

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

April 7, 2015

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, April 7, 2015 at 4:00 p.m.

The following Board members were present:

Fred Goebert
Al Koenig
Donn Roberts
Rich Saylor
Fred Thompson

The following Board member was not present:

Paul McMinn

Also present:

Gary Hudson, Airport Manager
Dave Jones, Delta Airport Consultants, Inc.
Holly Setzler, Esquire, Landis & Setzler
Louise Smith, Countryside Consulting, Inc.
Carol Poinier, Recording Secretary
Doug Eadline, Airport Maintenance
Mike Bem, Flying Machine Café
Mike Binder, Sikorski Aircraft
Steve Fortin, Flight School
Ken Knickerbocker, Vista Today
Carol Knight, Flight School
Dave Malchione, Global Air/Universal
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

March 10, 2015

The minutes of the Regular Meeting held on March 10, 2015 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. Goebert to approve the minutes of the Regular Meeting held on March 10, 2015; **the Board approved the motion by a unanimous vote of 4 to 0.**

At this time, Mr. Roberts joined the meeting.

ACCOUNTANT'S REPORT

As of March 31, 2015

In the absence of Ms. Rayne Yori of Countryside Consulting, Inc., Ms. Louise Smith, Founder and President of Countryside Consulting, Inc., discussed with the Board the Financial Statement Highlights along with the Statement of Financial Position as of March 31, 2015 and the Statement of Activities for the Three Months Ended March 31, 2015, copies of which are on file at the office of the Chester County Area Airport Authority.

After review of the Financial Statements as presented, a motion was made by Mr. Saylor and seconded by Mr. Thompson to accept the Financial Statements as submitted for the period ending March 31, 2015, subject to audit; **the Board approved the motion by a unanimous vote of 5 to 0.**

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated April 6, 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:

PennDOT BOA 5010 Inspection

Mr. Jones advised the Board Delta is coordinating the final responses for submittal to the PennDOT BOA with Mr. Hudson.

Air Traffic Control Tower (ATCT)

Mr. Jones advised the Board Delta has provided planning information to the Authority for a potential Air Traffic Control Tower Project/Program and the Authority is coordinating with Sikorsky, the County and other to discuss moving forward with the project.

Construct South Apron, Phase V

Mr. Jones advised the Board the closeout paperwork is being obtained from the Contractor and after execution of the documents presented, the paperwork will be submitted to

the PennDOT BOA. He further noted minor warranty work is to be completed in May 2015 as the weather permits.

Construct South Apron, Phase VI

Mr. Jones advised the Board the contract reassignment paperwork has been submitted and Mr. Malman of Landis & Setzler has requested an additional form from the Contractor. He further noted it is anticipated the form will be provided by the Contractor, a project re-start meeting will take place on April 10, 2015, and the work will resume in mid-May 2015.

Mitigate Obstructions; Ph I: Study/Preliminary Design

Mr. Jones brought the Board up-to-date on the status of the final review plans submitted to the PennDOT BOA on February 2, 2015 and comments received from PennDOT BOA in reference to the submittal. He noted the plan is moving forward and Delta is coordinating with the Authority to develop a final plan dealing with property owner coordination.

Rehabilitate Runway and Taxiway Sections Ph I: Design

Mr. Jones advised the Board the coordination of the design of this project will move forward upon receipt of notification of the allocation of funds from PennDOT.

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 March 2015.

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

STANDING COMMITTEE REPORTS

Liaison Committee

The Board discussed with Mr. Binder of Sikorsky the several personal changes that have taken place at Sikorsky and Mr. Binder advised the Board a meeting to discuss matters of mutual concern with the Authority will be held within the near future.

Personnel Committee

It was noted the Employee Manual will be submitted to Ms. Setzler to review for proposed language revisions.

Finance Committee

Mr. Koenig noted the Finance Committee has continued to meet on a quarterly basis and will review a draft of the audit at the next scheduled meeting of the Finance Committee.

Land Development Planning Activity Committee

Mr. Goebert noted he is in receipt of the revised sketches addressing the area adjacent to Business Route 30 and will discuss the materials with the Land Development Planning Activity Committee immediately following the Board meeting this evening.

Obstruction Mitigation Committee

Mr. Koenig advised the Board of the formation of an Obstruction Mitigation Committee and noted he and Mr. Hudson will meet personally with the property owners that have been identified as having obstructions on their property. He noted it is their intention to gain the approval of the property owner to allow a surveyor access to their property to further identify the obstructions.

Mr. Roberts suggested a presentation be made on the results of the meetings with individual property owners at a Sadsbury Township Meeting to keep the Township apprised of the plans of the Airport Authority in addressing the obstructions identified by the PennDOT BOA.

Safety & Maintenance Committee

During the discussion by the Board at past Board meetings concerning safety and maintenance issues at the Airport, Mr. Koenig advised the Board of the formation of a Safety & Maintenance Committee to develop a schedule to address ongoing maintenance and safety matters. Messrs. Koenig and Roberts agreed to serve on the Committee with Messrs. Hudson and Eadline.

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 that general discussion concerned the importance of the construction of a control tower.

NEW BUSINESS

Vista Today Presentation

Mr. Hudson introduced Mr. Ken Knickerbocker, the publisher of Vista Today to the Board and Mr. Knickerbocker explained that Vista Today is an electronic magazine that is associated with the Chester County Economic Development Council. He further discussed with the Board his interest in providing a proposal to the Authority on the role Vista Today could play in promoting the Airport.

The Board thanked Mr. Knickerbocker for his presentation and Mr. Knickerbocker advised he would develop a proposal for the Board's review.

Policy & Procedure Manual Language Revision

As mentioned in the Personnel Committee report, the Employee Manual will be submitted to Ms. Setzler to review for proposed language revisions.

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. Fortin of the Flight School advised the Board of the relocation of the Flight School and the need for signage to direct the School's clients to the School's new location in the hangar. He distributed two possible samples of the signs to be installed, copies of which are attached hereto, and the Board directed Mr. Fortin to discuss the proposed signage with Mr. Hudson and with Valley Township to insure the signage meets the Township's requirements.

Mr. Bem thanked the Board for its past support of the Association as it was in the process of obtaining its tax exempt status.

NEXT SCHEDULED MEETING

Upcoming Meeting

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, May 5, 2015 at 4:00 p.m.

ADJOURNMENT

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

Respectfully submitted,



Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated April 6, 2015
Airport Hot Topics dated April 1, 2015
Flight School Signage

Land Development Planning Activity Committee

Immediately following the Regular Meeting of the Chester County Area Airport Authority Board, Mr. Goebert convened a meeting of the Land Development Planning Activity Committee attended by the Board.

They Committee reviewed the preliminary plan from Bernardon & Associates for additional buildings that could serve the interests of the Airport in expanding its leasehold. Attached is a preliminary layout of three buildings (approx. 100,000 sf) located on Airport property laying just north of the terminal building. This will be added to the existing land development plan.

Additionally, the Committee agreed to solicit a cost from Delta to develop an airport tower feasibility study, which is mandated before doing an environmental assessment that will impact the proposed additional buildings as well as the tower location. The tower will be included in the land development plan. The Committee decided to embark on this course of action recognizing that it will take 12-18 months to do the environmental assessment, before gaining the necessary approvals prior to construction.

Attachments:

Bernardon Haber Holloway Schematic Site Plan



Chester County Area
Airport Authority

CHESTER COUNTY AREA AIRPORT AUTHORITY

PROJECTS STATUS REPORT – March 2015

Distribution:

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

Updated April 6, 2015

Prepared By:

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

DELTA AIRPORT CONSULTANTS, INC.

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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 15024)

1. Twelve Year Capital Improvement Plan (TYP)

- No activity during the past month.

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

- Prepared draft PENNDOT BOA 5010 Inspection response letter for coordination with CCAAA staff. Coordinating final responses with staff to finalize letter.

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

- A meeting was conducted with Bernardon, a few Board members, and Delta on December 2, 2014 to review and discuss scoping this project.
- Delta forwarded an electronic copy of the draft final Corporate Hangar Land Development Plan completed in 2008 to Bernardon on December 19, 2014 as requested by the Authority for review of the layouts completed on the west end of the Airport.
- No activity during the past month.

7. Air Traffic Control Tower (ATCT)

- Delta has provided program planning information to the CCAAA for a potential ATCT project/program. The CCAAA is coordinating with Sikorsky, the County, and others and is considering whether to proceed with this project.



8. 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	\$1,335,733.98	\$74,207.44	\$74,207.45	\$1,484,148.87
Remaining	\$154,265.02	\$8,570.56	\$8,570.55	\$171,406.13

Activity of Note:

- Substantial completion was issued on September 24, 2014.
- The electrical punchlist was completed in December of 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 must be submitted by April 30, Delta is preparing to close the project with the PENNDOT BOA and provide the updated basin grades to Pennoni once complete. This has been coordinated with the PENNDOT BOA and is acceptable.
- **Final closeout paperwork is being obtained from the Contractor the week of April 6, 2015. The Authority will need to execute certain documents and then these will be included with the closeout package to be submitted to PENNDOT BOA. The Authority will need to submit the final RFR package by April 30, 2015. Delta will upload all documents in advance of that and will notify the Authority when complete.**



9. 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	\$384,343.35	\$21,352.40	\$21,352.42	\$427,048.17
Remaining	\$808,731.65	\$44,928.60	\$44,930.58	\$898,590.83

- Apron stone was completed on October 31, 2014.
- P-401 Test Section #1 was placed November 3, 2014. This test section failed based on core densities.
- P-401 Test Section #2 was placed on November 5, 2014. This test section passed.
- Due to the encroaching colder temperatures, the Contractor elected to defer the paving until 2015. A winter stop work order was issued as of the close of business on November 18, 2014.
- Delta was notified on December 24, 2014 that the project manager for the Contractor has left the company. Delta will coordinate the project transition to the new PM (Chris Pettine) prior to the project re-start in the Spring of 2015.
- Delta was recently notified that the Contractor, Reading Materials, Inc. has undergone a business name change as a result of their inclusion in the H&K Company. This will require that the Authority approve the reassignment of the contract. New insurance certificates have been provided to Delta, and Delta will coordinate with the Authority and Township as to what items are needed to maintain the integrity of the existing Contract and bonds.
- Physical work on the project is anticipated to restart in the Spring of 2015. 49 calendar days remain of the 100 CD contract.
- The Authority is to review the contract reassignment for Reading due to their company name change as soon as the documents are available. The CCAAA Solicitor, Contractor, and Delta are working through the documents.
- **H&K/Reading has submitted the contract reassignment paperwork per instructions from Dave Malman. The documents were acceptable. Mr. Malman has requested an additional form which the Contractor is working on. A project re-start meeting is scheduled for April 10, 2015 at 9:30 AM. Work is anticipated to restart in mid-May.**



10. 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	\$118,982.99	\$6,610.16	\$6,610.18	\$132,203.33
Remaining	\$22,843.01	\$1,268.84	\$1,269.82	\$25,381.67

- Delta received all subconsultant deliverables on September 16, 2014 and is completing the obstacle analysis and developing the draft obstacle removal program for review.
- Delta reviewed the 95 percent review set of plans and report with the Owner on December 31, 2014. Several comments were received that are currently being addressed.
- Delta provided final review plans to the Authority on January 23, 2015 for discussion during a meeting scheduled on January 27, 2015.
- Final review plans were submitted to the PENNDOT BOA on February 2, 2015. Very minor comments were received from the PENNDOT BOA on February 25, 2015. Most were associated with discussing the plan moving forward which is being developed.
- Delta is coordinating with the Authority to develop a final plan moving forward for property owner coordination and will incorporate this into the final report.



11. 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 for calendar year 2015.
- **Proposed funding for the design of this project is being coordinated.**

Please call should you have any questions or wish to discuss this further.

Sincerely,

A handwritten signature in blue ink, appearing to read "David W. Jones".

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

AIRPORT MEMO

To: Chester County Area Airport Authority (CCAAA) Members

From: Gary L. Hudson, Airport Manager

Date: April 1st, 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

Airport Vehicles: On February 25th, the Ford Explorer and Dodge 1500, were driven to Stottsville Automotive, for maintenance and to get their annual vehicle state inspections.

Automated Weather and Observation System (AWOS) Radio Transmitter License: On March 5th, the Federal Communications Commission (FCC) received clarification from Airport Maintenance/Safety Supervisor Doug Eadline, on the location and height of MQS's AWOS antenna. The FCC needed that information in order to renew this license.

Dodge Truck: On March 11th, the drive shaft was replaced on this vehicle.

Drive-thru-Gate: On March 11th, the Aviation Way drive-thru-gate was re-programmed to close at 12:00 am and open at 4:45 am.

Deer Repellers: On March 11th, the batteries were checked on all of the deer repellers.

Maintenance Workshop: In preparation for doing concrete repair work on the Hangar # 2 stairs, Airport Maintenance Repairer Paul Hackman, attended a Concrete Repair Workshop in Oaks, PA on March 12th.

Airfield Sign: On March 13th, the Taxiway Alpha Directional sign located near the approach end of Runway 11, was repaired.

Gate Controller: On March 16th, four angle irons were installed on the apron gate controller cover. The angle irons will enable the cover to securely fit on the controller without tipping to one side.

Occupational Safety and Health Administration (OSHA) Training Workshop: March 16th – 20th, Doug Eadline attended an OSHA workshop in Willow Street, PA. The topics covered in the workshop consisted of, 1) Why OSHA is important to workers, 2) Workers rights under OSHA, 3) Employer responsibilities under OSHA, 4) The use of OSHA standards, 5) How OSHA inspections are conducted and 6) Utilizing helpful worker safety and health resources.

Pedestrian Gate: On March 20th, the Cypher lock on the Hangar #3 pedestrian gate was replaced.

Dodge Truck: On March 23rd, a windshield wiper motor was replaced on this vehicle.

Airfield Sign Removed: On March 23rd, the Runway 29 Instrument Landing System Hold Short sign was removed, when it was determined that the sign does not serve any functional purpose.

AWOS Inspection: On March 24th, Stanwyck Avionics came to MQS to perform the Federal Aviation Administration required Quarterly Inspection on this system.

Roundtable Discussion: On March 25th, Doug Eadline accompanied me to a Risk Mitigation and Workplace Safety Roundtable Discussion, that was hosted by the Chester County Economic Development Council. The topics covered in this roundtable discussion consisted of, 1) Workman's compensation fraud, 2) Preventing falls, 3) Driving Safely and 4) Protecting company assets from internal and external cyber intrusion.

CCAAA Employee Lunch: As a show of gratitude by myself and the CCAAA Board members, on March 27th, I treated all four maintenance crew members to a nice lunch at "Harry's" restaurant, for the great job they did this past winter, regarding snow removal operations. At the conclusion of the winter season, a total of 19 Events (snow removal operations) were conducted by CCAAA management/maintenance crew personnel.

CCAAA Office: On March 30th, CCAAA maintenance personnel completed the installation of new ceiling tiles in that office.

Wildlife Permit: On March 30th, the CCAAA received its new Federal Fish and Wildlife Permit from the Department of the Interior.

Vista Today: On March 31st, Robert Ciszewski (General Manager – Landmark Aviation) and I, met with Ken Knickerbocker (Publisher – Vista Today), to discuss how Vista Today can help promote MQS and Landmark Aviation. Vista Today is an electronic magazine (website) that is associated with the Chester County Economic Development Council.

Airport Parking Lot: On March 31st, the potholes in the airport parking lot that provides vehicle parking for airport maintenance personnel and Sikorsky Global Helicopter employees (Hangar #3), were filled in with cold patch.

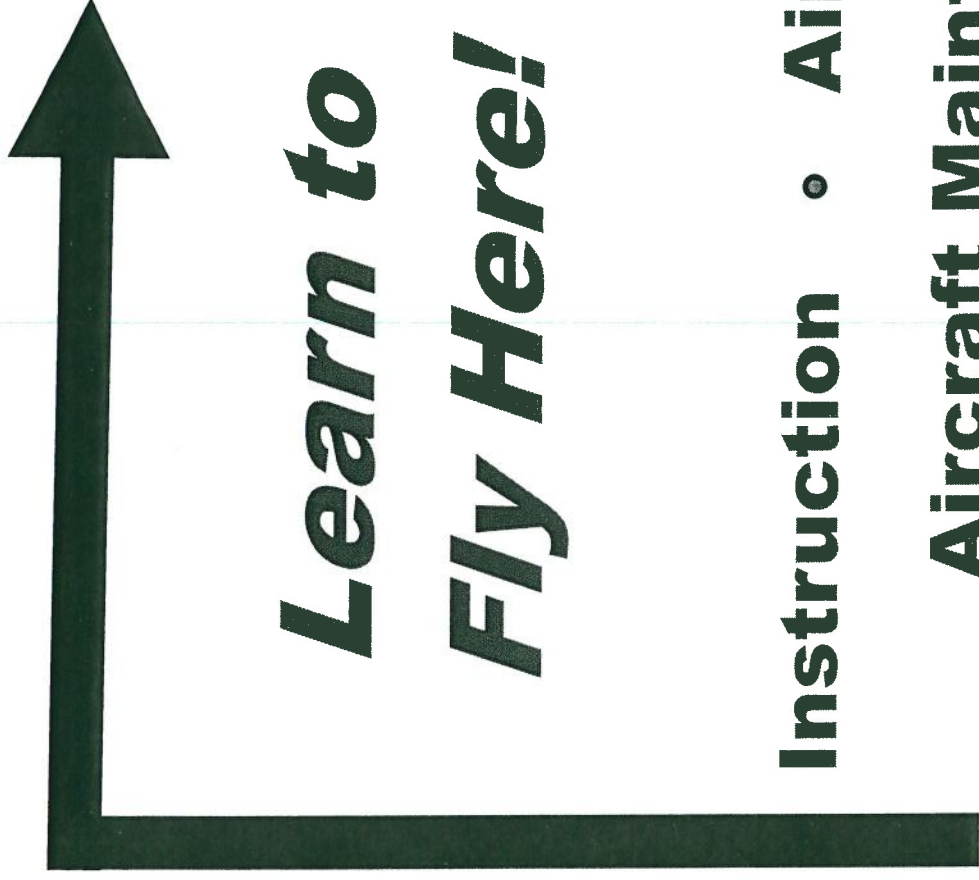
OLD BUSINESS

Terminal Building Ceiling Tiles: On March 17th, the Terminal Building Ceiling Installation Project was completed.

Terminal Building Bathrooms: On March 26th, the Phase I Terminal Building Bathrooms Project was completed. The work done on this project consisted of, 1) Installing ceiling tiles, 2) Cleaning the floor tiles, 3) Painting stalls/door trims and 4) Installing stall protectors.



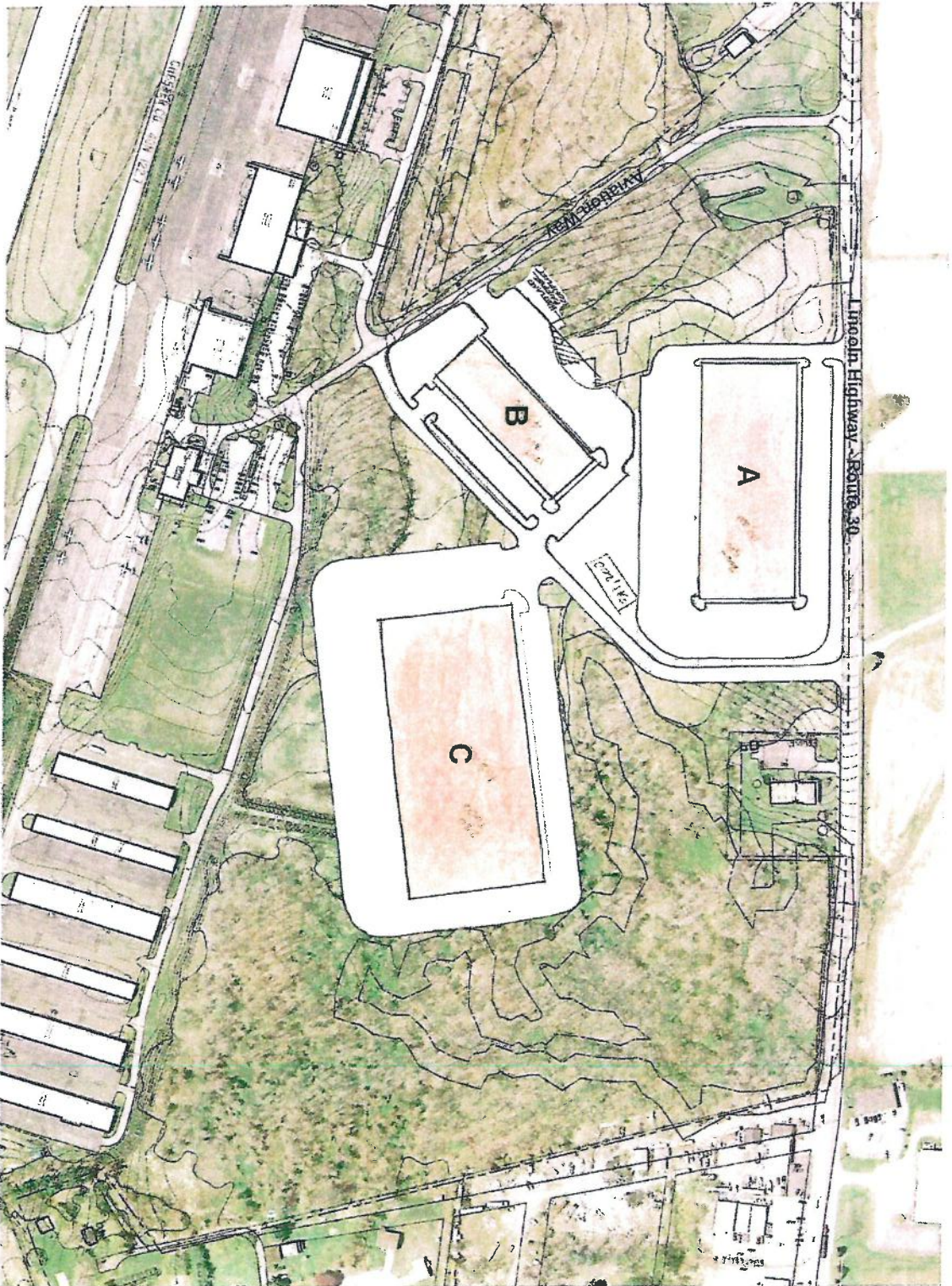
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PROGRAM SUMMARY

PD - PLANNED DEVELOPMENT ZONE

BUILDING AREA

BUILDING A	100,000 S.F.
BUILDING B	43,200 S.F.
BUILDING C	168,000 S.F.
TOTAL	311,200 S.F.

RedGo DEVELOPMENT
615 Willowbrook Lane
West Chester, Pennsylvania 19382

Schematic Site Plan - Scheme G
CHESTER COUNTY AIRPORT OUTPARCEL
Lincoln Highway & Aviation Way
Valley Township, Chester County, Pennsylvania

Bernartson
Haber
Holloway
ARCHITECTS

423 N. Coast Highway Lane 200
Exton, PA 19341
P: 610.364.1100 F: 610.364.1102
www.bernartson.com



Project No. 2015-014