

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

August 2, 2016

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, August 2, 2016 at 4:00 p.m.

The following Board members were present:

Al Koenig
Paul McMinn
Donn Roberts
Rich Saylor
Fred Thompson

The following Board member was not present:

Fred Goebert

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
Chuck Beebe, Post 300
Steve Fortin, Chester County Aviation
Frank Keegan, Post 300

CALL TO ORDER

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

Mr. Koenig took this opportunity to advise the Board of the recent death of Mr. Ira Saligman as the result of an aircraft incident in Allegheny County, Pennsylvania. The Board remembered Mr. Saligman and his love of aviation.

APPROVAL OF THE MINUTES

Regular Meeting Held on June 7, 2016

The minutes of the Regular Meeting held on June 7, 2016 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Thompson and seconded by Mr. Saylor to approve the minutes of the Regular Meeting held on June 7, 2016 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

Executive Session Held on June 7, 2016

The minutes of the Executive Session held on June 7, 2016 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Thompson and seconded by Mr. Saylor to approve the minutes of the Executive Session held on June 7, 2016 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

ACCOUNTANT'S REPORT

As of June 30, 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 June 30, 2016 and the Statement of Activities for the Six Months Ended June 30, 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 June 30, 2016, subject to audit; **the Board approved the motion by a unanimous vote of 5 to 0.**

As of July 31, 2016

Ms. Yori discussed with the Board the Financial Statement Highlights along with the Statement of Financial Position as of July 31, 2016 and the Statement of Activities for the Seven Months Ended July 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 July 31, 2016, 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 July 27, 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 will begin work on developing a maintenance program to assist the Board in the development of the budget for fiscal year 2017.

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.

Farm House/Barn Demolition

Mr. Jones advised the Board that Delta has coordinated with the required agencies to determine the minimum needs for an environmental assessment to allow the proposed demolition. As the PA State Historic Preservation Office has indicated that a Phase I Archeological Study and Historic Resource Survey are required, Delta has ceased further work on this initiative planning to incorporate this initiative into a future grant proposal.

Construct South Apron, Phase V

Mr. Jones advised the Board that the project has been completed and is in Grant Closeout with the PennDOT BOA.

Construct South Apron, Phase VI

Mr. Jones advised the Board the contractor has corrected some minor deficiencies and Delta has coordinated with the FAA to update the Airport Facility Directory with the new apron. Mr. Jones further noted the project is in Grant Closeout with the PennDOT BOA.

Mitigate Obstructions; Ph I: Study/Preliminary Design

Mr. Jones noted the grant closeout documents have been submitted to the PennDOT BOA and are closed out as of June 20, 2016.

FCT Justification and Feasibility Study

Mr. Jones advised the Board that Delta is continuing its efforts and is providing information and answering questions as needed.

Rehabilitate Taxiway Sections, Ph I: Design

Mr. Jones advised the Board that surveys and geotechnical investigations are in the process of being completed with a kick-off meeting to be held in the near future.

Rehabilitate Runway 29 Section, Ph I: Design

Mr. Jones advised the Board that surveys and geotechnical investigations are in the process of being completed with a kick-off meeting to be held in the near future.

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 met in June 2016.

FBO Matter

Ms. Setzler noted for the record that the Board will meet in Executive Session immediately following the meeting to discuss an FBO matter.

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

STANDING COMMITTEE REPORTS**Liaison Committee**

Mr. Roberts noted no report is warranted at this time as no meeting of the Liaison Committee has been held. Ms. Setzler suggested a letter be addressed to Sikorsky requesting an informational meeting of the Liaison Committee to be held between now and the Authority's next scheduled meeting.

Personnel Committee

No update was provided at this time.

Finance Committee

Mr. Koenig advised the Board the Finance Committee has met and reviewed the expenditures through the end of July, noting all expenditures are generally as anticipated.

Land Development Planning Activity Committee

Mr. Koenig advised the Board a letter has been received from the Department of Community Economic Development regarding the rejection of the grant request in support of the environmental assessment; he further noted the Authority is waiting for a response from PennDOT.

Buildings and Grounds Committee

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

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.

Airport Fencing Project Update

Mr. Eadline advised the Board the maintenance staff is continuing installation of posts and approximately 240' of fencing has been installed to date.

Off Airport Trees Obstruction Project

Mr. Hudson advised the Board he has the easements in hand and with the assistance of Ms. Setzler will contact each homeowner to request their signature.

NEW BUSINESS

Traveling Space Museum

As Mr. James Jackson, representing the Traveling Space Museum, was not in attendance, this agenda item was tabled.

“Learning for Life” (EIN request)

Mr. Hudson introduced Messrs. Chuck Beebe and Frank Keegan, to the Board and they discussed their role as representing Aviation Explorer Post 300, Learning for Life and its impact on the local youth of the community as a program of the Boy Scouts. They discussed their request for the ability to use the Authority’s EIN number to establish a checking account with the Thorndale Branch of Citadel.

Ms. Setzler advised Messrs. Beebe and Keegan that the Board would discuss this matter and would advise them of the position of the Authority as soon as possible.

Airport Hot Topics

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

PUBLIC COMMENT

Mr. Bem advised the Board that as a result of the annual fundraiser held in October by the Pilots Association three scholarship have been awarded to the flight school for a total of \$8,000.

Mr. Bem further advised that the annual Pilots Association summer cookout will be held on August 18, 2016 at 5:30 p.m. and will be at the Beasley’s hangar.

Mr. Fortin discussed with the Board the tie down area and the spacing of the tie downs noting standing water issues and uneven pavers. Mr. Eadline and Mr. Fortin will work to identify resolutions to these issues.

NEXT SCHEDULED MEETING

Upcoming Meeting

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, September 6, 2016 at 4:00 p.m.

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. Saylor and seconded by Mr. McMinn; **the Board approved the motion by a unanimous vote of 5 to 0 and Mr. Koenig adjourned the meeting at 4:35 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report Dated July 27, 2016
Airport Hot Topics Dated July 27, 2016



**Chester County Area
Airport Authority**

CHESTER COUNTY AREA AIRPORT AUTHORITY

PROJECTS STATUS REPORT – JULY 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 July 27, 2016

Prepared By:

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

DELTA AIRPORT CONSULTANTS, INC.

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Mobile : 717.421.6840

Email : djones@deltaairport.com





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



6. NAVAIDS

- No activity during the past month.

7. Runway 11 Approach Obstruction Property Surveys

- Delta has been assisting the Authority with development and review of easements.

8. Farm House/Barn Demolition

- Delta coordinated with the required agencies to determine the minimum needs for an environmental assessment for the proposed demolition.
- The PA State Historic Preservation Office (SHPO) has indicated that a minimum of a Phase I Archeological Study and a Historic Resource Survey Form (HRSF) with a total cost between \$24,000 and \$31,000 using a local firm from the Lancaster area that specializes in this work is initially required. Based on this effort, the PA SHPO will determine if a Phase 2 Archeological Study will be required.
- The CCAAA has advised Delta to stop work on this due to the costs. No further action is underway.

GRANT PROJECTS

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:

- 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:

- The project is in Grant closeout with the PENNDOT BOA.





10. 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	\$1,028,913.97	\$57,161.88	\$57,161.90	\$1,143,237.75
Remaining	\$164,161.03	\$9,119.12	\$9,121.10	\$182,401.25

- **A Grand Opening Ribbon Cutting Ceremony was conducted on June 7, 2016.**
- **The Contractor has corrected the sign that was not illuminating and has delivered the additional tie-down ropes that were specified.**
- **Delta coordinated with the FAA to update the Airport Facility Directory (AFD) with the new apron.**
- **The project is in grant closeout with PENNDOT BOA.**



11. 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	\$136,493.10	\$7,582.95	\$7,582.95	\$151,659.00
Remaining	\$5,332.90	\$296.05	\$297.05	\$5,926.00

- This project and grant are closed out as of June 20, 2016.



12.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.



13. 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	\$12,330.00	\$685.00	\$685.00	\$13,700.00
Remaining	\$130,320.00	\$7,240.00	\$7,240.00	\$144,800.00

- Surveys and geotechnical investigations are being completed from July 25, 2016 to August 2, 2016 between the hours of 10:00 PM to 6:00 AM nightly, Monday night through Friday morning.



14. 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	\$13,511.43	\$750.63	\$750.64	\$15,012.70
Remaining	\$193,078.57	\$10,726.37	\$10,727.36	\$214,532.30

- **Surveys and geotechnical investigations are being completed from July 25, 2016 to August 2, 2016 between the hours of 10:00 PM to 6:00 AM nightly, Monday night through Friday morning.**

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: July 27th, 2016

Subject: Airport Hot Topics (August)

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

NEW BUSINESS

Runway Friction Meter: On July 8th, the Bomonk AFM2 Mk3 runway friction meter was shipped back to MQS, after being calibrated by its manufacturer.

Apron Drive-Thru Gate: On July 21st, this gate had to be repaired after it was discovered that the wrong type of wire had been installed in the gate controller.

Automated Weather Observation System (AWOS): On July 25th, the part of the AWOS that disseminates its information to the internet had to be repaired, after it was discovered that the AWOS information was not being displayed on MQS's website.

OLD BUSINESS

Tree removal Project: This project is still ongoing with Glatfelter.

Airport Fence Project: Maintenance personnel are still in the process of installing temporary fencing until the new permanent fencing can be rolled into place and secured.

Off Airport Trees Obstruction Project: I'm still in the process of trying to coordinate dates and times to meet with the property owners, in order to discuss their Easement Agreements.