

**CHESTER COUNTY AREA AIRPORT AUTHORITY**

**MINUTES**

**January 7, 2014**

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, January 7, 2014 at 4:00 p.m.

The following Board members were present:

Greg Cary  
Fred Goebert  
Al Koenig  
Donn Roberts

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.  
Bruce Sangor, CCAH  
Dave Malchione, Global Air/Universal  
Mike Bem, Flying Machine Cafe  
Steve Fortin, Flight School  
Rich Saylor  
Lee Paynter  
Fran Strouse, L. Robert Kimball Associates  
Joe Sciandra, Valley Township Supervisor

**CALL TO ORDER**

Mr. Koenig, Chairman of the Chester County Area Airport Authority Board, called the meeting to order at 4:01 p.m.

## **ELECTION OF OFFICERS**

Mr. Cary moved that Mr. Al Koenig stay on as Chairman of the Board of the Chester County Area Airport Authority. Mr. Goebert seconded. **The Board approved the motion 4 to 0.**

Mr. Koenig moved that Mr. Donn Roberts be Vice Chairman. Mr. Cary seconded. **The Board approved the motion 4 to 0.**

Mr. Cary moved that Mr. Fred Goebert be Secretary. Mr. Koenig seconded. **The Board approved the motion 4 to 0.**

Mr. Cary moved that Mr. Fred Thompson be Treasurer. Mr. Koenig seconded. **The Board approved the motion 4 to 0.**

## **APPROVAL OF THE MINUTES**

Mr. Cary moved that the minutes of the November 2013 and December 2013 meetings be approved. Mr. Goebert seconded. **The Board approved the motion 4 to 0.**

## **ACCOUNTANTS REPORT**

### **As of December 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 December 31, 2013 and Statement of Activities for the twelve months ended December 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. Koenig to accept the Financial Statement as submitted for the period ending December 31, 2013, subject to audit; **the Board approved the motion by a unanimous vote of 4 to 0.**

## **ENGINEERS REPORT**

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated January 3, 2014, prepared by Delta Airport Consultants, Inc., a copy of which is attached hereto and made a part hereof.

Additional discussion was as follows:

Mr. Jones advised the Board that general assistance remains about 75% and below budget for the year and that Project #3 dealing with the approaches will be deferred and addressed under the Mitigate Obstructions, Phase 1 project.

Mr. Jones presented a general services agreement for 2014. Mr. Cary moved to accept the general services proposal with a budget not to exceed \$40,000, unless discussed in advance with the Board. Mr. Goebert asked for clarification of how the process works. Mr. Jones explained that the airport staff contacts him with requests. General requests are handled within the general services agreement and larger more time consuming requests are brought to the attention of the Board to decide if they will be undertaken outside of the scope of the general services agreement. Mr. Goebert seconded. **The Board approved the motion by a unanimous vote of 4 to 0.**

#### **Construct South Apron, Phase IV, Construction (supplemental agreement)**

Mr. Jones advised that he is coordinating final closeout costs.

Mr. Jones presented detail of the Phase II and III Valley Township costs and the Phase IV amounts disallowed by Rob Betz (PENNDOT BOA). Ms. Setzler asked why the Phase IV amounts were disallowed and Mr. Jones advised that Mr. Betz stated they did not have enough detail to justify that they were part of this phase of the project. Mr. Jones advised that this is being coordinated with Mr. Betz for a clarification and he will follow-up with the Board upon completion of that coordination. Mr. Jones advised that he will coordinate with Valley Township's engineer to make sure that the additional required detail is included with future Township invoices.

Mr. Cary commented that if the Authority did not inform the Township of the closeout deadline that they should in the future. Mr. Jones added that the costs incurred were requested of the Township and even then, once received some invoices were 2 years old. Mr. Koenig suggested Valley should receive a statement that says invoices need to be submitted to the authority within a certain time period of when they occur.

Mr. Cary asked Valley Township supervisor Sciandra if he would speak to the Valley Township Board about a compromise amount and Supervisor Sciandra said he would speak with the Board.

Mr. Koenig asked if the amounts of the old invoices seemed reasonable for the work done and Mr. Jones said no that PENNDOT has mentioned that the amounts Valley invoices to the Authority are not in line with similar projects that PENNDOT experiences. Supervisor Sciandra requested information from PENNDOT to that affect so he could share it with the Valley Township Board. Mr. Koenig along with Airport Manager, Gary Hudson, will request that information from PENNDOT.

#### **Construct South Apron, Phase V**

Mr. Jones reminded that Phase V is on a winter stop order and work should resume again in the spring of 2014. Mr. Jones advised that the project is running under budget and there

would be funds remaining in the grant. Delta is coordinating with the Contractor to add electrical work, which was eliminated from the project due to lack of funding and placed in Phase 6, back into this phase of the project to fully expend the grant.

Mr. Koenig asked about the stone base installed on the apron. Mr. Jones explained that ¼ inch of additional stone base was added so that the apron can be redressed and compacted in the spring.

### **Construct South Apron, Phase VI**

Mr. Jones stated that Delta prepared the scope of services for bidding and construction administration phase services for this project and is anticipating advertising in February, with bid opening in March. Work is anticipated to commence in the Spring/Summer of 2014. It is anticipated that the PENNDOT BOA will offer a grant in 2014 amounting to roughly 1.75 million dollars. Mr. Jones reported he sent Amendment 2 for repackage, rebidding, and construction administration phase services to Mr. Hudson. Mr. Hudson sent the information to an independent fee estimator and Delta's contract was found to be 34% below the costs prepared by the IFE firm. Mr. Jones stated that this is not an unusual variance as the PENNDOT BOA is forcing fees below what is typical and reasonable. Amendment 2 must be conditionally approved by the Board in order to submit it to the PENNDOT BOA for funding.

Mr. Koenig moves that the Board approve Amendment #2 for Phase 6 conditioned upon receipt of a grant. Mr. Goebert seconded. **The Board approved the motion by a unanimous vote of 4 to 0.**

Mr. Jones reported that Amendment #3 for the Mitigate Obstructions, Phase 1 – (Study/Preliminary Engineering) project is due to be submitted to the PENNDOT BOA no later than January 31. Mr. Hudson is coordinating an IFE which is expected within the week. The Board is being requested to approve the amendment conditioned on receipt of an acceptable IFE and the grant.

Mr. Koenig moves that the Board approve amendment #3 (mitigate obstructions) conditioned upon receipt of a grant. Mr. Cary seconded. **The Board approved the motion by a unanimous vote of 4 to 0.**

### **COUNSEL'S REPORT**

Ms. Setzler stated there was nothing to report for December.

### **STANDING COMMITTEE REPORTS**

#### **Liaison Committee**

Mr. Roberts and Mr. Cary agreed to serve on the Liaison Committee.

### **Personnel Committee**

Mr. Goebert and Mr. Thompson will continue to serve on the Personnel Committee. Mr. Koenig reported he would soon be signing the agreement with MidAtlantic Employers Association and work would begin on the Personnel Handbook after the agreement was signed and delivered.

### **Finance Committee**

Mr. Koenig and Mr. McMinn will continue to serve on the Finance Committee.

### **Community Event Planning Committee**

Mr. Bem will continue on the Community Event Planning Committee and possibly the Board member who takes the place of Mr. Sciandra on the Board will also be on the committee.

## **OLD BUSINESS**

### **Valley Township Update**

In the absence of a Board liaison to Valley Township, Valley Township Supervisor Sciandra gave an update reporting the township had a reorganization meeting and discussed zoning activities on the Route 30 corridor and a development behind Keystone Foods is complicating discussions in both Valley and Sadsbury Townships related to traffic flow.

### **Sadsbury Township Update**

Mr. Roberts reported that Sadsbury is also addressing the traffic related to the development behind Keystone Foods. He also reported there have been noise complaints related to Sikorsky Helicopter activities. The township intended to revisit what Sikorsky's occupancy approvals permitted. Mr. Roberts explained that the township believes the Sikorsky helipad permit has expired so others have to hover taxi at the airport.

Mr. Cary inquired who issues the helipad permit and Mr. Jones responded that the PENNDOT BOA issues the license. Mr. Koenig noted that the Authority needs to sit with Sikorsky and make a plan to work together in the future in both entities' interests. Mr. Roberts said he will put this item on the agenda for the Liaison Committee.

## **NEW BUSINESS**

### **CCA Building Construction Proposal - Bruce Sagnor**

Mr. Koenig reminded Mr. Sagnor that the Authority would like a formal statement from Ross Aviation expressing their commitment to remodeling and request to expand the Terminal building including a list of proposed modifications it desires.

Mr. Koenig reported that he and Mr. Hudson did some research on PApowerswitch.com. Mr. Cary clarified some of the nuances of shopping for energy and recommended the authority choose a low fixed price with no cancellation fee. Mr. Koenig said he and Mr. Hudson will choose one in the coming weeks.

## **PUBLIC COMMENT**

Mr. Koenig noted that Lee Paynter, a resident of Valley Township, and Rich Saylor, a resident of West Fallowfield and a pilot on the airport, were in attendance and they expressed interest in a position on the Board. Ms. Setzler will forward the information to the Chester County Commissioners.

Mr. Fortin reported on the volume of activity at the Flight School. Mr. Fortin had no activity to report. Mr. Bem reported on activity at the restaurant. Mr. Sagnor reported the bid for electronic monitoring had been signed. He noted the FBO is implementing an electronic monitor for the fuel farm that allows it to determine usage automatically, rather than manually. He also reported there is a question regarding the inspection (integrity test) of the fuel tanks by DEP. The DEP notified Valley Township that there was an outstanding inspection issue that needs to be addressed but Bruce was unaware of any known outstanding inspection issues and the reported discrepancy is being coordinated by Ross.

## **NEXT SCHEDULED MEETING**

### **Upcoming Meeting**

It is anticipated the next regular scheduled meeting of the Board will be Tuesday, February 4, 2014 at 4:00 p.m.

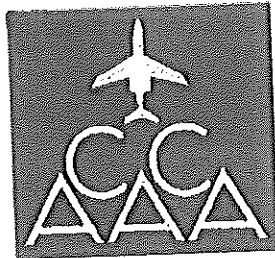
## **ADJOURNMENT**

A motion was made by Mr. Cary and seconded by Mr. Goebert to adjourn the meeting; **the Board approved the motion by unanimous vote of 5 to 0** and Mr. Koenig adjourned the meeting at 5:20 p.m.

Respectfully submitted,

Rayne Yori

Attachment: Projects Status Report dated January 3, 2014



Chester County Area  
Airport Authority

**CHESTER COUNTY AREA AIRPORT AUTHORITY**  
**PROJECTS STATUS REPORT – December 2013**

Distribution:

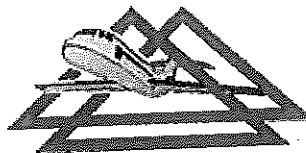
Albert Koenig	Chairman
Paul McMinn	Vice Chairman
A. Frederick Thompson	Secretary
Donn Roberts	Treasurer
Gregory Cary	Authority Member
Fred Goebert	Authority Member
Vacant	Authority Member
Gary Hudson	Airport Manager
Carol Poinier	Recording Secretary
Rayne Yori	Accountant
Holly Setzler	Solicitor

**Updated January 3, 2014**

Prepared By:

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

**DELTA AIRPORT CONSULTANTS, INC.**  
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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)

- No activity during the past month.

### 2. West Area Hangar Layouts

- No activity 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).
- This task is being closed and replaced with the grant project to Mitigate Obstruction; Phase I: Study/Preliminary Design.

### 4. Sikorsky Helicopter

- No activity during the past month.

### 5. PENNDOT BOA 5010 Inspection

- The FAA has notamed the RNAV (GPS) RWY 11 LPV and LNAV/VNAV approaches "not authorized" at night effective July 12, 2013 until further notice due to off-airport trees that require removal.
- No activity during the past month.

### 6. Runway/Taxiway Pavement Rehabilitation

- No activity during the past month.

### 7. Airport Zoning

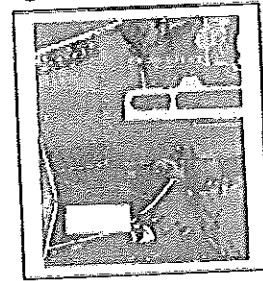
- Delta attended a meeting with the CCAAA and Valley Township on November 25, 2013 to discuss the potential to rezone portions of the Airport property. Delta will be reviewing and coordinating information with the Township's Engineer as requested.
- No activity during the past month.





### 8. 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

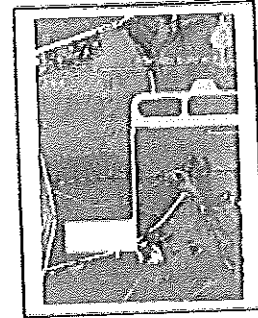
**Activity of Note:**

- 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.
- Delta sent a letter on behalf of the Authority dated September 18, 2013 reconfirming that the Contractor will be responsible for the additional costs to the Owner. On September 19, 2013 the Contractor responded to the letter stating that prior to the corrective work being scheduled that the costs incurred by the Authority need to be resolved and the Contractor requested an itemized breakdown of the costs incurred with the supporting backup. On September 24, 2013, Delta, at the direction of the Owner and Solicitor returned correspondence suggesting that the Contractor immediately start the corrective work and stated that the costs incurred shall be reviewed once the work is completed.
- A conference call was conducted between the Owner, Contractor, Engineer, Solicitor and Bonding Company on October 11, 2013. The Contractor takes exception to the costs to be incurred by them. The Engineer agreed to provide additional back-up for the costs and provided that information on October 22, 2013.
- The Contractor advised on October 24, 2013 that they would proceed with the repairs and discuss and debate the costs later.
- Corrective work was completed on November 19, 2013.
- Acceptance density testing and surveys were completed November 19 and 20, 2013, respectively.
- Delta is coordinating the additional costs incurred by the CCAAA and the remaining project close-out work.
- Delta has revised the summary of back-dated Valley Township fees received during the week of January 28, 2013 for this phase based on discussions with the PENNDOT BOA.



### 9. 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	\$816,918.01	\$45,384.33	\$45,384.34	\$907,686.68
Remaining	\$673,080.99	\$37,393.67	\$37,393.66	\$747,868.32

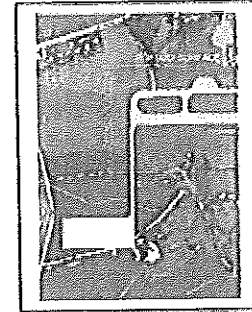
**Activity of Note:**

- The Contractor was unable to hold bid prices for the approximate 18 months required by the PENNDOT BOA to complete the project via a Supplemental Agreement. Thus it will be completed as a new project (see Phase VI). All taxiway/embankment and stone is complete.
- A Winter stop work order was issued due to weather, effective as of October 31, 2013, the date of the previous temporary stop work order. Work to complete the parking lot and the infiltration basin shall resume in the Spring of 2014.
- Delta is coordinating the addition of a portion of the originally bid work at the original bid unit prices that was deleted due to funding limitations to compensate for a grant underrun. The scope of this work generally includes the completion of all remaining electrical work.



### 10. 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.

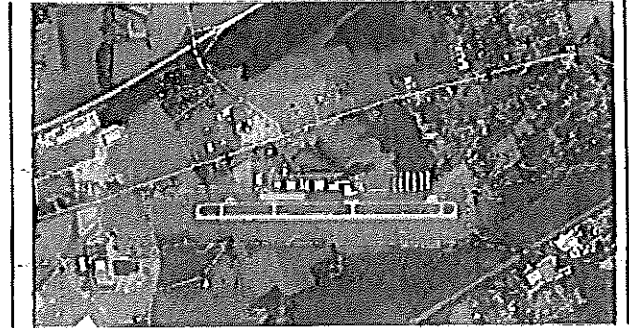
	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	(Pending)	(Pending)	(Pending)	(Pending)
Spent to Date	\$0.00	\$0.00	\$0.00	\$0.00
Remaining	\$0.00	\$0.00	\$0.00	\$0.00

- ➔ Delta has submitted an amendment for construction administration phase services for this project.
- ➔ The project is anticipated to be advertised on February 9, 2014 and construction is anticipated to start in the Spring/Summer 2014.



## 11. 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. 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.



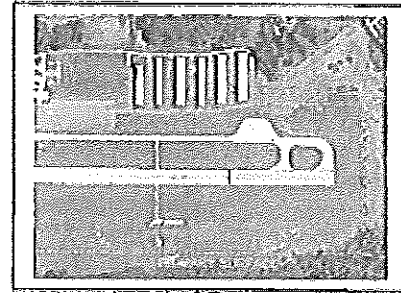
	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	(Pending)	(Pending)	(Pending)	(Pending)
Spent to Date	\$0.00	\$0.00	\$0.00	\$0.00
Remaining	\$0.00	\$0.00	\$0.00	\$0.00

- A PENNDOT BOA tentative allocation (TA) has been issued for this project and is due by January 31, 2014.
- Delta is finalizing the scope of work, hours, and costs for review and approval.



**12. 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.