

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

February 5, 2013

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, February 5, 2013 at 4:00 p.m.

The following Board members were present:

Greg Cary
Fred Goebert
Al Koenig
Donn Roberts
Fred Thompson

The following Board members were not present:

Paul McMinn
Joe Sciandra

Also present:

Gary Hudson, Airport Manager
Dave Jones, Delta Airport Consultants, Inc.
Adam Switzer, Delta Airport Consultants, Inc.
Holly Setzler, Esquire, Landis & Setzler
Rayne Yori, Countryside Consulting, Inc.
Carol Poinier, Recording Secretary
Brian Campbell, CCAH
Greg Campbell, CCAH
Mike Bem, Flying Machine Café
Dave Malchione, Universal / Global Air
Bruce Sagnor, CCAH
Fran Strouse, L. R. Kimball
Nancy Zynn, Universal / 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

January 8, 2013

The minutes of the Regular Meeting held on January 8, 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. Roberts to approve the minutes of the Regular Meeting held on January 8, 2013 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

The minutes of the Executive Session held on January 8, 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. Roberts to approve the minutes of the Executive Session held on January 8, 2013 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

ACCOUNTANT'S REPORT

As of January 31, 2013

Ms. Rayne Yori of Countryside Consulting, Inc. discussed with the Board the Financial Statement Highlights along with the Statement of Financial Position as of January 31, 2013 and the Statement of Activities for the One Month Ended January 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. Thompson and seconded by Mr. Cary to accept the Financial Statements as submitted for the period ending January 31, 2013, subject to audit; **the Board approved the motion by a unanimous vote of 4 to 0.**

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants introduced his co-worker Mr. Adam Switzer and advised the Board Mr. Switzer would be working with the Authority on the South Apron project. Mr. Jones discussed with the Board the Projects Status Report dated February 4, 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 coordination of the correction of the matter under warranty by the contractor is continuing.

Mr. Jones further advised the Board of the receipt of invoices from the Township for this phase of the project dating back to 2007. He noted the invoices appear accurate and reflect engineering review and inspection and legal fees and advised he is in the process of substantiating the charges. The Board discussed the lack of timeliness of receipt of the invoices and Mr. Jones noted his understanding that money is available in a grant but the Authority must make a request to PennDOT for the release of the funds. Mr. Jones advised the Board he would

contact PennDOT to determine the release of the funds. Ms. Setzler suggested that duplicate copies of invoices submitted to the Township be directed to the Authority to enable the Authority to track expenses in a timely manner.

At this time Mr. Goebert joined the meeting.

Construct South Apron, Phase IV, Construction (Supplemental Agreement)

Mr. Jones advised the Board Delta is coordinating review of punch list items with the contractor.

Construct South Apron, Phase V

Mr. Jones advised the Board Delta is now finalizing the construction administration scope of services and costs for review and approval and is working with the Township to develop its budget to incorporate the Township costs in the grant request.

Develop Multi-Municipal Hazard Zoning Ordinances

Mr. Jones advised the Board Delta is reviewing proposed hazard zoning ordinance language, editing Airport Part 77 surface exhibits, and confirming Airport specific information to be included in the ordinance.

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

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

Mr. Koenig advised the Board no report will be made by the Liaison Committee at this time. He further noted a meeting will be scheduled to meet with representatives of Sikorsky within the near future.

Personnel Committee

Mr. Roberts advised the Board the employee manual requires review to incorporate recent revisions to the manual including criminal record check, drug testing procedures and anticipated changes including HSA information and performance evaluation procedures.

Ms. Setzler advised the Board she would distribute the most recent copy of the employee manual for the Committee's review.

Finance Committee

Mr. Koenig advised the Board the Finance Committee will continue its review of the budget on a quarterly basis with the next scheduled meeting to take place in March 2013.

The composition of the Finance Committee was discussed and noting the rules regarding a public meeting, Ms. Setzler advised the Board that Mr. Roberts could listen, but not participate in the meeting of the Committee.

Community Event Planning Committee

Mr. Bem discussed with the Board the establishment of the first weekend in October as the time frame for the community-wide event and noted preliminary work by the Committee has begun. He further addressed the establishment of field trip procedures and Mr. Robert noted insurance and security matters need to be addressed and provided to the Authority Board for its approval.

OLD BUSINESS

Approval of CCAH Leased Area Survey

The Board discussed the revised Lease Area Survey and it was noted the original Schedule A did not include the T-hangar ramp. After discussion of the Lease Area Survey, revised Schedule A, a motion was made by Mr. Goebert and seconded by Mr. Thompson approving the revised Lease Area Survey as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

Local Share Funds (update)

Mr. Hudson advised the Board the local share in the amount of \$100,000 has been received and a thank you letter is being sent to the County.

Mr. Koenig noted the funds will be used to replace the roof and ceiling tiles in the Terminal Building. It was noted bids are currently being received addressing the replacement of the roof. Mr. Goebert volunteered to discuss the proposed roof replacement with Mr. Hudson and obtain an additional bid in response to the request for proposal.

Valley Township Update

The Board discussed the outstanding invoices recently provided by the Township and Mr. Jones noted he would contact PennDOT to determine if reimbursement is available. Mr. Koenig noted the Authority will meet with representatives of Valley Township to determine a procedure that will prevent the delay in receipt of invoices from occurring in the future.

Sadsbury Township Update

Mr. Roberts advised the Board that he believes the residents of Lafayette Square, a rental development located in Sadsbury Township, have not been made aware of the presence of the Airport. Ms. Setzler advised the Board she would develop a letter for transmission to the

Township advising the Township of its responsibility to advise Township residents of the Airport's location.

NEW BUSINESS

Compass Rose Survey (update)

Mr. Hudson advised the Board the 99's have once again volunteered to repaint the lines on the Airport in the spring 2013.

Terminal Window Tinting Project (update)

Mr. Hudson reviewed with the Board proposals received from five companies to install window tinting on the interior of the windows on the south side of the Terminal Building. The Board discussed the need to insure the materials used would be suitable for placement on windows that would withstand scratching as the windows would be accessible to children and further what, if any, limitations are warranted in cleaning products that would be used to maintain the windows.

After discussion of the various vendors, a motion was made by Mr. Cary and seconded by Mr. Thompson approving the awarding of the contract to Tint N Trim of Doylestown, Pennsylvania conditioned upon the review and approval of the product installed by Tint N Trim by Messrs. Bem and Hudson; **the Board approved the motion by a unanimous vote of 5 to 0.**

Collection of "Statement of Financial Interest" Forms

Mr. Hudson reminded the Board to submit their individual "Statement of Financial Interest" form to the Authority office for safekeeping.

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, March 5, 2013 at 4:00 p.m.

ADJOURNMENT

A motion was made by Mr. Goebert 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 5:00 p.m.**

Respectfully submitted,

Carol Poinier

Recording Secretary

Attachments:

Projects Status Report dated February 4, 2013
Airport Manager's Report: Airport Hot Topics



Chester County Area
Airport Authority

CHESTER COUNTY AREA AIRPORT AUTHORITY

PROJECTS STATUS REPORT – JANUARY 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 February 4, 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





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. Bentley Hangar

- This project is completed and closed.

8. FBO Lease

- No action during the past month.

9. Helicopter Flight Operations

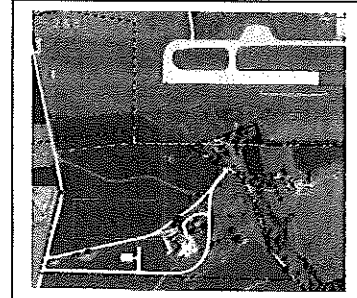
- No action during the past month.



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



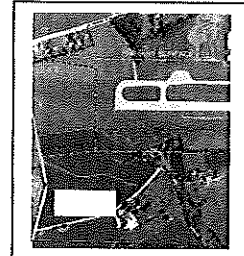
	FAA (95%)	PENNDOT (2.5%)	CCAAA (2.5%)	Total
Grant Amount	\$2,566,217.00	\$67,531.00	\$67,532.00	\$2,701,280.00
Spent to Date	\$2,553,629.06	\$67,200.76	\$67,200.78	\$2,688,030.60
Remaining	\$12,587.94	\$330.24	\$331.22	\$13,249.40

Activity of Note:

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

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



	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:

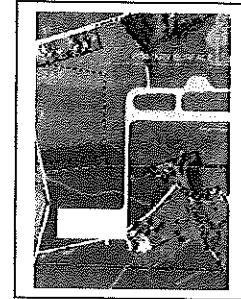
- ➔ Delta is coordinating record survey discrepancies for the installation of the stone base.



- Delta is working on project completion documents.
- Delta is evaluating and summarizing new Township fees received for this phase during the week of January 28, 2013.

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



	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 is finalizing the construction administration scope of services and costs for review and approval.
- **Delta is finalizing the IFE package for construction administration hours and costs.**
- **Delta is finalizing the Administrative Costs based on new invoices received from the Township.**



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

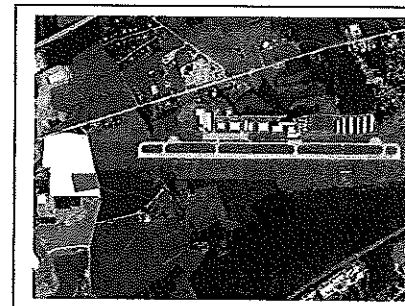
	PENNDOT (90%)	CCAAA (10%)	Total
Grant Amount	\$16,200.00	\$1,800.00	\$18,000.00
Spent to Date	\$0.00	\$0.00	\$0.00
Remaining	\$16,200.00	\$1,800.00	\$18,000.00

Activity of Note:

- Delta has been coordinating with the Authority’s Solicitor, reviewing proposed hazard zoning ordinance language, reviewing and editing airport Part 77 surface exhibits, and reviewing and confirming airport specific information (dimensions, slopes, etc.) to be included in ordinance.

14. Mitigate Obstructions; Ph I: Study/Preliminary Design

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



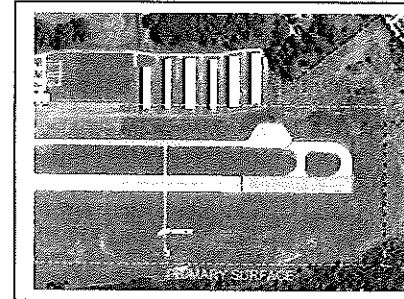
	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	(Pending)	(Pending)	(Pending)	(Pending)
Spent to Date	\$0.00	\$0.00	\$0.00	\$0.00
Remaining	\$0.00	\$0.00	\$0.00	\$0.00

- This project is planned for SFY 2012 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)



	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 2012 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: January 29, 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

- * **Vehicle Repaired:** On January 14th, a "U-Joint" was replaced on the Ford Explorer.
- * **Debris Removed:** On January 17th, ice coated branches from a tree located on MQS property adjacent to Business Route 30, had to be removed from the road after falling down.
- * **MQS Water Shut Off:** On January 18th and 21st, the water was shut off on MQS property, due to Pennsylvania America personnel testing a main water line meter out on Business Route 30. Westwood Fire Company was made aware of this situation. The total water shut down time on both days, was approximately four hours.
- * **Part Time Employee Hired:** On January 21st, the CCAAA hired a Part Time employee, to assist personnel in conducting snow removal operations during snow events which have an accumulation of one inch or greater.
- * **Pedestrian Gates Repaired:** On January 24th, the two gates on the South side of the terminal building leading to the aircraft apron, were repaired. One of the gates required a hinge adjustment and the other, needed to have parts changed on its lock.
- * **Runway Sweeper:** On January 28th, the fuel filters were changed and the fuel line was treated with an anti-organism solution.

OLD BUSINESS

- * **Tri Axle Trailer:** On January 24th, CCAAA maintenance personnel prepped our recently purchased trailer, for its state road inspection. The inspection was completed on January 29th.