

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

January 8, 2013

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, January 8, 2013 at 4:00 p.m.

The following Board members were present:

Greg Cary
Fred Goebert
Al Koenig
Paul McMinn
Donn Roberts
Joe Sciandra
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
Don Eicher, Flight School CCA
Bruce Sagnor, CCAH

CALL TO ORDER

Mr. Koenig, Chairman of the Chester County Area Airport Authority Board, called the meeting to order at 4:00 p.m.

ELECTION OF OFFICERS OF THE CHESTER COUNTY AREA AIRPORT AUTHORITY

The Board discussed the election of officers and the following slate of officers for fiscal year 2013 was recommended:

Office of Chairman:	Albert A. Koenig
Office of Vice Chairman:	Paul McMinn
Office of Secretary:	Fred Thompson
Office of Treasurer:	Donn Roberts

The Board discussed the nominations as presented. There being no further nominations, the nominations were closed.

A motion was made by Mr. Cary and seconded by Mr. Sciandra to move the election of Albert Koenig as Chairman as set forth above for a vote; Mr. Koenig abstained from the vote; **the Board approved the election of Mr. Koenig as Chairman as set forth above by a unanimous vote of 6 to 0.**

A motion was made by Mr. Cary and seconded by Mr. Koenig to move the election of Paul McMinn as Vice Chairman set forth above for the vote; Mr. McMinn abstained from the vote; **the Board approved the election of Mr. McMinn as Vice Chairman as set forth above by a unanimous vote of 6 to 0.**

A motion was made by Mr. McMinn and seconded by Mr. Cary to move the election of Fred Thompson as Secretary as set forth above for a vote; Mr. Thompson abstained from the vote; **the Board approved the election of Mr. Thompson as Secretary as set forth above by a unanimous vote of 6 to 0.**

A motion was made by Mr. Cary and seconded by Mr. Koenig to move the election of Donn Roberts as Treasurer as set forth above for a vote; Mr. Roberts abstained from the vote; **the Board approved the election of Mr. Roberts as Treasurer as set forth above by a unanimous vote of 6 to 0.**

OPERATING BUDGET FOR FISCAL YEAR 2013

Mr. Koenig expressed his appreciation to the Committee (he and fellow Board members McMinn and Sciandra) and Staff (Ms. Yori and Messrs. Hudson and Eadline) for their efforts in developing the Authority's 2013 budget and Ms. Yori distributed copies of the proposed budget package including an information memo listing highlights of the 2013 proposed budget, the draft budget, and the proposed capital expenditure budget to the Board for their further review.

Mr. Hudson discussed with the Board the proposed new hire to assist in general maintenance duties, including, but not limited to, storm water maintenance, asphalt maintenance, runway and edge line painting, steps repair, and additional on-going normal maintenance.

Mr. Thompson suggested the budget format be revised to separate the expense line item identified as "Depreciation" from the general operating expenses of the Authority.

Mr. McMinn suggested Mr. Roberts, as the newly appointed Treasurer of the CCAAA, be a member of the Finance Committee charged with reviewing the budget on behalf of the Board on a regular basis and his fellow-Board members were in agreement.

After discussion of the budget, a motion was made by Mr. Cary and seconded by Mr. Sciandra to approve the budget for fiscal year 2013 as presented, a copy of which is on file at the office of the Chester County Area Airport Authority; **the Board approved the motion by unanimous vote of 7 to 0.**

Mr. McMinn expressed the Board's appreciation to Ms. Setzler and Mr. Jones for their assistance in managing legal and engineering expenses and further commended Staff and his fellow-Board members on a successful 2012.

APPROVAL OF THE MINUTES

December 4, 2012

The minutes of the Regular Meeting held on December 4, 2012 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. Roberts to approve the minutes of the Regular Meeting held on December 4, 2012 as presented; **the Board approved the motion by a unanimous vote of 7 to 0.**

The minutes of the Executive Session held on December 4, 2012 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. Roberts to approve the minutes of the Executive Session held on December 4, 2012 as presented; **the Board approved the motion by a unanimous vote of 7 to 0.**

ACCOUNTANT'S REPORT

As of December 31, 2012

Ms. Rayne Yori of Countryside Consulting, Inc. discussed with the Board the Financial Statement Highlights along with the Statement of Financial Position as of December 31, 2012 and the Statement of Activities for the Twelve Months Ended December 31, 2012, 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. Sciandra and seconded by Mr. McMinn to accept the Financial Statements as submitted for the period ending December 31, 2012, subject to audit; **the Board approved the motion by a unanimous vote of 7 to 0.**

Approval to Retain Countryside Consulting for Financial Management

Mr. Koenig discussed with the Board the annual contract submitted by Countryside Consulting to provide financial management services to the Chester County Area Airport Authority.

Mr. Sciandra expressed the Board's appreciation for the assistance provided by Ms. Yori and her staff and made a motion, seconded by Mr. Thompson, to approve the Countryside Consulting contract as presented; **the Board approved the motion by a unanimous vote of 7 to 0.**

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated January 7, 2013, 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 (TYP)

Mr. Jones advised the Board Delta assisted in drafting the letter to the County requesting the local share for projects in 2013 and has reviewed and provided comments on the application request to the State for RACP funding.

Bentley Hangar

Mr. Jones advised the Board Delta has completed the final construction observation report summarizing all completed observation and testing.

Construct South Apron, Phase III Construction

Mr. Jones advised the Board a matter under warranty is currently being corrected by the contractor and he anticipates the matter being resolved within the next 30 days.

Construct South Apron, Phase IV, Construction (Supplemental Agreement)

Mr. Jones advised the Board Delta is coordinating record survey discrepancies for the installation of the stone base and is working on project completion documents.

Construct South Apron, Phase V

Mr. Jones advised the Board PennDOT has advised that \$1,655,555 in total project funding is available for the project and Delta has negotiated with the low bidder to reduce the project work for Alternative 2 to fit within the total project funding available. Delta is now finalizing the construction administration scope of services and costs for review and approval and will work through the grant request. He further noted the NPDS permit extension was approved through December 2014.

Develop Multi-Municipal Hazard Zoning Ordinances

Mr. Jones advised the Board Delta is preparing an air space exhibit for Valley Township.

Mr. Jones further advised the Board PennDOT will complete the South Apron project before considering any additional funding.

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

COUNSEL'S REPORT

Performance of FBO

Ms. Setzler discussed with the Board the status of performance matters and Mr. Hudson advised Ms. Setzler that he would provide her with the information requested.

Status of FBO / Pending Litigation

Ms. Setzler advised the Board she is cautiously optimistic that the case will be removed from Federal Court as it was argued that the matter to be litigated is a "garden variety" landlord tenant matter. She further noted she anticipates a decision to dismiss within the near future.

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

STANDING COMMITTEE REPORTS

Liaison Committee

After discussion, committee members for 2013 were established as set forth below:

Greg Cary
Joe Sciandra
Fred Thompson
Donn Roberts (as backup participant)

Personnel Committee

After discussion, committee members for 2013 were established as set forth below:

Fred Goebert
Donn Roberts
Fred Thompson

The Board discussed the ongoing issue of employee health insurance coverage and Ms. Yori was requested to gather appropriate information to aid in the Committee's investigation.

Finance Committee

After discussion, committee members for 2013 were established as set forth below:

Paul McMinn
Joe Sciandra
Donn Roberts will join the Committee in his role as Treasurer.

Ms. Setzler reminded the Board of its decision to establish a capital reserve fund in anticipation of future repairs and the development of a schedule to monitor all systems on Airport property.

Community Event Planning Committee

After discussion, committee members for 2013 were established as set forth below:

Greg Cary
Fred Goebert
Mike Bem

Mr. Bem distributed to the Board a package of information discussing the establishment of a Community Outreach and Aviation Education Program through the use of field trip opportunities for groups from the surrounding communities, a copy of which information is attached hereto.

The Board briefly discussed some of the issues surrounding allowing field trips to take place including insurance concerns and Ms. Setzler noted she would contact the County to see the rules and regulations in place at the County level concerning field trips. She further recommended to the Board that they revisit the Rules and Regulations to insure they represent current standards.

OLD BUSINESS

Test AWOS Site (update)

Mr. Hudson advised the Board that Mr. Stanwyck of Stanwyck Avionics has advised that the Test AWOS site is now fully operational and any major discrepancy should be apparent within the next three months.

New Terminal HVAC Installation & Performance

Mr. Hudson advised the Board the HVAC units have been replaced and rebalancing has taken place; he noted the system will be re-evaluated in the near future to see if further rebalancing is required.

Mr. Hudson further noted he is in the process of obtaining bids for window coating.

Mr. Bem advised the Board his staff has noted the temperature controls are difficult to program.

Valley Township Update

Mr. Sciandra noted the restructuring of the Township Board for 2013 has occurred and that an environmental committee has been created as an advisory committee to the Board of Supervisors with the responsibility to look into storm water management.

The Board discussed the Airport property located in Valley Township that is not easily accessible to allow for monitoring by the Police Department; she suggested the Authority erect No Trespass signs to discourage the use of the Airport property by unauthorized persons.

Sadsbury Township Update

Mr. Roberts advised the Board the Township Board of Supervisors has been reelected with no changes.

NEW BUSINESS

RACP Proposal for West End Hangar Development Funding

Mr. Koenig discussed with the Board the RACP redevelopment capital improvement request he and Messrs. Hudson and Jones prepared for submittal to the Authority's representatives in the Commonwealth's House and Senate. He noted the proposal was in two phases: phase 1 – funding in support of the land development and approval process; and phase 2 – funding in support of infrastructure to support additional hangars.

Report on T-Hangar Damage from Snow Removal Equipment

Mr. Hudson advised the Board of damage caused by an Authority employee during snow removal on December 29, 2012 to T-hangars and noted steps are in place to repair the damage at a cost of approximately \$5,000.

It was noted this matter will be discussed further in Executive Session.

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

No public comment was made at this time.

NEXT SCHEDULED MEETING

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, February 5, 2013 at 4:00 p.m.

ADJOURNMENT

A motion was made by Mr. McMinn and seconded by Mr. Roberts to adjourn the meeting; **the Board approved the motion by a vote of 7 to 0 and Mr. Koenig adjourned the meeting at 5:30 p.m.**

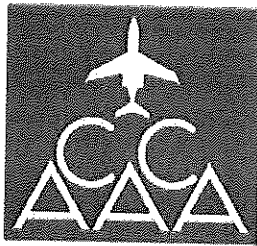
Respectfully submitted,

Carol Poinier

Recording Secretary

Attachments:

- Projects Status Report dated January 7, 2013
- Community Outreach Program Information
- Airport Manager's Report: Airport Hot Topics



Chester County Area
Airport Authority

CHESTER COUNTY AREA AIRPORT AUTHORITY
PROJECTS STATUS REPORT – DECEMBER 2012

Distribution:

Albert Koenig	Chairman
Joe Sciandra	Vice Chairman
Donn Roberts	Secretary
Fred Goebert	Treasurer
Paul McMinn	Authority Member
Gregory Cary	Authority Member
A. Frederick Thompson	Authority Member
Gary Hudson	Airport Manager
Carol Poinier	Recording Secretary
Rayne Yori	Accountant
Holly Setzler	Solicitor

Updated January 7, 2012

Prepared By:

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

DELTA AIRPORT CONSULTANTS, INC.

3540 North Progress Avenue, Suite 102

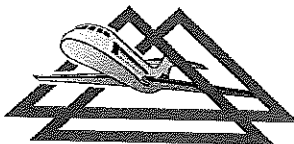
Harrisburg, Pennsylvania 17110

Tel: 717.652.8700

Fax: 717.652.8371

Mobile: 717.421.6840

Email: djones@deltaairport.com





GENERAL ASSISTANCE (Delta Project No. PA 12009)

1. Twelve Year Capital Improvement Plan (TYP)

- Delta assisted in drafting the letter to the County requesting the local share for projects in 2013.
- Delta reviewed and provided comments on the CCAAA application request to the State for RACP funding.

2. West Area Hangar Layouts

- Design of the draft Preliminary Land Development Plan (LDP) was completed on December 2, 2008. Submittal to the CCCD and Valley Township is not being made at this time, at the request of the CCAAA.
- No action during the past month.

3. RNAV/GPS Runway 11 and 29 Approaches

- Delta is holding on coordination with the FAA Airspace Evaluation Program Specialist until scoping for the grant eligible Runways 11 and 29 obstruction survey and obstacle removal project. (Anticipated during fiscal year 2012).
- No action during the past month.

4. Sikorsky Helicopter

- No action during the past month.

5. PENNDOT BOA 5010 Inspection

- No action during the past month.

6. Runway/Taxiway Pavement Rehabilitation

- No action during the past month.

7. Bentley Hangar

- Delta completed the final construction observation report summarizing all observation and testing completed and forwarded it to the CCAAA.

8. FBO Lease

- No action during the past month.

9. Helicopter Flight Operations

- No action during the past month.



ACTIVE GRANT PROJECTS

10. Construct South Apron, Phase III, Construction

PENNDOT Agreement No. ABG-2009-CCAAA-00044
 PENNDOT Internal Order No. 788029075
 PENNDOT Funds Commitment No. EG00000664
 Grant Expiration Date: June 30, 2012
 Delta Project No. 03090



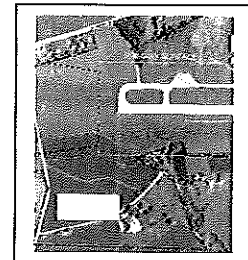
	FAA (95%)	PENNDOT (2.5%)	CCAAA (2.5%)	Total
Grant Amount	\$2,566,217.00	\$67,531.00	\$67,532.00	\$2,701,280.00
Spent to Date	\$2,553,629.06	\$67,200.76	\$67,200.78	\$2,688,030.60
Remaining	\$12,587.94	\$330.24	\$331.22	\$13,249.40

Activity of Note:

- Contractor is reviewing an item to be corrected under the warranty (Riser D-40).

11. Construct South Apron, Phase IV, Construction (Supplemental Agreement)

PENNDOT Agreement No. ABG-2011-CCAAA-00009
 PENNDOT Internal Order No. 7880029100
 PENNDOT Funds Commitment No. EG00001130
 Grant Expiration Date: June 30, 2014
 Delta Project No. 03090



	FAA (95%)	PENNDOT (2.5%)	CCAAA (2.5%)	Total
Grant Amount	\$947,192.00	\$24,926.00	24,927.00	\$997,045.00
Spent to Date	\$862,264.73	\$22,691.17	\$22,691.19	\$907,647.09
Remaining	\$84,927.27	\$2,234.83	\$2,235.81	\$89,397.91

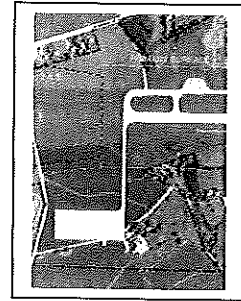
Activity of Note:

- Delta is coordinating record survey discrepancies for the installation of the stone base.
- Delta is working on project completion documents.



12. Construct South Apron, Phase V

PENNDOT Agreement No. (Pending)
 PENNDOT Internal Order No. (Pending)
 PENNDOT Funds Commitment No. (Pending)
 Grant Expiration Date: (Pending)
 Delta Project No. 03090



	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	\$1,489,999.50	\$82,777.75	\$82,777.75	\$1,655,555.00
Spent to Date	\$0.00	\$0.00	\$0.00	\$0.00
Remaining	\$0.00	\$0.00	\$0.00	\$0.00

Activity of Note:

- The PENNDOT BOA issued a Tentative Allocation for this phase on July 20, 2012.
- PENNDOT advised on December 3, 2012 that \$1,655,555 in total project funding is available for the project.
- Delta negotiated with the apparent low bidder (Horst Excavating) to reduce the project work for Alternate 2 to \$875,906.02 to fit within the total project funding available.
- Delta assisted the Owner with obtaining PENNDOT approval on December 21, 2012 to award a revised Alternate 2 in the amount of \$875,906.02 to Horst Excavating.
- Delta assisted the Owner with awarding a revised Alternate 2 in the amount of \$875,906.02 to Horst Excavating on December 24, 2012.
- Delta is finalizing the construction administration scope of services and costs for review and approval.



13. Develop Multi-Municipal Hazard Zoning Ordinances

PENNDOT Agreement No. ADP-2010-CCAAA-00038
 PENNDOT Internal Order No. 7889029101
 PENNDOT Funds Commitment No. EG00000946
 Grant Expiration Date: June 30, 2013
 Delta Project No. 11062

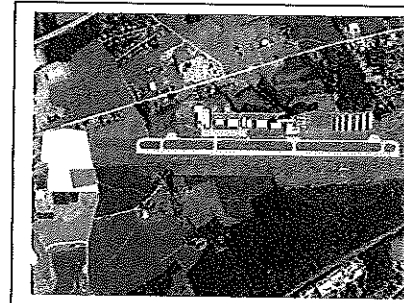
	PENNDOT (90%)	CCAAA (10%)	Total
Grant Amount	\$16,200.00	\$1,800.00	\$18,000.00
Spent to Date	\$1,878.30	\$209.30	\$2,087.60
Remaining	\$14,321.70	\$1,590.70	\$15,912.40

Activity of Note:

- Delta has been coordinating with the Authority's Solicitor, reviewing proposed hazard zoning ordinance language, reviewing and editing airport Part 77 surface exhibits, and reviewing and confirming airport specific information (dimensions, slopes, etc.) to be included in ordinance.

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

PENNDOT Agreement No. (Pending)
 PENNDOT Internal Order No. (Pending)
 PENNDOT Funds Commitment No. (Pending)
 Grant Expiration Date: (Pending)
 Delta Project No. (Pending)



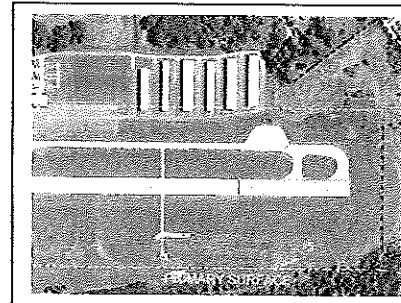
	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	(Pending)	(Pending)	(Pending)	(Pending)
Spent to Date	\$0.00	\$0.00	\$0.00	\$0.00
Remaining	\$0.00	\$0.00	\$0.00	\$0.00

- This project is planned for SFY 2012 in the current JACIP.



15. 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. (Pending)



	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

→ **This project is planned for SFY 2012 in the current JACIP.**

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: January 7, 2013

Subject: Airport Hot Topics

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

NEW BUSINESS

- * **Compass Rose:** On December 5th, new monuments were installed on the recently surveyed Compass Rose. On December 13th the monuments were stamped.
- * **Aviation Security Summit:** On December 10th – 11th, I attended the 12th annual AAAE/TSA/DHS Aviation Security Summit, in Arlington, VA.
- * **Skid Loader Mower Purchased:** On December 20th, the CCAAA purchased a Bradco BC72 Skid Steer Mounted Rotary Mower. This piece of equipment will be used for vegetation control on the airport.
- * **Tri Axle Trailer Purchased:** On December 20th, the CCAAA purchased an Eager Beaver Tri Axle Trailer. This piece of equipment will be used to transport equipment to airport work sites and to locations off airport property.
- * **Emergency Generator Serviced:** On December 28th, the emergency generator would not start due to a clogged Demand Regulator and the Overspeed Sensor being stuck in the "Faulted" position. A technician from Premium Power came to MQS and cleared the Demand Regulator and lubed/cleaned the Overspeed Sensor. He also replaced 4 older spark plugs with new ones.

OLD BUSINESS

- * **Terminal Building HVAC Units Replaced:** On December 10th and 11th, 2 HVAC units were replaced on the Terminal Building roof. The existing duct work was also rebalanced in the Chester County Aviation Holdings leased area.
- * **AWOS Temporary Test Site:** On January 4th, Stanwyck Avionics came to MQS to troubleshoot and properly mount the AWOS Ceilometer. As a result, the test site is now fully operational.