

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

December 6, 2016

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, December 6, 2016 at 4:00 p.m.

The following Board members were present:

Chuck Beebe
Al Koenig
Paul McMinn
Donn Roberts
Rich Saylor

The following Board members were absent:

Fred Goebert
Fred Thompson

Also present:

Gary Hudson, Airport Manager
Holly Setzler, Esquire, Landis & Setzler
Rayne Yori, Countryside Consulting, Inc.
Carol Poinier, Recording Secretary
Doug Eadline, Airport Maintenance
Tesfaye Ali, G. O. Carlson Airport
Mike Bem, Flying Machine Café
Williams Clemens, Sikorsky
Steve Fortin, Chester County Aviation Flight School
George S. Gamble, 2G Environmental (Signature)
Paul Hackman, Airport Maintenance
Dave Malchione, Global Air/Universal
Erika Marsteller, Signature Flight Support
Kristen Mayock, Esquire, Chester County Solicitor's Office
Ed Mele, Signature Flight Support
Bryan Rachko, Sikorsky
Fran Strouse, L.R. Kimball
Nancy Zynn, Global Air/Universal

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 November 1, 2016

The minutes of the Regular Meeting held on November 1, 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. Roberts to approve the minutes of the Regular Meeting held on November 1, 2016 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

Executive Session Held on November 1, 2016

The minutes of the Executive Session held on November 1, 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. Roberts to approve the minutes of the Executive Session held on November 1, 2016 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

ACCOUNTANT'S REPORT

As of November 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 November 30, 2016, and the Statement of Activities for the Eleven Months Ended November 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. McMinn and seconded by Mr. Roberts to accept the Financial Statements as submitted for the period ending November 30, 2016, subject to audit; **the Board approved the motion by a unanimous vote of 5 to 0.**

ENGINEER'S REPORT

In the absence of Mr. Dave Jones of Delta Airport Consultants, Mr. Koenig discussed with the Board the Projects Status Report dated December 2, 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. Koenig advised the Board Delta is in the process of finalizing the subcontract with Tri-County Inspections in advance of the building assessments.

Runway 11 Approach Obstruction Property Surveys

Mr. Koenig advised the Board that Delta has prepared the property exhibit for use by the Authority in obtaining the easement necessary to move forward with the obstacle removal on Morris Lane.

**Rehabilitate Taxiway Sections, Ph I: Design and
Rehabilitate Runway 29 Section, Ph I: Design**

Mr. Koenig advised the Board the Pre-Design Meeting has been conducted. He further noted that due to recent directives from the FAA placing greater emphasis on bringing Runway End Safety Areas into compliance with the current criteria, an additional meeting with the PennDOT BOA will be required to determine what improvements will need to be incorporated into the project.

STANDING COMMITTEE REPORTS

Liaison Committee

Messrs. Roberts and Beebe noted a meeting has been scheduled with representatives of Sikorsky to be held on December 12, 2016 to identify issues Sikorsky and the Authority may find beneficial on which to cooperate.

Personnel Committee

Mr. Hudson advised the Board he and Ms. Yori are in the process of reviewing the job descriptions.

Finance Committee

Mr. Koenig noted the budget for fiscal year 2017 was approved at the November 1, 2016 meeting of the Authority.

Land Development Planning Activity Committee

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

Buildings and Grounds Committee

Mr. Eadline advised the Board the fence work on the South side has been completed.

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 Airport maintenance staff will address the fencing on the North side in 2017.

Off Airport Tree Obstruction Project Update

Mr. Hudson advised the Board he is awaiting receipt of easements from Ms. Setzler in order to move forward. He further noted it has been confirmed that PECO assumes responsibility for tree removal where power lines are present.

At this time, Ms. Setzler joined the meeting.

NEW BUSINESS**MQS Stormwater Management**

Mr. Hudson introduced Mr. George Gamble of 2G Environmental, LLC of Marietta, Georgia and advised the Board that 2G Environmental has been engaged by Signature Flight Support regarding stormwater management at the Airport. Mr. Gamble distributed a copy of his presentation, a copy of which is attached hereto. The Board discussed with Mr. Gamble the areas of responsibility regarding stormwater management and Ms. Setzler noted the Airport would hold the permit and be responsible for instructing the FBO on the responsibility of the FBO.

Proposed Electrical Supply to Fuel Truck Parking Area

It was noted by Mr. Mele of Signature that the FBO would like to install electrical power to the fuel truck parking area. He further noted they would like approval ASAP as they will be in a position to pour concrete in the immediate future. Mr. Koenig requested a copy of the permit be sent to Ms. Setzler for her review.

Signature Flight Support Handling Fees

Mr. Mele noted that Signature has been charging fees since 1994 at all of its locations and noted the fees are required in order to provide the funds for investment at the Airport. Messrs. McMinn and Bem noted it has been their experience that no fee is charged by an FBO when the parties use the restaurant on premises. Mr. Mele noted it is Signature's position that the fee cannot be waived.

The Board tabled this matter for future discussion and will revisit the issue of fees going forward.

Valley Township Open Space Recreation Plan Committee

Mr. Hudson advised the Board that he and Mr. Bem have met with Ms. Proctor and the Valley Township Open Space Recreational Plan Committee to identify areas in Valley Township available for recreational use.

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.

COUNSEL'S REPORT

Legal Issue

Ms. Setzler noted a brief Executive Session will be held following the meeting to discuss a legal issue involving the Chester County Area Airport and obstruction fee payments.

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

PUBLIC COMMENT

Mr. Hudson introduced Mr. Tesfaye Ali to the Board and noted he is from Temple University and is interested in airport management. Mr. Hudson noted it is his intention to establish an intern program that would include an upgrade of the Authority's website.

NEXT SCHEDULED MEETING

Upcoming Meeting

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, January 3, 2017 at 4:00 p.m.

ADJOURNMENT

A motion to adjourn the meeting was made by Mr. McMinn and seconded by Mr. Beebe; **the Board approved the motion by a unanimous vote of 5 to 0 and Mr. Koenig adjourned the meeting at 4:55 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report Dated December 2, 2016
Presentation by G2 Environmental
Airport Hot Topics Dated December 3, 2016



Chester County Area
Airport Authority

CHESTER COUNTY AREA AIRPORT AUTHORITY

PROJECTS STATUS REPORT – NOVEMBER 2016

Distribution:

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

Updated December 2, 2016

Prepared By:

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

DELTA AIRPORT CONSULTANTS, INC.

3544 North Progress Avenue, Suite 200

Harrisburg, Pennsylvania 17110

Tel : 717.652.8700

Fax : 717.652.8371

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 is being held at the Lancaster Airport on October 31, 2016 at 12:30 PM.
- **Delta is preparing revisions to the future projects list that will be included in the PENNDOT BOA's Joint Automated Capital Improvement Program (JACIP).**

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.
- Delta is coordinating with local commercial building inspection firms to schedule the assessment of the buildings.
- **Delta is finalizing the subcontract with Tri-County Inspections in advance of the building assessments.**



6. NAVAIDS

- ➔ No activity during the past month.

7. Runway 11 Approach Obstruction Property Surveys

- ➔ Delta has been assisting the Authority with coordination of additional tree removal on one additional property (35 Morris Lane). A survey proposal was obtained and work can be scheduled when the access authorization forms are signed by the landowner.
- ➔ The property survey for 35 Morris Lane was completed. Delta will be preparing the property exhibit for use by the Authority in obtaining the easement necessary to move forward with obstacle removal.

8. Farm House/Barn Demolition

- ➔ No action during the past month.

9. Era Helicopters

- ➔ Drawings were provided to Era Helicopters for Hangar 6 (Geewax Hangar) as requested by the Authority.

GRANT PROJECTS

10.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.**



11. 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	\$47,928.60	\$2,662.70	\$2,662.70	\$53,254.00
Remaining	\$94,721.40	\$5,262.30	\$5,262.30	\$105,246.00

- Surveys and geotechnical investigations have been completed. A supplemental field topographic survey was completed on October 25, 2016.
- The survey subconsultant has provided survey information to Delta for review.
- The geotechnical subconsultant has provided a draft report which has been reviewed by Delta and comments have been returned to be addressed. The geotechnical consultant is researching the requirements for disposal of the slag material that will be removed. **The Pennsylvania Department of Environmental Protection (PADEP) has recommended that the slag be sampled and tested to provide a quantitative and qualitative assessment to determine if any remedial measures are required for the slag disposal. A proposal has been provided to conduct the recommended sampling and testing.**
- Delta conducted the internal project kickoff on September 27, 2016.
- Delta conducted the onsite design team review and work session on October 6, 2016.
- Preliminary design, including layout and grading, has been completed and is undergoing an internal QC review. **The internal QC review was completed in advance of the Pre-Design Meeting.**
- An official Pre-Design Meeting with the Authority, PENNDOT BOA, and Delta is being scheduled. **The Pre-Design Meeting was conducted on November 15, 2016. Based on recent directives from the FAA, the PENNDOT BOA has placed greater emphasis on bringing Runway End Safety Areas (RESA) into compliance with the current criteria. It is unlikely that full compliance with the 1000' length will be mandated; however, an additional meeting(s) with the PENNDOT BOA will be required to determine what improvements will need to be incorporated into the project.**



12. 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	\$58,557.15	\$3,253.17	\$3,253.18	\$65,063.50
Remaining	\$148,032.85	\$8,223.83	\$8,224.82	\$164,481.50

- Surveys and geotechnical investigations have been completed. A supplemental field topographic survey was completed on October 25, 2016.
- The survey subconsultant has provided survey information to Delta for review.
- The geotechnical subconsultant has provided a draft report which has been reviewed by Delta and comments have been returned to be addressed. The geotechnical consultant is researching the requirements for disposal of the slag material that will be removed. **The Pennsylvania Department of Environmental Protection (PADEP) has recommended that the slag be sampled and tested to provide a quantitative and qualitative assessment to determine if any remedial measures are required for the slag disposal. A proposal has been provided to conduct the recommended sampling and testing.**
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Please call should you have any questions or wish to discuss this further.

Sincerely,


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



Refueler Parking
Area – 4 Outlets for
Engine Heaters

Electrical Source in
Second T-Hangar

Expected Conduit Run –
Will have to trench
across taxiway.

 Environmental, LLC <small>4154 Brasher Drive, Marietta, GA 30066 Phone/Fax: 770-852-7477, Cell: 678-232-2627</small>	Project:	2016-49	Aerial Map Signature Flight Support - MQS Chester County Airport 1 Earhart Drive, Suite 1 Coatesville, PA 19320	Figure No. 1
	Scale:	NTS		
	Date:	9/6/16		
	Drawn By:	GSG		

Scavicchio Property Services LLC

P.O. Box 2145
Boothwyn, PA 19061

ESTIMATE #151**SENT ON:**

11/23/2016

RECIPIENT:**Coatsville Airport 2G Enviromental LLC**

1 Earhart Drive, Suite 1
Chester County G.O. Carlson Airport
Coatesville, PA 19320

Scavicchio Property Services LLC

Phone: 6105051309
Email: info@scavicchio.com

Service / Product	Description	Qty	Unit Cost	Total
Electrical	<p>Electric for refueling truck heaters: Approximately 1500 feet of trenching at 36 inch depth The trenching will begin at storm drain inlet near refueling truck parking and will end at the base of hanger #2 Trench will go through approximately 30 feet of asphalt, crossing over taxi way, a layer of concrete will be installed to prevent sink-age then asphalt installed PVC conduit will be installed in trench then back filled, seeded and penn mulched Approximately 350 feet of conduit will be installed inside hanger #2 from the distribution panel located at the rear of hanger #2 ending at ground level where PVC conduit enters hanger The conduits installed inside the hanger will be larger to prevent substantial voltage drop (1) Buck boost power regulator transformer will be installed at post to correct low voltage issues pertaining to length of conductors (3) Ground Fault Interrupter Devices will be installed on an 8 x 8 pressure treated post All work will be coordinated with Dave with facilities at Coatesville Airport There will be an additional charge for all federal, state, and local permits There will be an additional charge for any training certifications or clearances.</p>	1	\$22,703.00	\$22,703.00

Scavicchio Property Services LLC

P.O. Box 2145
Boothwyn, PA 19061

ESTIMATE #151

SENT ON:
11/23/2016

This quote is valid for the next 30 days, after which values may be subject to change.

Total	\$22,703.00
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Signature: _____ **Date:** _____

MQS Stormwater

- The PA Department of Environmental Protection (PA DEP) requires industrial stormwater permits for certain industries based on SIC Codes. The airport is required to have a permit based on its SIC Code of 4581. The state's general permit includes a section (Appendix G) for Air Transportation Facilities.
- I have spoken to the PA DEP and they agree that a permit is required. MQS will be considered a "small airport" because the airport uses less than 100,000 gallons of glycol for aircraft deicing and less than 100 tons of pavement deicer.
- I found that one of the FBO operators prior to Signature and Landmark prepared a Prevention, Preparedness, and Contingency (PPC) Plan, but I could not find any records relating to obtaining a proper permit from the state. The state had no record either.
- Our first step to proper compliance is to prepare a new PPC Plan (Draft Complete), then we must submit the plan and a Notice of Intent (NOI) to PA DEP to request permitting under the General Industrial Permit.
- Once permitted, we will be required to sample the discharge twice the first year, then if below limits, once per year thereafter.
 - pH - no limit
 - 5-day Biochemical Oxygen Demand (BOD5) - 30 mg/l
 - Chemical Oxygen Demand (COD) - 120 mg/l
 - Total Suspended Solids (TSS) - 100 mg/l
 - Ammonia - Nitrogen - no limit
 - Total Dissolved Solids - no limit
- The permit requires a series of Best Management Practices (BMPs) and includes activities controlled by Signature as well as the airport authority. These include the following.
 - Pavement deicing activities (airport)
 - Fueling at diesel tank (airport)
 - Maintenance shop activities (airport)
 - Erosion control activities (airport)
 - Aircraft deicing activities (Signature)
 - Fuel management at the tank farm (Signature)
 - Aircraft fueling on the ramp (Signature)
 - Aircraft maintenance (Signature - sub-tenants)

QUESTIONS

- Who holds permit?
- Questions from airport authority?

AIRPORT MEMO

To: Chester County Area Airport Authority (CCAAA) Members

From: Gary L. Hudson, Airport Manager

Date: December 3rd, 2016

Subject: Airport Hot Topics

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

NEW BUSINESS

Fence Repaired: On 10/31/16, a small section of the airport perimeter fence adjacent to Lindbergh Boulevard was repaired, after being knocked down by a falling tree.

Light Bulb Replaced: On 11/2/16, a light bulb was replaced on a runway light.

Landscapes 2 Meeting: On 11/2/16, CCAAA Chairman Al Koenig and I attended a County of Chester comprehensive plan (Landscapes 2) meeting at the Public Safety Training Campus in Coatesville. The purpose of the meeting was to formulate a series of Stakeholder groups, to assist the County Planning Commission in identifying issues and challenges facing the County, so that the planning commission can begin updating the Landscapes 2 plan project.

Terminal Building Parking Lot: Changes had to be made in the Terminal Building Parking lot, in order to bring it into compliance with current American Disabilities Act (ADA) regulations. Hence, on 11/3/16, those changes were made.

Emergency Generators: On 11/15/16, the two emergency generators received their annual Preventative Maintenance from DynoTech.

Airport Site Visit: On 11/16/2016, PENDOT – BOA's new Director came to MQS for a Site Visit meeting. The purpose of the meeting was to familiarize the Director with MQS and to answer any questions/concerns he had about the airport.

Terminal Building Parking Lot Light Poles: One of the parking lot poles was repaired after being hit by a vehicle. A second pole was relocated, in order to comply with the parking lot ADA regulations.

Dodge Pick-Up Truck: A water pump was replaced on this vehicle.

Snow Plow Blades: In order to prepare for the upcoming snow season, the CCAAA Maintenance Workers repositioned the snow plow vehicle blades from the grass field opposite the T-Hangars, to the parking lot, where the maintenance garage is located.

Request for Local Share Funds: In order to try and expedite the county's request for funds protocol, I hand delivered CCAAA's Request for Local Share Funds letter to the Chester County Chief Operating Officer's office.

OLD BUSINESS

Fencing Installed: For safety reasons, fencing was installed around the remaining barn structures kept in tacked, following the completion of the Farm House/Barn Demolition Project.