

# **CHESTER COUNTY AREA AIRPORT AUTHORITY**

## **MINUTES**

**January 5, 2016**

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, January 5, 2016 at 4:00 p.m.

The following Board members were present:

Paul McMinn  
Donn Roberts  
Fred Thompson

The following Board members were not present:

Fred Goebert  
Al Koenig  
Rich Saylor

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  
Mike Bem, Flying Machine Cafe  
Doug Eadline, Airport Maintenance  
Steve Fortin, Chester County Aviation  
Fran Strouse, L. R. Kimball

### **CALL TO ORDER**

In the absence of Mr. Koenig, Chairman of the Chester County Area Airport Authority Board, Mr. McMinn called the meeting to order at 4:00 p.m. He noted in the absence of a quorum, the meeting would be held for informational purposes only.

### **ELECTION OF OFFICERS AND COMMITTEE ASSIGNMENTS**

Mr. McMinn noted for the record the election of officers and committee assignments will take place at the next meeting of the Authority Board to be held on Tuesday, February 2, 2016.

## **APPROVAL OF THE MINUTES**

### **Regular Meeting Held on December 1, 2015**

The minutes of the Regular Meeting held on December 1, 2015 were brought before the Board for their review and comment.

As noted above, the minutes will be brought before the Board at its meeting in February 2016 for further review and approval.

### **Executive Session Held on December 1, 2015**

The minutes of the Executive Session held on December 1, 2015 were brought before the Board for their review and comment.

As noted above, the minutes will be brought before the Board at its meeting in February 2016 for further review and approval.

## **ACCOUNTANT'S REPORT**

### **As of December 31, 2015**

Ms. Rayne Yori of Countryside Consulting, Inc. discussed with the Board the Financial Statement Highlights along with the Statement of Financial Position as of December 31, 2015 and the Statement of Activities for the Twelve Months Ended December 31, 2015, copies of which are on file at the office of the Chester County Area Airport Authority.

As noted above, the Financial Statement Highlights along with the Statement of Financial Position as of December 31, 2015 and the State of Activities for the Twelve Months Ended December 31, 2015 will be brought before the Board at its meeting in February 2016 for further review and approval. Staff was directed to distribute scanned copies of the financial reports to the Board with distribution of the draft minutes.

## **ENGINEER'S REPORT**

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated December 30, 2015, 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 that Delta has completed all required data sheet updates.

### **Terminal / Corporate Area Land Development Plan**

Mr. Jones advised the Board that Delta has been coordinating with the Authority the preparation and submission of a Multi-Modal Grant Application to PennDOT for the final design, bidding and construction of the apron, taxilanes and hangar infrastructure in the west terminal area.

He further noted the proposal was submitted prior December 18, 2015 as required and as authorized by the Board by vote by e-mail with subsequent ratification of the vote to take place

upon the presence of a quorum at the next scheduled meeting of the Board to be held on February 2, 2016.

**Airport Maintenance Program**

Mr. Jones advised the Board that Delta's review of all buildings to aid the Property Committee in the preparation of a comprehensive maintenance program for the coming years has been delayed due to limited funding. It was noted that the FBO, Landmark, will have some areas of responsibility for maintenance.

**Runway 11 Approach Obstruction Property Surveys**

Mr. Jones advised the Board that Delta is working with the Authority on the continued coordination of the replacement of trees with the impacted property owners. Mr. Hudson and Ms. Setzler will collaborate with the appraiser on the preparation of letters to the homeowners.

**Construct South Apron, Phase V**

Mr. Jones advised the Board that work is completed to a stage where surveys can be done. It was noted seeding will be done at a more appropriate time.

**Construct South Apron, Phase VI**

Mr. Jones advised the Board that Delta is in the process of scheduling a final inspection in January 2016.

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

Mr. Jones noted the final report has been accepted and approved by PennDOT and upon receipt of the final payment, the grant closeout process will be completed.

**FCT Justification and Feasibility Study**

Mr. Jones advised the Board the application was submitted on December 11, 2015 and Ms. Setzler recommended the Authority contact local legislatures and request their support in recommending the passage of legislation to encourage the FAA to move forward with application review prior to the completion of the development of new methodology.

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

Mr. Jones advised the Board that the project is scheduled and the Authority is awaiting a tentative allocation from the PennDOT BOA to begin. He further noted the tentative allocation is anticipated following the passage of the State budget.

**TYP and Airport Capital Improvement Plan**

Mr. Jones and the Board discussed the TYP and Airport Capital Improvement Plan and as noted in the discussion Mr. Jones provided a revised worksheet correcting the location of the "other" funds for the Federal Contract Tower Project, a copy of which is attached hereto.

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 last met in December 2015.

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 the present time.

### **Personnel Committee**

Mr. Hudson advised the Board the re-assignment of a part-time employee to full-time status has been completed.

### **Finance Committee**

Ms. Yori noted the Finance Committee will meet after completion of the audit to review the financial statements as presented by the auditors. She noted she anticipates completion of the Audit by June 2016.

### **Land Development Planning Activity Committee**

Mr. Jones noted the Land Development Plan was submitted and no response has been received to date.

## **OLD BUSINESS**

### **Valley Township Update**

It was noted no report is warranted at this time.

### **Sadsbury Township Update**

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

### **PennDOT Multimodal Proposal (Due December 18<sup>th</sup>)**

As noted in the Engineer's Report, Mr. Jones advised the Board the PennDOT Multimodal Proposal has been submitted and approved via e-mail vote of the Board with subsequent ratification of the vote by the Board to take place in February 2016.

## **NEW BUSINESS**

### **"Voices of America" (TV Educational Program)**

Mr. Hudson advised the Board of his being advised of marketing opportunities through the Voices of America. Ms. Setzler noted she would pass on the information to the FBO.

### **General Services Agreement**

Mr. McMinn distributed a copy of the Letter Agreement dated December 30, 2015 for General Services (2016) prepared by Delta Airport Consultants, Inc., a copy of which is attached hereto. He advised the Board the Letter is being brought before the Board for its approval with the recommendation of Mr. Koenig.

After discussion of the Letter Agreement provided, and acknowledging the vote of Mr. Koenig in the affirmative, a motion was made by Mr. McMinn and seconded by Mr. Thompson to approve the Letter Agreement as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

### **Airport Hot Topics**

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

### **PUBLIC COMMENT**

Mr. Bem noted the Festival Committee has information documenting the success of the Festival and anticipates approaching the CCAAA for funding in support of the Festival. Ms. Setzler requested a copy of the information on the festival for presentation to the County Commissions; Mr. Roberts requested a copy of the information for presentation to the Township.

In discussing the Festival, Mr. McMinn requested Mr. Bem advise him of the next meeting of the Pilots Association as he expressed his interested in attending.

### **NEXT SCHEDULED MEETING**

#### **Upcoming Meeting**

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, February 2, 2016 at 4:00 p.m.

### **ADJOURNMENT**

In the absence of a quorum, Mr. McMinn adjourned the meeting at 4:45 p.m.

Respectfully submitted,

Carol Poinier  
Recording Secretary

#### **Attachments:**

Projects Status Report dated December 30, 2015  
Airport Hot Topics Dated December 29, 2015  
TYP and Capital Improvement Plan E-Mail and Worksheet – revised  
Letter Agreement



Chester County Area  
Airport Authority

## CHESTER COUNTY AREA AIRPORT AUTHORITY

### PROJECTS STATUS REPORT – December 2015

#### Distribution:

Albert Koenig	Chairman
Paul McMinn	Vice Chairman
Donn Roberts	Secretary
A. Frederick Thompson	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 December 30, 2015**

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 15024)**

### **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.

### **2. Sikorsky Helicopter**

- A meeting was attended on October 22, 2014 with several parties to discuss the proposed overpass/tunnel that Sikorsky has received grant funding to accomplish.
- No activity during the past month.

### **3. PENNDOT BOA 5010 Inspection**

- No activity during the past month.

### **4. Runway/Taxiway Pavement Rehabilitation**

- No activity during the past month.

### **5. Airport Zoning**

- No activity during the past month.

### **6. 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.

### **7. 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.
- At the request of the CCAAA, Delta will conduct a review of all buildings to prepare a comprehensive maintenance program for the coming years, however, this review will be deferred until 2016 due to limited funding during 2015.



## 8. NAVAIDS

- The FAA has notified the CCAAA of the proposed decommissioning of the MXE VORTAC. Delta reviewed the impacts of the proposed decommissioning as it relates to the airport and its approaches and provided a draft letter on May 27, 2015 for the Authority to submit to the FAA discussing the comments/concerns of this item.
- At the request of Mr. Hudson, Delta prepared and forwarded a petition for Airport tenants and businesses to sign with similar comments to the impacts noted in the CCAAA letter.
- **No activity during the past month.**

## 9. Runway 11 Approach Obstruction Property Surveys

- Delta has forwarded all plats with proposed easements to the appraiser for use in determining the costs for the required easements, and to the Authority staff for use in coordinating the necessary obstruction removal with the affected property owners.
- **Delta has been assisting the Authority with property owner coordination for replacement trees.**

## 10. 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:

- Substantial completion was issued on September 24, 2014.
- Final Inspection was completed January 14, 2015. Punchlist items include minor seeding and grading issues in basins that cannot be addressed until Spring 2015. Contractor is to provide Warranty and Operations and Maintenance Manuals.
- Pennoni review of the record survey noted a small discrepancy in Basin 1C. This cannot be corrected until the Contractor returns to address the other basin issues in Spring 2015. Because the final grant costs had to be submitted by May 30, Delta close the project with the PENNDOT BOA and the updated basin grades will be provided to Pennoni once complete.





- Several warranty items including grass growth, minor grading in Basin 1C, restoration of the sand-soil surface in Basin 1B-2 and removal of the super silt fence in the west borrow area are being coordinated and will be completed by the Contractor in the near future. Once the basin grading is revised, Delta will transmit the revised grading to Valley Township for verification. Delta continues to coordinate this with the Contractor.
- Most corrective items in the large basin are done and it should be completed by the end of this week. Delta is still coordinating with them on the corrective work for the small basin.
- **Delta sent a final letter to Horst that all work must be completed and ready for acceptance by December 31, 2015 or a claim will be made to their bonding company. The Contractor was onsite starting work the next business day.**

## 11. 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	\$847,496.14	\$47,083.11	\$47,083.13	\$941,662.38
Remaining	\$345,578.86	\$19,197.89	\$19,199.87	\$383,976.62

- Final project documentation is being coordinated, and a final inspection is being scheduled.



## 12. 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

- The final report was submitted to the Authority and PENNDOT BOA on November 2, 2015.
- The PENNDOT BOA accepted the final documents and approved the final request for reimbursement on November 16, 2015. Once the PENNDOT BOA issues final payment, the grant closeout process will be completed.



### 13. 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	\$29,750.00
Remaining	\$12,750.00

- ➔ 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.



#### 14.Rehabilitate Runway and 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. (Pending)



##### Scope of Work:

- Reconstruct east end of Runway and bump at west end of Runway.
- Reconstruct portion of parallel taxiway and connector taxiway at east end of Runway 11-29.

	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/programmed for calendar year 2015. The CCAAA is awaiting a tentative allocation (TA) from the PENNDOT BOA to begin scoping the project. The TA is anticipated following the State budget being passed.

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: December 29<sup>th</sup>, 2015

Subject: Airport Hot Topics

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

## **NEW BUSINESS**

**Terminal Building Ceiling:** On 12/7/15, the ceiling tracks that hold the ceiling tiles in place, were replaced.

**Roadway Stakes:** On 12/7/15: In preparation for the winter season, snow stakes were installed at the edges of Aviation Way, Lindbergh Boulevard and Earhart Drive.

**Windsock:** On 12/8/15, the airfield windsock was replaced.

**Maintenance Building Garage Door:** On 12/8/15, a stop switch was replaced on the garage door.

**AWOS/GPS Antenna:** On 12/8/15: the Automated Weather Observation System (AWOS)/ Global Positioning System (GPS) antenna was installed in the ceiling inside the CCAAA Conference Room.

**Case Tractor:** On 12/9/15, the left tire was removed, patched and re-installed.

**Power Point Presentation:** On 12/17/15, I gave a Power Point presentation about MQS's Airport Snow Plan to attendees at the Delaware Valley Regional Planning Commission's Quarterly Regional Aviation Committee meeting.

**Benches Refurbished:** On 12/18/15, the terminal building benches located on the south side of the building, were refurbished and re-installed.

**AWOS:** On 12/18/15, emergency power supply to the Automated Weather Observation System (AWOS), was hooked up.

## **OLD BUSINESS**

**South Side Tree Project:** All of the trees along the fence line on the South side of the airport have been cut down.

**From:** "David W. Jones" <[DJones@deltaairport.com](mailto:DJones@deltaairport.com)>  
**To:** "Albert Koenig ([alkoenig3@fast.net](mailto:alkoenig3@fast.net))" <[alkoenig3@fast.net](mailto:alkoenig3@fast.net)>, "Gary Hudson ([glhudson@sbcglobal.net](mailto:glhudson@sbcglobal.net))" <[glhudson@sbcglobal.net](mailto:glhudson@sbcglobal.net)>, "Paul McMinn ([mcminn.paul@loreda.org](mailto:mcminn.paul@loreda.org))" <[mcminn.paul@loreda.org](mailto:mcminn.paul@loreda.org)>, Donn Roberts <[donn@beyourself.com](mailto:donn@beyourself.com)>, Fred Thompson <[a.f.thompson@comcast.net](mailto:a.f.thompson@comcast.net)>, Fred Goebert <[fred@redgo.net](mailto:fred@redgo.net)>, Rich Saylor <[richsaylor@gmail.com](mailto:richsaylor@gmail.com)>  
**Cc:** "Carol Poinier ([carolpoinier@juno.com](mailto:carolpoinier@juno.com))" <[carolpoinier@juno.com](mailto:carolpoinier@juno.com)>, "Rayne Yori" <[rayne@countysidepa.net](mailto:rayne@countysidepa.net)>, "Holly Setzler ([hsetzler@landissetzler.com](mailto:hsetzler@landissetzler.com))" <[hsetzler@landissetzler.com](mailto:hsetzler@landissetzler.com)>, Kristen Kline <[kristen@countysidepa.net](mailto:kristen@countysidepa.net)>, "Vicki J. Matteson" <[VMatteson@deltaairport.com](mailto:VMatteson@deltaairport.com)>  
**Date:** Wed, 6 Jan 2016 13:15:53 +0000  
**Subject:** MQS: Corrected FY 2015 to 2021 Capital Improvement Plan

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Good Morning everyone-

In follow up to the Authority meeting last night, please find enclosed the revised Capital Improvement Plan to correct the location of the "other" funds for the Federal Contract Tower (FCT) project.

As noted, please recall that the year listed for the project is the State Fiscal Funding Year (SFY) which is usually a year before the project will occur, depending on when Tentative Allocations (TAs) are issued. Since the State budget was not at least partially passed until this year, the three SFY 15 projects will occur at best during 2016. If a State budget is ever passed in the year it should, then we may actually be able to start the project in the year that is stated.

If you have any questions, please give me a call and I will be happy to provide more detail.

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

Delta Airport Consultants, Inc.

Work: 717.652.8700

Cell: 717.421.6840

[WWW.DELTAairport.com](http://WWW.DELTAairport.com)




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**From:** Vicki J. Matteson  
**Sent:** Wednesday, January 06, 2016 8:07 AM  
**To:** David W. Jones <[DJones@deltaairport.com](mailto:DJones@deltaairport.com)>  
**Subject:** MQS TYP 2015-2021

Vicki J. Matteson  
 Project Assistant Harrisburg



# Twelve-Year Plan (TYP) and Airport Capital Improvement Plan (ACIP) Worksheet For Proposed Projects <sup>1</sup>

[illegible]

**From:** "David W. Jones" <[DJones@deltaairport.com](mailto:DJones@deltaairport.com)>  
**To:** "Gary Hudson ([glhudson@sbcglobal.net](mailto:glhudson@sbcglobal.net))" <[glhudson@sbcglobal.net](mailto:glhudson@sbcglobal.net)>, "Rayne Yori" <[rayne@countysidepa.net](mailto:rayne@countysidepa.net)>, "Carol Poinier ([carolpoinier@juno.com](mailto:carolpoinier@juno.com))" <[carolpoinier@juno.com](mailto:carolpoinier@juno.com)>  
**Cc:** "Holly Setzler ([hlsetzler@landissetzler.com](mailto:hlsetzler@landissetzler.com))" <[hlsetzler@landissetzler.com](mailto:hlsetzler@landissetzler.com)>, "Albert Koenig ([alkoenig3@fast.net](mailto:alkoenig3@fast.net))" <[alkoenig3@fast.net](mailto:alkoenig3@fast.net)>  
**Date:** Wed, 30 Dec 2015 19:38:12 +0000  
**Subject:** MQS: MQS Letter Agreement for General Services and Maintenance Planning - FY 2016 (16007)

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Hello everyone-

Per Al's request, I am forwarding to you the General Services – FY 2016 Letter Agreement for consideration at the January 5, 2016 Board Meeting. As requested by Al, the Letter Agreement includes a total not-to-exceed budget with individual sub-budgets for General Services and Maintenance Planning.

Please pass this along to the rest of the Board in advance of the meeting if you like so that they will be prepared to take action at the meeting. I will hand carry the originals with me for signature after the meeting.

Thank you again for this opportunity to serve the Chester County Area Airport Authority and we look forward to another successful year.

Happy New Year to all!!!!

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**David W. Jones, P.E, C.M.**  
Delta Airport Consultants, Inc.  
Work: 717.652.8700  
Cell: 717.421.6840  
[WWW.DELTAairport.com](http://WWW.DELTAairport.com)





December 30, 2015

Mr. Gary Hudson  
Airport Manager  
Chester County Area Airport Authority  
1 Earhart Drive, Suite 2  
Coatesville, PA 19320

**Subject: Letter Agreement**  
General Services (2016)  
Chester County/G.O. Carlson Airport  
Coatesville, Pennsylvania  
Delta Project No. 16007

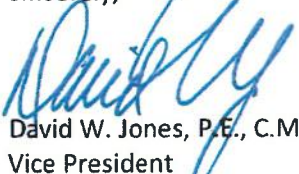
Dear Mr. Hudson:

Delta Airport Consultants, Inc. is pleased to provide general on-call consulting services as requested to the Chester County Area Airport Authority during 2016 for projects that are not grant eligible. We will provide requested consulting services in accordance with the attached 2016 Fee Schedule. The rates already include overhead and profit. A total not-to-exceed budget amount of \$55,000 (\$40,000 for General Services and \$15,000 for Maintenance Planning Activity) as requested by the Chester County Area Airport Authority has been established and will not be exceeded without the prior approval of the Chester County Area Airport Authority. Any general consulting services that are not grant eligible will be billed to this project effective January 4, 2016.

To signify the Chester County Area Airport Authority's approval, we respectfully request that both originals of this Letter Agreement be signed below, and that one copy be returned for our files.

If you should have any questions with regard to this matter, please do not hesitate to contact our office.

Sincerely,



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

DWJ:vjm  
Enclosure:  
1. 2016 Fee Schedule

This Letter Agreement is Accepted:

\_\_\_\_\_  
Albert Koenig, Chairman  
Chester County Area Airport Authority

Date: \_\_\_\_\_

c: Albert Koenig, Chairman, CCAA  
Holly Setzler, Landis & Setzler, P.C.

**2016 FEE SCHEDULE (with overhead and profit)**

Delta Airport Consultants, Inc.

Date: May 07, 2015

Item	2016
<b>Work Hours Billing Rates (with overhead and profit)</b>	
Principal	\$265
Project Manager/Registered Professional	\$227
Design Professional (Engineer/Planner)	\$144
Project Production/Administration	\$116
Clerical	\$54
Field Representative	\$104
<b>Direct Nonsalary Expenses</b>	
Automobile (per mile)	Federal Gov. guidelines
Aircraft (per mile)	Federal Gov. guidelines
Per Diem - Resident Project Rep	Federal Gov. guidelines
Long term - meals & lodging (per cal day)	
Airline, Rental Car, Charter, etc.	Direct
Printing	Direct
Bid Advertisement	Direct
Meals, Lodging, etc. (short term)	Direct
Miscellaneous	Direct
<b>Subcontracted Services</b>	Direct

**Notes:**

1. Billing rates for future years will be increased by 3% annually.
2. Billing rates based on estimated 2016 salaries (i.e.: 2015 salaries plus 3% inflation).
3. Work hour rates include labor overhead, general & administrative overhead per FAA AC 150/5100-14D, paragraph 4-9