

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

May 5, 2015

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, May 5, 2015 at 4:00 p.m.

The following Board members were present:

Fred Goebert
Al Koenig
Paul McMinn
Rich Saylor
Fred Thompson

The following Board member was not present:

Donn Roberts

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
DeWitte Binkley, SureFlight LLC
Harden Ervin, SalesAutomation.Com
Carl Hogan, BBD, LLP
Carol Knight, Chester County Aviation

Mr. Gary Hudson, Airport Manager, was not available to attend 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.

Mr. Koenig further advised the Board the annual walk-around at which time the Board reviews the Airport property will be held following the next scheduled meeting of the Authority to take place on Tuesday, June 2, 2015.

APPROVAL OF THE MINUTES

April 7, 2015

The minutes of the Regular Meeting held on April 7, 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. Thompson to approve the minutes of the Regular Meeting held on April 7, 2015; **the Board approved the motion by a unanimous vote of 4 to 0.**

ACCOUNTANT'S REPORT

As of April 30, 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 April 30, 2015 and the Statement of Activities for the Four Months Ended April 30, 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 April 30, 2015, subject to audit; **the Board approved the motion by a unanimous vote of 4 to 0.**

At this time, Mr. Goebert joined the meeting.

Distribution of Independent Auditor's Report

Ms. Yori introduced Mr. Carl Hogan of BBD, LLP and distributed copies of the auditor's report titled Financial Statements of the Chester County Area Airport Authority for Years Ended December 31, 2014 and 2013 copies of which are on file at the offices of the Chester County Area Airport Authority.

Following review of the report by the Board and with the recommendation of the Finance Committee that the report be approved, a motion was made by Mr. Saylor and seconded by Mr. McMinn to accept the report titled Financial Statements of the Chester County Area Airport Authority for Years Ended December 31, 2014 and 2013 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

Mr. Hogan advised the Board the report has been forwarded to the appropriate regulatory agencies.

Ms. Yori expressed her appreciation to the Finance Committee comprised of Messrs. Koenig, McMinn and Thompson for their work in moving this matter to conclusion.

The Board thanked Mr. Hogan for his work in preparing the report and he was excused from the meeting.

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants discussed with the Board the Projects Status Report dated May 1, 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 and the Authority prepared the final responses for submittal to the PennDOT BOA and the response letter was sent on April 10, 2015.

Air Traffic Control Tower (ATCT)

Mr. Jones advised the Board Delta has met and discussed a land development plan with Advanced Geo Sciences and a justification/feasibility study and will distribute the plan to the Board prior to the next scheduled meeting of the Authority with the intention that it will be brought before the Board for action at its June 2015 meeting.

Construct South Apron, Phase V

Mr. Jones advised the Board the final reimbursement request was submitted to the BOA in April and it is anticipated final payment will be made prior to the grant expiration deadline of June 30, 2015. He further noted the outstanding warranty items including grass growth and minor grading will be completed by the Contractor in June and/or July.

Construct South Apron, Phase VI

Mr. Jones advised the Board the Contractor name change has been resolved and a re-start meeting was held on April 1, 2015. He noted it is anticipated the apron will be sufficiently dry to begin work on or before June 2, 2015.

Mitigate Obstructions; Ph I: Study/Preliminary Design

Mr. Jones noted the documents have been prepared for use in coordinating with four of the affected property owners with the most critical obstacles with the understanding the additional affected property owners will be addressed once these critical obstacles have been addressed. He noted a final report is being revised to incorporate this updated information for resubmission to the PennDOT BOA.

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 April 2015.

Ms. Setzler discussed with the Board the statutory requirements for investing funds and referenced the existence of PLGIT, the Pennsylvania Local Government Investment Trust, available to meet the investment needs of local governments, school districts and municipal authorities.

Ms. Yori will investigate the guidelines of the PLGIT and coordinate a presentation with Ms. Setzler for the Board's information at the next scheduled meeting of the Authority to be held in June 2015.

Valley Township Matter

Ms. Setzler noted for the record that the Board will meet in Executive Session immediately following the meeting to discuss a Valley Township matter.

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

STANDING COMMITTEE REPORTS

Liaison Committee

Mr. Koenig advised the Board that there has been no contact with Sikorsky since the Board's meeting held in April 2015.

Personnel Committee

Ms. Yori advised the Board she would review the Employee Manual and the present vacation policy prior to the Board meeting to be held in June 2015.

Finance Committee

Mr. Koenig noted the Finance Committee reviewed the draft of the audit as presented this evening and that the usual quarterly meeting of the Finance Committee will be held in June 2015.

Land Development Planning Activity Committee

Mr. Goebert noted he will present revised sketches addressing the area adjacent to Business Route 30 at the next meeting of the Board to be held in June 2015. Mr. Jones noted the justification/feasibility study and the environmental assessment must be addressed prior to the development of the land development proposal.

Mr. Jones advised the Board the installation of an air traffic control tower is justifiable / feasible. He noted he will present a plan to the Board at its meeting in June 2015 for approval and will then move forward with site selection analysis.

Obstruction Mitigation Committee

Mr. Koenig noted he and Mr. Hudson sent letters to the landowners whose trees penetrated the approach and six of the landowners gave the Authority approval to allow a surveyor access to their property to further identify the obstructions. Mr. Jones noted he would follow up with this matter.

Safety & Maintenance Committee

In the absence of Mr. Hudson, Mr. Eadline advised the Board training classes have been held for staff on equipment safety.

Mr. Koenig commended Mr. Eadline on his work in addressing safety issues.

OLD BUSINESS

Valley Township Update

Mr. Saylor advised the Board Valley Township has made a comprehensive update to its zoning ordinance to include airport hazard zoning.

Ms. Setzler noted she would discuss the revised ordinance with Mr. Malman to insure the airport hazard zoning is accurate.

Sadsbury Township Update

Mr. Roberts advised the Board no general discussion concerned the Airport.

NEW BUSINESS

Airport Marketing Proposal

Mr. Koenig introduced Mr. Harden Ervin of SalesAutomation.com and Mr. Ervin distributed a brief introduction and an excerpt from a Marketing Guidebook for Small Airports, copies of which are attached hereto, for the Board's information and review.

Mr. Ervin acknowledged he would need additional information to prepare a marketing proposal for the Airport as the Board noted the Authority has a limited role in marketing, although it was noted an update of the website would be beneficial.

The Board thanked Mr. Ervin for his presentation and he was excused from the meeting.

Chester County Aviation Update

Ms. Knight advised the Board the majority of the signage for the Fight School has been installed, noting one additional sign providing directional information will be installed.

Landmark Aviation Ramp Fees

As Bob Ciszski was not in attendance, no discussion was made regarding Landmark Aviation Ramp Fees.

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.

Horseless Carriage Antique Cars

Mr. Koenig introduced Mr. DeWitte Binkley the General Manger of SureFlight, LLC and Mr. Binkley advised the Board of a request made by the Horseless Carriage Clubs of America (HCCA) to include the Airport as a stop on an HCCA sponsored tour with the stop to be hosted by a tenant with a hangar on the Airport. Mr. Binkley advised the Board the tour would take place on May 19, 2015 and would last approximately two hours in late morning. He further noted the automobiles would be parked in the hangar and the Club would monitor the automobiles entering the property to insure they were authorized to participate in the tour.

PUBLIC COMMENT

Mr. Bem briefly discussed with the Board the potential development of the property adjacent to the Airport for use of the aviation community.

Mr. Bem further noted the Pilots' Association will hold its first cookout on Saturday, May 16, 2015 at 3:00 p.m.

NEXT SCHEDULED MEETING

Upcoming Meeting

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, June 2, 2015 at 4:00 p.m.

ADJOURNMENT

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

Respectfully submitted,



Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated May 1, 2015
Airport Hot Topics dated April 28, 2015
SalesAutomation.com introduction and excerpt
From Marketing Guidebook for Small Airports



CHESTER COUNTY AREA AIRPORT AUTHORITY

PROJECTS STATUS REPORT – April 2015

Distribution:

Albert Koenig	Chairman
Paul McMinn	Vice Chairman
Donn Roberts	Secretary
A. Frederick Thompson	Treasurer
(Vacant)	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 May 1, 2015

Prepared By:

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

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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

- Revised PENNDOT BOA 5010 Inspection response letter per CCAAA comments. The CCAAA submitted the response letter to the PENNDOT BOA on April 10, 2015.

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.
- Delta is scoping a contract to complete a justification/feasibility study.



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	\$1,428,120.94	\$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.
- 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.
- The final reimbursement request was submitted to the BOA in April. The BOA will process the request in the ensuing weeks and will make final payment by the grant expiration deadline of June 30, 2015. The project final report and record drawings have been sent to the BOA and Owner.
- Warranty Items including grass growth and minor grading in Basin 1C will be completed by the Contractor in June and/or July. Once the basin grading is revised, Delta will transmit the revised grading to Valley Township for verification.



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	\$386,583.93	\$21,476.88	\$21,476.90	\$429,537.71
Remaining	\$806,491.07	\$44,804.12	\$44,806.10	\$896,101.29

- 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.
- Physical work on the project is anticipated to restart in the Spring of 2015. 49 calendar days remain of the 100 CD contract.
- **The Contractor name change has been resolved and the proper paperwork has been received by all parties.**
- **A re-start meeting was held on April 10, 2015 to discuss the logistics for the restart. The apron will need to be sufficiently dry to move into productive work, and it is currently saturated. May 18 should be considered an early start, with June 1 a late start. There are 49 contract days remaining.**



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	\$123,023.79	\$6,834.65	\$6,834.66	\$136,693.10
Remaining	\$18,802.21	\$1,044.35	\$1,045.34	\$20,891.90

- 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 has assisted the CCAAA over the past month finalizing the documents for use in coordinating with four of the affected property owners with the most critical obstacles. Additional affected property owners will be coordinated with once these critical obstacles have been dealt with.
- Delta coordinated with the Authority to develop a final plan moving forward for property owner coordination. The final report is being revised to incorporate this information for resubmission to the PENNDOT BOA.



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,

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 28th, 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 Windows: On April 6th, the terminal building windows received their annual spring window cleaning.

MQS Presentation: On April 6th, I gave a presentation about MQS to the Sadsbury Township Historical Society. On April 9th, I gave a second presentation about MQS, at a Western Chester County Chamber of Commerce (WCCCC) Meet and Greet function, in the Flying Machine Café.

Hold Short Line: Now that the Runway 29 Instrument Landing System (Critical Area) sign has been removed, on April 6th, the Hold Short Line markings for the Critical Area have been blackened out with paint.

Lawn Tables: Now that the spring season has arrived, on April 9th, the lawn tables were placed in the grass areas on the South side of the terminal building.

Airport Marketing Meeting: On April 15th, I met with Ervin Harnden, to discuss possible ideas for marketing MQS.

Snow Symposium: April 17th – 23rd, Airport Maintenance-Safety Supervisor Doug Eadline and Airport Maintenance Worker Preston Spahr, attended the annual Snow Symposium in Buffalo, NY. While at the symposium, Doug and Preston, respectively, attended the Advance and Basic Airport Safety and Operations Specialist Schools.

Sewer Lift Station: On April 21st, a Preventive Maintenance Inspection was performed on the Sewer Lift Station by the M & S Service Company.

Dump Truck: On April 22nd, the GMC dump truck received its 6 month vehicle state inspection. As a result, a U-Bolt had to be replaced.

Trailer: On April 23rd, the Eagar Beaver trailer received its annual state inspection. As a result, new tires had to be replaced on the trailer.

OLD BUSINESS

Automated Weather and Observation System (AWOS) Radio Transmitter License: On April 15th, the Authority received its renewed AWOS Radio Transmitter License from the Federal Communications Commission. This license allows the AWOS transmitter to broadcast MQS's weather conditions on the AWOS frequency.

Tree Removal: The first phase of the new tree removal project, which involves the cutting down and removal of trees along the fence line on the South side of the airport, is still in progress.

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- The more general goal of promoting a positive view of the airport in the community is considered of equal importance to air service development, but is not ranked as high in terms of time devoted or money spent.
- The marketing goals ranking next in importance are attracting new businesses to the airport and attracting more general aviation.
- Slightly more airports placed greater importance on lobbying their congressional delegations than on attracting developers to the airport. This is likely to be a function of airports seeking help with Essential Air Service issues or federal grant funding.

MARKETING TOOLS

- The airports used a wide range of marketing tools and had different opinions on which were most successful. As shown in Exhibit 18.9, most airports reported using a number of different tools.

Exhibit 18.9—Marketing Tools Used by Airports Interviewed.



Source: Airport Manager Survey, 2008

- Nearly all airports reported using their website, press releases, and articles in newspapers and magazines to help market the airport.