

# CHESTER COUNTY AREA AIRPORT AUTHORITY

## MINUTES

September 3, 2013

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, September 3, 2013 at 4:00 p.m.

The following Board members were present:

Al Koenig  
Paul McMinn  
Donn Roberts  
Joe Sciandra  
Fred Thompson

The following Board members were not present:

Greg Cary  
Fred Goebert

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  
Steve Fortin, Flight School  
Carol Knight, Flight School  
Matt Reider, CCAH  
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.

## **APPROVAL OF THE MINUTES**

### **Regular Meeting**

The minutes of the Regular Meeting held on August 6, 2013 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 August 6, 2013 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

### **Executive Session**

The minutes of the Executive Session held on August 6, 2013 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 August 6, 2013 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

## **ACCOUNTANT'S REPORT**

### **As of August 31, 2013**

Ms. Rayne Yori of Countryside Consulting, Inc. discussed with the Board the Financial Statement Highlights along with the Statement of Financial Position as of August 31, 2013 and Statement of Activities for the Eight Months Ended August 31, 2013 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. Thompson to accept the Financial Statements as submitted for the period ending August 31, 2013, subject to audit; **the Board approved the motion by a unanimous vote of 5 to 0.**

### **Citadel Federal Credit Union Account**

Ms. Yori advised the Board the paperwork has not as yet been completed to establish the account with Citadel Federal Credit Union.

### **Audit**

Ms. Yori advised the Board the audit has been completed and a copy has been submitted to the Chester County Commissioners and Department of State. She noted bound copies of the audit will be available for distribution in the near future. She further noted the cost to complete the audit was over budget due to the work required in closing out the Phase III grant account.

The Board discussed the wisdom of preparing an RFP to obtain auditing services. Ms. Setzler advised the Board the most recent RFP was prepared approximately three years ago and the only response received was from the Maillie firm.

## **ENGINEER'S REPORT**

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated August 30, 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 a meeting has been scheduled with the PennDOT BOA for October 24, 2013 to reviewing upcoming projects for the next four years.

### **PennDOT BOA 5010 Inspection**

Mr. Jones advised the Board all trees identified in the e-mail dated July 12, 2013 from the FAA have been removed and the additional trees identified in an e-mail from the FAA dated August 9, 2013 have also been removed. He further noted the ILS 29 approach is back in service and two additional trees located off Airport property identified as obstacles have not as yet been removed.

The Board requested Mr. Jones obtain the cost to measure just the trees in question and Mr. Sciandra further requested Mr. Jones obtain the cost to survey the entire Airport property; it was noted an approximate cost to survey the entire Airport would be approximately \$60,000.

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

Mr. Jones advised the Board the Township Engineer has accepted the as-built condition of the D40 riser and this phase of the project is now completed.

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

Mr. Jones advised the Board the Contractor has been sent final notice that he has not met the requirements of the Contract and the Contractor has admitted they had grade and elevation problems during installation of the stone base and have conditionally agreed to correct the stone base to conform to the Contract documents. He noted the Contractor has requested to not be responsible for the additional cost to the Authority (approximately \$45,000 for costs incurred by the engineer and additional legal and township fees) associated with correcting the non-conforming work.

Ms. Setzler noted the bonding company has been notified there is an issue and noted if the Contractor is in default the bonding company will be required to step in and pay the costs associated with addressing the non-conforming work.

After discussion of the matter, a motion was made by Mr. Koenig and seconded by Mr. McMinn authorizing the Authority's engineer to prepare a letter notifying the Contractor it is the Authority's position that the Contractor bears full responsibility for all costs associated with correcting the non-conforming work including liquidated damages; **the Board approved the motion by a unanimous vote of 5 to 0.**

### **Construction South Apron, Phase V**

Mr. Jones advised the Board the work is progressing in spite of the wet weather. He noted the installation of the security fence, installation of the drainage pipes under the proposed

Taxiway and the relocation of the VASI power line are complete and the Contractor is proceeding with the installation of the embankment for Taxiway G.

He further noted PennDOT may have an additional \$750,000 to \$1,750,000 available for the project to add as a supplement agreement to the Horst Contract and, further, that a change order could be issued to the current Contractor to complete project. If the full amount is provided by the PennDOT BOA the Authority will need an additional \$90,000 as the local share to achieve the match.

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

## **COUNSEL'S REPORT**

### **Federal Lawsuit**

Ms. Setzler noted the Federal Court has issued an Order dismissing the action filed by the FBO. She noted the Court's Opinion answered all issues that were raised and determined that the positions taken by the Authority were found to be reasonable. She advised a copy of the Court's pleading should be available for distribution to the public upon request.

Ms. Setzler further noted she is in receipt of a letter from Gregg Campbell advising of their intention to file this litigation in Chester County Court.

### **Ross Aviation Request for Assignment of FBO Lease**

Ms. Setzler discussed with the Board the Assignment of Lease discussed in Executive Session in August 2013. She noted she has received the documentation requested from Ross Aviation and Mr. Koenig noted the financial information provided by Ross Aviation was deemed acceptable.

Upon discussion of the materials received, a motion was made by Mr. Koenig and seconded by Mr. Thompson ratifying the assignment pursuant to the receipt of acceptable legal documentation with the understanding the FBO assignment of lease does not address responsibility for sub-soil remediation as the subsurface tank issue remains with the leaseholder and is not an issue that is appropriately addressed by the Authority; acceptable confirmation of investment; Seller's agreement to pay all legal fees associated with the transaction; and Seller's further agreement to pay a 2% fee to the Authority; **the Board approved the motion by a unanimous vote of 5 to 0.**

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

## **STANDING COMMITTEE REPORTS**

### **Liaison Committee**

Mr. Sciandra advised the Board no report is warranted at this time.

### **Personnel Committee**

Ms. Yori advised the Board a proposal has been received from Paycheck and noted no proposal has been received to date from ADP. Mr. Koenig noted he would distribute the proposal to the Board via e-mail for their information and review.

### **Finance Committee**

Mr. Koenig advised the Board the Finance Committee has scheduled a meeting in October 2013 to review the budget.

### **Community Event Planning Committee**

Mr. Bem advised the Board the Committee is in the planning process for the community event to be held the first weekend in October and distributed a Status Report dated September 3, 2013, a copy of which is attached hereto. The Board suggested Mr. Bem notify Ross Aviation of the upcoming event and distribute a copy of the flyer advertising the event to the Airport and the County Commissioners for information and further distribution.

## **OLD BUSINESS**

### **CCAH/Ross Aviation (“sale vote tally”)**

As discussed in Counsel’s Report, the Board approved the assignment of the FBO lease. Mr. Hudson noted that five (5) votes in the affirmative were initially received, and two (2) additional votes in the affirmative were subsequently received with conditions, resulting in a vote of seven (7) in favor of the assignment, and (0) zero votes opposed.

### **Terminal Roof Replacement Project (update)**

Mr. Eadline advised the Board he discussed the roof replacement project with Mr. Goebert and he noted he would send an e-mail to the Board for their information and review on the information he has gathered to date.

### **Valley Township Update**

Mr. Sciandra advised the Board Valley Day was a great success and aviation was a part of the event as “Stubby” the traveling helicopter from the American Helicopter Museum was enjoyed by all attendees.

### **Sadsbury Township Update**

Mr. Roberts advised the Board the upcoming appearance of the airshow sponsored by the Collins Foundation has drawn interest at the Township level.

## **NEW BUSINESS**

### **National Aviation Day**

Mr. Hudson advised the Board 69 Boy Scouts of America merit badges were issued to qualifying boy scouts.

**Taxiway Alpha and Foxtrot Rehab Project (update)**

Mr. Eadline advised the Board Staff will mill at night and replace the asphalt in the early morning to cause as little disruption as possible. Mr. Koenig commended Mr. Eadline on the work performed on the rehab project and asked Mr. Eadline to extend the Board's appreciation to Staff for the rehab project as well as the tree removal project.

**Security Matter**

Ms. Setzler advised the Board a security matter will be discussed in Executive Session.

**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**

No public comment was made at this time.

**NEXT SCHEDULED MEETING**

**Upcoming Meeting**

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, October 1, 2013 at 4:00 p.m.

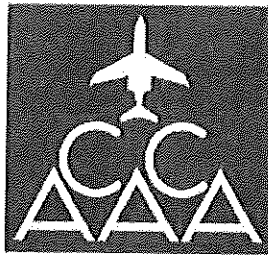
**ADJOURNMENT**

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

Respectfully submitted,

Carol Poinier  
Recording Secretary  
Attachments:

Projects Status Report dated August 30, 2013  
Airport Manager's Report: Airport Hot Topics  
Open House Status Report Dated September 3, 2013



Chester County Area  
Airport Authority  
▲

## CHESTER COUNTY AREA AIRPORT AUTHORITY

### PROJECTS STATUS REPORT – AUGUST 2013

Distribution:

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

**Updated August 30, 2013**

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](mailto:djones@deltaairport.com)





## GENERAL ASSISTANCE (Delta Project No. PA 13008)

### 1. Twelve Year Capital Improvement Plan (TYP)

- The PENNDOT BOA Planning Session has been scheduled for October 24, 2013 at 10 a.m. at the Reading Airport.

### 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 2014).
- See Item No. 5

### 4. Sikorsky Helicopter

- No action during the past month.

### 5. PENNDOT BOA 5010 Inspection

- Delta prepared an exhibit for the CCAAA to depict the obstacles identified by PENNDOT from the inspection.
- Delta prepared and submitted 7460-1's for all off-airport obstructions identified by PENNDOT from the inspection.
- The Airport cleared all of the trees identified in the July 12, 2013 email from the FAA and the FAA was advised that the trees were cleared on August 7, 2013. The FAA then forwarded an additional email on August 9, 2013 identifying additional trees to be removed. The Airport removed the remaining trees that they could and advised the FAA on August 15, 2013.
- The FAA has notamed the RNAV (GPS) RWY 11 LPV and LNAV/VNAV approaches "not applicable" along with the entire procedure "not applicable" at night effective July 12, 2013 due to off-airport trees that require removal.

### 6. Runway/Taxiway Pavement Rehabilitation

- Delta reviewed the Owners plan and JMF for the taxiway pavement repair and provided comments.
- Delta reviewed work completed to date by the Owner (July 24, 2013) and provided recommendations on repair adjustments to acceptably complete the work.
- No action during the past month.

### 7. FBO Lease

- Task is now closed.





**8. Helicopter Flight Operations**

→ Task is now closed.

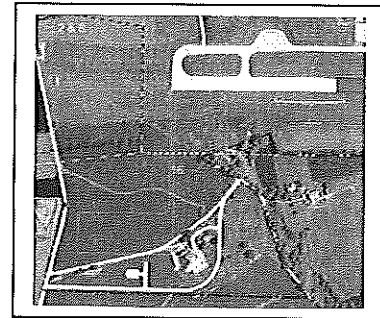
**9. Property Boundary Survey**

→ Task is now closed.

**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



**Scope of Work:**

- Relocation of Rockdale Drive.
- Construction of stormwater management basins.

	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

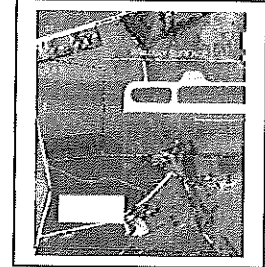
**Activity of Note:**

- Delta prepared and submitted as-built basin calculations for the D40 Riser structure to the Township Engineer for review and comment per their request to determine if the riser's as-built condition is acceptable.
- **The Township Engineer has accepted the as-built condition of the D40 Riser.**
- **This phase of the project is completed.**



### 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



**Scope of Work:**

- Construction of apron earthwork and stone base.

	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

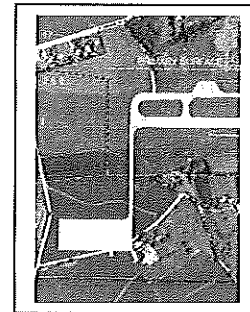
**Activity of Note:**

- Delta is working on project completion documents.
- Delta is revising the summary of new Township fees received during the week of January 28, 2013 for this phase based on discussions with the PENNDOT BOA.
- **The Contractor has admitted they had grade and elevation problems during installation of the stone base and have conditionally agreed to correct the stone base to conform to the Contract documents. The Contractor has requested to not be responsible for the additional cost to the Owner (\$45,000+) associated with correcting the non-conforming work. The Engineer, Owner, and Solicitor are discussing this issue.**



## 12. Construct South Apron, Phase V

PENNDOT Agreement No. ABG-2012-CCAAA-00030  
 PENNDOT Internal Order No. 7880029121  
 PENNDOT Funds Commitment No. EG00001521  
 Grant Expiration Date: June 30, 2015  
 Delta Project No. 13010



### Scope of Work:

- Construction of taxiway connector earthwork and stone base.
- Construction of security fence.
- Conversion of stormwater management basins to infiltration basins.

	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	\$1,489,999.00	\$82,778.00	\$82,778.00	\$1,655,555.00
Spent to Date	\$165,954.42	\$9,219.69	\$9,219.69	\$184,393.80
Remaining	\$1,324,044.58	\$73,558.31	\$73,558.31	\$1,471,161.20

### Activity of Note:

- The installation of the security fence, installation of the drainage pipes under the proposed Taxiway 'G', and the relocation of the VASI power line are all complete at this time. The Contractor is proceeding with the installation of the embankment for Taxiway 'G'. This work is proceeding slowly due to the weekly rain that has been experienced in the area.
- The PENNDOT BOA may have an additional \$750,000 to \$1,750,000 available for the project to add as a supplemental agreement to the Horst Contract. Discussions are underway to finalize the number so the necessary coordination can proceed.



**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

**Scope of Work:**

- Airport Hazard Zoning Ordinances being developed for Valley Township, Sadsbury Township, East Bradford Township, West Bradford Township, East Fallowfield Township, Newlin Township, and Modena Township.

	<b>PENNDOT (90%)</b>	<b>CCAAA (10%)</b>	<b>Total</b>
Grant Amount	\$16,200.00	\$1,800.00	\$18,000.00
Spent to Date	\$9,000.00	\$1,000.00	\$10,000.00
Remaining	\$7,200.00	\$ 800.00	\$8,000.00

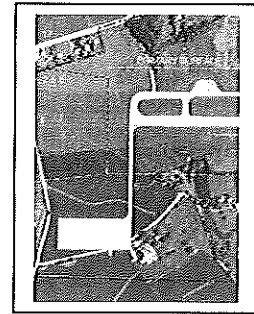
**Activity of Note:**

- This grant is now closed.



**14. Construct South Apron, Phase VI**

PENNDOT Agreement No. (Pending)  
 PENNDOT Internal Order No. (Pending)  
 PENNDOT Funds Commitment No. (Pending)  
 Grant Expiration Date: (Pending)  
 Delta Project No. 13079



**Scope of Work:**

- Complete paving of apron, taxiway, parking lot and access roads.
- Install new tie downs, seal coat, signs, reflectors, markings, electrical and relocate trailer.

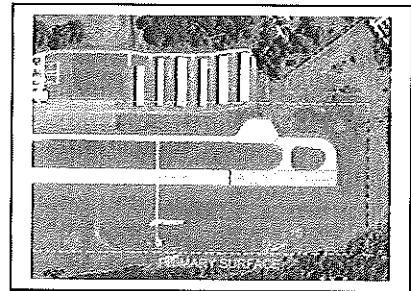
	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	(Pending)	(Pending)	(Pending)	(Pending)
Spent to Date	\$0.00	\$0.00	\$0.00	\$0.00
Remaining	\$0.00	\$0.00	\$0.00	\$0.00

- This project is planned for calendar year 2014. Lack of progress on the Phase IV contractor stone repairs has the potential to impact this phase of the project.



**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)



**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	(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 calendar year 2015.

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: August 28<sup>th</sup>, 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

\* **Meeting with DVRPC:** On August 9<sup>th</sup>, I met with 3 representatives from the Delaware Valley Regional Planning Commission (DVRPC). The purpose of the meeting was: 1) for them to discuss the 2040 Regional Airport System Plan (RASP) update and 2) for me to familiarize them with the airport and the South Apron project.

In the 2040 RASP update, DVRPC will provide a thorough analysis of the following tasks:

1. Compile aviation issues and trends impacting the regional airport system.
2. Inventory and update base data and plan objectives.
3. Create regional aviation capacity assessments and forecasts.
4. Identify airport system needs and deficiencies as well as future aviation development areas.
5. Develop RASP recommendations based on results from Tasks 1-4.

Initial research of the 2040 RASP update began in the spring of 2013 and is expected to be published in the spring of 2014.

\* **National Aviation Day Event:** On August 19<sup>th</sup>, MQS hosted its second National Aviation Day event. The purpose of the event was to provide members of organizations (boy scouts, girl scouts, ROTC, etc.) the opportunity to earn an Aviation Merit Badge, by participating in required events approved by the Boy Scouts of America. At the conclusion of this event, 69 Merit Badges were awarded.

\* **MQS Project Press Release:** On August 19<sup>th</sup>, Rob Betz, from the PENNDOT – BOA, informed me that a press release would be going out shortly, announcing the **Mitigate Obstruction (Phase I) Study, Preliminary Design Project**, for Chester County/G.O. Carlson Airport (MQS). The total project amount is for \$158,334. The federal amount is \$142,500 and the State and Local amount is \$7,917.

\* **Drive-thru Gates Code Changed:** On August 28<sup>th</sup>, the East and West drive-thru gates code was changed. Airport tenants were made aware of the code change, via the Airport Tenants email distribution list and postings at each gate, explaining the date and time the change would take place.

## OLD BUSINESS

\* **Taxiway Repair Project:** The Taxiway Alpha and Foxtrot rehab project is still ongoing.

Status Report – September 3, 2013

To: Chester County Airport Authority Board  
MAKEKMQSGREAT, Inc Board

By: Michael Bem

The status of the planning for the Oct 5, 2013 open house as of Sept. 3, 2013 is as follows:

1. Funding and Sponsorship Status
  - a. The Sponsorship Proposal has been completed based on the one used for the 2012 Open House..
  - b. Contact with potential sponsors as well as contacting with sponsors from last year is underway. To date a couple of last year sponsors have agreed to sponsor again this year.
  - c. Sponsor commitments for additional funding are needed by Sept. 25.
  - d. Sponsorship Packages are available. Let me know if you need.
  - e. Goal for sponsorships this year is a minimum of \$25000.00.
  
2. Budget Status
  - a. The budget has been prepared and is now estimated at \$ 14000.00.
  - b. Additional revenue source from Vendor Food Sales will be available.
  
3. Crowd Parking
  - a. Permission for using parking lot at CTDI in the Belair development.
  - b. Additional parking on grass area in Belair also available.
  - c. Would like to keep all parking in one area if possible to minimize costs.
  - d. Kraph Bus Company has been contacted to handle transport from parking to airport. Need to enter contract this week.
  - e. Need to contact Westwood Fire Company Fire Police to see if they will handle traffic control for event.
  
4. Porta Potties
  - a. Plan to use same outfit as last year.
  - b. Planning for units to be set up at 4 locations on airport.
  - c. Wash sink units will be included at each location.
  - d. Handicap units at each location.
  
5. Trash handling and removal
  - a. Plan to obtain receptacles from trash hauler to place throughout area.
  - b. Will request Trash Company to provide a dumpster for the event.



6. Food Vending

- a. Flying Machine Café will be open for business as usual and will set up an area outside to sell a limited food and beverage menu.
- b. Dutch Magic Enterprises Inc. will be contracted to provide food and beverage items from self contained facilities they will set up at a designated location on the field
- c. This food vendor is fully licensed and insured to conduct business in Chester County and is experienced in providing this type of service to airport open houses and air shows. They have done this in past years at New Garden Air Shows.
- d. This Vendor to pay 20% of gross sales to event.

7. Static Displays on Field Activity

- a. Static displays being coordinated by FBO.
- b. Information Booths and Displays will be placed in front end of Sanderson Aircraft hangar.
- c. CAP will support
- d. We are investigating the possibility of incorporating a auto/motorcycle show with this year's event.
- e. A stage area is being considered to have local bands and entertainers to showcase their talents throughout the day's activities.

8. Fly Bys and Aircraft Demonstrations

- a. Air Boss Greg Witmer has been contracted to oversee activities
- b. Waiver from FAA is not needed since aerobatic acts are not planned.
- c. Announcer for event is being arranged

9. Advertising and Promotion

- a. Posters have been designed and emailed
- b. Posters being printed
- c. Web pages and social media announcements
- d. Yard signs are planned to place throughout the county.