

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

June 7, 2016

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, June 7, 2016 at 4:00 p.m.

The following Board members were present:

Fred Goebert
Al Koenig
Paul McMinn
Donn Roberts
Rich Saylor
Fred Thompson

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
James Bell
Steve Fortin, Chester County Aviation
James Jackson
Jarrett Jackson, NAACP
Terry Sauage
Owen Watkins, Sureflight

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

Regular Meeting Held on May 3, 2016

The minutes of the Regular Meeting held on May 3, 2016 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Saylor and seconded by Mr. Thompson to approve the minutes of the Regular Meeting held on May 3, 2016 as presented; **the Board approved the motion by a unanimous vote of 6 to 0.**

Executive Session Held on May 3, 2016

The minutes of the Executive Session held on May 3, 2016 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Saylor and seconded by Mr. Thompson to approve the minutes of the Executive Session held on May 3, 2016 as presented; **the Board approved the motion by a unanimous vote of 6 to 0.**

ACCOUNTANT'S REPORT

As of May 31, 2016

Ms. Rayne Yori of Countryside Consulting, Inc. discussed with the Board the Financial Statement Highlights along with the Statement of Financial Position as of May 31, 2016 and the Statement of Activities for the Five Months Ended May 31, 2016, 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. Saylor and seconded by Mr. McMinn to accept the Financial Statements as submitted for the period ending May 31, 2016, subject to audit; **the Board approved the motion by a unanimous vote of 6 to 0.**

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated June 6, 2016, prepared by Delta Airport Consultants, Inc., a copy of which is attached hereto and made a part hereof.

Additional discussion was noted as follows:

Runway 11 Approach Obstruction Property Surveys

Mr. Jones advised the Board that Delta has been assisting the Authority with the development and review of easements and they have been turned over to Mr. Hudson and Ms. Setzler for processing.

Construct South Apron, Phase V

Mr. Jones advised the Board that Delta has analyzed the results of the as-built survey and determined design requirements of the basin have been met. He further noted the project has been completed and closed out.

Construct South Apron, Phase VI

Mr. Jones advised the Board the final inspection took place on May 9, 2016 and all final paperwork has been completed and submitted to PennDOT. The Board discussed the timing of the ribbon cutting scheduled to take place at the conclusion of the Authority's meeting to

acknowledge the completion of this Phase of the project and to acknowledge the ceremonial opening of the South Apron. Mr. Jones distributed a memo titled "Fun Project Facts," a copy of which is attached hereto on the South Apron that identified a start date of May 1, 2005 and an end date of May 27, 2016.

Mitigate Obstructions; Ph I: Study/Preliminary Design

Mr. Jones noted the grant closeout documents have been submitted to the PennDOT BOA and he is awaiting the PennDOT BOA acceptance.

FCT Justification and Feasibility Study

Mr. Jones advised the Board that Delta is continuing its efforts to enlist the support of the legislature in encouraging the FAA to move forward with application review prior to the completion of the development of new methodology.

Rehabilitate Taxiway Sections, Ph I: Design

Mr. Jones advised the Board that the grant has been issued effective May 18, 2016 and the project kickoff is being coordinated.

Rehabilitate Runway 29 Section, Ph I: Design

Mr. Jones advised the Board that the grant has been issued effective May 23, 2016 and the project kickoff is being coordinated.

The Board thanked Mr. Jones for his work on behalf of the Airport Authority.

COUNSEL'S REPORT

Ms. Setzler noted general support has been provided since the Board met in May 2016.

Incident of Vandalism

Ms. Setzler advised the Board she has notified the County Commissioners of the recent incident of vandalism at the Airport and has further been in contact with the District Attorney's Office and media outlets requesting removal of any offensive language.

Corporate Tenant

Ms. Setzler noted for the record that the Board will meet in Executive Session immediately following the meeting to discuss a corporate tenant issue.

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

STANDING COMMITTEE REPORTS

Liaison Committee

Mr. Roberts noted no report is warranted at this time and that he anticipates a meeting of the Liaison Committee to be held between now and the Authority's next meeting.

Personnel Committee

Ms. Yori advised the Board job descriptions are currently under review and will be distributed to members of the Personnel Committee and the Finance Committee for their review prior to being forwarded to Ms. Setzler for her review.

Finance Committee

Ms. Yori noted the audit has been filed with the County.

Land Development Planning Activity Committee

Mr. Koenig noted no report has been received from the Department of Community Economic Development to date and further the Authority is waiting for the review of the multimodal proposal.

Buildings and Grounds Committee

Mr. McMinn advised the Board Buildings and Grounds items will be discussed under both Old Business and New Business noted below.

OLD BUSINESS**Valley Township Update**

Mr. Saylor advised the Board no report is warranted at this time.

Sadsbury Township Update

Mr. Roberts advised the Board no report is warranted at this time.

Airport Fencing Project Update

Mr. Eadline advised the Board the maintenance staff has completed the installation of posts that will accommodate approximately 140' of fencing starting at the south side of the fence at the breach.

Off Airport Trees Obstruction Project

Mr. Hudson advised the Board he has the easements in hand and will contact each homeowner and request their signature.

NEW BUSINESS**CCAAA Community Outreach**

Mr. Jackson addressed the Board on ways in which outreach to the community can be enhanced. Mr. Hudson advised the Board no further update has been received from the police in reference to the incident involving vandalism of the sign at the entrance to the Airport and further stated he has received no additional comments from the community. Mr. Koenig noted plexiglas has been installed to prevent the defacing of the sign.

Restaurant Storage Area

Mr. Hudson discussed with the Board the use of the storage area located at the west end of the terminal and noted he and Mr. Eadline are working with the restaurant personnel on solving the matter of storage.

Barn and Farmhouse Township Violation

Mr. Hudson advised the Board the barn and farmhouse have been declared unfit for human habitation and notice was given of 30 days in which to apply for either a building permit or demolition permit. Mr. Eadline noted the Barnyard Boys have been contacted and they will inspect the site for salvageable materials. Mr. Hudson advised he will discuss the options available to the Authority with the codes personnel and Mr. Jones noted he would coordinate any action with PennDOT.

South Apron Grand Opening

As referenced in the Engineer's Report, a ribbon cutting will be held in recognition of the completion of the South Apron immediately following the Authority meeting this evening.

Cancellation of July Board Meeting

As in the past, the Board agreed to cancel the July Board Meeting of the Chester County Area Airport Authority. Staff was directed to formally advertise the cancellation of the meeting.

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

Mr. Jarrett Jackson of the NAACP addressed the Board on the matter of communication and the Board authorized Ms. Setzler to discuss with Mr. Jackson matters of concern that have been brought to his attention by members of the community.

Mr. Bem advised Mr. Jackson of the annual fall festival that is held on Airport property and the opportunity the festival provides to the community to learn about the Airport.

Mr. Hudson further noted National Aviation Day held in August provides another opportunity for the community to experience the Airport.

NEXT SCHEDULED MEETING

Upcoming Meeting

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, August 2, 2016 at 4:00 p.m.

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. McMinn and seconded by Mr. Saylor; **the Board approved the motion by a unanimous vote of 6 to 0 and Mr. Koenig adjourned the meeting at 4:50 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report Dated June 6, 2016

Fun Project Facts

Airport Hot Topics Dated June 2, 2016



CHESTER COUNTY AREA AIRPORT AUTHORITY

PROJECTS STATUS REPORT – MAY 2016

Distribution:

Albert Koenig	Chairman
Paul McMinn	Vice Chairman
A. Frederick Thompson	Secretary
Donn Roberts	Treasurer
Fred Goebert	Authority Member
Rich Saylor	Authority Member
(Vacant)	Authority Member
Gary Hudson	Airport Manager
Carol Poinier	Recording Secretary
Rayne Yori	Accountant
Holly Setzler	Solicitor

Updated June 6, 2016

Prepared By:

David W. Jones, P.E., C.M.

DELTA AIRPORT CONSULTANTS, INC.

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Harrisburg, Pennsylvania 17110

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Fax : 717.652.8371

Mobile : 717.421.6840

Email : djones@deltaairport.com





GENERAL ASSISTANCE (Delta Project No. PA 16007)

1. Twelve Year Capital Improvement Plan (TYP)

- The PENNDOT BOA Planning Session was held at the Capital City Airport on November 6 at 9:00 AM. Delta is coordinating with the PENNDOT BOA and the Authority to update the required JACIP data sheets.
- Delta has completed all required JACIP and JACIP data sheet updates.
- **No activity during the past month.**

2. Sikorsky Helicopter

- Delta attended a meeting with the Authority, Sikorsky, and CCED on March 2, 2016 to discuss the potential reallocation of RACP funding offered to Sikorsky for an underpass on Washington Lane to the potential installation of a Federal Contract Tower at the Airport.
- **No activity during the past month.**

3. PENNDOT BOA 5010 Inspection

- Delta prepared an exhibit showing the obstructions identified in the 5010 inspection letter dated March 10, 2016 and is finalizing a draft response letter to the Authority for use in responding to the PENNDOT BOA.
- **No activity during the past month.**

4. Terminal/Corporate Area Land Development Plan

- Delta assisted the CCAAA with preparation and submission of a Multi-Modal Grant Application for the completion of an environmental assessment for this project and the proposed Federal Contract Tower.
- Delta has been coordinating with DCED staff to answer questions on the acreage for the EA and provide additional information as required.
- Delta assisted the CCAAA with preparation and submission of a Multi-Modal Grant Application to PENNDOT for the final design, bidding, and construction of apron, taxilanes, and hangar infrastructure in the west terminal area.
- **No activity during the past month.**

5. Airport Maintenance Program

- Delta completed a maintenance inventory of all CCAAA facilities on May 27, 2015. A summary of the inventory results was reviewed at the June 2015 Authority meeting and a proposed maintenance program is being developed for the Authority's use.
- Delta has received the reports of Airport building reviews provided in February, 2012, and is beginning to coordinate what is necessary for the completion of the building inventory for the comprehensive maintenance program. This will also include an inventory and recommendations for the perimeter fence which was preliminarily reviewed on March 2, 2016.
- **No activity during the past month.**



6. NAVAIDS

- No activity during the past month.

7. Runway 11 Approach Obstruction Property Surveys

- Delta has been assisting the Authority with development and review of easements.

GRANT PROJECTS

8. Construct South Apron, Phase V

PENNDOT Agreement No. ABG-2012-CCAAA-00030
 PENNDOT Internal Order No. 7880029121
 PENNDOT Funds Commitment No. EG00001521
 Grant Expiration Date: June 30, 2015
 Delta Project No. 13010



Scope of Work:

- Construct taxiway connector earthwork, stone base, and limited electrical work.
- Construct security fence.
- Convert stormwater management basins to infiltration basins.

	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	\$1,489,999.00	\$82,778.00	\$82,778.00	\$1,655,555.00
Spent to Date	\$1,428,120.94	\$79,340.05	\$79,340.06	\$1,586,801.05
Remaining	\$61,878.06	\$3,437.95	\$3,437.94	\$68,753.95

Activity of Note:

- Delta analyzed results of the as-built survey, reviewed them with Pennoni, and determined that design requirements for the basin have been met.
- The project is completed and closed out.



9. Construct South Apron, Phase VI

PENNDOT Agreement No. ABG-2014-CCAAA-00005
PENNDOT Internal Order No. 7880029132
PENNDOT Funds Commitment No. EG00001874
Grant Expiration Date: June 30, 2017
Delta Project No. 13079



Scope of Work:

- Complete paving of apron, taxiway, parking lot and access roads.
- Install new tie downs, seal coat, signs, reflectors, markings, remaining electrical and relocate trailer.

	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	\$1,193,075.00	\$66,281.00	\$66,283.00	\$1,325,639.00
Spent to Date	\$1,028,913.97	\$57,161.88	\$57,161.90	\$1,143,237.75
Remaining	\$164,161.03	\$9,119.12	\$9,121.10	\$182,401.25

- **A final inspection was conducted on May 9, 2016. No major punchlist items were identified.**
- **The Contractor confirmed final quantities and submitted all final paperwork.**
- **Record drawings were completed and accepted by Pennoni and the State.**
- **Final costs were received from Valley Township and the Solicitor.**
- **Final grant and project closeout paperwork was submitted to the PENNDOT BOA and accepted.**
- **The project is in grant closeout.**



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

PENNDOT Agreement No. ABG-2013-CCAAA-00029
PENNDOT Internal Order No. 7880029131
PENNDOT Funds Commitment No. EG00001715
Grant Expiration Date: June 30, 2016
Delta Project No. 14004



Scope of Work:

Conduct aeronautical surveys of Runways 11 and 29 approaches.

- Evaluate obstacles to approaches to determine what and where they are, and how they can be removed/mitigated.
- Develop phased program for removing/mitigating the obstacles.

	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	\$141,826.00	\$7,879.00	\$7,880.00	\$157,585.00
Spent to Date	\$136,493.10	\$7,582.95	\$7,582.95	\$151,659.00
Remaining	\$5,332.90	\$296.05	\$297.05	\$5,926.00

- **The Authority submitted the Grant closeout on February 4, 2016 and is awaiting PENNDOT BOA acceptance.**



11. FCT Justification and Feasibility Study

Non-Grant
Delta Project No. 15079

Scope of Work:

- Conduct BCA and feasibility of obtaining an FCT at MQS
- Make application to FAA, if justified and feasible

	CCAAA
Budget	\$42,500.00
Spent to Date	\$38,250.00
Remaining	\$4,250.00

- Delta has been evaluating historical aircraft operations at the Airport to determine if any changes need to be made on the FAA 5010 form at this time.
- Delta conducted a conference call between the CCAAA and the Contract Tower Association on July 28, 2015 for the CCAAA to obtain information to see if they would like to become a member.
- Delta assisted the CCAAA in submitting the application on December 11, 2015. The FAA responded on December 16, 2015 that no new applications are being accepted until they have completed developing the new methodology anticipated in the first quarter of 2017.
- Delta researched issues related to the FAA Reauthorization Bill regarding the Federal Contract Tower Program and obtained information from the U.S. Contract Tower Association related to the Program & Reauthorization. Delta prepared letters to the PA Congressional delegation regarding MQS justification to participate in the Contract Tower Program and the FAA Reauthorization Bill. Delta submitted letters to MQS for signature and mailing.
- **Delta met and talked with CCED and Senate caucus members regarding this project. Additional coordination is continuing.**



12. Rehabilitate Taxiway Sections, Ph I: Design

PENNDOT Agreement No. ABG-2015-CCAAA-00027
 PENNDOT Internal Order No. (Pending)
 PENNDOT Funds Commitment No. (Pending)
 Grant Expiration Date: (Pending)
 Delta Project No. 16034



Scope of Work:

- Reconstruct portion of parallel taxiway and connector taxiway at east end of Runway 11-29.

	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

- **The grant has been issued effective May 18, 2016 and project kickoff is being coordinated.**



13. Rehabilitate Runway 29 Section, Ph I: Design

PENNDOT Agreement No. ABG-2015-CCAAA-00028
PENNDOT Internal Order No. (Pending)
PENNDOT Funds Commitment No. (Pending)
Grant Expiration Date: (Pending)
Delta Project No. 16035



Scope of Work:

- Reconstruct east end of Runway and bump at west end of Runway.

	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

- **The grant has been issued effective May 23, 2016 and project kickoff is being coordinated.**

Please call should you have any questions or wish to discuss this further.

Sincerely,

David W. Jones, P.E., C.M.

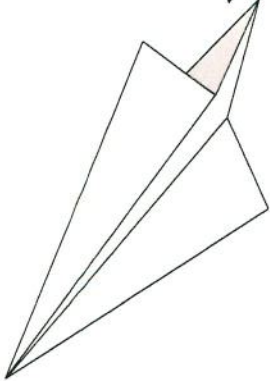


FUN PROJECT FACTS

CONSTRUCT SOUTH APRON CHESTER COUNTY / G. O. CARLSON AIRPORT COATESVILLE, PENNSYLVANIA

JUNE 7, 2016

START DATE	MAY 1, 2005
END DATE	MAY 27, 2016
TOTAL PROJECT TIME	11 YEARS 1 MONTH
PHASES OF FUNDING	6
PHASES OF CONSTRUCTION	4
NUMBER OF TOWNSHIP & REVIEW AGENCY MEETINGS	115
CONSTRUCTION TIME	630 CD vs. 505 CD budgeted (125% of budget)
CONSTRUCTION COST	\$4,204,318.52 vs. \$4,307,040.97 budgeted (98% of budget)
TOTAL PROJECT COST (Land, Environmental, Design, Bidding, Construction)	\$7,565,384.08 vs. \$7,864,860.00 budgeted (96% of budget)
TOTAL FEDERAL COST	\$7,050,277.03 (AIP - Aviation Fuel Taxes)
TOTAL STATE COST	\$257,553.50 (ADP - Aviation Fuel Taxes)
TOTAL LOCAL COST	\$257,553.55



AIRPORT MEMO

To: Chester County Area Airport Authority (CCAAA) Members

From: Gary L. Hudson, Airport Manager

Date: June 2nd, 2016

Subject: Airport Hot Topics

For your review, below is a listing of issues affecting the Chester County/G.O. Carlson Airport (MQS).

NEW BUSINESS

Automated Weather Observation System (AWOS): On 5/10/16, the Wind Direction/Wind Speed Indicator was replaced on the AWOS. On 5/24/16, the Processing Board, Temperature/Dew Point Probe and an Interface unit were replaced.

Dump Truck: On 5/6/16, a used transmission was replaced on the airport dump truck.

Drive-thru Gate: On 5/12/16, a Loop Detector was replaced on the Aircraft Apron Drive-thru Gate.

Parking Lot Lights: On 5/25/16, a wire that controls the terminal building parking lot lights was repaired.

Wood Chipper: On 6/2/16, the Drive and PTO shafts were replaced.

OLD BUSINESS

South Apron Project: On 5/9/16, "Final Acceptance" of this project by the CCAAA was received by the contractor. The official opening of the apron will take place on June 7th.

Airport Fence Project: Maintenance personnel are still in the process of installing the temporary fencing until the new permanent fencing can be rolled into place and secured.