

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

May 1, 2012

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, May 1, 2012 at 4:00 p.m.

The following Board members were present:

Greg Cary
Fred Goebert
Al Koenig
Donn Roberts
Joe Sciandra
Fred Thompson

The following Board member was not present:

Paul McMinn

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
Mike Bem, Flying Machine Café
Michael D. Binder, Sikorsky Aircraft
Steve Fortin, CCA Flight School
Carol Knight, CCA Flight School
Michael Person, MQS
Bruce Sagnor, CCAH
Frank Strouse, L. R. Kimball

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 April 3, 2012 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. Cary to approve the minutes of the Regular Meeting held on April 3, 2012; **the Board approved the motion by a unanimous vote of 5 to 0.**

The minutes of the Executive Session held on April 3, 2012 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. Cary to approve the minutes of the Executive Session held on April 3, 2012 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

ACCOUNTANT'S REPORT

Mr. Koenig introduced Ms. Rayne Yori of Countryside Consulting, Inc. to the Board and Ms. Yori discussed with the Board the role Countryside Consulting will play in producing the Financial Reports for the Authority.

Ms. Yori and Mr. Koenig discussed with the Board the Statement of Financial Position as of April 30, 2012 and Statement of Activities for the Four Months Ended April 30, 2012, along with the Income Statement and Balance Sheet, 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. Sciandra and seconded by Mr. Cary to accept the Financial Statements as submitted for the period ending April 30, 2012, subject to audit; **the Board approved the motion by a unanimous vote of 5 to 0.**

After discussion of the Reports, the Board agreed to direct all questions related to the Financial Statements to Mr. Hudson or Mr. Koenig for transmittal to Ms. Yori of Countryside Consulting for explanation.

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated April 26, 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:

PennDOT BOA 5010 Inspection

Mr. Jones advised the Board that responses to the 5010 inspection have been forwarded to PennDOT.

Bentley Hangar

Mr. Jones advised the Board Delta has received a set of architectural drawings from the developer and anticipates responding to the building plans within the near future.

FBO Lease

Mr. Jones advised the Board Delta has received the surveys and is in the process of tabulating the results.

Helicopter Flight Operations

Mr. Jones advised the Board work is ongoing on the helicopter brochure and flight path exhibits.

Construct South Apron, Phase III, Construction

Mr. Jones advised the Board that all construction work has been completed, the final inspection was conducted on April 13, 2012, and the paperwork has been submitted to PennDOT. Mr. Jones noted Countywide Consulting aided in the recapture of administrative costs to be included in the grant reimbursement.

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

Mr. Jones advised the Board of the very successful results of negotiations with the contractor noting the work will begin on May 15 with anticipated completion within 11 weeks, at which time Phase V will begin. He noted the Phase V allocation should be forthcoming and that York Excavating Co. is planning to bid on this phase of the project.

Mr. Jones further noted the upcoming process will involve completion of a revised bid package, bids out, and reviewed, with anticipated completion by the Spring 2013.

Mitigate Obstructions

Mr. Jones advised the Board Phase I is scheduled to be funded in the State's Fiscal Year 2012 and work will begin later this year.

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

COUNSEL'S REPORT

Construct South April, Phase III, Construction

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

Ms. Setzler further commended Mr. Jones and Delta Airport Consultants for the work on this project completed in a timely manner and on budget.

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 the Liaison Committee, focused on the CCAAA's relationship with Sikorsky, is scheduled to meet in May to discuss the helicopter approaches brochure.

Personnel Committee

Mr. Roberts noted he is continuing his research into the various medical insurance options available and the historical position the CCAAA has taken on employee access to health insurance.

Finance Committee

Mr. Koenig advised the Board the Finance Committee has met to review the financial reports and will continue to monitor the budget to actual as the year progresses,

Community Event Planning Committee

Mr. Cary advised the Board he has met with Mr. Bem to discuss the Community Activity Planning Committee and it is anticipated a meeting of all interested parties will be held in June 2012.

Mr. Bem further discussed with the Board the placement of picnic tables in the front of the terminal for use by the public. Mr. Hudson advised the Board he has investigated the purchase of picnic tables and noted acceptable tables are available for approximately \$700 each plus shipping charges.

After a brief discussion of the purchase of picnic tables, a motion was made by Mr. Sciandra and seconded by Mr. Thompson authorizing Mr. Hudson to purchase two picnic tables as discussed in an amount not to exceed \$700 per table, plus shipping; **the Board approved the motion by a unanimous vote of 5 to 0.**

Mr. Cary suggested his e-mail address be offered to community members interested in taking an active role in the Community Event Planning Committee.

At this time Mr. Goebert joined the meeting.

OLD BUSINESS

Valley Township Update

Mr. Sciandra advised the Board of the status of the proposed developments located within the Township. The Board again discussed the developer's responsibility of full disclosure advising potential home owners of the close proximity to the Airport.

Mr. Sciandra requested the Authority advise the Township of any pending tree cutting scheduled to be undertaken on Airport property, and further requested he be sent copies of approved minutes for distribution to the Township.

Sadsbury Township Update

Mr. Roberts advised the Board of the status of development within the Township, noting sewer billing issues are the primary topic of discussion at the present time. He noted Sadsbury Township has waived its legal authority to compel a developer in the Township to advise potential purchasers of the presence of the Airport. Ms. Setzler suggested the Authority send a letter to the developer advising of notification procedures alerting potential home owners of the close proximity to the Airport in the interest of full disclosure.

Mr. Robert further requested he be sent copies of approved minutes for distribution to the Township

NEW BUSINESS

Hangar #2 Painting Schedule

Mr. Sagnor advised the Board of the painting schedule established by the FBO.

T-Hangar Improvements

The Board further discussed with Mr. Sagnor T-hangar improvements and Mr. Sagnor noted the door mechanics were replaced in 2001 and that an inspection is completed after every snowfall.

MQS Tenant Poll on Unicom Frequency Change

Mr. Hudson and the Board discussed the prior surveys undertaken by the Authority to determine the opinions of the tenants on a Unicom frequency change. Mr. Fortin of the Flight School noted sixty-eight airports are located within sixty miles of the CCAAA and there are approximately seven airports per frequency.

After much discussion, it was suggested Mr. Hudson develop an information sheet on this matter for distribution to all interested parties.

Airport Hot Topics

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

PUBLIC COMMENT

Mr. Person advised the Board of an incident on April 19, 2012 at which time he was unable to activate the runway lights on his first approach. Mr. Hudson noted the AWOS is under a maintenance contact with Stanwyck Avionics and that he performs a physical inspection on a weekly basis. He further noted it is imperative that he be

notified of any maintenance issues in a timely manner in order to address the matter. It was further noted the grounds crew would be interviewed on the events that took place on April 19, 2012 and Mr. Sagnor noted he would advise his employees of the procedures to be followed in notifying appropriate personnel as to complaints associated with Airport operations.

NEXT SCHEDULED MEETING

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, June 5, 2012 at 4:00 p.m.

ADJOURNMENT

A motion was made by Mr. Cary and seconded by Mr. Thompson to adjourn the meeting; **the Board approved the motion by a vote of 6 to 0 and Mr. Koenig adjourned the meeting at 5:25 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated April 26, 2012
Airport Manager's Report: Airport Hot Topics