

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

March 4, 2014

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

The following Board members were present:

Fred Goebert
Al Koenig
Paul McMinn
Donn Roberts
Fred Thompson

The following Board member was not present:

Greg Cary

Also present:

Gary Hudson, Airport Manager
Dave Jones, Delta Airport Consultants, Inc.
Holly Setzler, Esquire, Landis & Setzler
Rayne Yori, Countryside Consulting, Inc.
Doug Eadline, Airport Maintenance
Carol Poinier, Recording Secretary
Mike Bem, Flying Machine Café
Dave Malchione, Global Air/Universal
Matt Reider, CCA
Bruce Sagnor, CCAH
Nancy Zynn, Global Air/Universal

Gary Hudson, Airport Manager, was not present due to his attendance at a conference.

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

Regular Meeting

The minutes of the Regular Meeting held on February 11, 2014 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 February 11, 2014 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

Executive Session

The minutes of the Executive Session held on February 11, 2014 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 Executive Session held on February 11, 2014 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

ACCOUNTANT'S REPORT

As of February 28, 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 February 28, 2014, Statement of Activities for the Two Months Ended February 28, 2014, and Statement of Cash Flow, 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. Thompson and seconded by Mr. Roberts to accept the Financial Statements as submitted for the period ending February 28, 2014, subject to audit; **the Board approved the motion by a unanimous vote of 5 to 0.**

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated March 4, 2014, prepared by Delta Airport Consultants, Inc., a copy of which is attached hereto and made a part hereof.

Additional discussion was noted as follows:

RNAV\GPS Runway 11 and 29 Approaches

Mr. Jones recapped the approach issues, the topping of the identified trees with the property owners, and the certified survey that the trees in question have been topped to specification. He noted it is anticipated the survey will be completed on or before March 10, 2014 and the matter will be closed.

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

Mr. Jones discussed with the Board the lack of timely submission of the fees received from Valley Township pertaining to the township’s engineering firm, and noted a letter has been sent to Valley Township dated February 24, 2014 requesting all invoices related to Phase IV must be received by Delta no later than March 31, 2014 to insure the invoices inclusion in the final PennDOT BOA reimbursement request before the grant is closed.

Ms. Setzler noted the matter of the outstanding fees will be discussed in Executive Session.

Construct South Apron, Phase V

Mr. Jones advised the Board Delta is coordinating the addition of a portion of the originally bid work at the original bid unit prices noting the scope of this work generally includes the completion of all remaining electrical work.

Construct South Apron, Phase VI

Mr. Jones advised the Board the bids are due on March 18, 2014 and noted if the apron remains snow covered until March 11, 2014, Delta recommends extending the bid opening date in order to allow the potential bidders to view the site. The Board agreed with Delta’s recommendation.

Mitigate Obstructions; Ph I; Study/Preliminary Design

Mr. Jones further advised the Board an NTP can be issued by the Authority upon notice that the PennDOT BOA has completed grant setup.

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

COUNSEL’S REPORT

Right to Know Request

Ms. Setzler discussed with the Board the Authority’s previous reply to a right to know request from a tenant regarding the FBO. She further noted a tenant on the Airport corresponded with the County Commissioners voicing his complaint regarding snow plowing. Mr. Jones advised the Board the BOA has issued a letter stating the protocol to be followed regarding snow plowing and that the Authority was compliant with FAA guidelines.

Mr. Koenig commended the staff on their efforts to keep the Airport open during the several storms occurring over this past winter.

York Construction

Ms. Setzler noted for the record that the Board will meet in Executive Session immediately following the meeting to discuss a pending legal matter with York Construction.

Member of the Authority Board

Ms. Setzler advised the Board she has been notified it is the intention of the County Commissioners to appoint a member to the Authority Board within the near future.

STANDING COMMITTEE REPORTS

Liaison Committee

Mr. Roberts advised the Board a representative from Sikorsky is expected to attend the Sadsbury Township meeting this evening at which time he will attempt to discuss with him scheduling a future meeting to discuss issues of mutual interest.

Personnel Committee

Mr. Thompson noted the first draft of the manual has been received from the MidAtlantic Employers Association and Mr. Hudson is in the process of updating the policy and procedures.

Finance Committee

Mr. Koenig advised the Board the Finance Committee will meet after receipt of the draft of the audit being prepared by Maillie LLP.

Community Event Planning Committee

Mr. Bem advised the Board no report will be made at this time.

OLD BUSINESS

Status of CCAA Board Position Rep from Valley Township

As noted by Ms. Setzler in the Counsel's Report, she has been advised it is the intention of the County Commissioners to appoint a member to the Authority Board within the near future.

Sadsbury Township Update

As noted in the Liaison Committee report, Mr. Roberts advised the Board it is his understanding a representative of Sikorsky will be in attendance at the Sadsbury Township Board of Supervisors meeting this evening to discuss residents' concerns regarding increased road closures and noise generation during hover taxi events over Washington Lane.

Valley Township Update

Mr. Koenig advised the Board a meeting is scheduled to be held on March 12, 2014 at 6:30 p.m. at the Valley Township Building with the Board of the Authority and the Supervisors of Valley Township to discuss outstanding issues, including inspection fees for Airport projects and the timeliness of submission of bills.

NEW BUSINESS

Airport User Complaint

As briefly addressed in Ms. Setzler's report, a tenant on the Airport corresponded with the County Commissioners voicing his complaint regarding snow plowing. Mr. Jones advised the Board the BOA has issued a letter stating the protocol to be followed regarding snow plowing and as noted by Mr. Jones, the Authority was compliant with FAA guidelines.

Mr. Koenig noted he would respond to the tenant and send a copy of his response to the County Commissioners and the FAA.

Once again Mr. Koenig commended the staff on their efforts to keep the Airport open during the several storms over this past winter.

Snow Removal Equipment Status

Mr. Eadline discussed with the Board the condition of the Airport's snow plow equipment and advised all equipment has been repaired. He further noted the increased use of the equipment over this past winter has taken a toll.

Land Development Planning Update (future Standing Committee)

Mr. Koenig discussed with the Board the establishment of a Land Development Planning Committee to work with Valley Township.

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. Malchione of Global Air/Universal commended the Airport staff for the excellent condition of the runway during very trying recent weather events and it was noted several airports in the vicinity were closed, i.e., Lancaster, Philadelphia, Wilmington. Mr. Koenig suggested the Authority Board consider awarding a bonus to the maintenance staff for a job well done.

Mr. Sagnor discussed with the Board the accuracy of NOTEMS and it was suggested a post-season meeting be held with the FBO and Authority staff to address mutual concerns.

NEXT SCHEDULED MEETING

Upcoming Meeting

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, April 1, 2014 at 4:00 p.m.

ADJOURNMENT

A motion was made by Mr. McMinn and seconded by Mr. Goebert to adjourn the meeting; **the Board approved the motion by a unanimous vote of 5 to 0 and Mr. Koenig adjourned the meeting at 5:00 p.m.**

Respectfully submitted,



Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated March 4, 2014

Airport Manager's Report: Airport Hot Topics



Chester County Area
Airport Authority



CHESTER COUNTY AREA AIRPORT AUTHORITY

PROJECTS STATUS REPORT – February 2014

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 March 4, 2014

Prepared By:

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

DELTA AIRPORT CONSULTANTS, INC.

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Harrisburg, Pennsylvania 17110

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Mobile: 717.421.6840

Email: djones@deltaairport.com





GENERAL ASSISTANCE (Delta Project No. PA 14027)

1. Twelve Year Capital Improvement Plan (TYP)

- Reviewed the PENNDOT BOA updated TYP for any final edits prior to February 5, 2014 as requested by the CCAAA.

2. West Area Hangar Layouts

- No activity during the past month.

3. RNAV/GPS Runway 11 and 29 Approaches

- Mr. Gerry Lebar from the FAA forwarded data on January 31, 2014 for obstacles to the Runway 11 RNAV approach that may result in the complete loss of the approach. This data was coordinated with the CCAAA on February 4, 2014 as a response was due to the FAA on actions to be taken by February 7, 2014.
- The CCAAA coordinated with the property owners and obtained permission to top/remove the trees. A letter advising the intended action was forwarded to the FAA on February 7, 2014. Mr. Lebar advised on February 11, 2014 that Oklahoma had removed the NOTAMS based on the information provided and that pictures along with a surveyor certification are required for their files. This was presented to the Board at the February 11, 2014 Authority Meeting.
- The trees were topped/removed as required on February 21, 2014. A confirmation letter with before and after pictures was forwarded to Mr. Lebar on February 21, 2014 as committed.
- Confirmation surveys are currently being coordinated and are scheduled to be completed by March 10, 2014 depending on weather.

4. Sikorsky Helicopter

- 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.

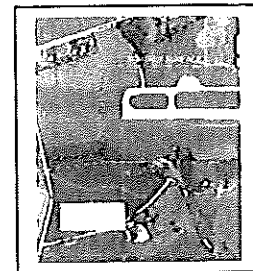
7. Airport Zoning

- 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.
- Delta reviewed information from Valley Township's Engineer and provided comments back as requested by CCAAA.
- 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	\$881,757.31	\$23,204.13	\$23,204.15	\$928,165.59
Remaining	\$65,434.69	\$1,721.87	\$1,722.85	\$68,879.41

Activity of Note:

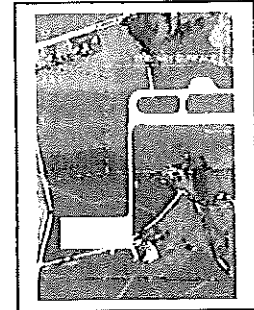
- The Contractor has admitted they had grade and elevation problems during installation of the stone base and have conditionally agreed to correct the stone base to conform to the Contract documents. The Contractor has requested to not be responsible for the additional cost to the Owner associated with 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 incurred to date 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 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 and submitted these costs for reimbursement on January 15, 2014.
- A letter was forwarded to the Contractor on January 27, 2014 summarizing the contract days charged to the project. The Contractor overran the contract time by eleven (11) calendar days and is assessed liquidated damages in the amount of \$44,000.
- The additional costs incurred by the CCAAA for correcting the non-conforming work have been totaled and were forwarded to the Contractor on January 27, 2014.



- Delta has advised Valley Township in a letter dated February 24, 2014 that all invoices for this phase shall be received by Delta no later than March 31, 2014 so that all costs can be included in the final PENNDOT BOA reimbursement request before the grant is closed.
- The Contractor forwarded a letter dated February 10, 2014 stating that they take exception to the additional costs incurred and do not feel they should be responsible for them. This issue is being coordinated with the CCAA Solicitor for a response.

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	\$829,393.28	\$46,077.40	\$46,077.41	\$921,548.09
Remaining	\$660,605.72	\$36,700.60	\$36,700.59	\$734,006.91

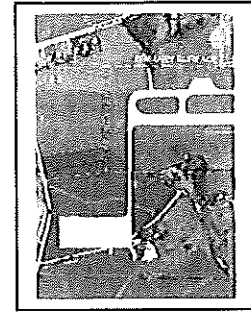
Activity of Note:

- 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.

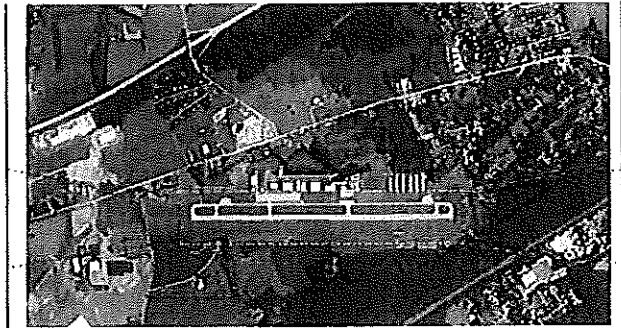
	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	(Pending)	(Pending)	(Pending)	(Pending)
Spent to Date	\$0.00	\$0.00	\$0.00	\$0.00
Remaining	\$0.00	\$0.00	\$0.00	\$0.00

- The project was advertised on February 16, 2014 and a pre-bid meeting was held on February 25th. Bids are due on March 18th, 2014. If the apron remains covered in snow until March 11th, Delta recommends extending the bid opening date in order to allow potential bidders to view the site.
- Some work under the Phase V project requires completion prior to beginning Phase VI, so the final project start may depend on the Phase V Contractor's schedule.



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

PENNDOT Agreement No. (Pending)
 PENNDOT Internal Order No. 7880029131
 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.

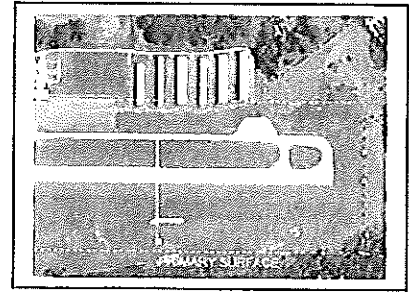
	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	(Pending)	(Pending)	(Pending)	(Pending)
Spent to Date	\$0.00	\$0.00	\$0.00	\$0.00
Remaining	\$0.00	\$0.00	\$0.00	\$0.00

- **The grant was accepted on February 11, 2014 by the Authority. Once the PENNDOT BOA completes the grant setup, the Authority can issue an NTP to start work.**



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.

AIRPORT MEMO

To: Chester County Area Airport Authority (CCAAA) Members

From: Gary L. Hudson, Airport Manager

Date: January 28th, 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

- * **Request for Local Share Funds:** On January 9th, I received a letter from the county Commissioners, informing me that the Authority's local matching grant share money for the South Apron – Phase 6 and final land development plan (Terminal Area/West Corporate Hangar Expansion – Phase 1) projects, has been appropriated. Hence, on January 13th, I sent a letter to the Commissioners, requesting payment (releasing of funds) of that matching grant share amount.
- * **Runway Sweeper Repaired:** On January 16th, some minor mechanical issues with the runway Sweeper were corrected.
- * **Terminal Building HVAC Units:** On January 17th, Brubaker, Inc. performed Preventive Maintenance on the 2 Heating Ventilation and Air Conditioning (HVAC) units. The technician informed me that the condition of the units were fine.
- * **Snow Plow Vehicle:** On January 23rd, the blades were replaced on the snow plow vehicle.

OLD BUSINESS

- * **Drive-thru Gate:** In order to ensure that the main drive-thru gate on Earhart Drive will open and close at the recommended times, on January 20th, a Timer was installed on the drive-thru gate Controller.