental of Royersford, Pennsylvania has submitted a contact to the Authority to provide hazmat services on an ongoing basis. The Board directed Mr. Hudson to provide Ms. Setzler with the contact for her review.

### **Airport Perimeter Fence Project (Update)**

Mr. Eadline discussed with the Board the status of the airport perimeter fence project and suggested the Authority consider the installation of an electric fence as a supplement to keep the deer off Airport property pending the completion of the fencing. Ms. Setzler noted several additional requirements would be necessary to include signage, update of plan clearly identifying location of electric fencing, etc. Mr. Koenig will circulate the information regarding the electric fence to his fellow Board members for their information and review.

## PUBLIC COMMENT

Mr. Bem advised the Board of the scholarships recently awarded by the Pilots Association to those aspiring pilots seeking training from the Chester County Flight School.

## NEXT SCHEDULED MEETING

### **Upcoming Meeting**

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, August 1, 2017 at 4:00 p.m.

## ADJOURNMENT

A motion was made by Mr. Saylor and seconded by Mr. Koenig to adjourn the meeting; **the Board approved the motion by a unanimous vote of 5 to 0 and Mr. Koenig adjourned the meeting at 5:10 p.m.**

---

---

Respectfully submitted,

Carol Poinier  
Recording Secretary

Attachments:

Projects Status Report dated June 5, 2017  
Airport Hot Topics Dated June 1, 2017



**Chester County Area  
Airport Authority**

## **CHESTER COUNTY AREA AIRPORT AUTHORITY**

### **PROJECTS STATUS REPORT – MAY 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 June 5, 2017**

Prepared By:

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

**DELTA AIRPORT CONSULTANTS, INC.**

3544 North Progress Avenue, Suite 200

Harrisburg, Pennsylvania 17110

Tel : 717.652.8700

Fax : 717.652.8371

Mobile : 717.421.6840

Email : [djones@deltaairport.com](mailto:djones@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. PENNDOT BOA 5010 Inspection

- **Delta reviewed the 5010 inspection letter dated April 24, 2017 and is finalizing a draft response letter to the Authority for use in responding to the PENNDOT BOA.**

### 3. 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, taxiways, and hangar infrastructure in the west terminal area.
- **No activity during the past month.**

### 4. 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.**

### 5. NAVAIDS

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





## 6. 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.**

## 7. Era Helicopters

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

## 8. Brooks Property

- **Delta contacted a surveyor to obtain a proposal for locating the property corners for the property obtained from Roger Brooks in advance of the Airport installing additional perimeter security fence.**



## 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.
- 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.



## 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 Draft report was provided on May 16, 2017 and indicates that the slag area must be disposed off-site. Additionally, PPE requirements are recommended for handling of the slag due to the presence of varadium.**
- 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.
- **Delta conducted a Tenants Meeting to discuss the upcoming construction project and solicit input from project stakeholders. The primary concern that was shared was that any closure or reduced length of runway will create operational issues and it was stressed that these impacts need to be minimized.**



## 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.
- 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 Draft report was provided on May 16, 2017 and indicates that the slag area must be disposed off-site. Additionally, PPE requirements are recommended for handling of the slag due to the presence of varadium.**
- 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.
- **Delta conducted a Tenants Meeting to discuss the upcoming construction project and solicit input from project stakeholders. The primary concern that was shared was that any closure or reduced length of runway will create operational issues and it was stressed that these impacts need to be minimized.**



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

Sincerely,

A handwritten signature in blue ink, which appears to read "David W. Jones", is positioned above the printed name.

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

# AIRPORT MEMO

To: Chester County Area Airport Authority (CCAAA) Members

From: Gary L. Hudson, Airport Manager

Date: June 1<sup>st</sup>, 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

**Pavement Repaired:** On 4/27/17, a small depression on the Aviation Way road, opposite the Aircraft Ramp drive-thru gate, was filled in with Cold Patch.

**Terminal Building Parking Lot Lights:** On 5/1/17, the main relay switch that controls the terminal building parking lot lights, was replaced.

**Airport Presentation:** On 5/4/17, I gave a Power Point presentation to the Coatesville Rotary Club at the Coatesville Country Club. I was asked by the Rotary Club to give an update to its members about MQS. My presentation consisted of me informing them on past, pending and future airport projects.

**Runway Light:** On 5/12/17, a light bulb was replaced on a runway light located at the approach end of Runway 29.

**Airfield Sign:** On 5/12/17, a light bulb was replaced on the Taxiway Alpha Directional sign located at the approach end of Runway 29.

**Tables Set Up:** On 5/15/17, picnic tables were set up in the grass area on the South side of the terminal building.

**Air Conditioner Installed:** On 5/17/17, the air-conditioner was installed in the CCAAA, Hangar # 2 office.

**Power Failure:** On 5/19/17, electrical power was lost at the airport and in the surrounding area, from 7:15 pm to approximately 8:45 pm. The airport emergency generators kicked in during the outage and supplied electrical power to the terminal building, sewage pump station, drive-thru gates and the electrical vault.

---

**Generator Repaired:** On 5/24/17, a fixed “Neutral” was installed on the Number 1 Airport Emergency Generator. This is the generator that supplies electrical power to some of the equipment in the Terminal Building, the Sewage Lift Station and the Aviation Way drive-thru gate, in the event of a power failure. A fixed “Neutral” will prevent the components of this equipment from getting damaged in the event of a lighting strike, power surge, etc.

**Airport Beacon Repaired:** On 5/24/17, a burned out Capacitor was replaced on the airport beacon. In lieu of its repair, the airport’s auxiliary beacon was put into service.

**Taxiway Lights and Airfield Signs:** On 5/26/15, all of the taxiway lights and airfield signs West of Taxiway Echo were unlit, due to a Transistor having to be replaced in the taxiway (West end) regulator.

### **OLD BUSINESS**

**Barn Project:** On 5/18/17, electrical power was relocated from the Milk House to a ‘stand alone’ electrical panel. Power was relocated, due to the barn wall collapsing on the Milk House on 4/6/17. The wall collapse was due to strong winds.

**Barn Fence Project:** This project is still ongoing due to the barn wall collapsing on 4/6/17.

---