

# CHESTER COUNTY AREA AIRPORT AUTHORITY

## MINUTES

**October 4, 2011**

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

The following Board members were present:

Al Koenig  
Paul McMinn  
Joe Sciandra  
Fred Thompson

The following Board members were not present:

Greg Cary  
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  
John Burkhardt, Bursich & Associates  
Steve Fortin, CCA Flight School  
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.

### **Resignation of Board Member**

Mr. Koenig advised the Board of his receipt of the resignation of Mr. Colin Hanna from the Chester County Area Airport Authority Board. The Board expressed their appreciation for the work performed on behalf of the Airport by Mr. Hanna during his tenure as a Board member and his resignation was accepted.

### **Update on Authority Staff Accountant**

Mr. Koenig advised his fellow-Board members of the status of Mrs. Glisson and noted the services of Lori Adair of Maillie, Falconiero & Company, LLP have 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.

### **APPROVAL OF THE MINUTES**

The minutes of the Regular Meeting held on September 6, 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 September 6, 2011 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

The minutes of the Executive Session held on September 6, 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 September 6, 2011 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

### **ACCOUNTANT'S REPORT**

#### **As of August 31, 2011**

The Board reviewed the Balance Sheet as of August 31, 2011 and Income Statement for Eight Months Ending August 31, 2011, copies of which are on file at the office of the Chester County Area Airport Authority.

Mr. Sciandra requested the Airport Manager confirm the repairs made to the security fence/drive through gate identified under Repairs and Maintenance Building and Grounds are not covered under warranty.

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 August 31, 2011, subject to audit; **the Board approved the motion by a unanimous vote of 4 to 0.**

#### **As of September 30, 2011**

The Board reviewed the Balance Sheet as of September 30, 2011 and Income Statement for Nine Months Ending September 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 September 30, 2011, subject to audit; **the Board approved the motion by a unanimous vote of 4 to 0.**

#### **Audit Report**

Mr. Koenig distributed copies of the Annual Financial Report for Years Ended December 31, 2010 and 2009 received from the Authority's auditors, Maillie, Falconiero & Company, LLP.

After a review of the report, a motion was made by Mr. Sciandra and seconded by Mr. Thompson to accept the Annual Financial Report for Years Ended December 31, 2010 and 2009 prepared by Maillie, Falconiero & Company, LLP; **the Board approved the motion by a unanimous vote of 4 to 0.**

### **ENGINEER'S REPORT**

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated October 3, 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 and noted he and Mr. Hudson will attend the MQS Planning Session scheduled to be held at the Reading Airport on October 21, 2011. Mr. Jones further advised the Board of a meeting he and Messrs. Koenig and Sciandra attended with Peter Shelly of Shelly Communications at which time funding outreach for upcoming development projects and opportunities for Township and community outreach were discussed.

#### **Sikorsky Helicopter**

Mr. Jones advised the Board the matter of the proposed connector taxiway was discussed at a project coordination meeting with representatives from Sikorsky Helicopter on September 19, 2011 in preparation for future meetings with Township officials.

#### **Runway/Taxiway Pavement Rehabilitation**

Mr. Jones discussed with the Board the draft letter provided by Delta for submittal to the County for funding assistance with the necessary pavement repairs. Mr. Jones noted Delta will provide the Authority up-dated financial information as needed.

#### **Potential Hangar**

Mr. Jones advised the Board information requested by the potential hangar tenant has been provided for a Spring construction date. It was noted the option agreement has been signed and the lease has been provided to the tenant.

#### **Construct South Apron, Phase III, Construction**

Construction work is progressing in accordance with the schedule, with approximately three more weeks of work this year.

Mr. Jones advised the Board that the BOA had notified Delta that \$997,046 is available for the Supplemental Agreement; \$2,953.95 under the original amount requested of \$1,000,000 as a result of PennDOT reducing certain project costs. Mr. Jones noted Delta will make application within the next week for the grant and he anticipates work will begin in the Spring 2012.

### **Acquire Land RW 11 PRZ (Proposed Grant)**

Mr. Jones advised the Board this matter will be discussed with representatives from PennDOT at the upcoming meeting scheduled to be held on October 21, 2011.

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

### **COUNSEL'S REPORT**

#### **Personnel Matter**

Ms. Setzler advised the Board the Authority has prevailed in the recent matter before the Unemployment Compensation Board.

Ms. Setzler further noted another claim is possible related to an employee discharged for inappropriate conduct. The Board requested Ms. Setzler defend the Authority if such a claim is lodged.

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 has not met.

### **OLD BUSINESS**

#### **CH Planning Revised Proposal**

The Board discussed the response received from CH Planning and Mr. Koenig noted the Shelly Communications firm has also been requested to submit a formal proposal.

### **NEW BUSINESS**

#### **CCAAA Board Member Vacancy**

In response to the resignation of Mr. Hanna, the Board requested Ms. Setzler contact the County Commissioners. Mr. Koenig requested the Board to forward any recommended resumes to Ms. Setzler for her transmittal to the County Commissioners for their consideration.

#### **Airport Consultant Request for Proposals**

Mr. Koenig advised the Board of 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. Staff was directed to contact the Board members not present and advise them of the proposals being held at the Airport Manager's office for their review.

Mr. Koenig advised the Board a meeting would be held at 2:00 p.m. on November 1, 2011 prior to the regular meeting of the Board to provide an opportunity for the Board members to discuss the merits of the proposal they had the opportunity to review.

### **Terminal Building HVAC Issue**

Mr. Hudson advised the Board of a condensation problem with the unit in the Terminal Building and noted Brubaker Inc., a Lancaster County HVAC company, advised repairs to replace the condensation pan would be approximately \$1,585; to replace the whole unit approximately \$8,340; and to replace both units approximately \$15,200. Mr. Koenig advised Garden Spot Mechanical has also been requested to submit a proposal to address the condensation issue. Mr. Sciandra requested staff to investigate the availability of rebates and have the technicians inspect both units and address the advisability of the replacement of the units on a staggered basis.

### **Riding Mower Issue**

Mr. Hudson discussed with the Board the cost of riding mower rental as opposed to cost of repair of mower equipment. The Board authorized staff to investigate the cost of replacement of Authority equipment.

### **Twelve Year Plan and Airport Capital Improvement Plan**

The Board discussed the timing of projects on the TYP and after discussion a motion was made by Mr. Sciandra and seconded by Mr. Koenig authorizing Mr. Jones to amend the TYP to add the connector taxiway; **the Board approved the motion by a unanimous vote of 4 to 0.**

### **Airport Hot Topics**

Mr. Koenig 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**

Ms. Zynn discussed with the Board the damage to the hangar. Mr. Koenig apologized on behalf the Authority for the damage caused by an employee of the Airport Authority and advised the Authority is investigating resolution of repair to the damaged areas.

### **NEXT SCHEDULED MEETING**

It is anticipated the next regular scheduled meeting of the Board will be on **Tuesday, November 1, 2011 at 4:00 p.m.**

### **ADJOURNMENT**

A motion was made by Mr. Sciandra and seconded by Mr. McMinn 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 September 30, 2011