

# **CHESTER COUNTY AREA AIRPORT AUTHORITY**

## **MINUTES**

**February 7, 2012**

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, February 7, 2012 at 4:00 p.m.

The following Board members were present:

Greg Cary  
Fred Goebert  
Al Koenig  
Paul McMinn, via phone  
Donn Roberts  
Joe Sciandra  
Fred Thompson

Also present:

Gary Hudson, Airport Manager  
Lois Glisson, Accountant  
Dave Jones, Delta Airport Consultants, Inc.  
Holly Setzler, Esquire, Landis & Setzler  
Carol Poinier, Recording Secretary  
Mark Bem, Flying Machine Café  
Mike Bem, Flying Machine Café  
Mike Binder, Sikorsky Aircraft  
Doug Eadline, Airport Maintenance  
Steve Fortin, CCA Flight School  
Dave Malchione, Global Air  
Michael Person  
Matt Reider, FBO Solutions Group  
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.

### **APPROVAL OF THE MINUTES**

The minutes of the January Meeting held on January 10, 2012 were brought before the Board for their review and comment and Mr. Sciandra identified the need for a correction on page 7.

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 January 10, 2012 with the correction as noted; **the Board approved the motion by a unanimous vote of 6 to 0.**

The minutes of the Executive Session held on January 10, 2012 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 January 10, 2012 as presented; **the Board approved the motion by a unanimous vote of 6 to 0.**

### **ACCOUNTANT'S REPORT**

Mr. Koenig and the Board welcomed back Mrs. Glisson and she presented her report to the Board. The Board reviewed the Financial Summary and Income Statement for One Month Ending January 31, 2012, copies of which are on file at the office of the Chester County Area Airport Authority, noting the Balance Sheet as of January 31, 2012 will be presented to the Board at its meeting in March 2012.

After review of the Accountant's Report, a motion was made by Mr. Sciandra and seconded by Mr. Goebert to accept the Accountant's Report as submitted for the period ending January 31, 2012, subject to audit, with the understanding the Balance Sheet as of January 31, 2012 will be presented to the Board at its meeting in March 2012; **the Board approved the motion by a unanimous vote of 6 to 0.**

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

### **ENGINEER'S REPORT**

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated January 27, 2012, 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 distributed to the Board a revised Twelve Year Plan and Airport Capital Improvement Plan Worksheet for Proposed Projects and a copy of the Four Year Plan Fiscal Years 2012 to 2016, copies of which are attached hereto, for the Board's information and review. He advised the Board the timing of the Mitigate Obstructions Project has been moved forward to 2012-2013 and the Rehabilitate Taxiways Phase I Design Project has similarly been moved forward to 2013-2014 to be addressed in a more timely acknowledging the high priority placed on addressing the deteriorating pavement conditions. Mr. Jones noted a letter has been sent to PennDOT to address the cost reductions noting 30-50% reductions in cost as budgeted would be problematic if the scope of the projects was to remain the same.

### **West Area Hangar Layouts**

Mr. Jones advised the Board the NPDS permits initially set to expire later this year have been extended to 2013 and will not be eligible to be extended again. He noted the project will have to be resubmitted for permitting for future development of the West Area.

### **Bentley Hangar**

Mr. Jones advised the Board Delta has revised the proposed hangar site plan and provided comments to the developer noting revisions are required prior to submission to the Chester County Conservation District and Valley Township.

### **FBO Lease**

Mr. Jones advised the Board Exhibit 3 has been sent to the FBO for completion of the surveys.

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

Mr. Jones advised the Board that the Supplemental Agreement No. 1 contract documents have been forwarded to the contractor and the contractor has expressed concerns that are presently being addressed with the Solicitor. He noted it is anticipated that the Supplemental Agreement work will be completed in the spring/summer of 2012.

### **Agreement for Professional Services**

Mr. Jones discussed with the Board the Agreement for Professional Services submitted by Delta Airport Consultants, Inc. to the Chester County Area Airport Authority in response to the Authority's Engineering Services Consultant Selection Announcement made at the Authority's meeting held in December 2011, a copy of which is Agreement is attached hereto.

After discussion of the Agreement as submitted, a motion was made by Mr. Cary and seconded by Mr. Sciandra authorizing the Chairman of the Authority Board to execute the Agreement as presented; **the Board approved the motion by a unanimous vote of 6 to 0.**

The Board expressed their appreciation to Mr. Jones for the work done by Delta on behalf of the Authority.

## **COUNSEL'S REPORT**

### **Personnel Matter**

Ms. Setzler advised the Board she has recently received notice that the petition for appeal from a former employee of the Authority in an unemployment matter has been dismissed due to untimely filing.

### **Status of FBO**

Ms. Setzler noted this matter would be under discussion in Executive Session to be held immediately following the Board meeting.

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

## **STANDING COMMITTEE REPORTS**

### **Liaison Committee**

Mr. Sciandra advised the Board he attended a meeting on January 31, 2012 at which time the South Apron Project, the proposed taxiway and the formation of the pilots and tenants association were discussed.

### **Personnel Committee**

Mr. Roberts noted he is continuing his research into the various insurance options available and will keep the Board apprised of the results of his investigation. Mr. Goebert suggested an insurance broker to assist Mr. Roberts in his search.

### **Finance Committee**

Mr. Koenig advised the Board the Finance Committee will continue to monitor the budget to actual as the year progresses.

## **OLD BUSINESS**

### **Status of CCAH**

As noted by Ms. Setzler in Counsel's Report, this matter is scheduled to be discussed in Executive Session of the Board immediately following the regular meeting. Mr. Koenig noted for clarification of those in attendance that the Airport is not being sold; the discussion to be held in Executive Session is on the status of the Fixed Base Operator only.

### **Lafayette Square Condominium**

Mr. Hudson advised the Board he has sent a letter to the management office of the Lafayette Square development informing it of its obligation to provide potential residents of the development of the location of the Airport and future plans for expansion.

Mr. Roberts advised his fellow-Board members he would address this matter at the Sadsbury Township meeting scheduled to be held later this date.

### **SGH/MQS Taxiway Connector Project Update**

Mr. Binder of SGH advised the Board of the status of Sikorsky's commitment to the taxiway connector project and noted SGH's reevaluation of its 2012 budget has resulted in a refocusing on 2013 for the design and engineering phase of the project.

## **NEW BUSINESS**

### **January 11, 2012 S-92 Helicopter Incident**

Mr. Hudson and the Board discussed the January 11, 2012 helicopter incident involving a S-92 that result in extensive damage to tie down aircraft due to the rotor wash caused by the pilot of the S-92 engaging in hover taxiing the helicopter. Mr. Hudson noted all aircraft owners were notified of potential damage and provided information for submission of insurance claims. It was noted the pilot of the S-92 failed to follow approved procedures as provided by SGH. Mr. Binder of SGH advised the Board SGH is working on further orientation to pilots to prevent future incidents.

Mr. Hudson noted nine of the fourteen aircraft damaged were associated with the flight school and further, that the FAA has mandated that every airplane be thoroughly inspected prior to returning to service.

The Board discussed additional means to advise pilots of procedures to be followed at the Airport including, but not limited to, painting on the runway a sign indicating no hover taxi on runway, erecting signs advising of special procedures at both ends of the runway, etc. Mr. Hudson will investigate these measures with the FAA and SGH.

### **January 31, 2012 Bell 412 Helicopter Incident**

Mr. Hudson and the Board discussed the January 31, 2012 helicopter incident involving a Bell 412 Helicopter that also resulted in damage to tie down aircraft due to the rotor wash caused by the pilot of the 412 engaging in hover taxiing the helicopter. It was noted the aircraft owners were notified and that he incident occurred as the pilot was unfamiliar with arrival and departure procedures.

Ms. Setzler advised the Board the tenants have full responsibility to insure pilots utilizing their hangars or services follow procedure.

It was suggested a statement be distributed indicating special operations apply at the MQS.

### **Solicit Consultant for Planning and Grant Support**

Mr. Koenig noted he has sent the revised proposal to his fellow-Board members for their review.

### **Airport Hot Topics**

Mr. Hudson 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**

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, March 6, 2012 at 4:00 p.m.

## **ADJOURNMENT**

A motion was made by Mr. Sciandra and seconded by Mr. Goebert to adjourn the meeting; **the Board approved the motion by a vote of 6 to 0 and Mr. Koenig adjourned the meeting at 5:10 p.m.**

Respectfully submitted,

Carol Poinier  
Recording Secretary

### Attachments:

Projects Status Report dated January 27, 2012  
Twelve Year Plan and Airport Capital Improvement Plan  
Worksheet for Proposed Projects  
Four Year Plan Fiscal Years 2012 to 2016  
Agreement for Professional Services submitted by Delta Airport Consultants, Inc.  
Airport Manager's Report: Airport Hot Topics