

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

December 4, 2012

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

The following Board members were present:

Fred Goebert
Al Koenig
Paul McMinn
Donn Roberts
Joe Sciandra

The following Board members were not present:

Greg Cary
Fred Thompson

Also present:

Gary Hudson, Airport Manager
Dave Jones, Delta Airport Consultants, Inc.
Holly Setzler, Esquire, Landis & Setzler
Rayne Yori, Countryside Consulting, Inc.
Christine Kline, Countryside Consulting, Inc.
Carol Poinier, Recording Secretary
Doug Eadline, Airport Maintenance
Mike Bem, Flying Machine Café
Dave Malchione, Global/Universal
Fran Strouse, L. R. Kimball
Nancy Zynn, Global/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

October 2, 2012

The minutes of the Regular Meeting held on October 2, 2012 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Roberts and seconded by Mr. Sciandra to approve the minutes of the Regular Meeting held on October 2, 2012; **the Board approved the motion by a unanimous vote of 4 to 0.**

November 13, 2012

The minutes of the Regular Meeting held on November 13, 2012 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Roberts and seconded by Mr. Sciandra to approve the minutes of the Regular Meeting held on November 13, 2012; **the Board approved the motion by a unanimous vote of 4 to 0.**

At this time Mr. McMinn joined the meeting.

ACCOUNTANT'S REPORT

As of October 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 October 31, 2012 and the Statement of Activities for the Ten Months Ended October 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. Goebert to accept the Financial Statements as submitted for the period ending October 31, 2012, subject to audit; **the Board approved the motion by a unanimous vote of 5 to 0.**

As of November 30, 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 November 30, 2012 and the Statement of Activities for the Eleven Months Ended November 30, 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. Goebert to accept the Financial Statements as submitted for the period ending November 30, 2012, subject to audit; **the Board approved the motion by a unanimous vote of 5 to 0.**

Ms. Yori introduced Ms. Christine Kline to the Board and noted Ms. Kline is on staff at Countryside Consulting and is presently handling the day-to-day financial activities of the Authority on behalf of Countryside. Mr. Koenig and the Board welcomed Ms. Kline to the Authority.

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated December 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 the planning meeting held this date noted that no major changes are anticipated although the time frame for the projects will be extended due to funding availability.

PennDOT BOA 5010 Inspection

Mr. Jones advised the Board that all items identified have been addressed.

Bentley Hangar

Mr. Jones advised the Board Delta has reviewed the results from the contractor's quality control testifying firm and Delta's final report is being prepared and will be completed this month.

Construct South Apron, Phase III Construction

Mr. Jones advised the Board a matter under warranty is currently being corrected by the contractor.

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

Mr. Jones advised the Board the surface of the stone base may be at an incorrect elevation and Delta is in the process of reviewing the matter with the contractor. He further noted payment is being withheld pending final inspection and that this matter is also under warranty.

Construct South Apron, Phase V

Mr. Jones advised the Board he is awaiting funding to come through PennDOT noting the bid must be awarded to the low bidder by December 31, 2012.

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

COUNSEL'S REPORT

Meeting Date Change

Ms. Setzler advised the Board the next scheduled meeting of the Authority is New Year's Day, Tuesday, January 1, 2013. The Board discussed the timing of the meeting and it was the consensus of the Board to reschedule the January 2013 meeting of the Board to the following Tuesday, January 8, 2013. Staff was authorized to take steps to advertise the change in meeting date.

Develop Multi-Municipal Hazard Zoning Ordinances

Ms. Setzler advised the Board the zoning project is underway and the signage issue has been satisfactorily addressed.

Status of FBO / Pending Litigation

Ms. Setzler advised the Board oral argument was held approximately one week ago and 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 before the end of the current fiscal year.

Bentley Hangar

Ms. Setzler discussed with the Board an e-mail referencing the Saligman/Bentley issue and she noted she has suggested that the parties work through this matter between themselves.

Mr. Koenig advised the Board Mr. Bentley has requested the opportunity to speak to the Authority Board at its Executive Session in January 2013.

Performance of FBO

Ms. Setzler discussed with the Board the status of performance matters and an e-mail she has received from Mr. Bruce Sagnor of CCAH requesting confirmation that the FBO has completed work in an acceptable fashion and is no longer in default of its lease.

After discussion, the Board advised Mr. Hudson to verify the check list and the satisfaction of the Authority and request identification of the party performing the work for warranty purposes. Ms. Setzler noted she will provide a list to Mr. Hudson for verification purposes Gary and advise Mr. Sagnor the Authority Board will discuss the matter at its meeting in January 2013.

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

STANDING COMMITTEE REPORTS

Liaison Committee

No report was made at this time.

Personnel Committee

No report was made at this time.

Finance Committee

Mr. Koenig advised the Board the Finance Committee is scheduled to meet on December 11, 2012 to discuss the budget for fiscal year 2013 to be presented to the Authority Board in January 2013 for approval.

Community Event Planning Committee

Mr. Bem discussed the air show / open house proposed to be held the first weekend in October 2013 and he noted he has discussed with Sikorsky the possibility of coordinating its

October event to coincide with the open house scheduled to be held at the Airport. He further noted the Collins Foundation has advised they may not be available to participate due to prior commitments.

After discussion by the Board of the proposed air show / open house, a motion was made by Mr. Sciandra and seconded by Mr. Koenig to sanction an event to be held on the first weekend in October with the scope of the event to be determined by the Board at a future date; **the Board approved the motion by a unanimous vote of 5 to 0.**

Mr. Bem extended an invitation to the Board and staff to attend a Pilot Tenant Association Holiday Open House to be held at Barry Bentley's Hangar on December 13, 2012 from 6:30 to 8:30 p.m.

OLD BUSINESS

Test AWOS Site (update)

Mr. Eadline advised the Board that Stanwyck Avionics is still in the process of obtaining the necessary parts to upgrade and test the system.

Valley Township Update

Mr. Sciandra noted the dedication of Rockdale Drive.

Sadsbury Township Update

Mr. Roberts advised the Board of the medical facility construction underway at the intersection of Routes 10 and 30.

NEW BUSINESS

Approval of 2013 Budget

As noted by Mr. Koenig in the Financial Committee report, it is the intention of the Committee to present a 2013 budget to the Board for its review and approval at the Board's meeting in January 2013.

Approval of CCAH Deferred Maintenance Letter

As discussed by Ms. Setzler in the Counsel's Report, Mr. Hudson will review the list of maintenance items and the matter will be discussed in detail at the Board's meeting in January 2013.

Terminal HVAC Unit Replacements

Mr. Eadline advised the Board he anticipated the units being delivered and installed within the near future and that a meeting will be held with all impacted parties to discuss the matter.

Approval of Sewer Lift Station Computer Control Panel Replacement

Mr. Hudson advised the Board the computer board went down and an emergency repair involving delivery and installation of equipment was required at a cost of approximately \$3,000.

Ms. Seltzer recommended the Authority develop an overall maintenance plan to address repair and maintenance on an ongoing basis. Ms. Yori noted she will assist in developing a list for the budget review process.

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

Mr. Bem advised the Board he has continued to receive positive comments on the availability of Wi-Fi at the Airport.

After discussion of the location of Wi-Fi availability, a motion was made by Mr. Sciandra and seconded by Mr. Goebert authorizing staff to extend the coverage of Wi-Fi to include the Authority Meeting Room at a cost not to exceed \$200; **the Board approved the motion by a unanimous vote of 5 to 0.**

NEXT SCHEDULED MEETING

As discussed in the Counsel's Report, the next regular scheduled meeting of the Board will be on Tuesday, January 8, 2013 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 5:00 p.m.**

Respectfully submitted,

Carol Poinier

Recording Secretary

Attachments:

Projects Status Report dated December 3, 2012
Airport Manager's Report: Airport Hot Topics



Chester County Area
Airport Authority

CHESTER COUNTY AREA AIRPORT AUTHORITY

PROJECTS STATUS REPORT – NOVEMBER 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 December 3, 2012

Prepared By:

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

DELTA AIRPORT CONSULTANTS, INC.

3540 North Progress Avenue, Suite 102

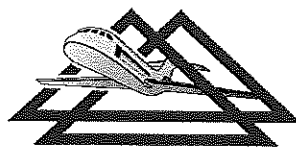
Harrisburg, Pennsylvania 17110

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)

- A PENNDOT BOA Planning Session was held at 1:30 PM on November 13, 2012 at the Airport. No changes were made to the TYP.

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

- Delta drafted a 5010 response for the CCAAA to send to the PENNDOT BOA.

6. Runway/Taxiway Pavement Rehabilitation

- No action during the past month.

7. Bentley Hangar

- Delta reviewed test results from Contractor's Quality Control testing firm. Final reports are being prepared.

8. FBO Lease

- No action during the past month.

9. Helicopter Flight Operations

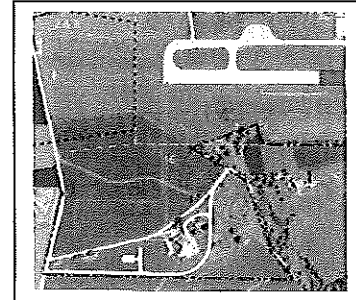
- No action during the past month.



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. PA 03090



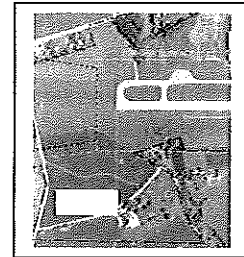
| | FAA (95%) | PENNDOT (2.5%) | CCAAA (2.5%) | Total |
|---------------|----------------|----------------|--------------|----------------|
| Grant Amount | \$2,566,217.00 | \$67,531.00 | \$67,532.00 | \$2,701,280.00 |
| Spent to Date | \$2,553,629.06 | \$67,200.76 | \$67,200.78 | \$2,688,030.60 |
|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

Activity of Note:

- 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. 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 | \$843,987.25 | \$22,210.19 | \$22,210.20 | \$888,407.64 |
| Remaining | \$103,204.75 | \$2,715.81 | \$2,716.80 | \$108,637.36 |

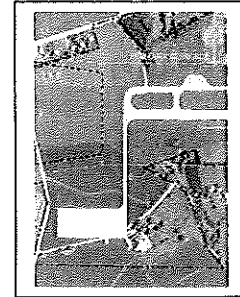
Activity of Note:

- Trees have been installed.
- Delta is coordinating record drawing discrepancies and rescheduling a final inspection.
- 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. 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 opened bids on October 2, 2012 and forwarded bid tabulations.
- PENNDOT BOA is evaluating total project costs to determine what alternate they can fund.
- Delta is awaiting PENNDOT BOA funding decision to finalize an Amendment for services to prepare the rebid package, bid the project, construction administration, and construction observation.
- **Bid must be awarded to apparent low bidder by December 31, 2012 or the project must be rebid.**

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 | \$885.24 | \$98.37 | \$17,016.39 |
| Remaining | \$15,314.76 | \$1,701.63 | \$17,016.39 |

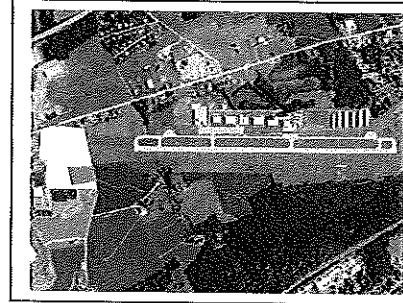
Activity of Note:

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. PA (Pending)

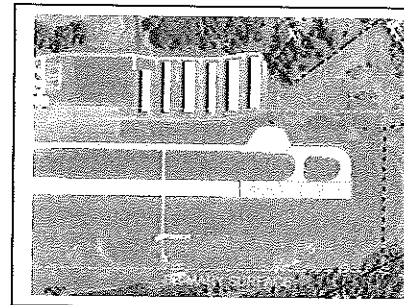


| | FAA (90%) | PENNDOT (5%) | CCAAA (5%) | Total |
|---------------|-----------|--------------|------------|-----------|
| Grant Amount | (Pending) | (Pending) | (Pending) | (Pending) |
| Spent to Date | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Remaining | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

→ 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: December 3rd, 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

* **Moveable Tents:** Two movable tents are in the process of being erected at the East end of the airport, in the field opposite the T-Hangars. They will be used to store lawn mowing equipment for the Winter.

***Sewer Lift Station:** The Sewer Lift Station Computer Panel had to be replaced. This was a high priority repair that needed to get done ASAP.

OLD BUSINESS

* **Old Taxiway Centerline:** An old taxiway centerline on taxiway Alpha and Foxtrot is in the process of being removed. Obliterating these lines will avoid any confusion from pilots taxiing their aircraft in this area.