

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

April 5, 2016

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, April 5, 2016 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
Doug Eadline, Airport Maintenance
Steve Fortin, Chester County Aviation
Frank 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.

APPROVAL OF THE MINUTES

Regular Meeting Held on March 2, 2016

The minutes of the Regular Meeting held on March 2, 2016 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Saylor seconded by Mr. Thompson to approve the minutes of the Regular Meeting held on March 2, 2016 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

Executive Session Held on March 2, 2016

The minutes of the Executive Session held on March 2, 2016 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Saylor seconded by Mr. Thompson to approve the minutes of the Executive Session held on March 2, 2016 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

At this time Mr. McMinn joined the meeting.

ACCOUNTANT'S REPORT

As of March 31, 2016

Ms. Rayne Yori of Countryside Consulting, Inc. discussed with the Board the Financial Statement Highlights along with the Statement of Financial Position as of March 31, 2016 and the Statement of Activities for the Three Months Ended March 31, 2016, 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 March 31, 2016, 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 April 1, 2016, prepared by Delta Airport Consultants, Inc., a copy of which is attached hereto and made a part hereof.

Additional discussion was noted as follows:

Sikorsky Helicopter

Mr. Jones advised the Board Delta attended a meeting with the Authority, Sikorsky and CCED to discuss the potential reallocation of the funding offered to Sikorsky for an underpass on Washington Lane to the potential installation of a Federal Contract Tower at the Airport.

PennDOT BOA 5010 Inspection

Mr. Jones advised the Board Delta is in the process of finalizing a response letter for the Authority to send to the PennDOT BOA identifying the obstructions referenced in the 5010 inspection letter.

Airport Maintenance Program

Mr. Jones advised the Board Delta is in the process of completing the supporting documents for the comprehensive maintenance program and will include an inventory and recommendation for the perimeter fence.

Runway 11 Approach Obstruction Property Surveys

Mr. Jones advised the Board Olson Surveying has marked the trees that need to be removed on the Zorn and Smith properties.

Construct South Apron, Phase V

Mr. Jones advised the Board that work is completed and upon receipt of the survey information from the surveyor, Delta will review the survey and complete the required coordination with Pennoni to close the project. He further noted the Contractor will complete the seed work weather permitting.

Construct South Apron, Phase VI

Mr. Jones advised the Board the record survey field work has been completed and Delta is awaiting receipt of the survey files in order to finalize the punch list with the Contractor.

Mitigate Obstructions; Ph I: Study/Preliminary Design

Mr. Jones noted the grant closeout documents have been submitted to the PennDOT BOA and he is awaiting the PennDOT BOA acceptance.

FCT Justification and Feasibility Study

Mr. Jones advised the Board that Delta is coordinating information for submittal by the Authority to the legislature in support of legislation encouraging the FAA to move forward with application review prior to the completion of the development of new methodology.

Rehabilitate Runway and Taxiway Sections, Ph I: Design

Mr. Jones advised the Board that the Authority has been issued a Tentative Allocation for this project and noted contacts are ready to be submitted to the PennDOT BOA with the surveys to begin June/July 2016.

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 March 2016.

Request for Federal Relief from Snow Storm

Ms. Setzler discussed with the Board the documents required for submittal by the Authority to access Federal relief from the recent snow storm.

After discussion, a motion was made by Mr. Saylor and seconded by Mr. Roberts authorizing Mr. Hudson as Airport Manager, Mr. Thompson as Secretary of the Board, and all

other required signators to sign the requirement documentation to move the request for relief forward; **the Board approved the motion by a unanimous vote of 5 to 0.**

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

STANDING COMMITTEE REPORTS

Liaison Committee

Mr. Roberts noted no contact has been made and therefore no report is warranted at the present time.

Finance Committee

Ms. Yori noted the auditors conducted their field work and she anticipates their report will be available for review by the Finance Committee at a meeting scheduled to take place on April 11, 2016 with presentation to the Board at its meeting anticipated to take place in May 2016.

Land Development Planning Activity Committee

Mr. Koenig noted no report has been received from the Department of Community Economic Development to date and further the Authority is waiting for the review of the multimodal proposal.

Buildings and Grounds Committee

Mr. McMinn advised the Board of the Authority's receipt of approximately 1,800 feet of fence up to 9 feet in height as a gift from the Lancaster Airport. Mr. Eadline noted he is in the process of repairing the fence for installation.

OLD BUSINESS

Valley Township Update

Mr. Saylor noted he attended the Western Chester County Chamber of Commerce meeting and met with the Valley Township manger and suggested Mr. Hudson contact the Chamber for inclusion on the agenda for the annual meeting held by the Chamber discussing the status of transportation in the County. He further noted there was discussion of Sikorsky participating in the fire safety support effort on the Airport and it was suggested he discuss this matter with Mr. Joe Sciandra.

Sadsbury Township Update

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

NEW BUSINESS

Airport Fencing Proposal Update

The Board again revisited the matter of fencing and it was noted by Messrs. McMinn and Eadline that upon receipt of the poles the maintenance staff will begin installation of the fencing.

Off Airport Tree Obstruction Project

Mr. Hudson brought the Board up to date on the status of the tree removal project and noted that the execution of the consent forms by the property owners is moving forward.

Corporate Hangar – Five Year Option Extension

Ms. Setzler noted this matter would be discussed by the Board in Executive Session immediately following the Board meeting.

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

Upcoming Meeting

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, May 3, 2016 at 4:00 p.m.

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Saylor and seconded by Mr. Thompson; **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 April 1, 2016
Airport Hot Topics Dated March 30, 2016



**Chester County Area
Airport Authority**

CHESTER COUNTY AREA AIRPORT AUTHORITY

PROJECTS STATUS REPORT – MARCH 2016

Distribution:

Albert Koenig	Chairman
Paul McMinn	Vice Chairman
A. Frederick Thompson	Secretary
Donn Roberts	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 April 1, 2016

Prepared By:

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

DELTA AIRPORT CONSULTANTS, INC.

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Mobile : 717.421.6840

Email : djones@deltaairport.com





GENERAL ASSISTANCE (Delta Project No. PA 16007)

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.
- Delta has completed all required JACIP and JACIP data sheet updates.
- **No activity during the past month.**

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.
- **Delta attended a meeting with the Authority, Sikorsky, and CCED on March 2, 2016 to discuss the potential reallocation of RACP funding offered to Sikorsky for an underpass on Washington Lane to the potential installation of a Federal Contract Tower at the Airport.**

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.**

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 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.
- **Delta has received the reports of Airport building reviews provided in February, 2012, and is beginning to coordinate what is necessary for the completion of the building inventory for the comprehensive maintenance program. This will also include an inventory and recommendations for the perimeter fence which was preliminarily reviewed on March 2, 2016.**



6. NAVAIDS

- The FAA has notified the CCAA 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 CCAA letter.
- **No activity during the past month.**

7. 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.
- **Delta had Olson Surveying mark the trees that need to be removed on the Zorn and Smith properties per the request of the Authority.**



GRANT PROJECTS

8. 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.
- Delta sent a final letter to Horst that all work must be completed and ready for acceptance by December 31, 2015 or a claim will be made to their bonding company. The Contractor was onsite starting work the next business day.
- **The Contractor has completed all work. The record survey field work was completed on March 26, 2016. Once Delta receives the survey information from the surveyor, Delta will review the survey and complete the required coordination with Pennoni to close the project.**



9. 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	\$857,984.28	\$47,665.79	\$47,665.80	\$953,315.87
Remaining	\$335,090.72	\$18,615.21	\$18,617.20	\$372,323.13

- A final change order is being coordinated with the Contractor.
- A final inspection date is being coordinated.
- **The record survey field work was completed on March 26, 2016. Delta is awaiting receipt of the survey files.**



10. 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

- **The Authority submitted the Grant closeout on February 4, 2016 and is awaiting PENNDOT BOA acceptance.**



11. 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	\$38,250.00
Remaining	\$4,250.00

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



12. 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. 16034



Scope of Work:

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

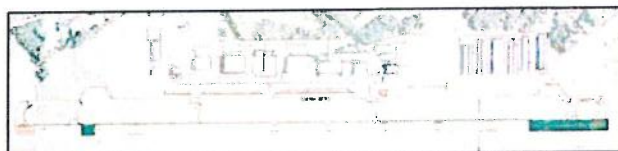
	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	(Pending)	(Pending)	(Pending)	(Pending)
Spent to Date	\$0.00	\$0.00	\$0.00	\$0.00
Remaining	\$0.00	\$0.00	\$0.00	\$0.00

- The PENNDOT BOA has issued a Tentative Allocation (TA) for this project. Delta is working to complete the TA requirements.



13. Rehabilitate Runway 29 Section, Ph I: Design

PENNDOT Agreement No. (Pending)
 PENNDOT Internal Order No. (Pending)
 PENNDOT Funds Commitment No. (Pending)
 Grant Expiration Date: (Pending)
 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	(Pending)	(Pending)	(Pending)	(Pending)
Spent to Date	\$0.00	\$0.00	\$0.00	\$0.00
Remaining	\$0.00	\$0.00	\$0.00	\$0.00

- The PENNDOT BOA has issued a Tentative Allocation (TA) for this project. Delta is working to complete the TA requirements.

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: March 30th, 2016

Subject: Airport Hot Topics

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

NEW BUSINESS

Airfield Light Repaired: On 3/1/16, the Taxiway Foxtrot in pavement light was repaired.

Fred Pryer Conference: On 3/3/16, Airport Maintenance/Safety Supervisor Doug Eadlien, attended a "Basic Supervision" conference in Lancaster, PA. The core objective of the conference was to have its participants learn effective leadership skills to maximize employee performance.

Vehicle Inspection: On 3/9/16, the Ford Explorer received its annual vehicle state inspection. In addition, the front and rear brakes were replaced.

U.S. Census Bureau: On 3/10/16, I completed a voluntary U.S. Census Bureau 2016 Government Units Survey. The survey updates the bureau on the basic characteristics of all county, municipal, township, and special district governments, for the 2017 Census of Governments.

PENNDOT – BOA Publication: On 3/11/16, per the request from PENNDOT – BOA Aviation Specialist Charles Brewer, Mr. Brewer came to the airport to take pictures of MQS's Airport Emergency Response Plan and safety equipment (First Aid Kit, Fire Extinguisher, maybe an Eye Wash, Emergency Numbers, etc.) The purpose of his visit was to get information pertaining to a future publication that will discuss General Aviation airports that have Airport Emergency Response Plans.

Airport Perimeter Fencing Project: On 3/11/16, approximately 1200 ft. of fencing was picked up from Lancaster Airport. The fencing will be used to repair and replace sections of fence on the South side of the airport.

Airport Drive-thru Gates: On 3/15/15, a main support was replaced on the Earhart Drive drive-thru gate, after being hit by a vehicle. In addition, all of the remaining drive-thru gates were serviced (lubricated chains and rebuilt trollies).

Western Chester County Chamber of Commerce (WCCCC): On 3/16/16, the CCAAA paid to have a Quarter page advertisement placed in the WCCCC Directory Publication.

Curb Repair: On 3/24/16, a portion of the terminal building sidewalk curb was repaired. The exposure of road salt and ice melt during snow removal operations caused the curb to deteriorate.

Landscaping: On 3/25/16, landscaping work (mulching) was done around the flower and tree beds at the terminal building and parking lots.

OLD BUSINESS

Airport Perimeter Fence Repair Project: This project is still pending.

Taxiway Lights Repair Project: This project is still pending.

Terminal Parking Lot Installation Project: This project is still pending.