

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

June 2, 2015

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, June 2, 2015 at 4:00 p.m.

The following Board members were present:

Fred Goebert
Paul McMinn
Donn Roberts
Rich Saylor
Fred Thompson

The following Board member was not present:

Al Koenig

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
Mike Bem, Flying Machine Café
Robert Ciszewski, Landmark Aviation
Steve Fortin, Chester County Aviation
Dave Malchione, Global Air / Universal Air
Nancy Zynn, Global Air / Universal Air

CALL TO ORDER

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

Mr. McMinn advised the Board the annual walk-around at which time the Board reviews the Airport property will be held following the meeting of the Authority to take place on Tuesday, August 4, 2015.

APPROVAL OF THE MINUTES

May 5, 2015

The minutes of the Regular Meeting held on May 5, 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. Thompson to approve the minutes of the Regular Meeting held on May 5, 2015 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

ACCOUNTANT'S REPORT

As of May 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 May 31, 2015 and the Statement of Activities for the Five Months Ended May 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. Saylor and seconded by Mr. Roberts to accept the Financial Statements as submitted for the period ending May 31, 2015, subject to audit; **the Board approved the motion by a unanimous vote of 4 to 0.**

Pennsylvania Local Government Investment Trust

As suggested by Ms. Setzler at the Board meeting in May 2015, Ms. Yori investigated the guidelines of the Pennsylvania Local Government Investment Trust (PLGIT) and the statutory requirements for investing funds and noted the PLGIT is available to meet the investment needs of local governments, school districts and municipal authorities.

Upon review of the resolution proposed by PLGIT, a motion was made by Mr. Saylor and seconded by Mr. Thompson to adopt the resolution as presented as attached hereto; **the Board approved the motion by a unanimous vote of 4 to 0.**

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated May 29, 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:

PennDOT BOA 5010 Inspection

Mr. Jones advised the Board Delta revised the inspection response letter and it was submitted to the PennDOT BOA on May 10, 2015.

Terminal Corporate Area Land Development Plan

Mr. Jones advised the Board that Delta and the Messrs. Koenig, Goebert, Thompson and Hudson representing the Authority met with the Chester County Economic Development

Council on May 27, 2015 to discuss funding alternatives and the option of a multi-level funding grant with an application due on or before July 31, 2015.

At this time Mr. Goebert arrived.

Air Traffic Control Tower (ATCT)

Mr. Jones discussed with the Board the FCT justification and feasibility study proposed contract submitted to the Board on May 24, 2015 for the first phase noting the preparation of the documents would be completed within a four month time frame. He further noted the FAA review period is unknown but he would estimate an additional three to four months. Mr. Jones noted the initial cost would be \$42,500.

Upon discussion of the proposed contract to perform the FCT justification and feasibility study at a cost in an amount not to exceed \$42,500, a motion was made by Mr. Saylor and seconded by Mr. Thompson to enter into the contract as proposed in an amount not to exceed \$42,500; **the Board approved the motion by a unanimous vote of 5 to 0.**

The Board discussed the parameters of this matter further and it was noted by Mr. Jones that it would be approximately three years to the start of construction; and Ms. Setzler noted that the tower would be included in the Land Development Plan.

Airport Maintenance Program

Mr. Jones discussed with the Board the proposed airport maintenance plan and distributed a diagram of the Pavement Elevation Layout, a copy of which is on file at the office of the Chester County Area Airport Authority, for the Board's information and review. He explained the areas of concern, the identified areas that have failed, and those areas that could have an extended life if the drainage structure would be replaced or rehabilitated.

Mr. Jones noted a prioritized plan to begin the repair process over the next several years could be developed and reminded the Board that no federal money is available for rehabilitation. The Board discussed funding possibilities and Mr. Saylor suggested a meeting be held with the legislatures to educate all parties on the value of the Airport and the need for funding.

NAVAIDS

Mr. Jones advised the Board of notice received by the Authority of the proposed decommission of the MXE VORTAC and the impact the decommissioning would have on the Airport. He noted a letter has been prepared by Delta for submittal to the FAA discussing the Airport's concerns and he further noted a petition has been distributed to the tenants on the Airport to obtain their comments for submittal to the FAA.

Runway 11 Approach Obstruction Property Surveys

Mr. Jones advised the Board that the surveys of the properties and obstructions have begun and it is anticipated they will be completed no later than July 3, 2015.

Construct South Apron, Phase V

Mr. Jones advised the outstanding warranty items including grass growth and minor grading will be completed by the Contractor by late June and/or July.

Construct South Apron, Phase VI

Mr. Jones advised the Board the paving is anticipated to re-start on June 8, 2015.

Mitigate Obstructions; Ph I: Study/Preliminary Design

Mr. Jones noted a final report is being revised to incorporate updated information for resubmission to the PennDOT BOA.

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 May 2015.

Ms. Setzler further noted she would further review the contract regarding the rental of the asphalt heater.

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

STANDING COMMITTEE REPORTS

Liaison Committee

Mr. Roberts noted he met with the Sikorsky representative and discussed safety issues; he further noted he was advised Sikorsky has no plans on moving forward with the grant at the present time.

Personnel Committee

Mr. Thompson noted no report is warranted at this time.

Finance Committee

Mr. McMinn noted the usual quarterly meeting of the Finance Committee will be held in June 18, 2015.

Land Development Planning Activity Committee

Mr. Goebert discussed with the Board the tower and the land development plan and noted the justification/feasibility study and the environmental assessment must be addressed prior to the development of the land development proposal.

Obstruction Mitigation Committee

Mr. Jones advised the Board the obstruction survey is moving forward.

Safety & Maintenance Committee

Mr. Hudson advised the Board staff have attended basic safety and equipment safety classes.

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.

NEW BUSINESS

Landmark Aviation Ramp Fees Clarification

Mr. Ciszewski explained to the Board the ramp fees for people using the Airport.

Landmark Aviation Hangar #2 Lease Hold Clarification

Mr. Jones explained to the Board that the area on the west side of the building currently used for parking for vehicles for the flight school personnel is Landmark leasehold. He noted the use of the property is between Landmark and the flight school and any sublease agreement amending the lease to add the parking spaces should be submitted to Ms. Setzler for her review and approval.

Cancellation of July Board Meeting

As in the past, the Board agreed to cancel the July Board Meeting of the Chester County Area Airport Authority. Staff was directed to formally advertise the cancellation of the meeting.

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.

Tenant Rent

Mr. Goebert questioned the rules surrounding increasing rents and Mr. Jones noted the rental must be fair market value and equal treatment for all tenants must be justified.

PUBLIC COMMENT

Mr. Bem advised the Board the open house will be held the first weekend in October and noted Sikorsky has committed to being a major sponsor. Ms. Setzler noted insurance coverage will be required.

NEXT SCHEDULED MEETING

Upcoming Meeting

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

ADJOURNMENT

A motion was made by Mr. Saylor and seconded by Mr. Goebert to adjourn the meeting; **the Board approved the motion by a unanimous vote of 5 to 0 and Mr. McMinn adjourned the meeting at 5:25 p.m.**

Respectfully submitted,



Carol Poinier
Recording Secretary

Attachments:

- PLGIT Resolution
- Projects Status Report dated May 29, 2015
- Airport Hot Topics dated May 26, 2015



MODEL ORDINANCE/RESOLUTION

Questions? Call 1.800.572.1472

Participation in the Trust requires action — the enactment of an Ordinance or adoption of a Resolution — by the governing body of each prospective investor.

The following bodies should enact an Ordinance: Board of Township Commissioners, Board of Township Supervisors, Borough Council, City Council, Town Council.

The following bodies should adopt a Resolution: Board of School Directors, Municipal Authority Board, County Commissioners

Procedures may be slightly different for home rule municipalities, which should check their individual charters. If you have any question regarding whether your entity is subject to the adoption of a resolution or the enactment of an ordinance please consult with your Solicitor. A sample of an Ordinance/Resolution is provided below and the approved action must accompany your New Investor Application when joining the Trust. Your account(s) will then be established and available for your use. No initial investment is required.

Model Ordinance/Resolution

MODEL ORDINANCE/RESOLUTION

Name of Unit: Chester County Area Airport Authority
An resolution authorizing Chester County Area Airport Authority
(Insert Ordinance/Resolution) (Insert the name of your local government)

(herein referred to as this "Governmental Unit") to join with other local government units as a settlor of the Pennsylvania Local Government Investment Trust for the purpose of purchasing shares of the Trust.

WHEREAS, the Pennsylvania Local Government Investment Trust was formed in accordance with the authorization contained in the Intergovernmental Cooperation Act, as amended, initially by the Boroughs of Chambersburg and Emmaus, to provide a vehicle for Pennsylvania municipal entities to pool their funds for investment purposes; and

WHEREAS, the Municipality Authorities Act, as amended, authorizes municipal authorities to join with other political subdivisions and municipal authorities in accordance with the Intergovernmental Cooperation Act for the purpose of purchasing investments; and

WHEREAS, the Intergovernmental Cooperation Act provides that any joint cooperation agreement shall be deemed in force to any local government unit, when the same has been adopted by all cooperating local governmental units;

NOW, THEREFORE, IT SHALL BE ORDAINED/RESOLVED AS FOLLOWS:

Section 1. This Governmental Unit shall join with other local governmental units in accordance with the Intergovernmental Cooperation Act and other similar acts by becoming a settlor of the Pennsylvania Local Government Investment Trust (the Trust) and entering into the Declaration of Trust, which is adopted by reference with the same effect as if it had been set out verbatim in this section and a copy of which shall be filed with the minutes of the meeting at which this Ordinance/Resolution was adopted.

Section 2. This Governmental Unit is authorized to purchase shares in the Trust from time to time with available funds, and to redeem some or all of those shares from time to time as funds are needed for other purposes, subject to the terms and restrictions of the Declaration of Trust referred to in Section 1. These actions are to be taken by the officers designated for this purpose, pursuant to general or specific instructions by the governing body of this Governmental Unit.

Section 3. The Trustees of the Trust are designated as having official custody of this Governmental Unit's funds which are invested by the purchase of shares in the Trust.

Section 4. As required by the Intergovernmental Cooperation Act the following matters are specifically

found and determined:

- (a) The conditions of the agreement are set forth in the Declaration of Trust referred to in Section 1;
- (b) This Governmental Unit's participation in the Trust shall be terminable at any time by Ordinance/Resolution, subject to the terms and restrictions of the Declaration of Trust referred to in Section 1;
- (c) The Declaration of Trust and the purchase of its shares are for the purpose of investing this Governmental Unit's funds in obligations which are otherwise legal investments, as part of a pooled arrangement with other local governmental units, thereby achieving economic and other advantages of pooled investments; and the powers and scope of authority delegated are set forth in the Declaration of Trust referred to in Section 1;
- (d) It is not necessary to finance the agreement authorized herein from funds of this Governmental Unit except through the purchase of shares in the Trust;
- (e) The Trust shall be managed by a Board of Trustees as set forth in the Declaration of Trust and the By-Laws provided for therein;
- (f) Shares may be repurchased and redeemed from time to time as this Governmental Unit may determine to be necessary or appropriate to meet its cash investment requirements in accordance with the terms and restrictions of the Declaration of Trust referred to in Section 1 and;
- (g) The Trust shall be empowered to enter into contracts for policies of group insurance and employee benefits, including social security, for its employees.

Section 5. This Ordinance/Resolution shall become effective at the earliest date permitted by law.



CHESTER COUNTY AREA AIRPORT AUTHORITY

PROJECTS STATUS REPORT – May 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 May 29, 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

- Delta revised the PENNDOT BOA 5010 Inspection response letter per CCAAA comments. The CCAAA submitted the response letter to the PENNDOT BOA on May 10, 2015.

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

- 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.
- **Delta attended a meeting with the CCAAA and CCED on May 27, 2015 to discuss funding options to proceed with this project.**

7. Air Traffic Control Tower (ATCT)

- Delta has provided program planning information to the CCAAA for a potential ATCT project/program. The CCAAA is coordinating with Sikorsky, the County, and others and is considering whether to proceed with this project.
- **Delta submitted a FCT Justification and Feasibility Study proposed contract on May 27, 2015 for consideration at the next Authority meeting.**

8. Airport Maintenance Program

- **Delta completed a maintenance inventory of all CCAAA facilities on May 27, 2015. A summary of the inventory results will be reviewed at the next Authority meeting and a proposed maintenance program will be developed for the Authority's use.**



9. NAVAIDS

- The FAA has notified the CCAA 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 CCAA letter.

10. Runway 11 Approach Obstruction Property Surveys

- Delta issued NTP to Olson Surveying on May 21, 2015 to begin surveys of the properties and the obstructions. The surveys were started on May 26, 2015, and shall be completed no later than July 3, 2015. The surveyor is progressing on a more aggressive schedule to complete the surveys, however, it is contingent on weather and he has been having difficulty finding boundary markers since the last surveys are from back in the 1970's.



11. 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.
- The electrical punchlist was completed in December of 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 must be submitted by May 30, Delta is preparing to close the project with the PENNDOT BOA and provide the updated basin grades to Pennoni once complete. This has been coordinated with the PENNDOT BOA and is acceptable.
- The final reimbursement request was submitted to the BOA in May. The BOA will process the request in the ensuing weeks and will make final payment by the grant expiration deadline of June 30, 2015. The project final report and record drawings have been sent to the BOA and Owner.
- Warranty items including grass growth and minor grading in Basin 1C will be completed by the Contractor in June and/or July. Once the basin grading is revised, Delta will transmit the revised grading to Valley Township for verification.



12. 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	\$392,163.65	\$21,786.86	\$21,786.88	\$435,737.39
Remaining	\$800,911.35	\$44,494.14	\$44,496.12	\$889,901.61

- 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 and will be removed.
- 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 (Chris Pettine) prior to the project re-start in the Spring of 2015.
- A re-start meeting was held on April 10, 2015 to discuss the logistics for the restart. The apron will need to be sufficiently dry to move into productive work, and it is currently saturated. May 18 should be considered an early start, with June 1 a late start. There are 49 contract days remaining.
- **Physical work on the project is anticipated to restart on June 1, 2015. 49 calendar days remain of the 100 CD contract. Paving is anticipated to restart on June 8, 2015. A prepaving meeting is being conducted on June 1, 2015.**



13. 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	\$127,064.58	\$7,059.14	\$7,059.15	\$141,182.87
Remaining	\$14,761.42	\$819.86	\$820.85	\$16,402.13

- 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 developed.
- 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 being revised to incorporate this information for resubmission to the PENNDOT BOA.



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 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: May 26th, 2014

Subject: Airport Hot Topics

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

NEW BUSINESS

Airfield Sign: On May 8th, a light bulb was replaced in the Instrument Landing System Runway 11 Hold Short sign.

Crisis Communications Training: On May 12th, I attended a Crisis Communications Training session, at the Sikorsky Global Helicopters (SGH) “Heliplex”, per the request from SGH. The purpose of the training was to have a Round Table discussion on Roles and Responsibilities of undisclosed crisis situations in and around the area of the Heliplex.

Horseless Carriage Club of America (HCCA): On May 19th, the HCCA, which is an antique car club, made arrangements with a MQS tenant, to have their club members stop by the airport to showcase their automobiles, prior to continuing their club tour.

Career Day: On May 21st, I was invited to speak at a “Career Day” event, which was hosted by the Caln Elementary School.

Drive-Thru Gates: On May 26th, all of MQS’s drive-thru gates had their electrical eyes re-adjusted and had strobe light sensors installed.

OLD BUSINESS

Stairs Restoration Project: This project is still ongoing.