

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

January 10, 2012

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, January 10, 2012 at 4:00 p.m.

The following Board members were present:

Greg Cary
Fred Goebert
Al Koenig
Donn Roberts
Joe Sciandra
Fred Thompson

The following Board member was not present:

Paul McMinn

Also present:

Gary Hudson, Airport Manager
Lois Glisson, Accountant
Dave Jones, Delta Airport Consultants, Inc.
Holly Setzler, Esquire, Landis & Setzler
Carol Poinier, Recording Secretary
Mike Bem, Flying Machine Café
Brian Campbell, CCAH
Don Eicher, CCA
Bruce Sagnor, CCAH
Fran Strouse, L. R. Kimball

CALL TO ORDER

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

APPOINTMENT TO CHESTER COUNTY AREA AIRPORT AUTHORITY BOARD

Introduction of New Board Member

Mr. Koenig advised the Board he had received notice from the Chester County Commissioners of the appointment to the Board of Mr. Fred Goebert.

Mr. Koenig introduced Mr. Goebert to the Board and the Board and staff welcomed Mr. Goebert to the Chester County Area Airport Authority Board.

ELECTION OF OFFICERS OF THE CHESTER COUNTY AREA AIRPORT AUTHORITY

The Board discussed the election of officers and the following slate of officers for fiscal year 2012 was recommended:

Office of Chairman:	Albert A. Koenig
Office of Vice Chairman:	Joseph J. Sciandra
Office of Secretary:	Donn Roberts
Office of Treasurer:	Fred Goebert

The Board discussed the nominations as presented. There being no further nominations, the nominations were closed.

A motion was made by Mr. Cary and seconded by Mr. Sciandra to move the election of Albert Koenig as Chairman as set forth above for a vote; Mr. Koenig abstained from the vote; **the Board approved the election of Mr. Koenig as Chairman as set forth above by a unanimous vote of 5 to 0.**

A motion was made by Mr. Koenig and seconded by Mr. Thompson to move the election of Joseph J. Sciandra as Vice Chairman as set forth above for a vote; Mr. Sciandra abstained from the vote; **the Board approved the election of Mr. Sciandra as Vice Chairman as set forth above by a unanimous vote of 5 to 0.**

A motion was made by Mr. Sciandra and seconded by Mr. Koenig to move the election of Donn Roberts as Secretary as set forth above for a vote; Mr. Roberts abstained from the vote; **the Board approved the election of Mr. Roberts as Secretary as set forth above by a unanimous vote of 5 to 0.**

A motion was made by Mr. Sciandra and seconded by Mr. Koenig to move the election of Fred Goebert as Treasurer as set forth above for a vote; Mr. Goebert abstained from the vote; **the Board approved the election of Mr. Goebert as Treasurer as set forth above by a unanimous vote of 5 to 0.**

APPROVAL OF THE MINUTES

The minutes of the December Meeting held on December 6, 2011 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. Sciandra to approve the minutes of the Regular Meeting held on December 6, 2011 as presented; **the Board approved the motion by a unanimous vote of 6 to 0.**

The minutes of the Executive Session held on December 6, 2011 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. Sciandra to approve the minutes of the Executive Session held on December 6, 2011 as presented; **the Board approved the motion by a unanimous vote of 6 to 0.**

ACCOUNTANT'S REPORT

Mr. Koenig and the Board welcomed back Mrs. Glisson and she presented her report to the Board. The Board reviewed the Balance Sheet as of December 31, 2011 and Income Statement for Twelve Months Ending December 31, 2011, copies of which are on file at the office of the Chester County Area Airport Authority.

After review of the Accountant's Report, a motion was made by Mr. Sciandra and seconded by Mr. Cary to accept the Accountant's Report as submitted for the period ending December 31, 2011, subject to audit; **the Board approved the motion by a unanimous vote of 6 to 0.**

The Board expressed their appreciation to Mrs. Glisson for her work on behalf of the Authority.

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated January 6, 2012, prepared by Delta Airport Consultants, Inc., a copy of which is attached hereto and made a part hereof.

Additional discussion was noted as follows:

Twelve Year Capital Improvement Plan

Mr. Jones advised the Board the TYP was submitted to PennDOT on November 29, 2011 and further noted Delta is on hold to conduct the Runway 29 obstacle survey for approach obstructions anticipated to be included with a grant eligible project.

Mr. Jones further noted Delta is awaiting further guidance from the Authority in funding outreach and Mr. Koenig noted that funds for consulting services have been allocated in the proposed Budget for fiscal year 2012.

Sikorsky Helicopter

Mr. Jones advised the Board it is the intention of Sikorsky Helicopter to schedule a meeting within the next several weeks to discuss the matter of the proposed connector taxiway.

Runway/Taxiway Pavement Rehabilitation

Mr. Jones noted he anticipates action will be taken in this matter as the year progresses.

Potential Hangar

Mr. Jones advised the Board Delta has met with the potential hangar tenant to provide guidance and answer the developer's questions and has been advised the escrow is due to be deposited with the Authority within the near future; upon the Authority's receipt of the escrow payment, the tenant's plans will be reviewed by Delta.

FBO Lease

Mr. Jones and the Board discussed the lease area exhibit and it was noted Mr. Jones will revise Schedule A listing the leased areas and provide a copy of the revised Schedule to Mr. Sagnor.

Construct South Apron, Phase III, Construction

Mr. Jones advised the Board that the Supplemental Agreement No. 1 contract documents have been forwarded to the contractor and the contractor has expressed concerns regarding

dedication that the Authority will need to discuss with its Solicitor, i.e., abandoning old Rockdale Road and dedicating the new Rockdale Road.

The Board expressed their appreciation to Mr. Jones for the work done by Delta on behalf of the Authority.

STANDING COMMITTEE REPORTS

Liaison Committee

Mr. Sciandra advised the Board the presentation materials in support of the development of the connector taxiway concept are in the review process and he anticipates the Committee will meet late January 2012.

Personnel Committee

Mr. Koenig noted health insurance plans are being investigated and funds to offer health insurance are allocated in the proposed Budget for 2012. Mr. Roberts noted he is continuing his research into the various insurance options available and will keep the Board apprised of the results of his investigation.

Mr. Koenig expressed his appreciation to Mr. Roberts for his work in addressing the matter of employee health insurance and further commended Mr. Sciandra for his assistance in developing job descriptions and interview questions for maintenance personnel candidates.

Finance Committee

Operating Budget for Fiscal Year 2012

Mr. Koenig advised the Board the Finance Committee has met and has developed the Budget for fiscal year 2012, copies of which had been sent to the Board for their review.

The Board reviewed the Budget in detail and noted the Budget as presented has allocated a contingent fund of approximately \$49,000; it was further noted funds allocated for worker's comp insurance in the amount of \$10,555 will be investigated and it is the intention of the Authority to challenge the rate imposed. It was further noted \$12,000 has been allocated for consulting fees to assist the Authority in soliciting funds, and under Misc. Community Event @ \$4,500, it was suggested the staff solicit support from the local business community; Mr. Koenig suggested a committee be formed to discuss community events and funding of same.

After further discussion of the Budget, a motion was made by Mr. Sciandra and seconded by Mr. Cary to approve the Budget for fiscal year 2012 as presented, a copy of which is on file at the offices of the Chester County Area Airport Authority; **the Board approved the motion by unanimous vote of 6 to 0.**

It was noted the Budget will continue to be monitored by the Committee on behalf of the Board on a quarterly basis.

COUNSEL'S REPORT

Bentley Option

Ms. Setzler noted notice has been received with from Mr. Bentley and he is moving forward with his option.

Status of FBO

Ms. Setzler noted she is assisting the entity that has expressed an interest in the FBO in moving forward with its due diligence.

Personnel Matter

Ms. Setzler advised the Board she has recently received notice of a petition for appeal from a former employee of the Authority in an unemployment matter. She further noted she will keep them advised of the status of this matter.

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

OLD BUSINESS

Acquisition of CCAH

It was noted this matter would be discussed in Executive Session of the Board immediately following the regular meeting.

NEW BUSINESS

Voting on Nomination of Officers

The Board discussed the process of electing officers to the Authority Board and Ms. Setzler suggested the Board could develop a slate of officers in October/November for consideration for the next fiscal year.

Airport Marketing and Grant Submission Projects

Mr. Hudson discussed with the Board the draft Request for Proposed Announcement: Strategic Planning, Grant Identification and Proposal Development for Chester County Area Airport Authority, a copy of which is attached hereto, and requested comments from the Board prior to the RFP's planned distribution.

New Housing Development on Old Wilmington Road

Mr. Hudson advised the Board of a new housing development under construction in Sadsbury Township and it was noted potential homebuyers are to be alerted to the location of the Airport. Mr. Setzler will advise Ryan Homes of its obligation to inform all parties.

Airport Hot Topics

Mr. Sciandra advised the Board the recent issue of Airport Hot Topics sent to the Board for their review prior to the meeting is attached hereto and made a part hereof.

PUBLIC COMMENT

No public comment was made at this time.

NEXT SCHEDULED MEETING

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, February 7, 2012 at 4:00 p.m.

ADJOURNMENT

A motion was made by Mr. Sciandra and seconded by Mr. Thompson to adjourn the meeting; **the Board approved the motion by a vote of 6 to 0 and Mr. Koenig adjourned the meeting at 5:00 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated January 6, 2012
CCAAA Budget for 2012
RFP: Strategic Planning, Grant Identification & Proposal Development for CCAAA
Airport Manager's Report: Airport Hot Topics