

**CHESTER COUNTY AREA AIRPORT AUTHORITY**

**MINUTES**

**September 4, 2012**

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

The following Board members were present:

Al Koenig  
Paul McMinn  
Donn Roberts  
Joe Sciandra  
Fred Thompson

The following Board members were not present:

Greg Cary  
Fred Goebert

Also present:

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  
Steve Fortin, CCA Flight School  
Dave Malchione, Global Air/Universal  
Bruce Sagnor, CCAH  
Frank Strouse, L. R. Kimball  
Nancy Zynn, Global Air/Universal

Mr. Koenig advised the Board that Mr. Gary Hudson, Airport Manager, was on vacation and would not be present at the meeting.

**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**

The minutes of the Regular Meeting held on August 7, 2012 were brought before the Board for their review and comment and clerical corrections were noted.

Upon the Board's review, a motion was made by Mr. Sciandra and seconded by Mr. Roberts to approve the minutes of the Regular Meeting held on August 7, 2012 as amended; **the Board approved the motion by a unanimous vote of 4 to 0.**

At this time Mr. McMinn joined the meeting.

## **ACCOUNTANT'S REPORT**

### **As of August 31, 2012**

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, 2012 and the Statement of Activities for the Eight Months Ended August 31, 2012, 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. Sciandra and seconded by Mr. Roberts to accept the Financial Statements as submitted for the period ending August 31, 2012, subject to audit; **the Board approved the motion by a unanimous vote of 5 to 0.**

### **DNB Bank Account**

Ms. Yori discussed with the Board the money market proposal received from DNB 1<sup>st</sup> and, after discussion, a motion was made by Mr. Sciandra and seconded by Mr. Thompson authorizing Ms. Yori to open an insured, interest bearing money market account with DNB 1<sup>st</sup>; **the Board approved the motion by a unanimous vote of 5 to 0.**

Ms. Yori further noted Countryside Consulting is continuing the process of moving the Authority's financial records to accrual accounting and, further, that she is investigating the Authority opening an additional account at First Niagara in order to bring the Authority into compliance with FDIC regulations.

## **ENGINEER'S REPORT**

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated August 31, 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 (TYP)**

Mr. Jones advised the Board he anticipates a planning meeting will be held within the next 30 to 60 days.

### **Bentley Hangar**

Mr. Jones advised the Board he has just become aware of the contractor's failure to notify Delta of two required inspections. He noted Delta will send a letter to both the contractor and the owner of the hangar advising them of these serious infractions. It was noted the Board will further discuss this matter at its October meeting pending receipt of a response from both the contractor and Bentley to Delta's correspondence.

### **FBO Lease**

Mr. Jones reminded the Board members to review the draft lease area layout and Schedule A and provide comments to Delta at their earliest convenience.

### **Construct South Apron, Phase III, Construction**

Mr. Jones advised the Board meetings with the Township and Conservation District and with the contractor to discuss the maintenance bond are pending.

Ms. Setzler noted the Authority may have to insure coverage of eighteen months noting the contract has a twelve month performance bond in place. She further suggested the Authority seek a letter of credit from DNB 1<sup>st</sup> to support a six month to one year maintenance bond of approximately \$60,000.

After discussion, a motion was made by Mr. Koenig and seconded by Mr. McMinn authorizing the Authority Staff to contact DNB 1<sup>st</sup> to obtain a letter of credit in the amount of \$60,000 in support of a six month to one year maintenance bond; **the Board approved the motion by a unanimous vote of 5 to 0.**

After further discussion, Ms. Yori advised she would contract Mr. Dave Malman of Landis & Setzler to discuss procedure.

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

Mr. Jones advised the Board it is anticipated completion will occur in the near future with removal of the construction entrance and tree planting to be done in the September/October time frame. He further noted the contractor, the "new" York Construction, has agreed to prime coat the stone at no cost.

### **Construct South Apron, Phase V**

Mr. Jones advised the Board attempts are being undertaken to extend the permit date beyond February 7, 2013 noting the date allows only 230 days to complete the project. He noted he anticipates the project to be stabilized short of paving by February 7, 2013, with final paving beyond the permit date.

Mr. Jones advised the project has been advertised and a pre bid meeting is scheduled to be held on Tuesday, September 11, 2013 with the bid opening date scheduled to take place on September 25, 2012.

He further advised the Board the grant funds allocated may fall short due to the extended time line as the original bid made in 2009 was for the entire project, and that the multiple phases have increased the overall costs due to the loss of economies of scale.

### **Develop Multi-Municipal Hazard Zoning Ordinances**

Ms. Setzler noted Mr. David Malman of Landis & Setzler is moving this matter forward on behalf of the Authority.

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

## **COUNSEL'S REPORT**

### **Status of FBO / Pending Litigation**

Ms. Setzler advised the Board the Authority's insurance carrier has requested and been granted an extension to reply to the complaint filed by the FBO in Federal Court.

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

## **STANDING COMMITTEE REPORTS**

### **Liaison Committee**

Mr. Sciandra advised the Board the Committee has met and several matters were discussed: Sikorsky explained the change in its business model and noted Sikorsky will use Hangar 3 for other purposes; positive feedback was received regarding the new operations procedures; Airport Anniversary Celebration participation was discussed via the use of a booth to highlight Sikorsky's hero tour; South Apron and further operations were generally discussed, as was the relocation of Station 78 to the Airport and a temporary solution vs. a permanent solution for a fire station.

### **Personnel Committee**

Mr. Roberts advised the Board the Committee is scheduled to meet on September 12, 2012 to discuss the draft of the Personnel Handbook and medical insurance options available for employees.

### **Finance Committee**

Mr. Koenig advised the Board the Finance Committee will meet on September 21, 2012 to discuss the budget to actual as the year progresses in anticipation of developing the budget for fiscal year 2013.

### **Community Event Planning Committee**

Mr. Bem addressed the Board on plans in place to commemorate the 50<sup>th</sup> anniversary of the Chester County G. O. Carlson Airport scheduled to be held on October 6, 2012.

Mr. Bem distributed a memo outlining items that remain open in reference to the Open House, and referenced his Status Report dated August 24, 2012, copies of which are attached hereto. The Board discussed with Mr. Bem the proposed Open House and Mr. Bem noted a meeting of the Airport Pilots and Tenants Association is scheduled for Thursday, September 6, 2012 at which time the celebration will be discussed.

## **OLD BUSINESS**

### **Hangar #2 Rear Stairs Repair (update)**

Mr. Eadline advised the Board estimates are being sought to address the repair of the rear stairs.

### **T-Hangar Bumper Installation (update)**

Mr. Eadline brought the Board up-to-date on the status of the repair to the T-Hangars damaged by Airport maintenance equipment. He noted a test bumper has been installed and steps are underway to complete the installation of the bumpers.

### **Test AWOS Site (update)**

Mr. Eadline advised the Board that the temperature sensor went down last week and has been repaired by Mr. Bill Stanwyck of Stanwyck Avionics. He further noted he anticipates completion of the upgrade to the system to occur within the next three weeks.

### **Terminal HVAC Unit Replacements (update)**

Mr. Eadline noted the condenser tray was temporarily repaired, but that there is a need to replace tiles and drywall, and investigate the possible presence of mold. Ms. Yori noted she would investigate the Authority's insurance policy to determine possible coverage.

After discussion of the emergency nature of this matter, a motion was made by Mr. Sciandra and seconded by Mr. Koenig authorizing Staff to investigate the Authority's insurance policies to determine coverage and, further, to obtain quotes for the replacement of the trays and tiles and replacement of the two HVAC units; **the Board approved the motion by a unanimous vote of 5 to 0.**

### **National Aviation Day Acknowledgments**

Mr. Eadline noted the event was very successful due to the support received from the tenants on the Airport and, further, that fifteen merit badges were awarded by the Boy Scouts to those scouts completing the necessary requirements.

At this time Ms. Setzler left the meeting.

### **Valley Township Update**

Mr. Sciandra advised the Board no current plans are before the Township that impact the Airport. He noted Valley Township had a helicopter display at its Community Day that was provided by the American Helicopter Museum.

### **Sadsbury Township Update**

Mr. Roberts also advised the Board that no current plans are before Sadsbury Township that impact the Airport.

## NEW BUSINESS

### August 29<sup>th</sup> Water Line Break

Mr. Eadline discussed with the Board the recent water line break caused by the action of contractors at the Bentley hangar. He noted a valve has been installed.

### Hangar Issue – Ira Saligman

In the absence of Mr. Saligman, Mr. Jones advised the Board that Mr. Saligman has voiced complaints regarding the Bentley hangar construction, and he further noted the Bentley contractor advised Delta he had discussed these matters with Mr. Saligman prior to construction.

Mr. Sciandra noted this miscommunication highlights the need to have agreements in writing.

### 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

In response to Mr. Bem's suggestion that the Authority consider installation of a system to provide WI FI availability at the Airport, Mr. Roberts noted a system could be installed at a cost of less than \$100.

After discussion of the advisability of installing WI FI service, a motion was made by Mr. Sciandra and seconded by Mr. Thompson authorizing Mr. Roberts to install service as proposed to include service to the T-Hangars at a cost not to exceed \$1,000; **the Board approved the motion by a unanimous vote of 5 to 0.**

## NEXT SCHEDULED MEETING

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, October 2, 2012 at 4:00 p.m.

## ADJOURNMENT

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

Respectfully submitted,

Carol Poinier  
Recording Secretary

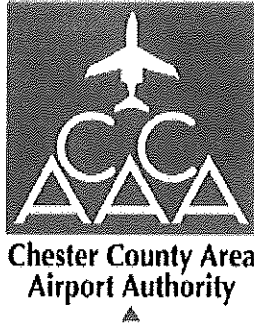
Attachments:

Projects Status Report dated August 3, 2012

Airport Manager's Report: Airport Hot Topics

Memo prepared by Michael Bem for Distribution at 9/4/12 Meeting

Status Report prepared by Michael Bem dated 8/24/12



## CHESTER COUNTY AREA AIRPORT AUTHORITY

### PROJECTS STATUS REPORT – AUGUST 2012

Distribution:

Albert Koenig	Chairman
Joe Sciandra	Vice Chairman
Donn Roberts	Secretary
Fred Goebert	Treasurer
Paul McMinn	Authority Member
Gregory Cary	Authority Member
A. Frederick Thompson	Authority Member
Gary Hudson	Airport Manager
Carol Poinier	Recording Secretary
Holly Setzler	Solicitor

**Updated August 31, 2012**

Prepared By:

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

**DELTA AIRPORT CONSULTANTS, INC.**

3540 North Progress Avenue, Suite 102

Harrisburg, Pennsylvania 17110

Tel: 717.652.8700

Fax: 717.652.8371

Mobile: 717.421.6840

Email: [djones@deltaairport.com](mailto:djones@deltaairport.com)







## GENERAL ASSISTANCE (Delta Project No. PA 12009)

### 1. Twelve Year Capital Improvement Plan (TYP)

- Delta is on hold to conduct the Runway 29 obstacle survey for approach obstructions. It is anticipated that they will be included with the grant eligible Runways 11 and 29 obstruction survey and obstacle removal project (Anticipated during fiscal year 2012).
- Delta is preparing Project Data Sheets for the planned current fiscal year projects (Rehabilitate Taxiway Sections, Ph I: Design, Rehabilitate Runway 29 Section, Ph I: Design, Rehabilitate Taxiway Sections, Ph II: Construction, Rehabilitate Runway 29 Section, Ph II: Construction)

### 2. West Area Hangar Layouts

- Design of the draft Preliminary Land Development Plan (LDP) was completed on December 2, 2008. Submittal to the CCCD and Valley Township is not being made at this time, at the request of the CCAAA.
- No action during the past month.

### 3. RNAV/GPS Runway 11 and 29 Approaches

- Delta is holding on coordination with the FAA Airspace Evaluation Program Specialist until scoping for the grant eligible Runways 11 and 29 obstruction survey and obstacle removal project. (Anticipated during fiscal year 2012).
- No action during the past month.

### 4. Sikorsky Helicopter

- No action during the past month.

### 5. PENNDOT BOA 5010 Inspection

- No action during the past month.

### 6. Runway/Taxiway Pavement Rehabilitation

- No action during the past month.

### 7. Bentley Hangar

- No action during the past month.

### 8. FBO Lease

- A draft Lease Area Layout and Schedule A has been provided to the Authority for review and comment. Delta is awaiting comments.

### 9. Helicopter Flight Operations

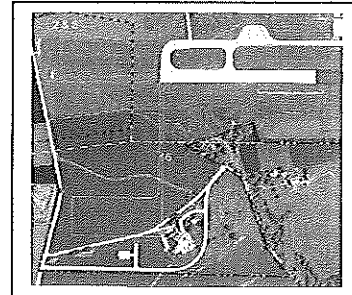
- No action during the past month.



## ACTIVE GRANT PROJECTS

### 10. Construct South Apron, Phase III, Construction

PENNDOT Agreement No. ABG-2009-CCAAA-00044  
 PENNDOT Internal Order No. 788029075  
 PENNDOT Funds Commitment No. EG00000664  
 Grant Expiration Date: June 30, 2012  
 Delta Project No. PA 03090



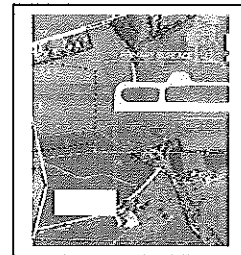
	FAA (95%)	PENNDOT (2.5%)	CCAAA (2.5%)	Total
Grant Amount	\$2,566,217.00	\$67,531.00	\$67,532.00	\$2,701,280.00
Spent to Date	\$2,553,629.06	\$67,200.76	\$67,200.78	\$2,688,030.60
Remaining	\$12,587.94	\$330.24	\$331.22	\$13,249.40

**Activity of Note:**

- Change Order No. Four (4), Contractor Pay Request No. Ten (10) – Final, and all supporting paperwork was submitted into the eGrant system for project close-out on April 24, 2012.

### 11. 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. PA 03090



	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	\$598,103.88	\$15,739.57	\$15,739.59	\$629,583.04
Remaining	\$349,088.12	\$9,186.43	\$9,187.41	\$367,461.96

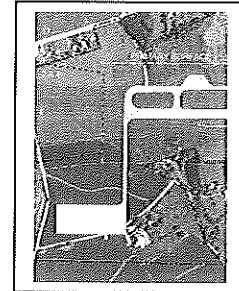
**Activity of Note:**

- Change Order No. Six (6) was approved to install the base stone to stabilize the site rather than topsoil and seed which would have had to be removed in the next phase. This work is nearing completion.



**12. Construct South Apron, Phase V**

PENNDOT Agreement No. (Pending)  
 PENNDOT Internal Order No. (Pending)  
 PENNDOT Funds Commitment No. (Pending)  
 Grant Expiration Date: (Pending)  
 Delta Project No. PA 03090



	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

**Activity of Note:**

- The PENNDOT BOA issued a Tentative Allocation for this phase on July 20, 2012.
- Delta has completed the rebid package and is advertising the project for bid on September 2, 2012. A pre-bid meeting is scheduled for September 11, 2012 and bid opening is scheduled for September 25, 2012.
- Delta is preparing an Amendment for services to prepare the rebid package, bid the project, construction administration, and construction observation.

**13. Develop Multi-Municipal Hazard Zoning Ordinances**

PENNDOT Agreement No. ADP-2010-CCAAA-00038  
 PENNDOT Internal Order No. 7889029101  
 PENNDOT Funds Commitment No. EG00000946  
 Grant Expiration Date: June 30, 2013  
 Delta Project No. PA 11062

	PENNDOT (90%)	CCAAA (10%)	Total
Grant Amount	\$16,200.00	\$1,800.00	\$18,000.00
Spent to Date	\$0.00	\$0.00	\$0.00
Remaining	\$16,200.00	\$1,800.00	\$18,000.00

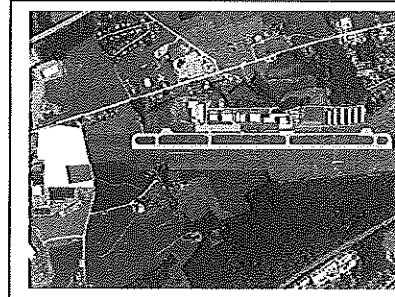
**Activity of Note:**

- The PENNDOT BOA grant was issued on May 11, 2011
- No action during the past month



**14. Mitigate Obstructions; Ph I: Study/Preliminary Design**

PENNDOT Agreement No. (Pending)  
 PENNDOT Internal Order No. (Pending)  
 PENNDOT Funds Commitment No. (Pending)  
 Grant Expiration Date: (Pending)  
 Delta Project No. PA (Pending)

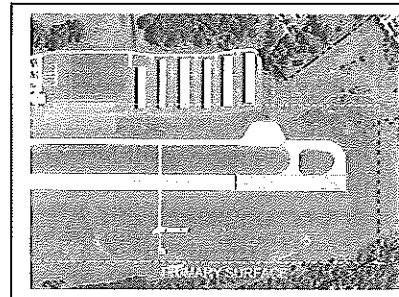


	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	(Pending)	(Pending)	(Pending)	(Pending)
Spent to Date	\$0.00	\$0.00	\$0.00	\$0.00
Remaining	\$0.00	\$0.00	\$0.00	\$0.00

→ This project is planned for SFY 2012 in the current JACIP.

**15. Rehabilitate Taxiway Sections, Ph I: Design**

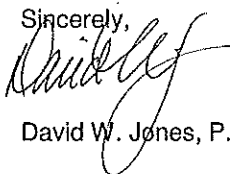
PENNDOT Agreement No. (Pending)  
 PENNDOT Internal Order No. (Pending)  
 PENNDOT Funds Commitment No. (Pending)  
 Grant Expiration Date: (Pending)  
 Delta Project No. PA (Pending)



	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 SFY 2012 in the current JACIP.

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: August 28<sup>th</sup>, 2012

Subject: Airport Hot Topics

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

## NEW BUSINESS

- \* **Emergency Generator:** On August 9<sup>th</sup>, a new exhaust system was installed.
- \* **Photocell Replaced:** On August 10<sup>th</sup>, a photocell was replaced on the Lindbergh Boulevard street light, next to the drive-thru gate.
- \* **Light Bulb Replaced:** On August 10<sup>th</sup>, a light bulb was replaced on the Aviation Way street light, next to the drive-thru gate.
- \* **Drive-thru Gate Repaired:** On August 14<sup>th</sup>, a keypad was replaced on the Aviation Way drive-thru gate.
- \* **Gates Repaired:** On August 17<sup>th</sup>, the hinges on the Apron and Hangar #3 Pedestrian gates were replaced.
- \* **National Aviation Day Event:** On August 20<sup>th</sup>, MQS hosted its first 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 required events approved by the Boy Scouts of America. At the conclusion of this event, fifteen Merit Badges were awarded.
- \* **Gate Repaired:** On August 24<sup>th</sup>, a Cypher lock was replaced of the Apron Pedestrian Gate.
- \* **Drive-thru Gate Repaired:** On August 24<sup>th</sup>, a GL Board was replaced on the Lindbergh Boulevard drive-thru gate.

## OLD BUSINESS

- \* **Tree Removal Project:** All of the trees identified in MQS's February 15<sup>th</sup> Airport 5010 State Inspection have been cut down and are still in the process of being cut up and removed off airport property.
- \* **AWOS Repaired:** On August 28<sup>th</sup>, the Ceilometer and Temperature/Dew Point sensor were replaced on the Automated Weather Observation System (AWOS).

**Airport Authority Meeting – September 4, 2012** Prepared by: Michael Bem, President  
Pilots & Tenants Association

Items needed to be discussed for the Oct 6<sup>th</sup> Open House

- Need to establish tax status of sponsor donations and to prepare a sponsor package that can be used to solicit donations
- Insurance Requirements that will be needed in order to hold the event. This will include preparation of any agreements and/or insurance coverage that will be required of any participants.
- Need to formalize agreement between Airport Authority and the Pilots and Tenants Association relative to the Open House and The Community Outreach and Aviation Education Program. It will formulate a clear working relationship between the two organizations and delineate the responsibilities and authorities of each in carrying out the program and any of its projects.
- Need to decide how donations receipts and the disbursement of the funds are to be tracked and handled. It is intended that specific projects such as the Open House will provide any net proceeds to be held for the funding of future projects done under The Community Outreach and Aviation Education Program. These funds must be held and tracked in a separate account that will be jointly managed by the two organizations.
- Need to set procedure for signing contracts for services needed to support the Open House including source of required deposits
- Need to complete list of dignitaries that should be invited to event and decide who does the inviting. The open house will provide an opportunity for the dignitaries to show their support for the airport and to be recognized for their efforts in its growth and the benefits it provides to the community.
- Need to complete list of potential sponsors for funding the event and establishing the initial contributions to the Community Outreach and Aviation Education Program. The goal of the Open House is to reach the non flying public in order to show case the airport and its facilities and to demonstrate its value to the community at large as a whole. The decision to invite the public with a free admission will hopefully bring a large crowd including the non flying public. It is therefore important that we all solicit donations so the event can be fully funded and be able to provide a significant seed account for continued outreach efforts.

Status Report

Chester County Airport  
50<sup>th</sup> Anniversary Open House  
Festival  
October 6, 2012

Presented to  
Chester County Airport Authority  
Al Koenig, Chairman

Prepared By  
Pilots and Tenants Association  
Michael Bem, President

August 24, 2012

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## Introduction

This status report is submitted to the Airport Authority as promised at the August Airport Authority Board meeting. At that meeting the Board approved the request by the Pilots and Tenants Association to hold an open house celebrating the 50<sup>th</sup> anniversary of the dedication of the Airport that was originally held on July 4, 1962. The 50<sup>th</sup> celebration will be held on October 6, 2012. This will be the first major activity scheduled as a joint effort between the Airport Authority and the newly formed Pilots and Tenants Association. The event will kick off a newly established community outreach and aviation education initiative. This report will summarize the status of the planning effort for the event as of this date.

## Planned Scope of Activities for Oct 6<sup>th</sup> Celebration

Over the past two weeks, the Pilots and Tenants Association has been working on developing the plan for the 50<sup>th</sup> Anniversary Open House scheduled for Oct. 6, 2012. The event has been planned for a one day celebration open to the general public and will feature a multitude of aviation related activities. The objective is to give a greater level of exposure of the airport and its assets to the local community especially the non flying public.

The current plans call for a 9:00am opening of the gates for the event. The initial activity will be the 50 year rededication ceremony with the group of invited dignitaries. Upon completion of the ceremony a fly by with possible parachute team jumping onto the field to get things started. The ramp area from the T hangars to the west end of Hangar 4 will be, sectioned off and be used for static displays for the public viewing. The displays will consist of a selection of war birds, homebuilt aircraft, helicopters, small certified aircraft, corporate jets, current military aircraft, law enforcement aircraft, and other aviation related displays. The public will be invited to stroll through this area at their leisure and enjoy the interesting displays and presentations. At this time we have had a high level of interest from aircraft owners in supporting the planned static displays. At the current time, we have a number of groups wanting to sell rides on aircraft. These consist of helicopter rides in a Robinson 44 helicopter that will operate from the north end of the grass field between the T Hangars and the Terminal building. These rides will be of approximately 10 minutes in duration and remain in an area directly to the north of the field. This will not interfere with the normal operation of the runway.

The Chester County Flight School will also schedule rides for the public. These will be done under their normal protocol and procedures.

In addition, preliminary discussions have been held with a licensed organization that gives rides in a antique Stearman aircraft.

We are fortunate to have some very rare and historical aircraft located on the field. These will provide exceptional static display assets. In addition, these aircraft will be giving demonstration fly bys exhibiting their sounds and capabilities to the viewing public. At this point, we will have aircraft such as P 51 Mustangs, Supermarine Spitfire, T 6 Texans, L-4, Stearman, and possibility a B25 Bomber. In addition, the possibility of some Yaks and other war birds might attend.

The airport is a primary location used by corporate aircraft. We will have a few representative corporate aircraft on display. The small aircraft general aviation community will be represented with display of numerous single and multi engine aircraft. The homebuilt aircraft community will be represented with aircraft such as a Long Ez, a Velocity, a number of RV aircraft, and possibly a number of others.

The airport is home to Sikorsky Aircraft. They build their commercial helicopters for the world here at Chester County facilities. We expect to have their aircraft on display and possible demonstration flights of their state of the art helicopters

In support of the large crowds anticipated, plans are being made to intercept visitors at three different locations approaching the airport and direct them to remote parking sites. Buses will transport the guests from the parking areas to the airport for the event. Temporary facilities will be provided on the airport to accommodate the needs of the crowd. Food and beverage will be provided for sale by licensed vendors at designated areas on the airport. Preference will be given to local service organizations and or other local groups to provide these vendor services.

The public events will culminate at 5:00pm.

A special function is planned from 7:00 to 10:00pm as one of the major fund raising activities. This will be a up scale hangar dance with a World War II theme. Big Band dance music will be provided for the enjoyment of guests. Food will be up scale butlered hors d'ouvres throughout the evening. Beverages will be served from 2 bars. The hangar will be decorated in keeping with the theme and tables will be located amidst a few war birds. Round tables for seating of 10 people will be set up with table cloths, and theme decorations as well as sponsor recognition pieces. At this time a minimum of 20 tables are planned and will be sold to sponsors. In addition a number of additional tables will be included to accommodate invited guests and individuals and smaller parties who are not part of a larger sponsor group. We already have interest from some local swing dance groups to attend and possibly give swing dance lessons.

The overall plan for the event is to attract a large number of residents to show off the airport and its facilities. In keeping with that goal, admission to the daytime event will be free. The cost of the function will be handled with donations from sponsors, both general sponsorship and the purchase of tables for the dance. The goal is to cover all the costs to host the event. In addition, any net proceeds from the fundraising will be used for funding The Community Outreach and Aviation Educations Program that has been arranged under the partnership between the Airport Authority and the Pilots and Tenants Association .

# Chester County Airport 50<sup>th</sup> Anniversary Open House

## Potential Schedule of Events

Saturday October 6, 2012

9:00 AM

Opening Ceremony  
Dignitaries and Remarks  
Flyby and parachute group jump in  
Gates open to public

9:00 AM to 5:00 PM

Public viewing of static displays  
Flybys and aerial demonstrations  
Ground Displays and Events  
Airplane Rides  
Reenactor Groups  
Food and Beverage Vendors

7:00 PM to 10:00 PM

Hangar Dance in Hangar 4  
World War II theme with Big Band  
Food and Beverages

**Budget for 50th Anniversary Open House**

<b>Budget Item Description</b>	<b>Estimate</b>	<b>Action Required</b>
<b>Busses for transporting Guests - 9am to 5pm</b>		
3- 24 passenger for 6hrs	1875.00	Need to get written proposal from Kraph Coaches
3- 48 passenger for 6 hrs	1677.00	
Additional time @ 65/hr for 3 buses for 3 hours each	585.00	
Driver Gratitude @ 10%	413.70	
<b>Off Airport Parking Costs for Guests</b>		
Signage & Barricades @ 150.00 per each of 3 lots	450.00	Contact Fire Police and firm up costs and requirements
Contribution to Fire Police for traffic control	1000.00	
Misc Expenses	250.00	
<b>Porta Potties</b>		
2 basic units at each of the 3 Remote Parking Areas	750.00	Need to get written proposal from Porta Potty company and refine needs
5 basic units at each of 4 locations on Airport	2500.00	
1 handicap units at 4 Airport locations	700.00	
4 Deluxe units for VIP use on Airport	900.00	
<b>Trash Handling</b>		
Dumpsters	425.00	
Trash cans at Remote Parking Area	150.00	
Trash Cans located on Airport	300.00	
Trash Bags	100.00	
Collection and servicing trash cans during event	150.00	
<b>Fencing and Temporary Barriers</b>		
Fencing materials to enclose public areas	1500.00	
Signage and Barriers for controlling on Airport vehicle activity		
Signage and Barriers for controlling guest activity		
Signage and Barriers for controlling Aircraft activity		
<b>Emergency Response and Fire Protection Resources</b>		
Fire Equipment		Check with Sikorsky, West Wood Fire Co, and EMT
EMT Resources		
Ambulances	300.00	
<b>Security</b>		
Local Police Departments	1000.00	Check with Township Police Departments and State Police
Fire Police	1000.00	
Civil Air Patrol	1000.00	Define equipment needs and get rental proposals
Private Security Personnel		
Security communication and support equipment	350.00	
<b>Hangar Dance</b>		
Band	2500.00	
Stage		
Tables 20 Round seating 10 persons	155.00	

Chairs 200	390.00
Bar	84.00
Food Buffet Set Up	
Food and Beverage Storage and Prep Equipment	
Glassware, China, Utensils, Smallwares	794.00
Table Cloths	279.00
Linen Napkins	150.00
Lighting	
Sound System	
Theme Decorations, Materials, and Signage	
Labor for preparation, Serving, and Cleanup	
Cost of Food Catering @ \$35.00 per person	8750.00

**Vendors**

- Materials to set up area for vendor sites
- Coordination costs for vendor management

**Static Display**

- Materials to set up and maintain display locations
- Administration costs to manage static displays

**Advertising and Promotion**

Development of logo	250.00
Advertising Poster preparation and printing	500.00
Cost of media advertising purchase	1000.00
Preparation and printing of Event Program Book	1000.00
Cost of event souvenir items	

**Sponsor Packages & Fund Raising**

Development of fund raising materials	1000.00
Cost of sponsor thank you packages	

**Air Boss and Event Announcing**

Cost of Air Boss	750.00
Cost of rental of sound system for announcing event	

**Insurances**

- Cost of insurance riders for event liability protection
- Cost for rain insurance for event cancellation

## **Chester County Airport Community Outreach and Aviation Education Program**

The Chester County Area Airport Authority and The Chester County Airport Pilots and Tenants Association have joined forces to promote a Community Outreach and Aviation Education initiative. This program will enhance the connection between the community and the Airport and will promote aviation awareness, opportunities for community involvement, outreach and educational programs. The program will be the beneficiary of the all the net proceeds from sponsorships for specific events held at the airport. The first event under this program will be the planned Chester County Airport 50<sup>th</sup> Anniversary Festival scheduled for October 6, 2012.

The Chester County Airport is a significant asset for the County and provides extensive world class aviation related services to the business and private sector of the County. In order to extend the benefits of this asset to the non flying community, this newly established program will focus on ways to accomplish a closer relationship between the community and the Airport. Projects under consideration include park areas, playgrounds, walking and bicycle trails, picnic grounds, pavilions, and aviation oriented education programs with local schools and colleges.

**List of Potential Sponsors**

**Types of Sponsorship Goal**

		Each	Number	Total
1	Major I	5000.00	1	5000.00
2	Major II	4000.00	2	8000.00
3	Major III	3000.00	3	9000.00
4	Major IV	2000.00	4	8000.00
5	Dance Table of 10	1000.00	20	20000.00
6	Dance individual seat	50.00	50	2500.00
7	Program Ad Back Cover	300.00	1	300.00
8	Program Ad Full Page	200.00	5	1000.00
9	Program 1/2 Page	100.00	10	1000.00
10	Program 1/4 Page	50.00	15	750.00
11	Program Bus Card	25.00	25	625.00
12	Program Patron	10.00	50	500.00
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**50<sup>th</sup> Anniversary Fall Flying Festival Set at Chester County Airport**



*Public invited for free admission event featuring flying demonstrations, food and fun*

**Coatesville, PA (August 27, 2012)** – 1962: The Beatles released their first single “Love Me Do”. John Glenn became the first American to orbit the Earth. And Chester County Airport, located just west of Coatesville PA and serving Chester County and the surrounding area since 1928, was re-dedicated with new facilities. “ *Suggested statement by Al Koenig, Chester County Airport Authority Chairman*”

Chester County Airport Authority plans to celebrate this anniversary on **Saturday, October 6<sup>th</sup>, 2012** with a “**50<sup>th</sup> Fall Flying Festival**” open house and fly-in. Flying demonstrations and airplane rides will be open to the public from 9am – 5pm, along with historical aircraft tours and displays. Visitors can tour the airport ramps and visit with local pilots, and food and beverage vendors will provide refreshments. Parking and admission for the daylong event will be free of charge. Opening ceremonies will include a parachuting team, and flying and ground demonstrations will continue throughout the day.

An evening fund-raiser for the airport’s new community outreach and aviation education program is planned as well: an airplane hangar will be converted into a World War II-style USO canteen for a 1940’s style swing dance featuring the Sound of Roses big band. “One of our primary goals is to connect with our community” says Mike Bem, president of the Pilots & Tenants Association. “We want everyone to come out and get to know the airport, as well as your friends and neighbors who use it.”

**ABOUT CHESTER COUNTY AIRPORT**

The Chester County airport serves Chester County and the surrounding community, providing a key reliever airport to the Philadelphia region. Chester County Airport [MQS] features a 5400' x 100' grooved runway. As a class C-II Reliever Airport with ILS and GPS approaches, full parallel taxiway and 48,000 lb. dual gear capacity, Chester County Airport is equipped to handle most corporate business aircraft 24 hours a day, 365 days a year.

**ABOUT THE CCA COMMUNITY OUTREACH & AVIATION EDUCATION PROGRAM**

The Chester County Area Airport Authority and The Chester County Airport Pilots and Tenants Association have joined forces to promote a Community Outreach and Aviation Education initiative. This program will enhance the connection between the community and airport to promote aviation awareness, opportunities for community involvement, outreach and educational programs. The program will be the beneficiary of net proceeds from sponsorships for specific events held at the airport. The first event under this program will be the planned Chester County Airport 50th Fall Flight Festival scheduled for October 6, 2012.

The Chester County Airport is a significant asset for Chester County and provides world class aviation related services to businesses and residents. In order to extend the benefits of this asset to the non flying community, this newly established program will forge a closer relationship between the community and the airport. Projects under consideration include park areas, playgrounds, walking and bicycle trails, picnic grounds, pavilions, and aviation-oriented education programs with local schools and colleges.

Project Schedule



## Summary

- Event scope and draft budget completed
- Majority of Tasks have been assigned to responsible parties
- Proposals for contract items are being solicited and received
- Solicitation of static displays are in process
- Proposals for providing aircraft rides have been received
- Draft Press Releases have been prepared
- Received promises of approximately 20% of sponsor funding goal
- Group poised to ramp up to major effort level to achieve event goals
- Planned event creating great excitement with everyone who hears about it