

# CHESTER COUNTY AREA AIRPORT AUTHORITY

## MINUTES

**December 1, 2015**

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, December 1, 2015 at 4:00 p.m.

The following Board members were present:

Al Koenig  
Paul McMinn  
Donn Roberts  
Rich Saylor  
Fred Thompson

The following Board member was not present:

Fred Goebert

Also present:

Gary Hudson, Airport Manager  
Dave Jones, Delta Airport Consultants, Inc.  
Holly Setzler, Esquire, Landis & Setzler  
Rayne Yori, Countryside Consulting, Inc.  
Carol Poinier, Recording Secretary  
Mike Bem, Flying Machine Cafe  
Bill Christman, County of Chester  
Doug Eadline, Airport Maintenance  
Steve Fortin, Chester County Aviation  
Paul Hackman, Jr., Airport Maintenance  
Dave Malchione, Global Air/Universal  
Linda McMinn, Resident  
Fran Strouse, L. R. Kimball  
Nancy Zynn, Global Air/Universal

### **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 November 3, 2015**

The minutes of the Regular Meeting held on November 3, 2015 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. McMinn and seconded by Mr. Roberts to approve the minutes of the Regular Meeting held on November 3, 2015 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

## **ACCOUNTANT'S REPORT**

### **As of November 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 November 30, 2015 and the Statement of Activities for the Eleven Months Ended November 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. Saylor and seconded by Mr. Thompson to accept the Financial Statements as submitted for the period ending November 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 November 30, 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 was held at the Capital City Airport on November 6, 2015 and that the pavement rehabilitation will be incorporated in the capital improvement plan as a phased project. He noted a copy will be sent to the Board for their information and review.

### **Runway 11 Approach Obstruction Property Survey**

Mr. Jones advised the Board that Delta has been coordinating with the Authority and the property owners the process of the removal and subsequent location of replacement trees.

### **Construct South Apron, Phase V**

Mr. Jones advised the Board the several warranty items that need to be addressed and warranty work with the exception of the small basin is to be completed within the week.

### **Construct South Apron, Phase VI**

Mr. Jones advised the Board that the contractor has provided a price to install adequate foundations for the trailer and it was determined that Airport staff would complete this project for considerably less than proposed by the contractor. Mr. Jones further noted the final inspection will take place in January 2016.

**Mitigate Obstructions; Ph I: Study/Preliminary Design**

Mr. Jones noted the final report has been accepted and approved by PennDOT.

**FCT Justification and Feasibility Study**

Mr. Jones advised the Board the application will be submitted upon receipt of one additional final letter of support and a review of the numbers to provide an accurate picture of Airport operations.

**Rehabilitate Runway and Taxiway Sections, Ph I: Design**

Mr. Jones advised the Board 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 November 2015.

**Deer Population**

It has come to the attention of the Authority that there were incidents involving deer which were not reported to the Authority. It is imperative that any incident on the airfield be reported so the Authority is fully aware of what may or may not require intervention.

Ms. Setzler discussed with the Board the potential dangers posed by the presence of deer on Airport property.

Mr. Jones noted that PennDOT places a height restriction on the installation of fencing to a maximum of eight feet plus an additional 1-1/2 feet of barbed wire. He further advised the Board the installation of fencing is not in the 12 year plan at the present time, but noted it could be added to the plan.

Ms. Setzler noted that all parties on the Airport should be advised to alert the Authority of any incidents involving deer.

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

**STANDING COMMITTEE REPORTS**

**Liaison Committee**

Mr. Roberts noted that representatives of Sikorsky made an appearance at the recent meeting of the Sadsbury Township Board of Supervisors. He noted he would contact the communications manager at Sikorsky to establish a schedule for periodic meetings to provide the opportunity for the Authority and Sikorsky to share information. Mr. Koenig noted he would be interested in attending the meetings with Sikorsky representatives.

**Personnel Committee**

It was noted a personnel matter will be discussed in Executive Session immediately following the Authority meeting.

**Finance Committee**

Ms. Yori noted the Finance Committee will meet after completion of the audit to review the financial statements as presented by the auditors. She noted she anticipates completion of the Audit by June 2016.

**Land Development Planning Activity Committee**

Mr. Koenig noted the DCED proposal was submitted in August and no response has been received to date.

**OLD BUSINESS**

**Valley Township Update**

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

**Sadsbury Township Update**

Mr. Roberts advised the Board no report is warranted at this time, but noted the matter of Washington Lane and the hover taxi process remains an outstanding issue of concern.

**PennDOT Multimodal Proposal (Due December 18<sup>th</sup>)**

Mr. Jones discussed with the Board the PennDOT Multimodal Proposal to be submitted on or before December 18, 2015. Mr. Jones noted he is in the process of preparing the submission and reminded the Board the land development plan has been approved by Valley Township for the west end hangars and the environmental assessment has been submitted.

After discussion of the proposal, a motion was made by Mr. McMinn and seconded by Mr. Saylor authorizing the Chairman of the Chester County Area Authority Board of Directors to execute the proposal contingent upon approval of the Board by vote by e-mail with subsequent ratification of the vote by the Board in January 2016; **the Board approved the motion by a unanimous vote of 5 to 0.**

**NEW BUSINESS**

**New Full Time Employee Salary (Executive Session)**

Mr. Hudson noted there will be a brief discussion in Executive Session to be held immediately following the Authority meeting to discuss a personnel matter.

**Tree Removal Project (Update)**

Mr. Koenig commended Mr. Hudson and the Airport staff on the tree removal project. He noted the project is moving forward and the tree service personnel have advised this is the best time for the replacement of trees to take place.

### **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**

Mr. Koenig introduced Mr. Christman, a member of the staff of the County of Chester, to the Board and Mr. Christman noted he would provide assistance to the Authority as it proceeds through the audit process.

The Board discussed the recent meeting of the State Senate Aviation Caucus and noted it was held at the Washington County Airport; it is anticipated the Eastern part of the State will be chosen as a host for the next meeting and it was suggested Mr. Scott Gray, President of the Pennsylvania Aviation Council, be contacted to determine if a location has been chosen.

Mr. Bem noted the Festival committee continues to anticipate receipt of sponsorships for the Festival held in October. He further conveyed an invitation to the Board to attend a holiday celebration to be held in the Terminal Building on December 15, 2015 from 6:00 p.m. to 9:00 p.m.

### **NEXT SCHEDULED MEETING**

#### **Upcoming Meeting**

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, January 5, 2016 at 4:00 p.m.

### **ADJOURNMENT**

A motion was made by Mr. Saylor and seconded by Mr. Thompson to adjourn the meeting; **the Board approved the motion by a unanimous vote of 5 to 0 and Mr. Koenig adjourned the meeting at 4:55 p.m.**

Respectfully submitted,

Carol Poinier  
Recording Secretary

#### Attachments:

Projects Status Report dated November 30, 2015  
Airport Hot Topics Dated November 25, 2015



Chester County Area  
Airport Authority

## CHESTER COUNTY AREA AIRPORT AUTHORITY

### PROJECTS STATUS REPORT – November 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 30, 2015**

Prepared By:

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

**DELTA AIRPORT CONSULTANTS, INC.**

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## GENERAL ASSISTANCE (Delta Project No. PA 15024)

### 1. Twelve Year Capital Improvement Plan (TYP)

- The PENNDOT BOA Planning Session was held at the Capital City Airport on November 6 at 9:00 AM. Delta is coordinating with the PENNDOT BOA and the Authority to update the required JACIP data sheets.

### 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.
- No activity during this past month.

### 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.
- **Delta has been assisting the Authority with property owner coordination for replacement trees.**

## 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.
- Most corrective items in the large basin are done and it should be completed by the end of this week. Delta is still coordinating with them on the corrective work for the small basin.





## 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	\$845,116.38	\$46,950.91	\$46,950.91	\$939,018.20
Remaining	\$347,958.62	\$19,330.09	\$19,332.09	\$386,620.80

- The Contractor provided a price of more than \$27,000 to install foundations for the trailer. The CCAAA has decided that staff can complete this for considerably less and since it is not eligible for grant reimbursement anyhow.
- Final project documentation is being coordinated, and a final inspection is being scheduled.



## 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	\$136,493.10	\$7,582.95	\$7,582.95	\$151,659.00
Remaining	\$5,332.90	\$296.05	\$297.05	\$5,926.00

- 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.
- **The PENNDOT BOA accepted the final documents and approved the final request for reimbursement on November 16, 2015. Once the PENNDOT BOA issues final payment, the grant closeout process will be completed.**



### 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	\$29,750.00
Remaining	\$12,750.00

- 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 has received letters of support and need for an FCT, and is analyzing historical aircraft operations data. Delta will begin preparing the application to be submitted to FAA.**



**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.

# AIRPORT MEMO

To: Chester County Area Airport Authority (C AAA) Members

From: Gary L. Hudson, Airport Manager

Date: November 25<sup>th</sup>, 2015

Subject: Airport Hot Topics

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

## NEW BUSINESS

**Emergency Generator Project:** On November 4<sup>th</sup>, both generators were hooked up and functioning.

**Tree Chipper:** On November 4<sup>th</sup>, a leak was repaired in the hydraulic tank and drive belts were replaced.

**Terminal Building:** On November 15<sup>th</sup>, new bushes were purchased and installed on the West side of the building. The original bushes had to be removed in order to gain access to, and install, the new gas meter for the emergency generators.

**Equipment Repair:** On November 13<sup>th</sup>, a rebuilt hydraulic pump was reinstalled in the Skid Loader.

**Equipment Repositioning:** On November 18<sup>th</sup>, the grass cutting equipment was taken to the storage barn, and the stored snow removal equipment, was taken to the maintenance garage.

## OLD BUSINESS

**Tree Cutting Project:** The cutting and removal of trees along the fence line on the South side of the airport is still in progress.