

**CHESTER COUNTY AREA AIRPORT AUTHORITY**

**MINUTES**

**April 2, 2013**

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, April 2, 2013 at 4:00 p.m.

The following Board members were present:

Fred Goebert  
Al Koenig  
Paul McMinn  
Donn Roberts  
Joe Sciandra  
Fred Thompson

The following Board member was not present:

Greg Cary

Also present:

Gary Hudson, Airport Manager  
Dave Jones, Delta Airport Consultants, Inc.  
Holly Setzler, Esquire, Landis & Setzler  
Louise Schorn Smith, Countryside Consulting, Inc.  
Carol Poinier, Recording Secretary  
Doug Eadline, Airport Maintenance  
Mike Bem, Flying Machine Café  
Tim Kleckner, Independence Aircraft Services  
Joel Knowles, Independence Aircraft Services  
Matt Reider, CCAH  
Bill Russell, ERA Helicopters  
Bruce Sagnor, CCAH  
Fran Strouse, L. R. Kimball  
Nancy Zynn, Global Air

**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 introduced Ms. Louise Schorn Smith, the President of Countryside Consulting, Inc., and advised the Board she would be presenting the Accountant's Report on behalf of Ms. Yori.

## **APPROVAL OF THE MINUTES**

### **February 4, 2013**

The minutes of the Regular Meeting held on February 4, 2013 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. McMinn to approve the minutes of the Regular Meeting held on February 4, 2013 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

The minutes of the Executive Session held on February 4, 2013 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. McMinn to approve the minutes of the Executive Session held on February 4, 2013 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

### **March 5, 2013**

The minutes of the Regular Meeting held on March 5, 2013 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. McMinn to approve the minutes of the Regular Meeting held on March 5, 2013 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

The minutes of the Executive Session held on March 5, 2013 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. McMinn to approve the minutes of the Executive Session held on March 5, 2013 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

## **ACCOUNTANT'S REPORT**

### **As of February 28, 2013**

Ms. Louise Schorn Smith of Countryside Consulting, Inc. discussed with the Board the Financial Statement Highlights along with the Statement of Financial Position as of February 28, 2013 and the Statement of Activities for the Two Months Ended February 28, 2013 originally distributed to the Board at its meeting in March 2013, 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. Sciandra and seconded by Mr. Thompson to accept the Financial Statements as submitted for the period ending February 28, 2013, subject to audit; **the Board approved the motion by a unanimous vote of 4 to 0.**

### **As of March 31, 2013**

Ms. Smith reviewed with the Board the Financial Statement Highlights along with the Statement of Financial Position as of March 31, 2013 and the Statement of Activities for the Three Months Ended March 31, 2013, 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. Sciandra and seconded by Mr. Thompson to accept the Financial Statements as submitted for the period ending March 31, 2013, subject to audit; **the Board approved the motion by a unanimous vote of 4 to 0.**

### **Audit**

Ms. Smith advised the Board the annual audit of the Chester County Area Airport Authority has begun and the field work undertaken by representatives of Maillie, Falconiero & Co. has been completed. She noted she would advise Ms. Yori to confirm with the auditor that they have all the documents necessary to complete the audit.

### **Finance Committee Meeting**

Mr. McMinn reminded the Board the quarterly meeting of the Committee charged with the responsibility to review the budget year-to-date will be scheduled within the near future.

At this time Messrs. Goebert and Roberts joined the meeting.

### **ENGINEER'S REPORT**

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated April 1, 2013, prepared by Delta Airport Consultants, Inc., a copy of which is attached hereto and made a part hereof.

Additional discussion was noted as follows:

#### **Construct South Apron, Phase III Construction**

Mr. Jones advised the Board the contractor is correcting the Riser D-40 and, further, that the Township fees received in late January 2013 have been summarized.

### **COUNSEL'S REPORT**

#### **Request of FBO**

Ms. Setzler discussed with the Board the need to address this matter in Executive Session.

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

## **STANDING COMMITTEE REPORTS**

### **Liaison Committee**

No report was made at this time. It was noted the Liaison Committee (comprised of Messrs. Cary, Sciandra and Thompson with Mr. Roberts as a backup participant) is scheduled to be meet on a quarterly basis and a meeting will be scheduled to be held in May 2013.

### **Personnel Committee**

Mr. Roberts noted he has reviewed the manual and has questions regarding the termination for cause provisions. He advised he would distribute the manual to the other members of the Committee (Messrs. Goebert and Thompson) with a copy to Ms. Setzler for review.

### **Finance Committee**

As noted by Mr. McMinn in the Accountant's Report, the quarterly meeting of the Committee (comprised of Messrs. Koenig and Sciandra as well as Mr. McMinn) charged with the responsibility to review the budget year-to-date will be scheduled within the near future.

### **Community Event Planning Committee**

Mr. Bem advised the Board no meeting has been held to date. He noted a cookout has been scheduled for April 27, 2013 at noon to be held at the Beasley hangar.

He further advised the Board a walking trail on the property has been discussed. Ms. Setzler noted security and liability issues must be addressed and Mr. Sciandra recommended the proposed trail be coordinated with the trail being developed by the Township.

## **OLD BUSINESS**

### **Terminal Roof Replacement Project (update)**

Mr. Eadline advised the Board three roofing companies have submitted proposals to repair the terminal roof and noted he would forward the information provided to the Board. Ms. Setzler noted the repair/replacement of the roof would be considered a maintenance issue. Mr. McMinn noted the current condition of the present insulation must be determined prior to moving forward and Mr. Goebert noted the scope of the work required must first be determined at which time the contractors will be requested to submit a bid for the work specified in the proposal. He further recommends Mr. Eadline contact the Firestone representative and have them scope out the project for a 15 year warranty. Mr. Eadline was further advised to contact the Township to determine the Township requirements for building code insulation.

### **Airport Hazard Zoning (update)**

Mr. Hudson and the Board discussed the Bureau of Aviation attending a meeting in Valley Township to advise homeowners of the impact of airport zoning approval. It was noted a conference call will be scheduled at which time the BOA will be briefed on the proposed meeting; Mr. Sciandra volunteered to provide questions to the BOA in preparation for the meeting. Mr. Sciandra further recommended staff determine the identity of the homeowners on whose property trees exist that have been identified as obstructions, noting the obstructions

would be subject to an annual inspection and, after much discussion, it was Mr. Sciandra's recommendation that Mr. Jones be in attendance at the upcoming meeting.

#### **Valley Township Update**

Mr. Sciandra advised no report would be made at this time although he did advise he is officially a candidate for Supervisor in Valley Township.

#### **Sadsbury Township Update**

Mr. Roberts advised no report would be made at this time although he does anticipate providing an update at the Authority meeting in May 2013.

### **NEW BUSINESS**

#### **ERA Helicopters/Independence Aircraft Services**

Mr. Bill Russell of ERA Helicopters introduced Mr. Joel Knowles and Mr. Tim Kleckner of Independence Aircraft Services to the Board and advised that it was the intention of ERA Helicopters LLC to lease its hangar to Independence Aircraft and, pursuant thereto, Mr. Russell provided a copy of the hangar lease agreement to Ms. Setzler for her review.

Mr. Knowles advised Independence Aircraft Services intends to lease the entire hangar and noted no physical changes to the existing hangar will be required.

After discussion of the change in tenancy requested by ERA Helicopters, a motion was made by Mr. Sciandra and seconded by Mr. McMinn approving the amendment as requested pending approval of the Authority's counsel; **the Board approved the motion by a unanimous vote of 6 to 0 pending approval of the Authority's counsel.**

#### **Seeking "Full Time" Maintenance Worker (update)**

Mr. Hudson advised the Board he has placed an advertisement with *Career Link* for a full time maintenance worker and he anticipated the interview process to begin within the near future.

#### **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**

No public comment was made at this time.

### **NEXT SCHEDULED MEETING**

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, May 7, 2013 at 4:00 p.m.

**ADJOURNMENT**

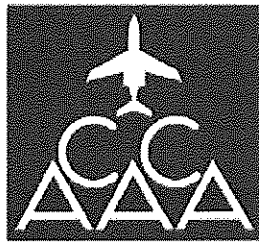
A motion was made by Mr. Sciandra and seconded by Mr. McMinn to adjourn the meeting; **the Board approved the motion by a unanimous vote of 6 to 0 and Mr. Koenig adjourned the meeting at 5:00 p.m.**

Respectfully submitted,

Carol Poinier  
Recording Secretary

**Attachments:**

Projects Status Report dated April 1, 2013  
Airport Manager's Report: Airport Hot Topics



Chester County Area  
Airport Authority

## CHESTER COUNTY AREA AIRPORT AUTHORITY

### PROJECTS STATUS REPORT – MARCH 2013

Distribution:

Albert Koenig	Chairman
Paul McMinn	Vice Chairman
A. Frederick Thompson	Secretary
Donn Roberts	Treasurer
Gregory Cary	Authority Member
Fred Goebert	Authority Member
Joe Sciandra	Authority Member
Gary Hudson	Airport Manager
Carol Poinier	Recording Secretary
Rayne Yori	Accountant
Holly Setzler	Solicitor

**Updated April 1, 2013**

Prepared By:

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

**DELTA AIRPORT CONSULTANTS, INC.**

3540 North Progress Avenue, Suite 102

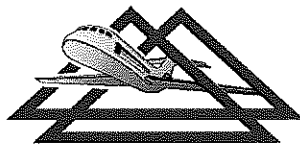
Harrisburg, Pennsylvania 17110

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 13008)

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

- No action during the past month.

### 2. West Area Hangar Layouts

- Design of the draft Preliminary Land Development Plan (LDP) was completed on December 2, 2008. Submittal to the CCCD and Valley Township is not being made at this time, at the request of the CCAAA.
- No action during the past month.

### 3. RNAV/GPS Runway 11 and 29 Approaches

- Delta is holding on coordination with the FAA Airspace Evaluation Program Specialist until scoping for the grant eligible Runways 11 and 29 obstruction survey and obstacle removal project. (Anticipated during fiscal year 2014).
- No action during the past month.

### 4. Sikorsky Helicopter

- No action during the past month.

### 5. PENNDOT BOA 5010 Inspection

- No action during the past month.

### 6. Runway/Taxiway Pavement Rehabilitation

- No action during the past month.

### 7. FBO Lease

- No action during the past month.

### 8. Helicopter Flight Operations

- No action during the past month.

### 9. Property Boundary Survey

- At the request of Mr. Hudson, Delta provided Mr. Ron Hershey with current Airport property boundary surveys for coordination of adjoining property surveys.

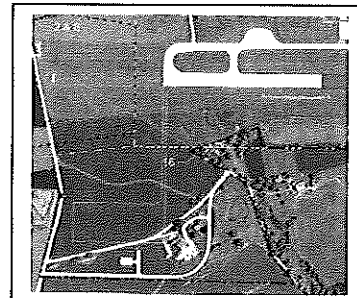




## ACTIVE GRANT PROJECTS

### 10. Construct South Apron, Phase III, Construction

PENNDOT Agreement No. ABG-2009-CCAAA-00044  
 PENNDOT Internal Order No. 788029075  
 PENNDOT Funds Commitment No. EG00000664  
 Grant Expiration Date: June 30, 2012  
 Delta Project No. 03090



**Scope of Work:**

- Relocation of Rockdale Drive.
- Construction of stormwater management basins.

	FAA (95%)	PENNDOT (2.5%)	CCAAA (2.5%)	Total
Grant Amount	\$2,566,217.00	\$67,531.00	\$67,532.00	\$2,701,280.00
Spent to Date	\$2,553,629.06	\$67,200.76	\$67,200.78	\$2,688,030.60
Remaining	\$12,587.94	\$330.24	\$331.22	\$13,249.40

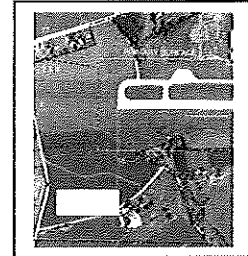
**Activity of Note:**

- Delta is coordinating with the Contractor on an item to be corrected under the warranty (Riser D-40).
- Delta summarized the new Township fees received during the week of January 28, 2013 for this phase.



**11. Construct South Apron, Phase IV, Construction (Supplemental Agreement)**

PENNDOT Agreement No. ABG-2011-CCAAA-00009  
 PENNDOT Internal Order No. 7880029100  
 PENNDOT Funds Commitment No. EG00001130  
 Grant Expiration Date: June 30, 2014  
 Delta Project No. 03090



**Scope of Work:**

- Construction of apron earthwork and stone base.

	FAA (95%)	PENNDOT (2.5%)	CCAAA (2.5%)	Total
Grant Amount	\$947,192.00	\$24,926.00	24,927.00	\$997,045.00
Spent to Date	\$862,264.73	\$22,691.17	\$22,691.19	\$907,647.09
Remaining	\$84,927.27	\$2,234.83	\$2,235.81	\$89,397.91

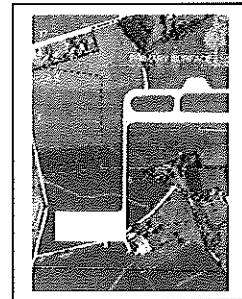
**Activity of Note:**

- Delta is coordinating with the Contractor on installation discrepancies for the stone base.
- Delta is working on project completion documents.
- Delta has summarized the new Township fees received during the week of January 28, 2013 for this phase. They have been submitted to the PENNDOT BOA, but they are initially been denied. Additional coordination is underway.



## 12. Construct South Apron, Phase V

PENNDOT Agreement No. (Pending)  
 PENNDOT Internal Order No. 7880029121  
 PENNDOT Funds Commitment No. (Pending)  
 Grant Expiration Date: (Pending)  
 Delta Project No. 03090



### Scope of Work:

- Construction of taxiway connector earthwork and stone base.
- Conversion of stormwater management basins to infiltration basins.

	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	\$1,489,999.50	\$82,777.75	\$82,777.75	\$1,655,555.00
Spent to Date	\$0.00	\$0.00	\$0.00	\$0.00
Remaining	\$1,489,999.50	\$82,777.75	\$82,777.75	\$1,655,555.00

### Activity of Note:

- The PENNDOT BOA issued a Tentative Allocation for this phase on July 20, 2012.
- PENNDOT advised on December 3, 2012 that \$1,655,555 in total project funding is available for the project.
- Delta negotiated with the apparent low bidder (Horst Excavating) to reduce the project work for Alternate 2 to \$875,906.02 to fit within the total project funding available.
- Delta assisted the Owner with obtaining PENNDOT approval on December 21, 2012 to award a revised Alternate 2 in the amount of \$875,906.02 to Horst Excavating.
- Delta assisted the Owner with awarding a revised Alternate 2 in the amount of \$875,906.02 to Horst Excavating on December 24, 2012.
- **Delta has finalized and submitted the construction administration scope of services and costs for review and approval.**
- **Delta has finalized the IFE package for construction administration costs and Delta's fees are approximately 3.5% below the IFE.**
- **Delta has finalized the proposed Administrative Costs for the Township to prepare for submission of the grant application.**
- **PENNDOT has reviewed the construction administration costs and is suggesting a 60% reduction. A meeting is being coordinated.**



**13. Develop Multi-Municipal Hazard Zoning Ordinances**

**PENNDOT Agreement No. ADP-2010-CCAAA-00038**

**PENNDOT Internal Order No. 7889029101**

**PENNDOT Funds Commitment No. EG00000946**

**Grant Expiration Date: June 30, 2013**

**Delta Project No. 11062**

**Scope of Work:**

- Airport Hazard Zoning Ordinances being developed for Valley Township, Sadsbury Township, East Bradford Township, West Bradford Township, East Fallowfield Township, Newlin Township, and Modena Township.

	<b>PENNDOT (90%)</b>	<b>CCAAA (10%)</b>	<b>Total</b>
Grant Amount	\$16,200.00	\$1,800.00	\$18,000.00
Spent to Date	\$0.00	\$0.00	\$0.00
Remaining	\$16,200.00	\$1,800.00	\$18,000.00

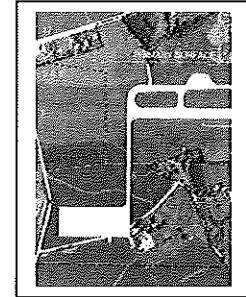
**Activity of Note:**

- **Approved Hazard Zoning Ordinances and costs have been received from East Bradford, Newlin, and Modena Townships.**
- **Awaiting Hazard Zoning Ordinances and costs from Valley Township.**
- **No Hazard Zoning Ordinances and costs will be received from Sadsbury, East Fallowfield, and West Bradford Townships as they already have Ordinances or have dropped out.**



**14. Construct South Apron, Phase VI**

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:**

- Complete paving of apron, taxiway, parking lot and access roads.
- Install new perimeter fence, tie downs, seal coat, signs, reflectors, markings, electrical and relocate trailer.

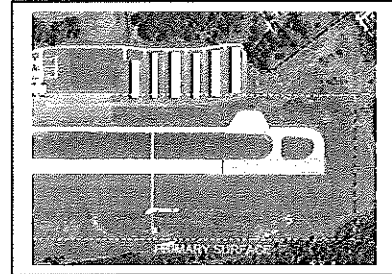
	<b>FAA (90%)</b>	<b>PENNDOT (5%)</b>	<b>CCAAA (5%)</b>	<b>Total</b>
Grant Amount	(Pending)	(Pending)	(Pending)	(Pending)
Spent to Date	\$0.00	\$0.00	\$0.00	\$0.00
Remaining	\$0.00	\$0.00	\$0.00	\$0.00

- This project is planned for SFY 2013 in the current JACIP.



**15. Rehabilitate 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 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 for SFY 2014 in the current JACIP.**

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 2<sup>nd</sup>, 2013

Subject: Airport Hot Topics

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

## NEW BUSINESS

- \* **Dodge Pick-up Truck:** The brakes on this vehicle were replaced the week of March 4<sup>th</sup>.
- \* **Riding Mower:** In preparation for the spring and summer seasons, the Radio on the Kubota lawn mower was repaired the week of March 4<sup>th</sup>.
- \* **Tractor Mower:** In continuing our preparation for the spring and summer grass cutting season, new blades and Wheels were purchased for the Case tractor the week of March 10<sup>th</sup>.
- \* **Diesel Pump:** The week of March 18<sup>th</sup>, fuel filters were replaced. Plumbing fixtures were also replaced in order to resolve a small fuel leak issue.

## OLD BUSINESS

- \* **Snow Removal Equipment:** Now that the winter season is coming to an end, some of this equipment is in the process of being transported to the storage tents on the East end of the airport.