

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

June 7, 2011

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, June 7, 2011 at 4:00 p.m.

The following Board members were present:

Greg Cary
Colin Hanna
Al Koenig
Paul McMinn
Donn Roberts
Joe Sciandra
Fred Thompson

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
Reuben Graber
Frank Lenik, Leica Geosystems, Inc.
Bruce E. Lewis, Pennsylvania Society of Land Surveyors
Matt Reider, FBO Solutions Group
Bruce Sagnor, Chester County Aviation Holdings
Nancy Zynn, Global Air/Universal

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 Regular Meeting held on May 3, 2011 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Hanna and seconded by Mr. Roberts to approve the minutes of the Regular Meeting held on May 3, 2011 as presented; **the Board approved the motion by a unanimous vote of 6 to 0.**

The minutes of the Executive Session held on May 3, 2011 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Hanna and seconded by Mr. Roberts to approve the minutes of the Executive Session held on May 3, 2011 as presented; **the Board approved the motion by a unanimous vote of 6 to 0.**

Presentation by Leica Geosystems

Mr. Koenig introduced Mr. Frank Lenik of Leica Geosystems, Inc., a global company engaged in the science of developing products to capture, analyze and present spatial information, and Mr. Bruce E. Lewis of the Pennsylvania Society of Land Surveyors.

Mr. Lenik discussed with the Board Leica's interest in installing an antenna on the terminal building to gather survey data. He noted Coatesville is ideally located to extend coverage for data gathering. He explained a power source and internet connection would be required to support the passive antenna to be installed.

At this time Mr. Thompson joined the meeting.

Mr. Lenik further noted the Authority would assume no responsibility for the installation and maintenance of the antenna and all costs would be borne by Leica, including insurance fully indemnifying the Authority.

Mr. Koenig noted the Authority Board would discuss their request and at this time Messrs. Lenik and Lewis were excused from the meeting.

ACCOUNTANT'S REPORT

As of May 31, 2011

The Board reviewed the Balance Sheet as of May 31, 2011 and Income Statement for Five Months Ending May 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. Thompson to accept the Accountant's Report as submitted for the period ending May 31, 2011, subject to audit; **the Board approved the motion by a unanimous vote of 7 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 June 6, 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 of the receipt of written proposal from a surveyor knowledgeable about the Airport to conduct surveys of the tree heights in the off-Airport property areas in the approach to Runway 11 identified by PennDOT and it is anticipated the surveys will begin in the near future.

Construct South Apron, Phase III, Construction

Mr. Jones advised the Board that Valley Township has given a limited Notice-to-Proceed. He noted the construction work is scheduled to resume the week of June 13th and it is anticipated Phase I will be completed by the end of August.

Mr. Jones further advised the Board the BOA has advised that funding will not be available until the next release of Federal funding is made and that a grant could not be written until after July 1, 2011.

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

COUNSEL'S REPORT

Personnel Matter: Policy and Procedure Manual

Ms. Setzler advised the Board she has reviewed the Policy and Procedure manual as revised by the Personnel Committee and the Manual will be distributed via e-mail to the Board for their review.

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

STANDING COMMITTEE REPORTS

Personnel Committee

As noted in Counsel's Report, the review and revision of the Policy and Procedure Manual has been completed and the revised Manual will be distributed to the Board for their review.

Finance Committee

It was noted the Finance Committee met in April and is continuing its oversight of expenses to budget.

Liaison Committee

Mr. Sciandra advised the Board it is anticipated a meeting of the Liaison Committee will take place prior to the Board's meeting in August 2011.

OLD BUSINESS

CCAH/CCAAA Marketing Project

Mr. Koenig discussed with the Board a letter received from Mr. Matthew A. Reider of FBO Solutions Group discussing the marketing campaign FBO Solutions has undertaken on behalf of Chester County Aviation and the possibility of developing a joint marketing effort between the FBO, the Authority and any other parties who may have a vested interest in the continued growth and success of the Chester County G.O. Carlson Airport.

Mr. Sciandra suggested the Board be provided with a framework on how the collaboration would work and examples of past FBO Solutions Group projects setting forth cost and results in order to enable the Authority to determine the return on investment.

Elimination of Fixed-Wing Sales and Use Tax Update

Mr. Hudson advised the Board of his communication to the legislators requesting their support for the elimination of the sales and use tax on fixed wing sales. Ms. Seltzer noted she would contact the local representatives requesting their support for this initiative.

NEW BUSINESS

Hangar 5B Proposal

Mr. Hudson conveyed to the Board concerns raised by Mr. Gunther regarding traffic from Lindberg Blvd. passing in front of Hangar 5B.

National Aviation Day Update

Mr. Hudson advised the Board of information he has received from Mr. Harrison Brooks of the BOA regarding volunteer support for National Aviation Day scheduled for August 19, 2011.

Airport Walk Around Inspection

Mr. Koenig noted a walk around will take place immediately following the meeting to include the inspection of the east end taxi-way.

Cancellation of July Board Meeting

As in the past, cancellation of the meeting to be held in July was discussed.

After discussion, the Board agreed to cancel the July Board Meeting of the Chester County Area Airport Authority and advised staff to take steps to advertise the cancellation as required.

Airport Hot Topics

Mr. Koenig 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 comment was made at this time.

NEXT SCHEDULED MEETING

It is anticipated the next regular scheduled meeting of the Board will be on **Tuesday, August 2, 2011 at 4:00 p.m.**

ADJOURNMENT

A motion was made by Mr. McMinn and seconded by Mr. Sciandra to adjourn the meeting; **the Board approved the motion by a vote of 7 to 0 and Mr. Koenig adjourned the meeting.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated June 6, 2011
Airport Manager's Report: Airport Hot Topics