

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

August 6, 2013

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, August 6, 2013 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
Todd Baumgartner, Ross Aviation
Brian Campbell, CCAH
Greg Campbell, CCAH
Steve Fortin, Flight School
Carol Knight, Flight School
Matt Reider, CCAH
Jeff Ross, Ross Aviation
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

The minutes of the Regular Meeting held on June 4, 2013 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Goebert and seconded by Mr. Roberts to approve the minutes of the Regular Meeting held on June 4, 2013 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

ACCOUNTANT'S REPORT

As of June 30, 2013

Ms. Rayne Yori of Countryside Consulting, Inc. discussed with the Board Financial Statement Highlights along with the Statement of Financial Position as of June 30, 2013 and Statement of Activities for the Six Months Ended June 30, 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. Goebert and seconded by Mr. Roberts to accept the Financial Statements as submitted for the period ending June 30, 2013, subject to audit; **the Board approved the motion by a unanimous vote of 4 to 0.**

As of July 31, 2013

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, 2013 and Statement of Activities for the Seven Months Ended July 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. Goebert and seconded by Mr. Roberts to accept the Financial Statements as submitted for the period ending July 31, 2013, subject to audit; **the Board approved the motion by a unanimous vote of 4 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. It was suggested Ms. Yori contact Ms. Setzler to assist with obtaining the documentation from the County required by the Bank to open the account.

Runway Painting Equipment

In follow up to the Board's motion at its meeting held in June 2013 authorizing Staff to proceed with the purchase of the equipment, Ms. Yori noted it would be appropriate to pay for the equipment in full.

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated August 5, 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 PennDOT for October 24, 2013.

PennDOT BOA 5010 Inspection

Mr. Jones advised the Board that Delta has been coordinating with the FAA and the BOA on all off-Airport property obstructions identified by PennDOT. In response to notice from the FAA listing the critical obstructions that needed to be addressed, Staff has taken steps to address the obstructions identified. Mr. Jones commended Staff on the swiftness with which they handled addressing the obstructions and noted once all the obstructions are removed he will advise the FAA.

The Board discussed the process followed by the FAA in issuing NOTAMs and Mr. Jones was directed to draft a letter to the FAA advising of the Authority's support for its position, while noting a more timely notification of the decision to issue the NOTAM to the Authority would have allowed the tree removal process to commence immediately.

At this time Mr. Cary joined the meeting.

Runway Taxiway Pavement Rehabilitation

Mr. Jones advised the Board he has met with Authority Staff regarding the repairs and Staff is in the process of repair adjustments to acceptably complete the work.

Construct South Apron, Phase III Construction

Mr. Jones advised the Board the Engineer for Valley Township has agreed to accept the D40 riser structure as installed.

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

Mr. Jones again discussed with the Board the Engineer for Valley Township's agreement to accept the D40 riser as installed. He noted the contactor's failure to install the stone base as specified resulted in Delta developing a letter stating that the York work was not in compliance, advising York that they had a period of time to remedy the situation, and that their actions would impact their bond.

Construction South Apron, Phase V

Mr. Jones advised the Board the work is progressing in spite of the wet weather.

Develop Multi-Municipal Hazard Zoning Ordinance

Mr. Jones advised the Board final payment has been received from PennDOT and this file will be closed in the near future.

Construct South Apron, Phase VI

Mr. Jones advised the Board the bid package will be ready for distribution in early 2014. He noted it is anticipated the work to be completed will take approximately 120 days.

Rehabilitate Taxiway Sections, Ph I: Design

Mr. Jones advised the Board the permanent repairs design is planned to take place in 2015 with construction to occur in 2016. He noted the temporary repairs being performed by Staff at the present time will bridge the time period until permanent repairs are completed. He noted it will be a reconstruction project of the area, not a rehabilitation project, due to its condition and the presence of slag.

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

COUNSEL'S REPORT

Federal Lawsuit

Ms. Setzler noted no decision has yet been rendered in this matter.

CCAAA Audit

Ms. Setzler advised the Board the Audit has been submitted to the County Commissioners for their information and review.

Employee Handbook

Ms. Setzler advised the Board the employee handbook has been sent to Fred Thompson for his information and review.

Ross Aviation Request for Assignment of FBO Lease

Ms. Setzler discussed with the Board the need to discuss this matter in Executive Session.

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

Mr. Goebert advised the Board he has met with Mr. Thompson to review the employee handbook/policy manual and suggested the manual be reviewed by an outside consultant. He

distributed a flyer prepared by Paychex HR for the Board's review. Staff will investigate additional vendors for costs of service.

Finance Committee

Mr. Koenig advised the Board the Finance Committee met to review the budget and it was noted the Committee is pleased with the current position of the Authority. He noted the Committee will continue to meet to review the budget on a quarterly basis.

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. Mr. Koenig requested Mr. Bem provide a one-page summary at the Board meeting in September 2013 to update the Board on the status of the October event.

OLD BUSINESS

Terminal Roof Replacement Project (update)

Mr. Eadline advised the Board he plans to meet with Mr. Goebert to discuss his finding prior to his making a recommendation to the Board.

Valley Township Update

Mr. Sciandra advised the Board Saturday, August 10, 2013 is Valley Day and encouraged his fellow-Board members to attend.

He further advised the Board of the ongoing land development debate over conditional use approval given to the Valley View development.

Sadsbury Township Update

Mr. Roberts advised the Board Sadsbury Township will not hold a Community Day this year due to a lack of volunteers.

Mr. Roberts noted Sadsbury Township is also discussing the matter of land development and the Valley View project.

NEW BUSINESS

Elimination of PA "Sales and Use" Tax

Mr. Hudson advised the Board that a new bill has been enacted in the Pennsylvania legislature making several changes to the sales and use tax exemption including the addition of an exemption for aircraft parts, aircraft components, and service to aircraft. He noted he distributed notice of the change to Airport tenants.

Health Insurance Allowance

It was noted the matter of health insurance will be resolved in the review of the employee handbook/policy manual.

Mr. Hudson advised the Board of a situation that has arisen in which the implementation of the start date to offer a health insurance allowance to employees has not been consistent.

After discussion of the inequity of the situation, a motion was made by Mr. Sciandra and seconded by Mr. Cary to rectify the inequity by taking steps to make the employee at the disadvantage whole; **the Board approved the motion by a unanimous vote of 5 to 0.**

Taxiway Alpha and Foxtrot Rehab Project (update)

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.

Collins Foundation Visit

Mr. Hudson advised the Board the Collins Foundation will be at the Airport on August 19, 2013 and they will handle all aspects of their visit, including marketing to the public. It was suggested Staff place notice of the pending visit on the Airport's website.

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, September 3, 2013 at 4:00 p.m.

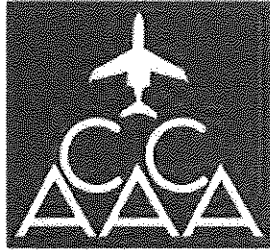
ADJOURNMENT

A motion was made by Mr. Sciandra and seconded by Mr. Cary to adjourn the meeting; **the Board approved the motion by a unanimous vote of 5 to 0 and Mr. Koenig adjourned the meeting at 5:10 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary
Attachments:

Projects Status Report dated August 5, 2013
Airport Manager's Report: Airport Hot Topics



**Chester County Area
Airport Authority**

**CHESTER COUNTY AREA AIRPORT AUTHORITY
PROJECTS STATUS REPORT – JUNE & JULY 2013**

Distribution:

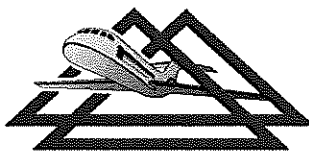
| | |
|-----------------------|---------------------|
| Albert Koenig | Chairman |
| Paul McMinn | Vice Chairman |
| A. Frederick Thompson | Secretary |
| Donn Roberts | Treasurer |
| Gregory Cary | Authority Member |
| Fred Goebert | Authority Member |
| Joe Sciandra | Authority Member |
| Gary Hudson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

Updated August 5, 2013

Prepared By:

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

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GENERAL ASSISTANCE (Delta Project No. PA 13008)

1. Twelve Year Capital Improvement Plan (TYP)

- No action during the past month.

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 CCAA.
- 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 CCAA 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.
- **Delta has been coordinating with the FAA and BOA on the 7460-1's for all off-airport obstructions identified by PENNDOT from the inspection. Initial indication on June 26, 2013 from FAA was that there would be time to work on addressing the obstructions before the night approaches would be affected. On July 12, 2013 the FAA forwarded an email listing the critical obstructions that needed to be addressed and/or responded to. Unbeknownst to Delta and the Airport, the FAA also issued NOTAMs cancelling night approaches to both runways the same day. Delta met with Airport staff on July 24, 2013 to review the location of critical obstructions to be addressed and learned of the NOTAMs issued two weeks prior. The Airport is working to remove the trees. Once removed, Delta will coordinate back with the FAA.**

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.**

7. FBO Lease

- No action during the past month.



8. Helicopter Flight Operations

- No action during the past month.

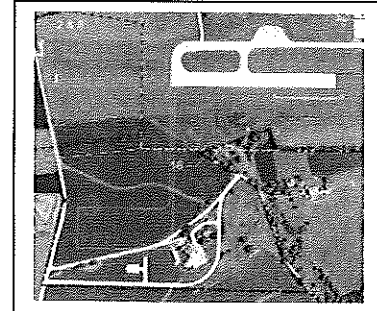
9. Property Boundary Survey

- No action during the past month.

ACTIVE GRANT PROJECTS

10. Construct South Apron, Phase III, Construction

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



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 |

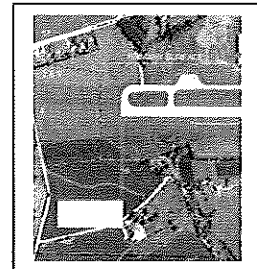
Activity of Note:

- Delta is coordinating with the Contractor on an item to be corrected under the warranty (Riser D-40).
- Delta is coordinating with the Solicitor and the Owner as the Contractor is refusing to correct the warranty work (D40 Riser). A final letter ordering the work to be completed is being reviewed by the Solicitor.
- 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.



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 |

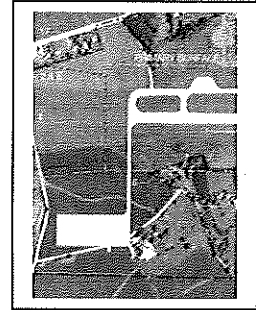
Activity of Note:

- Delta is coordinating with the Contractor on installation discrepancies for the stone base.
- 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.
- **Delta is coordinating with the Solicitor and the Owner as the Contractor is refusing to correct the stone base discrepancies to make the work conform to the Contract documents. A final letter ordering the work to be completed is being coordinated with the Solicitor. This work is becoming time-critical with the scoping for Phase VI being planned for construction in 2014.**



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:

- Delta completed the grant application paperwork on May 1, 2013 and the CCAAA submitted it to the PENNDOT BOA on May 2, 2013. The CCAAA is awaiting the fully executed grant.
- Delta completed RFC documents and provided them to the Owner, Contractor, and State.
- Delta completed a preconstruction conference on May 29, 2013 and construction is anticipated to start June 17, 2013. Construction start is dependent on the submission of several items by the Contractor (QC Plan, Schedule, SWPPP, and local permits).
- **Construction started on July 9, 2013. The installation of the security fence is nearly complete and the start of the construction of the embankment for TW 'G' is underway.**



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.

| | PENNDOT (90%) | CCAAA (10%) | Total |
|---------------|---------------|-------------|-------------|
| 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 |

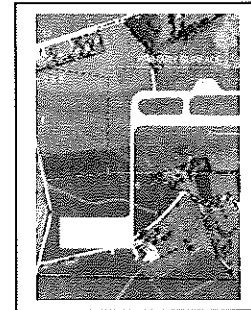
Activity of Note:

- Awaiting Hazard Zoning Ordinances and costs from Valley Township.
- No Hazard Zoning Ordinances and costs will be received from Sadsbury, East Fallowfield, and West Bradford Townships as they already have Ordinances or have dropped out.
- PENNDOT BOA extended the deadline for payment reimbursement submission to May 31, 2013 to capture Valley Township completing their process.
- The final payment reimbursement was submitted on May 30, 2013.
- **Delta is coordinating the grant close-out now that final payment has been received.**



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.

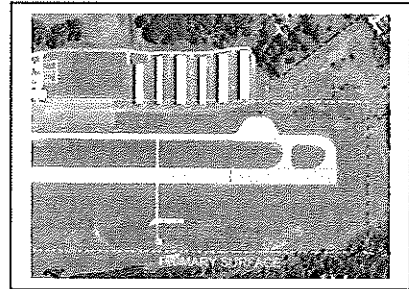
| | FAA (90%) | PENNDOT (5%) | CCAAA (5%) | Total |
|---------------|-----------|--------------|------------|-----------|
| Grant Amount | (Pending) | (Pending) | (Pending) | (Pending) |
| Spent to Date | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Remaining | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

- 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: July 30th, 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

Antenna Repaired: On July 11th, the antenna that controls the runway Pilot Controlled Lighting (PCL) System was re-connected, after a pilot reported not being able to activate the system prior to landing at MQS.

Grant Writing Workshop: On July 15th and 16th, I attended a two day Grant Writing Workshop, which was hosted by the Philadelphia Police Department Advanced Training Unit. The goal of the workshop was to teach individuals how to find and write grants. The instructor who taught the class works for Grant Writing USA and that company is endorsed by the Grant Professionals Association.

CCAAA Website: For reasons unknown, CCAAA's website stopped up-loading MQS's AWOS (Automated Weather Observation System) information, even after the computer had been rebooted several times. After CCAAA maintenance personnel had a chance to explain this issue to the person that maintains the AWOS, on July 16th, MQS's (AWOS) networking capability was repaired. People interested in knowing what the current weather conditions are like at MQS, were once again, able to access that information, via their computer.

Drive thru Gate: On July 22nd, the Drive-thru Gate post was repaired, after being hit by a truck.

Runway 29 Departure Procedures Issue: On June 23rd, an Airport Memo was disseminated to all MQS Tenants/Users, informing them: 1) That some pilots departing from Runway 29 airport are not following the departure procedures and 2) to follow the Runway 29 Departure Procedures.

T-Hangar E14: On July 23rd, a bent structure member was replaced.

Washington Lane Fence: On July 26th, the Northwest corner of the Washington Lane fence line was repaired, after being hit by a car on the early evening of July 20th.

AWOS Inspection: On June 24th, MQS's Automated Weather Reporting System (AWOS) received its annual inspection from AWOS Technician Bill Stanwyck and a Technician from the FAA's Airways Facilities Division.

OLD BUSINESS

Taxiway Repair Project: Work is still being done on this project.