

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

September 6, 2016

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, September 6, 2016 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:

Gary Hudson, Airport Manager
Dave Jones, Delta Airport Consultants, Inc.
Rayne Yori, Countryside Consulting, Inc.
Carol Poinier, Recording Secretary
Doug Eadline, Airport Maintenance
Mike Bem, Flying Machine Café
William Clemens, Sikorsky Aircraft
Ryan Rachko, Sikorsky Aircraft
Arnold Wunder, 99's
Mary Wunder, 99's

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 Held on August 2, 2016

The minutes of the Regular Meeting held on August 2, 2016 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 August 2, 2016 as presented; **the Board approved the motion by a unanimous vote of 6 to 0.**

ACCOUNTANT'S REPORT

As of August 31, 2016

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, 2016 and the Statement of Activities for the Eight Months Ended August 31, 2016, 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. McMinn to accept the Financial Statements as submitted for the period ending August 31, 2016, subject to audit; **the Board approved the motion by a unanimous vote of 6 to 0.**

Ms. Yori advised the Board the cost of the fence project will be capitalized and will be entered upon completion.

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated September 6, 2016, prepared by Delta Airport Consultants, Inc., a copy of which is attached hereto and made a part hereof.

Additional discussion was noted as follows:

Airport Maintenance Program

Mr. Jones advised the Board Delta is in the process of identifying a local structural engineering firm to schedule the assessment of the buildings.

Runway 11 Approach Obstruction Property Surveys

Mr. Jones advised the Board that Delta has been assisting the Authority with the development and review of easements and the relevant information has been provided to Ms. Setzler for her information and review.

Rehabilitate Taxiway Sections, Ph I: Design

Mr. Jones advised the Board that surveys and geotechnical investigations have been completed, the geotechnical subconsultant has provided a draft report to Delta for review; the survey subconsultant has provided survey information to Delta; and it is anticipated the kick-off will be scheduled within the next 30 to 45 days

Rehabilitate Runway 29 Section, Ph I: Design

Mr. Jones advised the Board that surveys and geotechnical investigations have been completed, the geotechnical subconsultant has provided a draft report to Delta for review; the survey subconsultant has provided survey information to Delta; and it is anticipated the kick-off will be scheduled within the next 30 to 45 days

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

COUNSEL'S REPORT

In the absence of Ms. Setzler, no counsel's report was made at this time.

STANDING COMMITTEE REPORTS

Liaison Committee

Ryan Rachko and William Clemens introduced themselves to the Board and explained their roles as Fire Chief and Fire Fighter MT at Sikorsky Aircraft. The Board welcomed Messrs. Rachko and Clemens to the meeting and expressed the Authority's interest in developing a cooperative relationship with the Sikorsky Fire Personnel.

Mr. Roberts noted no report is warranted at this time as no meeting of the Liaison Committee has been held.

Personnel Committee

Mr. Hudson advised the Board a meeting has been scheduled with Ms. Yori to further review the job descriptions.

Finance Committee

Mr. Koenig advised the Board the Finance Committee has a meeting scheduled to be held on September 21, 2016 and a follow up meeting is presently anticipated to be held on October 12, 2016.

Land Development Planning Activity Committee

Mr. Koenig advised the Board the recent grant requests submitted to the Department of Community Economic Development and PennDOT regarding support for the environmental assessment have been denied as funds were allocated to communities.

Buildings and Grounds Committee

Mr. Eadline advised the Board work is continuing on the installation of the fencing.

Fall Festival Flying Committee

Mr. Bem brought the Board up to date on the status of the Festival scheduled to take place on Saturday, October 1, 2016. He noted there would be a car show and monster truck; helicopter and fixed wing rides; and static displays. He noted the Committee is coordinating the Fall Festival with the FBO Signature on the logistics of the event and the insurance requirements as in the past. Mr. Saylor volunteered to contact Breuninger to request the use of its electronic sign located on Business Route 30 to advertise the Festival. Mr. Bem distributed an event sponsorship proposal to the Authority for its information and review and advised the Board a planning meeting is scheduled to be held tomorrow, September 7, 2016 at 6:30 p.m.

OLD BUSINESS

Valley Township Update

Mr. Saylor advised the Board he has spoken with the Valley Township Manager and Mr. Joseph Sciandra and was advised a letter of agreement would be required to establish the terms of a cooperative agreement between the various fire personnel to assist with providing support on fires that may occur on Airport property. Mr. Hudson noted he will in cooperation with Sikorsky draft an agreement for presentation to the Township by Mr. Saylor.

Sadsbury Township Update

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

Airport Fencing Project Update

Mr. Eadline advised the Board the maintenance staff is continuing installation of posts and approximately 480' of fencing has been installed to date.

NEW BUSINESS

Barn and Farmhouse Township Violation

Mr. Hudson advised the Board that it is anticipated that Mr. Shoemaker will begin demolition of the property in mid-September.

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. Arnold Wunder and Mrs. Mary Wunder introduced themselves to the Board as representatives of the 99's, and noted the 99's are a registered non-profit organization providing scholarships in support of women in aviation. Ms. Wunder questioned the Board on the possibility of a waiver being extended by the FBO Signature for ramp fees on those visiting the Airport on October 15, 2016. The Board was in favor of the waiver as requested and will contact the Authority's counsel, Ms. Setzler, to determine if a waiver is appropriate.

Mr. Hudson also noted he is awaiting a response from Signature on its position on allowing its employees to take part in deer sweeps on Airport property.

NEXT SCHEDULED MEETING

Upcoming Meeting

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, October 4, 2016 at 4:00 p.m.

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. McMinn and seconded by Mr. Thompson; **the Board approved the motion by a unanimous vote of 6 to 0 and Mr. Koenig adjourned the meeting at 4:45 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report Dated September 6, 2016
Airport Hot Topics Dated August 30, 2016



**Chester County Area
Airport Authority**

CHESTER COUNTY AREA AIRPORT AUTHORITY

PROJECTS STATUS REPORT – AUGUST 2016

Distribution:

Albert Koenig	Chairman
Paul McMinn	Vice Chairman
A. Frederick Thompson	Secretary
Donn Roberts	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 6, 2016

Prepared By:

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

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GENERAL ASSISTANCE (Delta Project No. PA 16007)

1. Twelve Year Capital Improvement Plan (TYP)

- The PENNDOT BOA Planning Session was held at the Capital City Airport on November 6 at 9:00 AM. Delta is coordinating with the PENNDOT BOA and the Authority to update the required JACIP data sheets.
- Delta has completed all required JACIP and JACIP data sheet updates.
- **No activity during the past month.**

2. Sikorsky Helicopter

- Delta attended a meeting with the Authority, Sikorsky, and CCED on March 2, 2016 to discuss the potential reallocation of RACP funding offered to Sikorsky for an underpass on Washington Lane to the potential installation of a Federal Contract Tower at the Airport.
- **No activity during the past month.**

3. PENNDOT BOA 5010 Inspection

- Delta prepared an exhibit showing the obstructions identified in the 5010 inspection letter dated March 10, 2016 and is finalizing a draft response letter to the Authority for use in responding to the PENNDOT BOA.
- **No activity during the past month.**

4. 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 has been coordinating with DCED staff to answer questions on the acreage for the EA and provide additional information as required.
- Delta assisted the CCAAA with preparation and submission of a Multi-Modal Grant Application to PENNDOT for the final design, bidding, and construction of apron, taxiways, and hangar infrastructure in the west terminal area.
- **No activity during the past month.**

5. 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.
- Delta has received the reports of Airport building reviews provided in February, 2012, and is beginning to coordinate what is necessary for the completion of the building inventory for the comprehensive maintenance program. This will also include an inventory and recommendations for the perimeter fence which was preliminarily reviewed on March 2, 2016.
- **Delta is coordinating with local structural engineering firms to schedule the assessment of the buildings.**



6. NAVAIDS

- No activity during the past month.

7. Runway 11 Approach Obstruction Property Surveys

- Delta has been assisting the Authority with revisions to tree descriptions for a couple of the survey plats as requested by property owners.

8. Farm House/Barn Demolition

- No action during the past month.

GRANT PROJECTS

9. 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	\$42,500.00
Remaining	\$0.00

- 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 assisted the CCAAA in submitting the application on December 11, 2015. The FAA responded on December 16, 2015 that no new applications are being accepted until they have completed developing the new methodology anticipated in the first quarter of 2017.
- Delta researched issues related to the FAA Reauthorization Bill regarding the Federal Contract Tower Program and obtained information from the U.S. Contract Tower Association related to the Program & Reauthorization. Delta prepared letters to the PA Congressional delegation regarding MQS justification to participate in the Contract Tower Program and the FAA Reauthorization Bill. Delta submitted letters to MQS for signature and mailing.
- Delta met and talked with CCED and Senate caucus members regarding this project. Additional coordination is continuing.
- Delta has coordinated with the CCED several times to answer questions.
- No action during the past month.



10. Rehabilitate Taxiway Sections, Ph I: Design

PENNDOT Agreement No. ABG-2015-CCAAA-00027
PENNDOT Funds Commitment No. EG00002330
Grant Expiration Date: June 30, 2018
Delta Project No. 16034



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	\$142,650.00	\$7,925.00	\$7,925.00	\$158,500.00
Spent to Date	\$14,850.00	\$825.00	\$825.00	\$16,500.00
Remaining	\$127,800.00	\$7,100.00	\$7,100.00	\$142,000.00

- **Surveys and geotechnical investigations have been completed.**
- **Delta is conducting internal project kickoff to prepare for the predesign meeting.**
- **The geotechnical subconsultant has provided a draft report which is being reviewed by Delta.**
- **The survey subconsultant has provided survey information to Delta for review.**



11. Rehabilitate Runway 29 Section, Ph I: Design

PENNDOT Agreement No. ABG-2015-CCAAA-00028
PENNDOT Funds Commitment No. EG00002329
Grant Expiration Date: June 30, 2018
Delta Project No. 16035



Scope of Work:

- Reconstruct east end of Runway and bump at west end of Runway.

	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	\$206,590.00	\$11,477.00	\$11,478.00	\$229,545.00
Spent to Date	\$17,265.23	\$959.18	\$959.19	\$19,183.60
Remaining	\$189,324.77	\$10,517.82	\$10,518.81	\$210,361.40

- **Surveys and geotechnical investigations have been completed.**
- **Delta is conducting internal project kickoff to prepare for the predesign meeting.**
- **The geotechnical subconsultant has provided a draft report which is being reviewed by Delta.**
- **The survey subconsultant has provided survey information to Delta for review.**

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

Sincerely,

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

AIRPORT MEMO

To: Chester County Area Airport Authority (CCAAA) Members

From: Gary L. Hudson, Airport Manager

Date: August 30th, 2016

Subject: Airport Hot Topics (September)

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

NEW BUSINESS

Terminal Building Doors: On 8/3/16, the North side handicapped terminal building door hinges were lubricated.

Ford Explorer: On 8/4/16, Freon was installed in this vehicle.

Signs Installed: In order to try and prevent people from “piggy-backing” behind one another when driving their vehicles thru the East and West drive-thru gates, on 7/28/16, a sign was installed at each of those gates the reads “**One Vehicle Through Gate At A Time**”.

Federal Aviation Administration Documentation (FAA): On 8/11/16, I updated the MQS’s FAA Automated Weather Observation System maintenance log book.

National Aviation Day Event: On 8/19/16, MQS hosted its fifth National Aviation Day event. The purpose of the event was to provide members of organizations (boy scouts, girl scouts, ROTC, etc.), the opportunity to earn an Aviation Merit Badge by participating in 7 required events approved by the Boy Scouts of America. A total of 200 kids came to the event. 160 of them were qualified and were awarded Aviation Merit Badges. The remaining 40 kids that attended the event were not eligible (Cub Scouts) to receive a Merit Badge, because they did not meet the required age.

Runway Light Repaired: On 8/22/16, a light bulb was replaced on the runway in pavement light, which is located on Taxiway Foxtrot.

Runway Light Repaired: On 8/23/16, a light bulb and socket were replaced on the runway in pavement light, which is located on Taxiway Echo.

Light Bulbs Replaced: On 8/23/16, light bulbs were replaced on the: 1) Transient Ramp light pole, 2) Automated Weather Observation System obstruction light and 3) South Apron pole light.

Gate Repaired: On 8/24/16, the Aviation Way Drive-thru gate was reprogrammed and its phone system was tested.

OLD BUSINESS

Airport Perimeter Fence Project: The week of 8/29/16, maintenance personnel are in the process of installing 110 ft. of tension wire and fabric on the fence.