

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

January 6, 2015

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, January 6, 2015 at 4:00 p.m.

The following Board members were present:

Al Koenig
Donn Roberts
Rich Saylor

The following Board members were excused:

Greg Cary
Fred Goebert
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
Mike Binder, Sikorski
Bruce Sagnor, Landmark 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. He noted in the absence of a quorum, the meeting would be held for informational purposes only.

APPROVAL OF THE MINUTES

The minutes of the Regular Meeting held on December 2, 2014 were brought before the Board for their review and comment.

As noted above, the minutes will be brought before the Board at its meeting in February 2015 for further review and approval.

Executive Session

The minutes of the Executive Session held on December 2, 2014 were brought before the Board for their review and comment.

As noted above, the minutes will be brought before the Board at its meeting in February 2015 for further review and approval.

ELECTION OF OFFICERS AND COMMITTEE ASSIGNMENTS

Mr. Koenig noted for the record the election of officers and committee assignments will take place at the next meeting of the Authority Board to be held on Tuesday, February 3, 2015.

ACCOUNTANT’S REPORT

As of December 31, 2014

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, 2014 and the Statement of Activities for the Twelve Months Ended December 31, 2014, copies of which are on file at the office of the Chester County Area Airport Authority.

After review of the Financial Statements as presented, it was noted the financial report will be brought before the Board at its meeting in February 2015 for further review and approval. Staff was directed to distribute scanned copies of the financial reports to the Board with distribution of the draft minutes.

Appointment of Auditor

Ms. Yori discussed with the Board the proposals received in response to the RFP issued by the CCAA for auditing services and noted the Auditing Committee has selected BBD to provide auditing services for the Authority with an anticipated start date of sometime in the first week in February 2015.

ENGINEER’S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated January 5, 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 Delta has provided a copy of the Development Plan completed in 2008 to Bernardon for their information and noted work is being undertaken on a facilities assessment to aid in the development of a maintenance and repairs budget.

Construct South Apron, Phase V

Mr. Jones advised the Board it is anticipated a final inspection will take place in January/February 2015 with the punchlist items to be addressed in the Spring of 2015.

Construct South Apron, Phase VI

Mr. Jones advised the Board that Delta has recently been notified that the manager for the Contractor has left the Contractor's employ; Mr. Jones noted Delta will coordinated the project transition to the new project manager prior to the project re-start in the Spring of 2015.

Mitigate Obstructions; Ph I: Study/Preliminary Design

Mr. Jones and the Board discussed the need to move forward on this matter and a Committee was formed to develop a plan of action. After discussion, it was determined by the Board the Committee would include Messrs. Koenig, McMinn, and Thompson, representing the Authority Board, Mr. Jones representing Delta, and a representative from Landmark Aviation to review feedback from the Airport Manager and Maintenance Staff and others. Mr. Koenig advised the Board he will send notice to the Committee of a meeting scheduled to be held on Tuesday, January 27, 2015 at 3:00 p.m. Mr. Saylor volunteered to attend the meeting in the event Mr. Thompson would be unavailable.

Rehabilitate Runway and Taxiway Sections; Ph I: Design

Mr. Jones advised the Board the project is planned to begin this year.

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

COUNSEL'S REPORT

Employee Handbook

Ms. Setzler advised the Board the Employee handbook has been completed consistent with the approval granted by the Board in October 2014 with an effective date of January 1, 2015.

Personnel Matter

Ms. Setzler noted for the record that the personnel matter has been resolved.

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

STANDING COMMITTEE REPORTS

Liaison Committee

Mr. Binder of Sikorsky discussed with the Board the scheduling of regular meetings to be held with Sikorsky and the Authority in an attempt to keep the Authority up-to-date on matters related to the Airport. Mr. Koenig suggested meetings to be held on a quarterly basis in the Conference Room of the Authority prior to the regular meeting of the Board. After discussion it was agreed that the initial meeting will be held on Tuesday, February 2, 2015 to begin at 3:00 p.m.

Personnel Committee

Ms. Setzler advised the Board the final version of the Manual has been completed consistent with the Board's prior instructions and has an effective date for January 1, 2015.

Finance Committee

Mt. Koenig noted the 2015 Budget prepared by the Finance Committee was approved at the Authority Board meeting in December 2015 and Ms. Yori and the Finance Committee are preparing for the upcoming audit.

Land Development Planning Activity

In the absence of Mr. Goebert, no report was made at this time.

OLD BUSINESS

Valley Township Update

Mr. Saylor advised the Board that no issue related to the Airport was addressed as a matter of discussion.

Sadsbury Township Update

Mr. Roberts advised the Board that no issue related to the Airport was addressed as a matter of discussion.

NEW BUSINESS

Airport Operations Concern

Mr. Binder of Sikorsky discussed with the Board the occurrence of numerous airspace right of way violations and noted the need for safety training. Ms. Setzler advised that the Airport has adopted rules and regulations that carry a penalty for violations.

The Board discussed with Mr. Binder the advisability of the installation of a tower noting the Airport growth would justify the installation of a tower. Mr. Jones noted he would investigate cost of a tower justification study and Mr. Binder advised he would discuss with his superiors at Sikorsky the importance of a tower and the cost to perform a study. Mr. Jones noted the tower would be considered a contract tower and the Airport would pay for the installation and the FAA would pay for the cost of staffing the tower.

Aircraft AP Services Status

The Board discussed with Mr. Sagnor the status of the flight school, its relocation to the maintenance building, and the proposal to expand its service to include maintenance. Mr. Sagnor noted this would enable the FBO to expand its office space in the terminal building. Ms. Setzler requested a copy of the lease between the FBO and the flight school for her information and review.

Maintenance Staff Commendation

Mr. Hudson commended the airport maintenance staff on the work performed on the tree removal project.

Airport Hot Topics

The recent issue of Airport Hot Topics sent by Mr. Hudson to the Board for their review prior to the meeting is attached hereto and made a part hereof.

PUBLIC COMMENT

Mr. Binder discussed with the Board the possibility of conducting a Mass Accident Response Exercise combining the personnel of Sikorsky and the Airport to take place in late Spring of Summer 2015.

NEXT SCHEDULED MEETING**Upcoming Meeting**

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, February 2, 2015 at 4:00 p.m.

ADJOURNMENT

In the absence of a quorum, Mr. Koenig adjourned the meeting at 5:10 p.m.

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated January 5, 2015
Airport Hot Topics dated January 6, 2014



Chester County Area
Airport Authority

CHESTER COUNTY AREA AIRPORT AUTHORITY

PROJECTS STATUS REPORT – December 2014

Distribution:

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

Updated January 5, 2014

Prepared By:

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

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Mobile: 717.421.6840

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GENERAL ASSISTANCE (Delta Project No. PA 14027)

1. Twelve Year Capital Improvement Plan (TYP)

- The PENNDOT BOA annual planning session was conducted on October 16, 2014 at 10:30 AM at CXY.
- Delta updated data sheets and projects in JACIP in accordance with what was discussed at the planning session.
- **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

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

4. 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.**

5. PENNDOT BOA 5010 Inspection

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

6. Runway/Taxiway Pavement Rehabilitation

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

7. Airport Zoning

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

8. Hangar 8A

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

9. Terminal/Corporate Area Land Development Plan

- A meeting was conducted with Bernardon, a few Board members, and Delta on December 2, 2014 to review and discuss scoping this project.
- Delta forwarded an electronic copy of the draft final Corporate Hangar Land Development Plan completed in 2008 to Bernardon on December 19, 2014 as requested by the Authority for review of the layouts completed on the west end of the Airport.



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	\$1,315,235.09	\$73,068.61	\$73,068.63	\$1,461,372.33
Remaining	\$174,763.91	\$9,709.39	\$9,709.37	\$194,182.67

Activity of Note:

- Substantial completion was issued on September 24, 2014. Punchlist completion is anticipated by December 23, 2014.
- **The electrical punchlist was completed in December of 2014. A Final Inspection is anticipated to be held in January or February 2015. Anticipated punchlist items include minor seeding and grading issues in both basins, but these cannot be addressed until Spring 2015.**



11. Construct South Apron, Phase VI

PENNDOT Agreement No. ABG-2014-CCAAA-00005
 PENNDOT Internal Order No. 7880029132
 PENNDOT Funds Commitment No. (Pending)
 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	\$353,339.67	\$19,629.98	\$19,629.99	\$392,599.64
Remaining	\$839,735.33	\$46,651.02	\$46,653.01	\$933,039.36

- Apron stone was completed on October 31, 2014.
- P-401 Test Section #1 was placed November 3, 2014. This test section failed based on core densities.
- P-401 Test Section #2 was placed on November 5, 2014. This test section passed.
- Due to the encroaching colder temperatures, the Contractor elected to defer the paving until 2015. A winter stop work order was issued as of the close of business on November 18, 2014.
- **Delta was notified on December 24, 2014 that the project manager for the Contractor has left the company. Delta will coordinate the project transition to the new PM prior to the project re-start in the Spring of 2015.**
- **No activity during the past month.**



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.

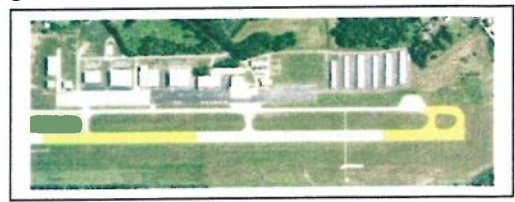
	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	\$141,826.00	\$7,879.00	\$7,880.00	\$157,585.00
Spent to Date	\$96,085.17	\$5,338.06	\$5,338.07	\$106,761.30
Remaining	\$45,740.83	\$2,540.94	\$2,541.93	\$50,823.70

- Delta received all subconsultant deliverables on September 16, 2014 and is completing the obstacle analysis and developing the draft obstacle removal program for review.
- **Delta reviewed the 95 percent review set of plans and report with the Owner on December 31, 2014. Several comments were received that are currently being addressed.**



13. 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 for calendar year 2015.
- **Proposed funding for the design of this project is being coordinated.**

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: January 6th, 2015

Subject: Airport Hot Topics

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

NEW BUSINESS

Tires Replaced: On 12/1/14, a tire was replaced on the Explorer and skid loader.

Fuel Pump Replaced: On 12/3/14, a fuel pump was replaced on the snow blower.

Pump Replaced: On 12/4/14, the sewer lift station pump (pump #1) was replaced.

Hose Replaced: On 12/4/14, the power steering hose was replaced on the tractor.

Deer Repellers Installed: On 12/9/14, six deer repellers were installed on the North side of the airport.

Light Bulbs Replaced: On 12/10/14, light bulbs were replaced on the runway 29 Hold Short and taxiway Delta Directional signs.

Antenna Replaced: On 12/11/14, the aviation radio antenna was replaced on the tractor.

OLD BUSINESS

Obstructions Removed: On 12/22/14, all of the trees (runway 29 approach end) identified in the Runway 11-29 Aeronautical Survey as being obstructions affecting "Night" Approaches, have been cut down.