

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

November 1, 2011

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, November 1, 2011 at 4:00 p.m.

The following Board members were present:

Greg Cary
Al Koenig
Joe Sciandra
Fred Thompson

The following Board members were not present:

Paul McMinn
Donn Roberts

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
Barry Bentley, Bentley Systems, Inc.
John Burkhardt, Bursich & Associates
Doug Eadline, Airport Maintenance
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 advised the Board he would keep them apprised of the status of Mrs. Glisson's recovery.

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated October 31, 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 discussed with the Board the Twelve Year Plan and Airport Capital Improvement Plan Worksheet and noted he, Mr. Sciandra and Mr. Hudson attended the MQS Planning Session held on October 21, 2011 at which time the Plan (referenced by Mr. Jones as a realistic fundable plan), a copy of which is attached hereto, was revised to include obstruction mitigation as priority #2 and #3. Mr. Jones further noted the costs for obstruction mitigation will be finalized prior to the submittal of the TYP to PennDOT.

Mr. Jones further requested 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 the interest of CH Planning in presenting a proposal to provide services and noted the Authority would develop a scope of desired services.

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.

Airport Hazard Zoning

Ms. Setzler noted she is awaiting notice from the Chester County Planning Commission on moving this matter forward.

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 Authority the work is proceeding as scheduled and is nearly completed for this phase.

He further advised the PennDOT BOA has verbally approved Change Order No. 3 required for grading at Quarry Road and filling of two existing pipes.

A motion was made by Mr. Sciandra and seconded by Mr. Thompson approving Change Order No. 3 as proposed; **the Board approved the motion by a unanimous vote of 4 to 0.**

Amendment No. 15 to the Agreement for Professional Services

Mr. Jones discussed with the Authority Amendment No. 15 to the Agreement for Professional Services between the Chester County Area Airport Authority and Delta Aviation Consultants, Inc.; Mr. Koenig requested Mr. Jones distribute the Amendment to the Authority Board for their review prior to the Authority's next scheduled meeting at which time a vote will be taken on the Amendment.

Acquire Land RW 11 RPZ (Proposed Grant)

As noted by Mr. Jones, the project description is being changed as a result of the PennDOT BOA Planning Session to RW 11 Obstruction Mitigation – Ph.1 (Study & Design).

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

APPROVAL OF THE MINUTES

The minutes of the Regular Meeting held on October 4, 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 October 4, 2011 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

ACCOUNTANT'S REPORT

As of October 31, 2011

Mr. Koenig and the Board reviewed the Balance Sheet as of October 31, 2011 and Income Statement for Ten Months Ending October 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. Cary to accept the Accountant's Report as submitted for the period ending October 31, 2011, subject to audit; **the Board approved the motion by a unanimous vote of 4 to 0.**

COUNSEL'S REPORT

South Apron Project Contract Issues

Ms. Setzler noted this matter would be discussed in Executive Session of the Board immediately following the Regular 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 a meeting of the Liaison Committee will be held after the development of the connector taxiway concept presentation materials.

Personnel Committee

Mr. Koenig noted this matter would be discussed in Executive Session of the Board immediately following the Regular Meeting.

OLD BUSINESS

CH Planning Revised Proposal

The Board discussed the response received from CH Planning and the Shelly Communications firm and noted a scope of services required by the Authority would be developed to aid in the solicitation process.

Tenant Hangar Proposal

Mr. Barry Bentley of Bentley Systems discussed with the Board his request to change the layout of his proposed hangar on site 8-7 from 60' x 80' to 80' wide by 60' deep by rotating the approved design ninety degrees to allow for ease of moving planes within the hangar.

Mr. Jones addressed the impact on the land development plan and noted the change will require Township approval. He noted parking spaces would be relocated, but there would no impact on infrastructure.

Noting the impact is minimal and the change request would provide significant opportunity for the tenant's use of the hangar, a motion was made by Mr. Sciandra and seconded by Mr. Koenig, approving the hangar to be constructed to be 80' wide and 60' deep, subject to Township approval; **the Board approved the motion by a unanimous vote of 4 to 0.**

CCAAA Board Member Vacancy

In response to the resignation of Mr. Hanna, Mr. Koenig requested the Board to forward any recommended resumes for Board appointment to Ms. Setzler for her transmittal to the County Commissioners for their consideration. Ms. Setzler noted she would anticipate the Commissioners making an appointment to the Authority's Board after its meeting in December.

Airport Consultant Request for Proposals

Mr. Koenig and the Board discussed the responses received in response to the request for proposals and as determined at the Board meeting in September 2011, each Board member was directed to take 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 will proceed to the next level of investigation.

He noted the organizations with proposals still under consideration will be notified in writing of the Authority's interest and request for additional information will be made at that time. Mr. Cary suggested the Authority advise the County Commissioners of the status of the review process.

The three organizations that submitted proposals not moving onto the next level will also be advised in writing advising that the proposal submitted did not meet the qualifications required by the Authority.

Mr. Koenig noted the Board will further discuss the three remaining proposals at its meeting in December at which time a decision will be made.

Vehicle Acquisition Proposal

Mr. Hudson discussed with the Board the purchase of a 1996 Dodge RAM listed at \$5,995 by Charles H. Price Auto Sales in Reading, Pennsylvania to be used for friction tests and to dispense chemicals.

After discussion of the need for a vehicle, a motion was made by Mr. Sciandra and seconded by Mr. Thompson authorizing the purchase of the referenced vehicle in an amount not to exceed \$5,250; **the Board approved the motion by a unanimous vote of 4 to 0.**

Mr. Sciandra further recommended the Board investigate alternative means to perform friction tests in the interest of providing more accurate readings and in the interest of safety for Airport personnel.

NEW BUSINESS

MQS Tenant/Pilot Association Meeting

Mr. Sciandra discussed with the Board a recent meeting organized by tenants on the Airport at which time the creation of a tenant pilot association was discussed. He noted he was invited to take part in the meeting in his role as a “student pilot” and he noted the meeting was in general very positive and offered an opportunity for the Authority to work together with the proposed association.

Mr. Cary noted the Airport Authority would be in support of an association and further suggested the County Commissioners be kept informed regarding the proposed association.

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

NEXT SCHEDULED MEETING

It is anticipated the next regular scheduled meeting of the Board will be on **Tuesday, December 6, 2011 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 4 to 0 and Mr. Koenig adjourned the meeting at 5:25 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments: Projects Status Report dated October 3, 2011

Airport Manager’s Report: Airport Hot Topics dated October 28, 2011