

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

April 5, 2011

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, April 5, 2011 at 4:00 p.m.

The following Board members were present:

Al Koenig
Paul McMinn
Donn Roberts
Joe Sciandra
Fred Thompson

The following Board members were not present:

Greg Cary
Colin Hanna

Also present:

Gary Hudson, Airport Manager
Lois Glisson, Accountant
Dave Jones, Delta Airport Consultants, Engineer
Holly Setzler, Esquire, Landis & Setzler, Attorney
Carol Poinier, Recording Secretary
Mike Bem, Flying Machine Café
Steve Fortin, CCA Flight School
Dave Malchiore, Universal/Global
Bruce Sagnor, Chester County Aviation Holdings
Nancy Zynn, Universal/Global

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

February 8, 2011

The minutes of the Regular Meeting held on February 8, 2011 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Sciandra and seconded by Mr. Thompson to approve the minutes of the Regular Meeting held on February 8, 2011 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

March 1, 2011

The minutes of the Regular Meeting held on March 1, 2011 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Sciandra and seconded by Mr. Thompson to approve the minutes of the Regular Meeting held on March 1, 2011 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

The minutes of the Executive Session held on March 1, 2011 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Sciandra and seconded by Mr. Thompson to approve the minutes of the Executive Session held on March 1, 2011 as presented; **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 March 30, 2011, 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

Mr. Jones advised the Board the change in priority of two projects has been coordinated with PennDOT. The proposed project to rehabilitate approximately 9,000 SY of pavement at the end of Runway 29 was requested to be switched with the proposed project to rehabilitate approximately 17,000 SY of the Runway 11-29 profile to eliminate the hump.

PennDOT BOA 5010 Inspection

Mr. Jones advised the Board the submittal to PennDOT has been prepared and delivered to Mr. Hudson for submittal to the PennDOT BOA.

Airport Hazard Zoning

Mr. Jones advised the Board a response to the PennDOT BOA has been coordinated with Ms. Setzler and has been submitted.

Runway/Taxiway Pavement Rehabilitation

Mr. Jones advised the Board he will bring them up to date on the status of this matter following his meeting with representatives of Valley Township. He noted he will be leaving the Authority meeting in order to attend a meeting this evening with representatives of Valley Township regarding the South Apron Project.

Potential Hangars

Mr. Jones advised the Board he has attended two meetings with potential hangar tenants to discuss details associated with hangar lots available, the general process and development requirements for building a hangar, and the future development plans of the Airport.

Construct South Apron, Phase III, Construction

Mr. Jones advised the Board that the BOA had concurred with the Supplemental Agreement No. One and Delta is in the process of coordinating with the Authority bonding and Township requirements for financial security of the work contained in Supplemental Agreement No. One.

At this time Mr. Jones left the meeting to attend a meeting on the South Apron Project with representatives of Valley Township.

ACCOUNTANT'S REPORT

As of February 28, 2011

The Board reviewed the Balance Sheet as of February 28, 2011 and Income Statement for Two Months Ending February 28, 2011, copies of which are on file at the office of the Chester County Area Airport Authority.

After review of the Accountant's Report, a motion was made by Mr. Sciandra and seconded by Mr. McMinn to accept the Accountant's Report as submitted for the period ending February 28, 2011, subject to audit; **the Board approved the motion by a unanimous vote of 5 to 0.**

March 31, 2011

The Board reviewed the Balance Sheet as of March 31, 2011 and Income Statement for Three Months Ending March 31, 2011, copies of which are on file at the office of the Chester County Area Airport Authority.

After review of the Accountant's Report, a motion was made by Mr. Sciandra and seconded by Mr. McMinn to accept the Accountant's Report as submitted for the period ending March 31, 2011, subject to audit; **the Board approved the motion by a unanimous vote of 5 to 0.**

The Board expressed their appreciation to Mrs. Glisson for her work on behalf of the Authority.

COUNSEL'S REPORT

State Ethics Forms Submittals

Ms. Setzler advised the Board she will deliver the executed State Ethics forms to the Courthouse. She advised the Board that Janelle Schwab is the Authority's new contact at the County Commissioners' Office.

Electricity Supplier Companies

Ms. Setzler discussed with the Board the contracts received from Mr. Hudson from suppliers providing electricity and noted she will continue her review of the providers with Mr. Hudson.

Hazard Zoning Ordinance

Ms. Setzler discussed with the Board the matter of a proposal for submission to the BOA for funding to aid in the development of hazard zoning and noted a model ordinance is available for use by the municipalities.

After discussion, a motion was made by Mr. Thompson and seconded by Mr. Roberts in support of a submission to the BOA for funding to aid in the development of hazard zoning; **the Board approved the motion by a unanimous vote of 5 to 0.**

Supplemental Agreement Contract / South Apron Project

Ms. Setzler discussed with the Board the Supplement Agreement Contract for York Excavating for the South Apron Project with the performance bonds attached thereto.

After discussion of the contract, a motion was made by Mr. Roberts and seconded by Mr. Thompson authorizing the execution of the Supplemental Agreement Contract for York Excavating conditioned upon the approval of Valley Township and the grant in support of the Supplemental Agreement No. One; **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

Personnel Committee

Mr. Roberts advised the Board the Personnel Committee has met and has reviewed the policies and procedures currently in effect; he noted the Committee has made recommendations for changes to the Policy and Procedures Manual and the changes will be delivered to Ms. Setzler for her review. The Committee is in the process of establishing a protocol for conducting employee reviews to be conducted two times per year; developing performance goals; and investigating employee health insurance options.

Finance Committee

Mr. Sciandra advised the Board a meeting has been scheduled for Monday April 25, 2011.

Liaison Committee

Mr. Sciandra advised the Board he has met with representatives of SGH at which time incidents around traffic patterns were reviewed. Mr. Sciandra noted the next scheduled meeting is to be held in June 2011.

Mr. Sciandra further advised the removal of the snow fence was discussed and the debris caught in the fence along Washington Lane was addressed.

OLD BUSINESS

South Apron Project / Service to Street Light

Mr. Koenig discussed with the Board the request by Valley Township that the Authority assume responsibility for providing electrical service to the proposed street light to be erected at the intersection of Rockdale Drive and Quarry Road. It was noted the original plans identified a street light as requested by Valley Township and the estimated cost of providing electricity would be \$600-\$700 per year. Mr. Koenig suggested the Authority accept the responsibility for providing electricity to the light as requested by Valley Township in the interest of being a good community neighbor.

After discussion , a motion was made by Mr. Sciandra and seconded by Mr. Thompson authorizing the Authority to put in place plans to accept responsibility for the payment of providing electrical service to the proposed street light to be erected at the intersection of Rockdale Drive and Quarry Road with the understanding the Authority will accept no liability in connection with the proposed street light; **the Board approved the motion by a unanimous vote of 5 to 0.**

Ms. Setzler advised the Board she would advise the Solicitor of Valley Township of the Board's decision in this matter.

NEW BUSINESS

Proposed MQS Marketing Event

Mr. Hudson introduced Mr. Brendon Walsh of the Brandywine Polo Club and Mr. Walsh distributed copies of a marketing brochure explaining the demographics of the Club's members and the audience that attends the Club's events, a copy of which is attached hereto.

The Board discussed with Mr. Walsh the activities of the Club and thanked him for his presentation.

Adopt Washington Lane Program

As briefly referenced in the Liaison Committee Report, Mr. Sciandra advised the Board of discussions with SGH regarding Washington Lane. He noted a suggestion made by SGH that a volunteer "clean-up" group be established similar to the "Adopt A Highway" initiative to monitor the area along Washington Lane.

The Board discussed the suggestion and noted they supported the concept as suggested by SGH. Staff was authorized to advise the tenants of the proposed initiative.

Ms. Setzler suggested the maintenance of the Washington Lane area in question be put on the regular maintenance schedule for Airport maintenance personnel to address.

Personnel Matter: Employee Health Benefit Matter

Ms. Setzler advised the Board this matter will be discussed in Executive Session.

Requesting Documents From Engineering Firm

Ms. Setzler advised the Board this matter will be discussed in Executive Session.

Status of FBO

Ms. Setzler advised the Board this matter will be discussed in Executive Session.

NEW BUSINESS

Airport Hot Topics

Mr. Sciandra advised the Board the recent issue of Airport Hot Topics sent to the Board for their review prior to the meeting is attached hereto and made a part hereof.

PUBLIC COMMENT

Snow Removal

Mr. Malchiore addressed the Board on two matters: He expressed his appreciation for the manner in which snow removal was addressed this past season, commending everyone on a job well done.

Helicopter Flight Complaint

Mr. Malchiore expressed his concern regarding an incident that occurred on Thursday, March 31, 2011 at approximately 3:30-4:00 p.m. that involved a helicopter on Airport property for service. The Board discussed the incident and referenced the guidelines that are in place that establish appropriate flight patterns for helicopter traffic. Mr. Sciandra volunteered to discuss the incident with SGH in an attempt to resolve the matter. It was noted that if a similar incident would occur in the future a formal complaint would be filed.

Jet East

Mr. Sagnor advised the Board that JetEast has relocated to a facility in New Jersey. It was noted the burden of the Pennsylvania sales tax imposed on fixed wing aircraft was a contributing factor in their decision. Legislation pending in the House was discussed and Ms. Setzler suggested the Authority send a letter in support of the passage of the bill; it was also suggested the tenants located on the Airport property be advised of the pending legislation and encouraged to support the passage of the bill.

NEXT SCHEDULED MEETING

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, May 3, 2011 at 4:00 p.m.

ADJOURNMENT

A motion was made by Mr. McMinn and seconded by Mr. Thompson to adjourn the meeting; **the Board approved the motion by a vote of 5 to 0 and Mr. Koenig adjourned the meeting at 5:30 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated March 30, 2011
Brandywine Polo Brochure
Airport Manager's Report: Airport Hot Topics