

**CHESTER COUNTY AREA AIRPORT AUTHORITY**

**MINUTES**

**March 1, 2016**

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, March 1, 2016 at 4:00 p.m.

The following Board members were present:

Al Koenig  
Paul McMinn  
Donn Roberts  
Rich Saylor  
Fred Thompson

The following Board member was not present:

Fred Goebert

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  
Mike Bem, Flying Machine Cafe  
Doug Eadline, Airport Maintenance  
Steve Fortin, Chester County Aviation  
Bob Ciszewski, Signature Flight Support

**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 February 2, 2016**

The minutes of the Regular Meeting held on February 2, 2016 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Saylor seconded by Mr. McMinn to approve the minutes of the Regular Meeting held on February 2, 2016 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

## **ACCOUNTANT'S REPORT**

### **As of February 29, 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 February 29, 2016 and the Statement of Activities for the Two Months Ended February 29, 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. McMinn and seconded by Mr. Saylor to accept the Financial Statements as submitted for the period ending February 29, 2016, 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 February 29, 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:

### **Construct South Apron, Phase V**

Mr. Jones advised the Board that work is completed and it is anticipated the record survey will be completed within the next week.

### **Construct South Apron, Phase VI**

Mr. Jones advised the Board the final change order is being coordinated with the Contractor and it is anticipated the final inspection will take place in late March or early April.

### **Mitigate Obstructions; Ph I: Study/Preliminary Design**

Mr. Jones noted the grant closeout documents have been submitted to the PennDOT BOA.

### **FCT Justification and Feasibility Study**

Mr. Jones advised the Board the Authority is waiting for Congress to act on legislation to encourage the FAA to move forward with application review prior to the completion of the development of new methodology.

### **Rehabilitate Runway and Taxiway Sections, Ph I: Design**

Mr. Jones advised the Board that the Authority has been issued a Tentative Allocation for this project and Delta is working on distributing RFPs to contractors to complete the TA requirements.

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 last met in February 2016.

### **Bone Property**

Ms. Setzler noted for the record that the Board will meet in Executive Session immediately following the meeting to discuss an issue regarding the Bone property.

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

## **STANDING COMMITTEE REPORTS**

### **Liaison Committee**

Mr. Roberts no contact has been made and therefore no report is warranted at the present time.

### **Finance Committee**

Ms. Yori noted the auditors conducted their field work and she anticipates their report will be available for review by the Finance Committee in late March for presentation to the Board at its meeting in April 2016.

### **Personnel Committee – Status of 7th Board Member**

Ms. Setzler noted she has brought to the Commissioners' attention on a regular basis the vacancy that exists on the Authority's Board of Directors.

### **Land Development Planning Activity Committee**

Mr. Koenig noted a meeting has been scheduled for March 7, 2016 with representative of the DCED to review the multimodal proposal and review which proposals should move forward toward award.

## **OLD BUSINESS**

### **Valley Township Update**

Mr. Saylor noted no report is warranted at this time. It was noted Valley Township has hired a new Township Manager and Mr. Hudson advised the Board he has introduced himself as Manager of the Airport.

**Sadsbury Township Update**

Mr. Roberts advised the Board no report is warranted at this time although he noted negative comments were made regarding the perceived loss of trees at the public comment section of the Township meeting.

**NEW BUSINESS**

**Airport Fencing Discussion**

The Board again revisited the matter of fencing and it was noted the Lancaster County Airport has offered the Airport excess fencing for its use. A subcommittee comprised of Messrs. Koenig, Saylor, McMinn and Hudson representing the Authority, Mr. Bob Watkins, representing the tenants, and Mr. Bob Ciszewski, representing the FBO, Signature Flight Support, has been established and it was noted Mr. Watkins will continue to have his employees manually clear the runway prior to his arrival and the FBO will be requested to have the runway manually cleared after hours for incoming flights. It was further noted Mr. Hudson will arrange for qualified volunteers to conduct an authorized hunt on Airport property.

**Off Airport Tree Removal Project**

Mr. Hudson brought the Board up to date on the status of the tree removal project and Ms. Setzler noted she will prepare easement agreements for the property owners to enter into with the Authority in order to protect the Airport in the future

Mr. Jones noted the Authority should document the removal of obstructions for transmittal to the FAA.

**FBO Sale (Signature replaces Landmark)**

Mr. Ciszewski, representing Signature Flight Support, advised the Board the transfer of the FBO from Landmark Aviation to Signature Flight Support was finalized on February 5, 2016 and he noted he anticipates no changes in the operation of the FBO on the Airport.

**CCEDC Meeting on Reassignment of Washington Lane Grant Funding**

Mr. Koenig advised the Board a meeting is scheduled to be held tomorrow, March 2, 2016, at the Chester County Economic Development Council, on the reallocation of grant funding.

**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**

A question was raised as to the party authorized to received rents from the South Apron tenants on tie-downs; Ms. Setzler noted the rents should be payable to the Authority and advised she will prepare the necessary documentation.

## **NEXT SCHEDULED MEETING**

### **Upcoming Meeting**

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, April 5, 2016 at 4:00 p.m.

## **ADJOURNMENT**

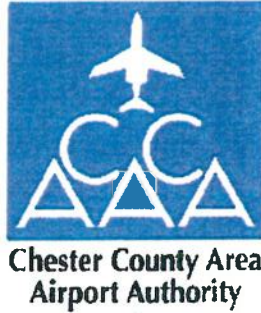
A motion to adjourn the meeting was made by Mr. McMinn and seconded by Mr. Saylor; **the Board approved the motion by a unanimous vote of 5 to 0 and Mr. Koenig adjourned the meeting at 4:55 p.m.**

Respectfully submitted,

Carol Poinier  
Recording Secretary

### Attachments:

Projects Status Report dated February 29, 2016  
Airport Hot Topics Dated February 29, 2016



**CHESTER COUNTY AREA AIRPORT AUTHORITY**  
**PROJECTS STATUS REPORT – FEBRUARY 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 February 29, 2016**

Prepared By:

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

**DELTA AIRPORT CONSULTANTS, INC.**  
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## 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

- A meeting was attended on October 22, 2014 with several parties to discuss the proposed overpass/tunnel that Sikorsky has received grant funding to accomplish.
- **No activity during the past month.**

### 3. PENNDOT BOA 5010 Inspection

- **No activity during the past month.**

### 4. Runway/Taxiway Pavement Rehabilitation

- **No activity during the past month.**

### 5. Airport Zoning

- **No activity during the past month.**

### 6. 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.**

### 7. 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.
- **At the request of the CCAAA, Delta will conduct a review of all buildings to prepare a comprehensive maintenance program for the coming years during early 2016.**



## 8. NAVAIDS

- The FAA has notified the CCAA of the proposed decommissioning of the MXE VORTAC. Delta reviewed the impacts of the proposed decommissioning as it relates to the airport and its approaches and provided a draft letter on May 27, 2015 for the Authority to submit to the FAA discussing the comments/concerns of this item.
- At the request of Mr. Hudson, Delta prepared and forwarded a petition for Airport tenants and businesses to sign with similar comments to the impacts noted in the CCAA letter.
- **No activity during the past month.**

## 9. Runway 11 Approach Obstruction Property Surveys

- Delta has forwarded all plats with proposed easements to the appraiser for use in determining the costs for the required easements, and to the Authority staff for use in coordinating the necessary obstruction removal with the affected property owners.
- Delta has been assisting the Authority with property owner coordination for replacement trees.
- **No activity during the past month.**





## GRANT PROJECTS

### 10. 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:**

- Substantial completion was issued on September 24, 2014.
- Final Inspection was completed January 14, 2015. Punchlist items include minor seeding and grading issues in basins that cannot be addressed until Spring 2015. Contractor is to provide Warranty and Operations and Maintenance Manuals.
- Pennoni review of the record survey noted a small discrepancy in Basin 1C. This cannot be corrected until the Contractor returns to address the other basin issues in Spring 2015. Because the final grant costs had to be submitted by May 30, Delta close the project with the PENNDOT BOA and the updated basin grades will be provided to Pennoni once complete.
- Several warranty items including grass growth, minor grading in Basin 1C, restoration of the sand-soil surface in Basin 1B-2 and removal of the super silt fence in the west borrow area are being coordinated and will be completed by the Contractor in the near future. Once the basin grading is revised, Delta will transmit the revised grading to Valley Township for verification. Delta continues to coordinate this with the Contractor.
- Most corrective items in the large basin are done and it should be completed by the end of this week. Delta is still coordinating with them on the corrective work for the small basin.
- Delta sent a final letter to Horst that all work must be completed and ready for acceptance by December 31, 2015 or a claim will be made to their bonding company. The Contractor was onsite starting work the next business day.
- **The Contractor has completed all work. The record survey is scheduled to be completed by the end of next week.**



**11. 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.

	<b>FAA (90%)</b>	<b>PENNDOT (5%)</b>	<b>CCAAA (5%)</b>	<b>Total</b>
Grant Amount	\$1,193,075.00	\$66,281.00	\$66,283.00	\$1,325,639.00
Spent to Date	\$855,355.10	\$47,519.72	\$47,519.74	\$950,394.56
Remaining	\$337,719.90	\$18,761.28	\$18,763.26	\$375,244.44

- **A final change order is being coordinated with the Contractor.**
- **A final inspection date is being coordinated.**



**12. 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.

	<b>FAA (90%)</b>	<b>PENNDOT (5%)</b>	<b>CCAAA (5%)</b>	<b>Total</b>
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.**



### 13. 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.
- **No activity during the past month.**



**14.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. 16034**



**Scope of Work:**

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

	<b>FAA (90%)</b>	<b>PENNDOT (5%)</b>	<b>CCAAA (5%)</b>	<b>Total</b>
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 PENNDOT BOA has issued a Tentative Allocation (TA) for this project. Delta is working to complete the TA requirements.**



### 15. Rehabilitate Runway 29 Section, Ph I: Design

PENNDOT Agreement No. (Pending)  
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 PENNDOT BOA has issued a Tentative Allocation (TA) for this project. Delta is working to complete the TA requirements.

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: February 29<sup>th</sup>, 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

**Pennsylvania Pavement Management System Plan:** On 1/5/16, two representatives from Applied Pavement Technology (APTech) came to MQS, to get an update on any pavement projects that have been completed since 2007. Upon getting that updated information, APTech will provide those updates to PennDot, so that they (PennDot) can prioritize funding for any future pavement construction, rehabilitation and maintenance projects at airports throughout the Commonwealth.

**Airfield Lighting System Repaired:** On 2/17/16, the Runway End Identifier Light (REIL) at the approach end of Runway 11, on the north side, was repaired. Hence, the REIL system was put back in service.

**Airfield Light Repaired:** On 2/17/16, a runway light on the south side of the airport was repaired.

**Airfield Ground Maintenance:** On 2/22/16, ruts were removed from the Taxiway Alpha Safety Area.

**Federal Fish and Wildlife Permit:** On 2/23/16, the CCAAA received this new permit, which has an effective period from March 1, 2016 to February 28, 2017.

**Pennsylvania Game Commission Special Permit:** On 2/24/16, the CCAAA received this new permit, which has an effective period from November 16, 2015 to June 30, 2018.

**National Based Aircraft Inventory Program:** On 2/25/16, I updated MQS's information pertaining to this program, in preparation for MQS's 5010 inspection.

**Airport 5010 (State) Inspection:** On February 26<sup>th</sup>, MQS's annual 5010 Inspection was conducted by PENNDOT-BOA Aviation Specialist Chuck Brewer. Mr. Brewer found the airport to be well maintained and in conformance with Pennsylvania Aviation Regulations. A follow-up letter will be sent to the CCAAA by the BOA, explaining the results of that inspection.

## OLD BUSINESS

**Airfield Lights Inoperative:** The taxiway lights (Alpha, Bravo, Charlie and Delta) at the west end of the airport are still inoperative. The maintenance crew is still working on solving this issue.