

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

December 6, 2011

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, December 6, 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 member was not present:

Greg Cary

Also present:

Gary Hudson, Airport Manager
David Jones, Delta Airport Consultants, Inc.
Holly Setzler, Esquire, Landis & Setzler, Attorney
Carol Poinier, Recording Secretary
Mike Bem, Flying Machine Café
John Burkhardt, Bursich & Associates
Ryan Costello, County Commissioner
Steve Fortin, CCA Flight School
Dave Malchione, Global Air
Bruce Sagnor, CCAAH
Fran Strouse, L. R. Kimball
Nancy Zynn, 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.

Update on Authority Staff Accountant

Mr. Koenig advised his fellow-Board members of the status of Mrs. Glisson and discussed the services by Maillie, Falconiero & Company, LLP, noting Maillie, Falconiero has been retained to perform accounting functions in Mrs. Glisson's absence. Mr. Koenig thanked

his fellow-Board members for their support during Mrs. Glisson's absence and noted it was his understanding Mrs. Glisson would slowly begin the process of resuming the duties of her position in the near future. The Board concurred with Mr. Sciandra in noting they would all be "happy to have Lois back."

APPROVAL OF THE MINUTES

Regular Meeting

The minutes of the Regular Meeting held on November 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 November 1, 2011 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

Executive Session

The minutes of the Executive Session held on November 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 November 1, 2011 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

ACCOUNTANT'S REPORT

As of November 30, 2011

Mr. Koenig and the Board reviewed the Balance Sheet as of November 30, 2011 and Income Statement for Eleven Months Ending November 30, 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 November 30, 2011, subject to audit; **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 November 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 TYP was submitted to PennDOT on November 29, 2011 and further noted Delta is on hold to conduct the Runway 29 obstacle survey for approach obstructions anticipated to be included with a grant eligible project.

Mr. Jones further noted Delta is awaiting advice from the Board on the development of goals to assist the Authority with Township and community outreach and funding outreach for the upcoming key development project for the Sikorsky Helicopter connector taxiway. Mr. Koenig noted that the Board is anticipating allocating funds for consulting services in the upcoming budget for fiscal year 2012.

Sikorsky Helicopter

Mr. Jones advised the Board it is the intention of Sikorsky Helicopter to schedule a meeting within the next several weeks to discuss the matter of the proposed connector taxiway.

Potential Hangar

Mr. Jones advised the Board Delta has met with the potential hangar tenant to provide guidance and answer the developer's questions.

Construct South Apron, Phase III, Construction

Mr. Jones advised the Board the work is proceeding as scheduled and, after completion of the Verizon work, a final inspection will be scheduled.

Amendment No. 15 to the Agreement for Professional Services

Mr. Jones discussed with the Board the Amendment No. 15 Revised to Delta's Agreement for Professional Services for the Construct South Apron Project reflecting the comments received from the State's review of the original amendment.

After discussion of Amendment No. 15 as presented, a motion was made by Mr. Sciandra and seconded by Mr. Thompson approving Amendment No. 15 to the Agreement for Professional Services for the Construct South Apron Project as proposed; **the Board approved the motion by a unanimous vote of 5 to 0.**

RW11 Obstruction Mitigation – Phase I (Study and Design)

As noted by Mr. Jones, the project will entail the identification of all obstacles and cost of easements.

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

COUNSEL'S REPORT

Introduction of County Commissioner

Ms. Setzler introduced Chester County Commissioner, Mr. Ryan Costello, to the Board and the Board expressed their appreciation to Mr. Costello for his attendance at the Authority Meeting.

Mr. Costello acknowledged the receipt of several resumes for a position on the Chester County Area Airport Authority Board of Directors and confirmed the matter will be addressed at the County Commissioners' meeting in January 2012.

Status of FBO

Ms. Setzler noted she is assisting the entity that has expressed an interest in the FBO in moving forward with its due diligence.

Personnel Matter

Ms. Setzler advised the Board she has recently received notice of a petition for appeal from a former employee of the Authority in an unemployment matter. She noted the Court may dismiss the petition due to untimely filing. She further noted she will keep them advised of the status of this matter.

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

STANDING COMMITTEE REPORTS

Finance Committee

Mr. Koenig advised the Board the Finance Committee has met and is in the process of developing the budget for fiscal year 2012. Copies will be sent to the Board for their review prior to the next scheduled meeting of the Board to be held in January 2012.

Liaison Committee

Mr. Sciandra advised the Board the presentation materials in support of the development of the connector taxiway concept are in the review process.

Personnel Committee

Mr. Roberts noted information has been received from Mr. Hudson regarding health insurance for the Committee to discuss. Mr. Sciandra further expressed his appreciation to Messrs. Hudson and Eadline for their assistance in developing job descriptions and interview questions for maintenance personnel candidates. It was suggested that Airport tenants may be a possible source for identifying potential candidates for employment at the Airport.

OLD BUSINESS

Engineering Services Consultant Selection Announcement

Mr. Koenig explained the process employed by the Authority Board in evaluating the proposals received in response to the request for proposals and, as determined at the Board meeting in September 2011, each Board member took part in the selection of the engineering firm by reviewing one proposal each. Mr. Koenig further noted six proposals were received and that three of the referenced proposals proceeded to the next level of investigation which included an interview component. Mr. Koenig commended all parties in the process and in the quality of the presentations.

Mr. Koenig noted a blind vote was cast and Mr. Hudson had the responsibility of tallying the results of the vote. At the request of Mr. Koenig, Mr. Hudson read the results of the vote that reflected five (5) votes cast in favor of Delta Airport Consultants, Inc., and one (1) vote cast in favor of L. R. Kimball.

A motion was made by Mr. Sciandra and seconded by Mr. Thompson ratifying the vote as noted above, five (5) votes cast in favor of Delta Airport Consultants, Inc., and one (1) vote cast in favor of L. R. Kimball, awarding the contract for services to Delta Airport Consultants, Inc., **the Board approved the motion by a unanimous vote of 5 to 0.**

Personnel Matter

Mr. Hudson noted a personnel matter will be discussed in Executive Session of the Board immediately following the Regular Meeting.

NEW BUSINESS

FY 2012 Planning

Community Activity Planning Committee

Mr. Koenig advised the Board funds have been allocated in the draft 2012 budget in support of the Community Activity Planning Committee initiative. It was noted it is anticipated that the committee will be comprised of members of both the CCAA Board and community.

Marketing and Grant Submission RFP

Mr. Koenig advised the Board funds have been allocated in the draft 2012 budget in support of the marketing and grant submission initiative.

West Hangar Development – Resubmission

Mr. Koenig advised the Board the need to move forward on the West Hangar Development is dictated by the need for space available on Airport property to produce additional rental income for the Authority. The need to investigate sources of funding for the resubmission was noted.

MQS Tenant/Pilot Association Meeting

Mr. Sciandra discussed with the Board the second meeting organized by tenants on the Airport at which time the creation of a tenant pilot association was discussed. He again noted the meeting was very positive and offered an opportunity for the Authority to work together with the proposed association. He advised a steering committee has been established to create the association and develop a plan for presentation of the committee to the Authority Board.

Mr. Koenig noted the Airport Authority is in support of an association and is looking forward to working together to forward the growth of the Airport.

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

Mr. Costello requested the Authority re-submit its request for funding in the amount of \$130,000 to provide the opportunity for the request to receive further consideration by the County Commissioners.

Mr. Bem noted the proposed tenant pilot association would provide the tenants an opportunity to assist the Airport as it moves forward.

NEXT SCHEDULED MEETING

Mr. Koenig discussed the timing of the January 2012 meeting and after discussion it was noted the next regular scheduled meeting of the Board will be on **Tuesday, January 10, 2012 at 4:00 p.m.** Staff was authorized to take steps to advertise the change as required.

ADJOURNMENT

A motion was made by Mr. Sciandra and seconded by Mr. Koenig to adjourn the meeting; **the Board approved the motion by a vote of 5 to 0 and Mr. Koenig adjourned the meeting at 4:50 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments: Projects Status Report dated November 30, 2011
Airport Manager's Report: Airport Hot Topics dated November 30, 2011