

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

September 8, 2015

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, September 8, 2015 at 4:00 p.m.

The following Board members were present:

Fred Goebert
Al Koenig
Paul McMinn
Donn Roberts
Rich Saylor
Fred Thompson

Also present:

Dave Jones, Delta Airport Consultants, Inc.
Holly Setzler, Esquire, Landis & Setzler
Rayne Yori, Countryside Consulting, Inc.
Carol Poinier, Recording Secretary
Mike Bem, Flying Machine Café
Robert Ciszewski, Landmark Aviation
Doug Eadline, Airport Maintenance
Steve Fortin, Chester County Aviation
Dave Hatt, Spirit United Soccer
David Madonna, Landmark Aviation
Fran Strouse, L. R. Kimball

CALL TO ORDER

Mr. Koenig, Chairman of the Chester County Area Airport Authority Board, called the meeting to order at 4:00 p.m.

Mr. Koenig advised the Board the annual walk-around at which time the Board reviews the Airport property will be held following the October 2015 meeting of the Board, weather permitting.

APPROVAL OF THE MINUTES

Regular Meeting Held on August 4, 2015

The minutes of the Regular Meeting held on August 4, 2015 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. McMinn to approve the minutes of the Regular Meeting held on August 4, 2015 as presented; **the Board approved the motion by a unanimous vote of 6 to 0.**

ACCOUNTANT'S REPORT

As of August 31, 2015

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, 2015 and the Statement of Activities for the Eight Months Ended August 31, 2015, 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. Roberts and seconded by Mr. Saylor to accept the Financial Statements as submitted for the period ending August 31, 2015, subject to audit; **the Board approved the motion by a unanimous vote of 6 to 0.**

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated September 4, 2015, prepared by Delta Airport Consultants, Inc., a copy of which is attached hereto and made a part hereof.

Additional discussion was noted as follows:

Terminal Corporate Area Land Development Plan

Mr. Jones advised the Board that Delta made a presentation to raise awareness and gain support for the terminal/corporate area land development plan and the Board suggested Mr. Jones provide a sample letter of support to Landmark Aviation for Landmark's use in developing its letter of support.

Airport Maintenance Program

Mr. Jones advised the Board Delta is in the process of preparing a maintenance program and is currently working on an analysis of the buildings for inclusion in the 2016 budget.

Construct South Apron, Phase V

Mr. Jones advised the Board several warranty items including grass growth and minor grading remain outstanding and he noted it is anticipated the seeding will begin in the near future, weather permitting.

Construct South Apron, Phase VI

Mr. Jones advised the Board it is anticipated the seal coating and marking will be completed in mid-October. He further noted the area will not be available for parking until after acceptance of the paving by the Authority.

Mitigate Obstructions; Ph I: Study/Preliminary Design

Mr. Jones noted a final plan is moving forward for property owner coordination and the final report will be resubmitted to the PennDOT BOA.

FCT Justification and Feasibility Study

Mr. Jones discussed with the Board the FCT justification and feasibility study and noted Delta is continuing to collect letters of support for the need for the FCT.

Rehabilitate Runway and Taxiway Sections, Ph I: Design

Mr. Jones advised the Authority that the project is scheduled for 2015 and the Authority is awaiting a tentative allocation from the PennDOT BOA to begin. He further noted the tentative allocation is anticipated following the passage of the State budget.

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 June 2015.

Valley Township Reimbursement Payment

Ms. Setzler advised the Board the reimbursement payment has been mailed to Valley Township for the South Apron, Phase 4 and 5.

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

STANDING COMMITTEE REPORTS

Liaison Committee

It was noted that no recent meetings have been held with Sikorsky representatives and Mr. Koenig noted no response has been received from Sikorsky in reference to it providing a letter of support for the FCT.

Finance Committee

It was noted the usual quarterly meeting of the Finance Committee will be held on September 24, 2015.

Land Development Planning Activity Committee

As discussed by the Board in the Engineer’s Report, no action to date pending passage of the State budget.

Fall Flying Festival

Mr. Bem brought the Board up-to-date on the status of the Open House scheduled to take place on October 3, 2015 from 10 a.m. to 4 p.m. As in the past, Mr. Bem advised the Board the funds raised will be for community outreach and scholarships for flight training.

The Board discussed with Mr. Bem the coordination of preparing invitations to local county and township representatives and Mr. Bem advised he would send a digital version of the signage advertising the event to the Authority for its use along with a copy of the event sponsorship proposal.

OLD BUSINESS

Valley Township Update

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

Sadsbury Township Update

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

Airport Walk around Inspection

As previously noted, Mr. Koenig advised the Board the annual walk-around at which time the Board reviews the Airport property will be held following the October 2015 meeting of the Board, weather permitting.

NEW BUSINESS

Gary Hudson – Status Update

Mr. Koenig advised the Board that Mr. Hudson is recuperating and it is anticipated he will make a full recovery. The Board requested their speedy recovery wishes be conveyed to Mr. Hudson.

Landmark Aviation – Change in Hours of Operation

Mr. Ciszewski of Landmark Aviation discussed with the Board its request for a change in hours of operation from 5:00 A.M. to midnight to 6:00 a.m. to 10:00 p.m. with on-call personnel available on an as-needed basis. He further advised the Board he resides within a short distance from the Airport and would be available within fifteen minutes.

After discussion of the request, a motion was made by Mr. Saylor and seconded by Mr. Koenig to permit the change in hours of operation of the FBO to 6:00 a.m. to 10:00 p.m. with on-call personal available with the understanding that the FBO will provide monthly updates on the impact of the change, will alert all Tenants as to the time change and make all other appropriate notices (e.g., AWOS message, FBO website, notice to FAA, etc.), with the change to be reviewed by the Authority Board at its meeting in January 2016 to determine if the time change should revert to that as stipulated in the contract with the FBO (hours of operation to be 5:00 a.m. to midnight); **the Board approved the motion by a unanimous vote of 6 to 0.**

PUBLIC COMMENT

Mr. Hatt of Spirit United Soccer distributed to the Board a proposal by the Sprit United Soccer Club, dba Continental FC, advising of their interest in establishing a partnership between the Continental Football Club and the CCAAA in the interest of developing a tract of land in Valley Township to enable the expansion of youth soccer opportunities at the local level. The Board thanked Mr. Hatt for his presentation and he was excused from the meeting.

NEXT SCHEDULED MEETING

Upcoming Meeting

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, October 6, 2015 at 4:00 p.m.

ADJOURNMENT

A motion was made by Mr. McMinn and seconded by Mr. Thompson to adjourn the meeting; **the Board approved the motion by a unanimous vote of 6 to 0 and Mr. Koenig adjourned the meeting at 4:55 p.m.**

Respectfully submitted,



Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated September 4, 2015



Chester County Area
Airport Authority

CHESTER COUNTY AREA AIRPORT AUTHORITY

PROJECTS STATUS REPORT – August 2015

Distribution:

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

Updated September 4, 2015

Prepared By:

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

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GENERAL ASSISTANCE (Delta Project No. PA 15024)

1. Twelve Year Capital Improvement Plan (TYP)

- No activity during the past month.

2. Sikorsky Helicopter

- A meeting was attended on October 22, 2014 with several parties to discuss the proposed overpass/tunnel that Sikorsky has received grant funding to accomplish.
- No activity during the past month.

3. PENNDOT BOA 5010 Inspection

- No activity during the past month.

4. Runway/Taxiway Pavement Rehabilitation

- No activity during the past month.

5. Airport Zoning

- No activity during the past month.

6. 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 participated in making a presentation to several key groups to raise awareness and gain support for this project.**

7. Airport Maintenance Program

- Delta completed a maintenance inventory of all CCAAA facilities on May 27, 2015. A summary of the inventory results was reviewed at the June 2015 Authority meeting and a proposed maintenance program is being developed for the Authority's use.
- **At the request of the CCAAA, Delta is coordinating to complete a review of all buildings to prepare a complete maintenance program for the coming years.**

8. NAVAIDS

- The FAA has notified the CCAAA of the proposed decommissioning of the MXE VORTAC. Delta reviewed the impacts of the proposed decommissioning as it relates to the airport and its approaches and provided a draft letter on May 27, 2015 for the Authority to submit to the FAA discussing the comments/concerns of this item.
- At the request of Mr. Hudson, Delta prepared and forwarded a petition for Airport tenants and businesses to sign with similar comments to the impacts noted in the CCAAA letter.
- **No activity during the past month.**



9. Runway 11 Approach Obstruction Property Surveys

- Delta has forwarded all plats with proposed easements to the appraiser for use in determining the costs for the required easements, and to the Authority staff for use in coordinating the necessary obstruction removal with the affected property owners.

10. 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:

- Construct taxiway connector earthwork, stone base, and limited electrical work.
- Construct security fence.
- Convert 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	\$1,428,120.94	\$79,340.05	\$79,340.06	\$1,586,801.05
Remaining	\$61,878.06	\$3,437.95	\$3,437.94	\$68,753.95

Activity of Note:

- Substantial completion was issued on September 24, 2014.
- Final Inspection was completed January 14, 2015. Punchlist items include minor seeding and grading issues in basins that cannot be addressed until Spring 2015. Contractor is to provide Warranty and Operations and Maintenance Manuals.
- Pennoni review of the record survey noted a small discrepancy in Basin 1C. This cannot be corrected until the Contractor returns to address the other basin issues in Spring 2015. Because the final grant costs had to be submitted by May 30, Delta close the project with the PENNDOT BOA and the updated basin grades will be provided to Pennoni once complete.
- **Several warranty items including grass growth, minor grading in Basin 1C, restoration of the sand-soil surface in Basin 1B-2 and removal of the super silt fence in the west borrow area are being coordinated and will be completed by the Contractor in the near future. Once the basin grading is revised, Delta will transmit the revised grading to Valley Township for verification. Delta continues to coordinate this with the Contractor.**



11. Construct South Apron, Phase VI

PENNDOT Agreement No. ABG-2014-CCAAA-00005
 PENNDOT Internal Order No. 7880029132
 PENNDOT Funds Commitment No. EG00001874
 Grant Expiration Date: June 30, 2017
 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, remaining electrical and relocate trailer.

	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	\$1,193,075.00	\$66,281.00	\$66,283.00	\$1,325,639.00
Spent to Date	\$545,932.53	\$30,329.58	\$30,329.60	\$606,591.71
Remaining	\$647,142.47	\$35,951.42	\$35,953.40	\$719,047.29

- All paving and the tie-down anchors have been completed. The Contractor continues to work on a few remaining contract items (trailer relocation, ADA steps and ramp to trailer, gate repair, etc.). Seal coating and marking will be completed in mid-October.



12. Mitigate Obstructions; Ph I: Study/Preliminary Design

PENNDOT Agreement No. ABG-2013-CCAAA-00029
 PENNDOT Internal Order No. 7880029131
 PENNDOT Funds Commitment No. EG00001715
 Grant Expiration Date: June 30, 2016
 Delta Project No. 14004



Scope of Work:

Conduct aeronautical surveys of Runways 11 and 29 approaches.

- Evaluate obstacles to approaches to determine what and where they are, and how they can be removed/mitigated.
- Develop phased program for removing/mitigating the obstacles.

	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	\$141,826.00	\$7,879.00	\$7,880.00	\$157,585.00
Spent to Date	\$129,758.44	\$7,208.80	\$7,208.81	\$144,176.05
Remaining	\$12,067.56	\$670.20	\$671.19	\$13,408.95

- Final review plans were submitted to the PENNDOT BOA on February 2, 2015. Very minor comments were received from the PENNDOT BOA on February 25, 2015. Most were associated with discussing the plan moving forward which is being finalized.
- Delta has assisted the CCAAA over the past month finalizing the documents for use in coordinating with ten (10) property owners for eleven properties affected by the most critical obstacles. Additional affected property owners will be coordinated with once these critical obstacles have been dealt with.
- **Delta coordinated with the Authority to develop a final plan moving forward for property owner coordination. The final report is in final review and will be resubmitted to the PENNDOT BOA.**



13. 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	\$17,000.00
Remaining	\$25,500.00

- Delta conducted a project kick-off teleconference with the CCAAA on June 18, 2015.
- Delta conducted a project kick-off meeting with the CCAAA, conducted a site review, and conducted stakeholder interviews on July 13 and 14, 2015.
- 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 is continuing to coordinate with stakeholders and collect letters of support and need for an FCT, along with analyzing historical aircraft operations data.



14. Rehabilitate Runway and 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 east end of Runway and bump at west end of Runway.
- 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/programmed for calendar year 2015. The CCAAA is awaiting a tentative allocation (TA) from the PENNDOT BOA to begin scoping the project. The TA is anticipated following the State budget being passed.

Please call should you have any questions or wish to discuss this further.

Sincerely,

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