

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

April 4, 2017

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, April 4, 2017 at 4:00 p.m.

The following Board members were present:

Chuck Beebe
Al Koenig
Paul McMinn
Donn Roberts
Rich Saylor

The following Board members were not present:

Fred Goebert
Fred Thompson

Also present:

Gary Hudson, Airport Manager
Dave Jones, Delta Airport Consultants, Inc.
Holly Setzler, Esquire, Landis & Setzler
Rayne Yori, Countryside Consulting
Carol Poinier, Recording Secretary
Ann Babb, Boy Scouts of America
Susan Bader, Boy Scouts of America
Mike Bem, Flying Machine Cafe
James Doyle, L&S
Doug Eadline, Airport Maintenance
Carl Hogan, BBD
Bob Kerr, Brightview
Dave Malchione, Global Air / Universal Aviation
Erika Marsteller, Signature
Fran Strouse, L. R. Kimball
Nancy Zynn, Global Air / Universal Aviation

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

Regular Meeting Held on March 7, 2017

The minutes of the Regular Meeting held on March 7, 2017 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Saylor and seconded by Mr. Beebe to approve the minutes of the Meeting held on March 7, 2017 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

Executive Session Held on March 7, 2017

The minutes of the Executive Session held on March 7, 2017 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Saylor and seconded by Mr. Beebe to approve the minutes of the Executive Session held on March 7, 2017 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

ACCOUNTANT'S REPORT

As of March 31, 2017

Ms. Rayne Yori of Countryside Consulting, Inc. discussed with the Board the Financial Statement Highlights along with the Statement of Financial Position as of March 31, 2017, and the Statement of Activities for the Three Months Ended March 31, 2017, 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. Saylor and seconded by Mr. Koenig to accept the Financial Statements as submitted for the period ending March 31, 2017, 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 updated April 3, 2017, prepared by Delta Airport Consultants, Inc., a copy of which is attached hereto and made a part hereof.

Additional discussion was noted as follows:

Airport Maintenance Program

Mr. Jones advised the Board that he has provided revisions to the Maintenance Plan Summary and is awaiting further response from the Authority Board. He noted he will work with the Property Committee to plan the implementation of the Maintenance Plan.

**Rehabilitate Runway and Taxiway Sections, Ph 1: Design
Rehabilitate Runway 29 Section, Ph 1 Design**

Mr. Jones brought the Board up-to-date on the status of the slag disposal and noted that the environmental sampling for slag material took place on March 28 and 29, 2017. He noted samples obtained from the drilling have been provided to the laboratory and he anticipates receiving preliminary results in approximately two weeks. He further noted the runway could be impacted for 30 to 45 days depending on the results of the slag analysis. The Board discussed with Mr. Jones the time frame for the work to be completed and Mr. Jones noted they should receive approximately two to three months' notice from PennDOT regarding the release of grants funds (September-August time frame) and he anticipates the project going out to bid in approximately 60 to 75 days from now.

The Board thanked Mr. Jones for his work on behalf of the Airport Authority.

COUNSEL'S REPORT

Ms. Setzler noted general support has been provided since the Board last met in March 2017.

Contract Matter

Ms. Setzler noted for the record that a contact request for proposal was discussed at the Executive Session held immediately following the Board's meeting in March 2017.

ADA Compliant Walkways

Ms. Setzler advised the Board that pictures have been taken of the recently installed walkways and no further contact regarding the walkways has been received to date.

Easements / Tree Removal

Ms. Setzler advised the Board she will follow up with the homeowners to insure they are satisfied with the service received and the resolution of this matter.

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

STANDING COMMITTEE REPORTS

Liaison Committee

Mr. Beebe noted a meeting has been scheduled with representatives of Lockheed / Sikorsky to be held in April 2017.

Personnel Committee

Mr. Hudson advised the Board the revised job descriptions will be forwarded to Ms. Setzler for her review and distribution to the Committee for its final review.

Finance Committee

Mr. Koenig advised the Board the Finance Committee met on March 22, 2017 to review the audit and he introduced Mr. Carl Hogan of bbd who reviewed with the Board the Independent Auditor’s Report, a copy of which is on file at the office of the Chester County Area Airport Authority. Mr. Hogan and the Board discussed the report in detail and Mr. Hogan noted no material adjustments were warranted.

After review of the report, a motion was made by Mr. Saylor and seconded by Mr. Roberts to accept the Independent Auditor’s Report prepared by bbd as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

Land Development Planning Activity Committee

Mr. Hudson noted no report is warranted at this time.

Building and Grounds Committee

Mr. Hudson noted Mr. Jones has distributed the revised Summary of the Maintenance Plan to the Property Committee and to the Board and that he will begin work in implementation of the plan.

OLD BUSINESS

Valley Township Update

Mr. Saylor noted no report is warranted at this time.

Sadsbury Township Update

Mr. Roberts noted no report is warranted at this time.

Request for Proposal – Terminal Building Restroom Renovation

Mr. Koenig noted one company submitted a proposal and it was determined that more specific specifications would be developed in order to insure the proposals would comply with ADA requirements.

Request for Proposal - Grant and Advocacy Support

Mr. Koenig advised the Board he has developed a request for proposal for grant and advocacy support services and will amend the proposal upon receipt of the Board’s comments and suggestions.

CCAAA Website

Mr. Hudson noted that the intern is continuing work on the update of the Authority’s website

Personnel Issue

Mr. Hudson advised the Board a personnel issue will be discussed in Executive Session immediately following the Board meeting.

NEW BUSINESS

Chester County Council / Boy Scouts of America Fundraiser

Mr. Hudson introduced Ms. Ann Babb and Ms. Susan Bader representing the Chester County Council of the Boy Scouts of America and they discussed their request to use the Airport as a location to hold a wild game dinner as a fundraiser for the Boy Scouts. Mr. Hudson advised the Board and Ms. Babb and Ms. Bader that he would discuss their request with the tenants on the Airport to seek their approval.

Chester County Airport Legislators Meeting

Mr. Saylor brought the Board up-to-date on the status of the upcoming legislators meeting to be held on April 12, 2017 as 1:00 p.m. at the Sikorsky facility. Mr. Saylor distributed Sikorsky Visitor Pre-Visit Request Forms and noted the form must be returned to Mr. Hudson as he will hand deliver the completed forms to Sikorsky by April 10, 2017.

PUBLIC COMMENT

Ms. Erika Marsteller of the FBO raised the matter of deer sweeps and Ms. Setzler noted she is awaiting a letter from the FBO in order to move the matter forward. Mr. Jones noted he would contact other airports of similar size to see how they handle this issue.

Mr. Malchione addressed the Board on the pending shut down of the airport to address the rehabilitation of the taxiway noting the proposed shut down will have a serious negative impact on corporate aircraft at the Airport. Mr. Saylor suggested the Authority could investigate a possible rent reduction to reduce the impact of the proposed shutdown.

NEXT SCHEDULED MEETING

Upcoming Meeting

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, May 2, 2017 at 4:00 p.m.

ADJOURNMENT

A motion was made by Mr. Saylor and seconded by Mr. Beebe to adjourn the meeting; **the Board approved the motion by a unanimous vote of 5 to 0 and Mr. Koenig adjourned the meeting at 5:05 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated April 3, 2017
Airport Hot Topics Dated April 4, 2017



**Chester County Area
Airport Authority**

CHESTER COUNTY AREA AIRPORT AUTHORITY

PROJECTS STATUS REPORT – MARCH 2017

Distribution:

Albert Koenig	Chairman
Paul McMinn	Vice Chairman
A. Frederick Thompson	Secretary
Donn Roberts	Treasurer
Fred Goebert	Authority Member
Rich Saylor	Authority Member
Chuck Beebe	Authority Member
Gary Hudson	Airport Manager
Carol Poinier	Recording Secretary
Rayne Yori	Accountant
Holly Setzler	Solicitor

Updated April 3, 2017

Prepared By:

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

DELTA AIRPORT CONSULTANTS, INC.
3544 North Progress Avenue, Suite 200
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 16007)

1. Twelve Year Capital Improvement Plan (TYP)

- Delta completed revisions to the future projects that are included in the PENNDOT BOA's Joint Automated Capital Improvement Program (JACIP) as requested. A summary of the projects and the Airport's Pavement Condition Index (PCI) Map from the BOA's 2016 update are included for reference.
- Delta prepared Project Data Sheets as a follow-up to the recent JACIP update and assisted the Airport Manager in submitting them through the PENNDOT BOA website.
- **No activity during the past month.**

2. Sikorsky Helicopter

- Delta attended a meeting with the Authority, Sikorsky, and CCED on March 2, 2016 to discuss the potential reallocation of RACP funding offered to Sikorsky for an underpass on Washington Lane to the potential installation of a Federal Contract Tower at the Airport.
- **No activity during the past month.**

3. PENNDOT BOA 5010 Inspection

- Delta prepared an exhibit showing the obstructions identified in the 5010 inspection letter dated March 10, 2016 and is finalizing a draft response letter to the Authority for use in responding to the PENNDOT BOA.
- **No activity during the past month.**

4. Terminal/Corporate Area Land Development Plan

- Delta assisted the CCAAA with preparation and submission of a Multi-Modal Grant Application for the completion of an environmental assessment for this project and the proposed Federal Contract Tower.
- Delta has been coordinating with DCED staff to answer questions on the acreage for the EA and provide additional information as required.
- Delta assisted the CCAAA with preparation and submission of a Multi-Modal Grant Application to PENNDOT for the final design, bidding, and construction of apron, taxiways, and hangar infrastructure in the west terminal area.
- **No activity during the past month.**



5. Airport Maintenance Program

- Delta reviewed a Draft Summary of the Maintenance Plan with the Property Committee on February 7, 2017. The Authority Solicitor should be consulted to determine the financial responsibilities (e.g. Authority, Tenant, FBO) for the maintenance activities based on current terms of leases/agreements. The Committee reported to the Authority at the February 7, 2017 Authority Meeting. The Authority decided to investigate having complete renovations made to the public restrooms in the Terminal Building to address functional, aesthetic and maintenance concerns.
- Delta participated in a conference call with the Authority Solicitor and Airport Manager to further review the Draft Summary of the Maintenance Plan. Financial responsibility was identified for each item included on the Plan. Delta prepared revisions to the Summary Table which will be provided to the Property Committee for review.
- **Delta provided revisions to the Maintenance Plan Summary on March 7, 2017 for Property Committee review.**

6. NAVAIDS

- **No activity during the past month.**

7. Runway 11 Approach Obstruction Property Surveys

- The property exhibit for 35 Morris Lane was completed and forwarded to Mr. Hudson and Ms. Setzler for coordination with the Property Owner.
- Delta prepared a Google Earth image of the trees to be removed on 35 Morris Lane as requested by Mr. Hudson for his use in coordinating with the property owner.

8. Era Helicopters

- Drawings were provided to Era Helicopters for Hangar 6 (Geewax Hangar) as requested by the Authority.
- **No activity during the past month.**



GRANT PROJECTS

9. FCT Justification and Feasibility Study

Non-Grant
Delta Project No. 15079

Scope of Work:

- Conduct BCA and feasibility of obtaining an FCT at MQS
- Make application to FAA, if justified and feasible

	CCAAA
Budget	\$42,500.00
Spent to Date	\$42,500.00
Remaining	\$0.00

- Delta has been evaluating historical aircraft operations at the Airport to determine if any changes need to be made on the FAA 5010 form at this time.
- Delta conducted a conference call between the CCAAA and the Contract Tower Association on July 28, 2015 for the CCAAA to obtain information to see if they would like to become a member.
- Delta assisted the CCAAA in submitting the application on December 11, 2015. The FAA responded on December 16, 2015 that no new applications are being accepted until they have completed developing the new methodology anticipated in the first quarter of 2017.
- Delta researched issues related to the FAA Reauthorization Bill regarding the Federal Contract Tower Program and obtained information from the U.S. Contract Tower Association related to the Program & Reauthorization. Delta prepared letters to the PA Congressional delegation regarding MQS justification to participate in the Contract Tower Program and the FAA Reauthorization Bill. Delta submitted letters to MQS for signature and mailing.
- Delta met and talked with CCED and Senate caucus members regarding this project. Additional coordination is continuing.
- Delta has coordinated with the CCED several times to answer questions.
- Delta prepared the FCT Application for resubmission by the CCAAA to the FAA.
- **No activity during the past month.**



10. Rehabilitate Taxiway Sections, Ph I: Design

PENNDOT Agreement No. ABG-2015-CCAAA-00027
 PENNDOT Funds Commitment No. EG00002330
 Grant Expiration Date: June 30, 2018
 Delta Project No. 16034



Scope of Work:

- Reconstruct portion of parallel taxiway and connector taxiway at east end of Runway 11-29.

	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	\$142,650.00	\$7,925.00	\$7,925.00	\$158,500.00
Spent to Date	\$97,068.60	\$5,392.70	\$5,392.70	\$107,854.00
Remaining	\$45,581.40	\$2,532.30	\$2,532.30	\$50,646.00

- The geotechnical subconsultant has provided a draft report which has been reviewed by Delta and comments have been returned to be addressed. The geotechnical consultant is researching the requirements for disposal of the slag material that will be removed. The Pennsylvania Department of Environmental Protection (PADEP) has required that the slag be sampled and tested to provide a quantitative and qualitative assessment to determine if any remedial measures are required for the slag disposal. A proposal has been provided to conduct the required sampling and testing.
- An official Pre-Design Meeting with the Authority, PENNDOT BOA, and Delta is being scheduled. The Pre-Design Meeting was conducted on November 15, 2016. Based on recent directives from the FAA, the PENNDOT BOA has placed greater emphasis on bringing Runway End Safety Areas (RESA) into compliance with the current criteria. It is unlikely that full compliance with the 1000' length will be mandated; however, an additional meeting(s) with the PENNDOT BOA will be required to determine what improvements will need to be incorporated into the project. **Meeting notes were distributed to all attendees on January 27, 2017.**
- PENNDOT BOA provided additional guidance on December 9, 2016 indicating that the improvements to the Runway End Safety Area (RESA) will not be included with the Runway and Taxiway rehabilitation projects. Accordingly, RSA improvements have been added as future projects on the Twelve-Year Plan (Feasibility Study, Final Design and Construction).
- Delta attended a coordination meeting with staff from the Chester County Conservation District (CCCD) on December 28, 2016. CCCD staff reconfirmed that the pavement areas will be considered as Roadway Maintenance Areas (RMA) and as such will not require mitigating stormwater management Best Management Practices (BMPs). The CCCD will confer with PADEP staff to determine if the slag disposal area can be considered as reclamation area which would reduce the stormwater management requirements similar to how the RMA will be addressed. It was determined that two (2) additional coordination meetings will be needed; one after slag environmental testing has been completed and one as a pre-submission checklist meeting. **Meeting notes were distributed to all attendees on January 27, 2017.**
- On January 5, 2017, the CCCD provided additional guidance after consulting with the PA DEP. The slag disposal area can be considered as RMA provided it is located adjacent to the Taxiway area (existing embankment area). The RMA disturbed area is not included in the project disturbed area used to determine if an NPDES permit is required. Therefore, if the disturbed area outside the RMA (staging area, haul road, etc.) is less than one acre, no NPDES permit will be required.



- Delta reviewed information provided by Mr. Koenig regarding alternate methods to stabilize slag material using fly-ash material. Additional investigation was conducted by Delta, including discussions with the Indiana Department of Transportation Office of Research and Development (Study Co-Sponsor) and the geotechnical subconsultant for the project regarding the potential application of this method to the Runway and Taxiway Rehabilitation. **A summary of Delta's investigation was provided to the Authority on March 7, 2017.**
- **Drilling originally scheduled to start March 15, 2017 was postponed due to the winter storm. The drilling was rescheduled and completed on the evenings of March 28 and 29, 2017. Samples obtained from the drilling have been provided to the laboratory and we anticipate receiving preliminary results in approximately 2 weeks.**

11. Rehabilitate Runway 29 Section, Ph I: Design

PENNDOT Agreement No. ABG-2015-CCAAA-00028
PENNDOT Funds Commitment No. EG00002329
Grant Expiration Date: June 30, 2018
Delta Project No. 16035

Scope of Work:

- Reconstruct east end of Runway and bump at west end of Runway.



	FAA (90%)	PENNDOT (5		
Grant Amount	\$206,590.00	\$11,477.00	\$11,478.00	\$229,545.00
Spent to Date	\$143,017.87	\$7,945.43	\$7,945.45	\$158,908.75
Remaining	\$63,572.13	\$3,531.57	\$3,532.55	\$70,636.25

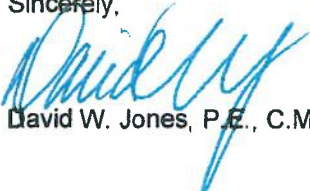
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- **Drilling originally scheduled to start March 15, 2017 was postponed due to the winter storm. The drilling was rescheduled and completed on the evenings of March 28 and 29, 2017. Samples obtained from the drilling have been provided to the laboratory and we anticipate receiving preliminary results in approximately 2 weeks.**

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: April 4th, 2017

Subject: Airport Hot Topics

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

NEW BUSINESS

Light Bulb Replaced: On 3/20/17, a light bulb on one of the terminal building obstructions lights was replaced.

Airport Conference: 8/28/17 – 3/30/17, I attended the 2017 Northeast Chapter/American Association of Airport Executives Airports Conference in Hershey, PA.

Additional Vehicle Parking Lot: During snow removal operations, snow plow operators would inadvertently push snow and gravel into the grass when removing snow. So, now that the Winter season has ended, on 4/3/17, airport maintenance personnel raked and evenly spread the gravel back on the parking lot surface.

Air Compressor: On 4/3/17, this compressor was mounted to a specific location in the Airport Maintenance Garage.

Skid Loader: On 4/3/17, warranty repairs were completed on the New Holland Skid Loader.

Vehicle Repaired: On 4/3/17, the Ford Explorer's Electrical Air Temperature Control Unit, which controls the Heating and Air Conditioning System, was replaced.

OLD BUSINESS

Tree Harvesting Project: The Tree Harvesting project being conducted on the Northeast side of the airport is still ongoing.