

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

August 7, 2012

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, August 7, 2012 at 4:00 p.m.

The following Board members were present:

Greg Cary
Fred Goebert
Al Koenig
Donn Roberts
Joe Sciandra

The following Board members were not present:

Paul McMinn
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
Dave Malchione, Global Air/Universal
Don Pulver, Oliver Tyrone Pulver Corp.
Matt Reider, FBO Solutions Group
Bruce Sagnor, CCAH
Leon Slobodzian, Oliver Tyrone Pulver Corp.
Frank Strouse, L. R. Kimball
Nancy Zynn, Global Air/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.

APPROVAL OF THE MINUTES

The minutes of the Regular Meeting held on June 5, 2012 were brought before the Board for their review and comment and clerical corrections were noted.

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 June 5, 2012 as amended; **the Board approved the motion by a unanimous vote of 4 to 0.**

The minutes of the Executive Session held on June 5, 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 June 5, 2012 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

At this time Mr. Cary joined the meeting

ACCOUNTANT'S REPORT

As of July 31, 2012

Ms. Rayne Yori of Countryside Consulting, Inc. discussed with the Board Financial Statement Highlights along with the Statement of Financial Position as of July 31, 2012 and Statement of Activities for the Seven Months Ended July 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. Roberts to accept the Financial Statements as submitted for the period ending July 31, 2012, 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 August 3, 2012, 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 is in the process of preparing Project Data Sheets for the planned current fiscal year projects.

Bentley Hangar

Mr. Jones advised the Board Delta has attended site visits at the request of the contractor and noted the Tenant's escrow costs will increase due to the additional site visits required. Mr. Jones further noted the Saligman hangar would be impacted by the relocation of a vent and, further, that the drainage issues have been reviewed with the contractor. Mr. Jones advised the Board Mr. Saligman has been cooperative regarding the necessary changes.

FBO Lease

Mr. Jones advised the Board the lease area survey field work has been completed and a draft lease area layout and Schedule A have been completed and delivered to the Authority for its review.

Helicopter Flight Operations

Mr. Jones advised the Board signs are in the process of being developed to address the helicopter flight operations.

Construct South Apron, Phase III, Construction

Mr. Jones advised the Board the paperwork has been submitted to PennDOT and Delta is waiting for the PennDOT close out.

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

Mr. Jones advised the Board it is anticipated completion will occur on schedule at approximately \$165,000 under budget with tree planting to be done in the September/October time frame. He further noted the contractor has agreed to honor the 2009 bid price on the cost to stabilize the site and, further, install base stone to stabilize the site rather than topsoil and seed in preparation for Phase V. Mr. Jones noted this change will add approximately 20 days to the contract and additional inspection time, but the total cost will remain under the cost of the grant.

Following discussion of the change referenced above, a motion was made by Mr. Cary and seconded by Mr. Sciandra authorizing the change from the use of top soil and seed to stabilize the site to the use of stone to stabilize the area of the South Apron Project; the **Board approved the motion by a unanimous vote of 5 to 0.**

Construct South Apron, Phase V

Mr. Jones advised the Board the tentative allocation has been received and Delta is in the process of preparing the bid package to be advertised in mid to late August 2012. He noted it is anticipated the project will be under construction early October 2012 for completion in January 2013.

Mitigate Obstructions; Ph I: Study/Preliminary Design and Rehabilitation Taxiway Sections, Ph I: Design

Mr. Jones advised the Board representatives of the BOA are scheduled to come to the Airport in the near future (August/September 2012) to do an inventory of the Airport and at that time it is anticipated they will do a walk around of the facility.

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

COUNSEL'S REPORT

Bentley Hangar

Ms. Setzler advised the Board the lease has been signed and the escrow paid.

Status of FBO / Pending Litigation

Ms. Setzler advised the Board the Authority has been sued by the FBO in Federal Court and that the Authority's insurance carrier has been notified of the suit and anticipates responding to the complaint in the near future (the Authority's response is due in September 2012). She

further noted a copy of the complaint should be made available in the offices of the Authority for public inspection.

Worker's Compensation Claim

Ms. Setzler advised the Board the petitioner has withdrawn his petition and she anticipates his withdrawal of the petition will close this matter.

Airport Hazard Zoning

Ms. Setzler advised the Board Mr. David Malman of Landis & Seltzer is in communication with the Chester County Planning Commission to facilitate this matter moving forward.

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

DON PULVER

Mr. Hudson introduced Mr. Don Pulver and Mr. Leon Slobodzian of Oliver Tyrone Pulver Corp. and Mr. Pulver addressed the Board on the areas of mutual interest to the Airport and to Oliver Tyrone Pulver Corp., as the builder of the Marriott Hotel located on Route 82 and its plans to further develop property adjacent to the Marriott as an office site. He further suggested the Airport and Pulver consider co-marketing the proposed office building and hotel and their proximity to the Airport.

The Board expressed their appreciation for the comments made by Messrs. Pulver and Slobodzian and they were excused from the meeting.

STANDING COMMITTEE REPORTS

Liaison Committee

Mr. Sciandra advised the Board the Committee has not met; he noted he anticipates scheduling a meeting of the Liaison Committee within the near future.

Personnel Committee

Mr. Roberts advised the Board the Committee has not met; he noted he anticipates having a draft of the Personnel Handbook and medical insurance options available for distribution to the Board for their review.

Finance Committee

Mr. Koenig advised the Board the Finance Committee will meet in September to discuss the budget to actual as the year progresses in anticipation of developing the budget for fiscal year 2013.

Community Event Planning Committee

Mr. Bem addressed the Board on plans in place to commemorate the 50th anniversary of the Chester County G. O. Carlson Airport scheduled to be held on October 6, 2012. Mr. Bem advised the Board the date chosen for the event was determined by the availability of the

B17/B24 airport circuit and asked the Board to investigate insurance coverage for the event. He further noted he would contact the FAA to receive any waivers required. Mr. Cary advised Mr. Bem of his interest in attending any future meetings of the tenant association and the Board gave their approval for moving forward with the plans for the commemoration noting no financial commitment was made on behalf of the Authority in support of the celebration.

A motion was made by Mr. Sciandra and seconded by Mr. Roberts establishing October 6, 2012 as the date for the 50th Anniversary Celebration commemorating the Chester County G. O. Carlson Airport and gave their approval in moving forward with the plans for the commemoration with the understanding that no financial commitment was made on behalf of the Authority; **the Board approved the motion by a unanimous vote of 5 to 0.**

OLD BUSINESS

Maintenance on Airport

Mr. Koenig expressed his appreciation to the FBO for the improvements made to the hangars on the Airport. He noted the painting has made a great difference in the appearance of the Airport.

Hangar #2 Rear Stairs Repair (update)

Mr. Hudson advised the Board he has meet with a structural engineer and noted recommendations have been made to address the repair of the rear stairs. Mr. Sciandra requested Mr. Hudson forward the recommendations to his attention for his information and review. It has been recommended that a sealant be affixed to the stairs.

T-Hangar Bumper Installation (update)

Mr. Hudson brought the Board up-to-date on the status of the repair to the T-Hangars damaged by Airport maintenance equipment. He advised of a proposal received for the installation of rubber bumpers 3/8" thick and 12" high for \$7,000 including installation; \$7,700 galvanized including installation; and \$9,610 galvanized including installation with two coats of paint. Mr. Sciandra suggested the vendor be requested to install a portion of the bumper to provide a sample for inspection by the Authority.

August 20th National Aviation Day Activity

Mr. Hudson advised the Board of the status of planning for National Aviation Day and noted PennDOT will distribute a press release advising of the activities. He further noted several organizations are taking part in the activities including the Boy Scouts, the Civil Air Patrol, Sikorsky, and the Westwood, Pomeroy and Wagontown Fire Companies.

Test AWOS Site (update)

Mr. Eadline advised the Board that Mr. Bill Stanwyck of Stanwyck Avionics temporarily replaced the equipment with a certified unit and returned the unit in place at the Airport to the manufacturer for recertification and noted information from the pilots has been gathered that indicate the unit in place is fairly accurate. Mr. Earline further advised cracked lenses were replaced.

Mr. Hudson commended the employees of CCAH for gathering the information from the pilots as requested by the Authority

Valley Township Update

Mr. Sciandra advised the Board of the status of the proposed developments located within the Township.

Sadsbury Township Update

Mr. Roberts also advised the Board of the status of developments within the Township.

NEW BUSINESS

Airport Marketing Ideas

See Comments from Mr. Don Pulver as referenced above.

Airport Hot Topics

Mr. Hudson advised the Board the recent issue of Airport Hot Topics he sent to the Board for their review prior to the meeting is attached hereto and made a part hereof.

PUBLIC COMMENT

Mr. Bem requested a status on the installation of a system to provide WI FI availability at the Airport. Mr. Roberts noted he has initially investigated the feasibility of providing WI FI service and will develop a proposal setting forth the cost and type of equipment needed to provide this service.

NEXT SCHEDULED MEETING

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, September 4, 2012 at 4:00 p.m.

ADJOURNMENT

A motion was made by Mr. Sciandra and seconded by Mr. Goebert to adjourn the meeting; **the Board approved the motion by a vote of 5 to 0 and Mr. Koenig adjourned the meeting at 5:35 p.m.**

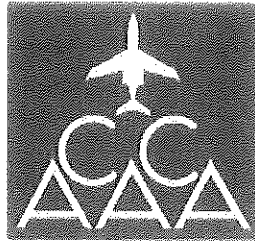
Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated August 3, 2012

Airport Manager's Report: Airport Hot Topics



Chester County Area
Airport Authority

CHESTER COUNTY AREA AIRPORT AUTHORITY

PROJECTS STATUS REPORT – JULY 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
Holly Setzler	Solicitor

Updated August 3, 2012

Prepared By:

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

DELTA AIRPORT CONSULTANTS, INC.

3540 North Progress Avenue, Suite 102

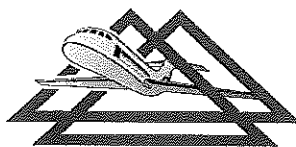
Harrisburg, Pennsylvania 17110

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 is on hold to conduct the Runway 29 obstacle survey for approach obstructions. It is anticipated that they will be included with the grant eligible **Runways 11 and 29 obstruction survey and obstacle removal project (Anticipated during fiscal year 2012)**.
- Delta is preparing Project Data Sheets for the planned current fiscal year projects (**Rehabilitate Taxiway Sections, Ph I: Design, Rehabilitate Runway 29 Section, Ph I: Design, Rehabilitate Taxiway Sections, Ph II: Construction, Rehabilitate Runway 29 Section, Ph II: Construction**)

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

- A construction site visit for inspection of the footers was requested by the Contractor for Friday, July 20, at 9:00am but was cancelled due to impending weather. It was rescheduled for Monday, July 23, at 1:00pm to be coordinated with review of hangar floor and apron subgrade compaction testing review.
- The Engineer attended a requested construction site visit on Monday, July 23, at 1:00pm to review the footers and hangar floor and apron subgrade compaction testing. The footers were not ready for review until 2:30pm and were determined to be acceptable. The hangar floors and apron subgrades were not ready for compaction review as the Contractor's testing technician did not have the testing equipment on site. This review was rescheduled for Friday, July 27, at 9:00am. A separate report has been issued.



- The Engineer attended a requested construction site visit on Friday, July 27, at 9:00 am to review the hangar floor and apron subgrade compaction testing. The hangar floor subgrade compaction was acceptable but the apron subgrade was not ready for compaction testing. The Engineer was requested to return at 11:30am to complete this review. The compaction testing was completed at 11:30am and approximately thirty percent (30%) of the area did not pass compaction testing. The Engineer identified the areas that required being cut out and repaired and is awaiting acceptance testing of those areas. A separate report has been issued.

8. FBO Lease

- Lease area survey field work is completed. A draft Lease Area Layout and Schedule A has been completed for review with the Authority.

9. Helicopter Flight Operations

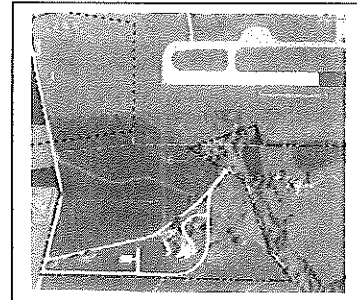
- No action during the past month.



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. PA 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

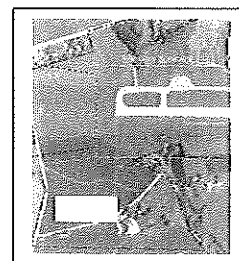
Activity of Note:

- Change Order No. Four (4), Contractor Pay Request No. Ten (10) – Final, and all supporting paperwork was submitted into the eGrant system for project close-out on April 24, 2012.



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. PA 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	\$338,283.93	\$8,902.20	\$8,902.22	\$356,088.35
Remaining	\$608,908.07	\$16,023.80	\$16,024.78	\$640,956.65

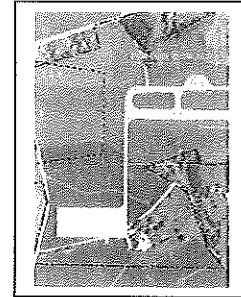
Activity of Note:

- The Contractor is anticipated to nearly complete the original Contract work except for tree planting by August 10, 2012 on schedule, within Contract time, and approximately \$165,000 under budget.
- A proposed change order is being coordinated with the PENNDOT BOA to install the base stone to stabilize the site rather than topsoil and seed which would have had to be removed in the next phase. The Contractor has agreed to hold his 2009 bid price for this work. This would add another 20 CDs to the work and the work could start immediately. This work can be completed within the grant amount.



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. PA 03090



	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

Activity of Note:

- The PENNDOT BOA issued a Tentative Allocation for this phase on July 20, 2012.
- Delta began preparing a rebid package on July 23, 2012 to bid this work. (Anticipated to advertise in mid to late August)
- Delta is preparing an Amendment for services to prepare the rebid package, bid the project, construction administration, and construction observation.

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. PA 11062

	PENNDOT (90%)	CCAAA (10%)	Total
Grant Amount	\$16,200.00	\$1,800.00	\$18,000.00
Spent to Date	\$0.00	\$0.00	\$0.00
Remaining	\$16,200.00	\$1,800.00	\$18,000.00

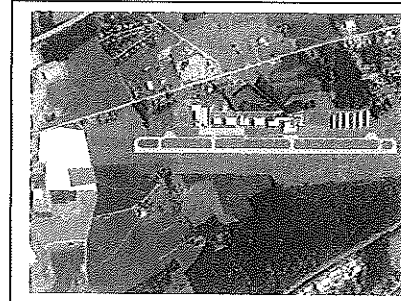
Activity of Note:

- The PENNDOT BOA grant was issued on May 11, 2011
- No action during the past month



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. PA (Pending)

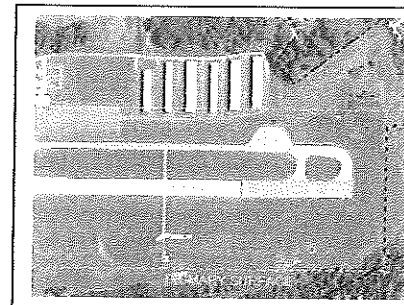


	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	(Pending)	(Pending)	(Pending)	(Pending)
Spent to Date	\$0.00	\$0.00	\$0.00	\$0.00
Remaining	\$0.00	\$0.00	\$0.00	\$0.00

→ 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. PA (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: July 3, 2012

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 June 5th, the Chester County Area Airport Authority was informed by more than one airport tenant, that it's AWOS was periodically reading inaccurate "Ceiling" and "Visibility" information. As a way to try and correct this issue, on June 6th, the AWOS's Ceilometer (measures cloud coverage) was shipped back to the manufacturer for re-calibration and replaced with one temporarily on loan, by Stanwych Avionics. Pilot reports are now recorded and cross referenced by AWOS readings, in order to determine the system's accuracy.

On June 19th, an FAA annual inspection was done on the AWOS. With the exception of the ceilometer cover being cracked, all items were found satisfactory. The ceilometer was taken out of service. On June 25th, the cover was replaced and the ceilometer was returned to service.

* **Signs on Rockdale Drive Repaired/Replaced:** On June 6th, a "Stop" sign was re-posted after being knocked over by a truck. On June 8th, a "Stop Sign Ahead" sign was replaced, due to the original one being stolen.

* **Frequency Congestion Issues at MQS Letter:** On June 7th, this letter was disseminated (via email) to MQS tenants and on June 12th, it was posted on the Chester County Area Airport Authority (CCAAA) website.

* **Helicopter Pilot's Guide:** On June 12th, MQS's revised Helicopter Pilot's Guide was posted on CCAAA's website

* **Aviation Advocacy Day:** On June 13th, I stopped by the offices of State Representatives Dan Truitt, Tim Hennessey, John Lawrence, Chris Ross, Stephen Barrar and Duane Milne at the 10th Annual Pennsylvania Aviation and Aerospace Advocacy Day, in Harrisburg, PA to personally thank them for

supporting House Bill 1100. I also stopped by the offices of Senators Andrew Dinniman, Dominic Pileggi and John Rafferty Jr. to ask them to support Senate Bill 1552 (formally house bill 1100).

- * **Window Repaired:** On June 20th, “Authority” personnel reconstructed and replaced the “Authority” office window frame at Hangar # 2. The existing frame had to be replaced due to the wood rotting out.
- * **Rotating Beacon Repaired:** On June 26th, a ballast, light bulb and photocell were replaced on the rotating beacon.

OLD BUSINESS

- * Nothing to report.

AIRPORT MEMO

To: Chester County Area Airport Authority (CCAAA) Members

From: Gary L. Hudson, Airport Manager

Date: August 2, 2012

Subject: Airport Hot Topics

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

NEW BUSINESS

- * **Airport Generator:** On July 3rd, the Governor unit was replaced and on August 2nd, the Engine Control Board was removed and replaced.
- * **Drive-thru Gates:** On July 8th, a thunderstorm passed through the area and produced multiple lightning strikes on the airport. Consequently, two of the airport drive-thru gates were struck by lightning. The Apron gate power supply device and the T- Hangar gate keypad were both damaged and had to be replaced. Both gates were repaired and returned to service on July 9th.
- * **Office Computer:** The July 8th lightning strikes at MQS also disrupted service to my office computer by damaging the networking switch and modem. Both pieces of equipment were also replaced on July 9th.
- * **Paver Repaired:** On July 20th, the Head Gasket was replaced and the Hydraulic Pump was refurbished.
- * **Tractor Repaired:** On July 20th the Clutch Sensor was replaced and on July 27th, the Torque Sensor was replaced.
- * **REIL System Repaired:** On July 23rd, the Master Timer Assembly Board was replaced after being damaged by a lightning strike.
- * **Ford Explorer Repaired:** On July 27th, the Brake Booster was replaced
- * **Aviation Way Drive-thru Gate:** On July 31st, the phone lines inside the gate's keypad were reconnected.
- * **Lindbergh Boulevard Drive-thru Gate:** On July 31st, the gate's keypad was replaced.

OLD BUSINESS

- * **Airport Obstructions:** All of the "On Airport" obstructions (trees) identified in MQS's Airport 5010 Inspection Letter of Correction, have been cut down.