

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

March 7, 2017

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, March 7, 2017 at 4:00 p.m.

The following Board members were present:

Chuck Beebe
Al Koenig
Paul McMinn
Donn Roberts
Rich Saylor
Fred Thompson

The following Board member was not present:

Fred Goebert

Also present:

Gary Hudson, Airport Manager
Dave Jones, Delta Airport Consultants, Inc.
Holly Setzler, Esquire, Landis & Setzler
Rayne Yori, Countryside Consulting
Carol Poinier, Recording Secretary
Mike Bem, Flying Machine Cafe
Tim Bieber, Delta Airport Consultants
Doug Eadline, Airport Maintenance
Steve Fortin, CCA Flight School
Erika Marsteller, Signature
Edward Mele, Signature
Larry Myers, Harron
Nancy Zynn, Global Air / Universal Aviation

CALL TO ORDER

Mr. Koenig, Chairman of the Chester County Area Airport Authority Board, called the meeting to order at 4:05 p.m.

APPROVAL OF THE MINUTES

Regular Meeting Held on February 7, 2017

The minutes of the Regular Meeting held on February 7, 2017 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. McMinn to approve the minutes of the Meeting held on February 7, 2017 as presented; **the Board approved the motion by a unanimous vote of 6 to 0.**

Executive Session Held on February 7, 2017

The minutes of the Executive Session held on February 7, 2017 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. McMinn to approve the minutes of the Executive Session held on February 7, 2017 as presented; **the Board approved the motion by a unanimous vote of 6 to 0.**

ACCOUNTANT'S REPORT

As of February 28, 2017

Ms. Rayne Yori of Countryside Consulting, Inc., discussed with the Board the Financial Statement Highlights along with the Statement of Financial Position as of February 28, 2017, and the Statement of Activities for the Two Months Ended February 28, 2017, 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. McMinn to accept the Financial Statements as submitted for the period ending February 28, 2017, subject to audit; **the Board approved the motion by a unanimous vote of 6 to 0.**

Audit Work

Ms. Yori noted the field work has been done and a draft of the audit has been prepared for review by the Finance Committee on March 22, 2017.

In the interest of addressing the timing needs of Mr. Myers, Mr. Hudson advised the Board the adjustment to the Agenda has resulted in New Business being addressed immediately following the Accountant's Report.

NEW BUSINESS

Runway Condition Concerns

Larry Myers of Herron addressed the Board on the condition of the runway and noted problem areas that he believed required additional observation. He further advised the Board the condition of a runway is a matter of great concern for customer satisfaction.

Ms. Setzler suggested a letter of support for funds for runway repair would be greatly appreciated and noted a letter of support for the installation of a tower would also be beneficial. Mr. Jones advised the Board he would supply a draft letter of support for Mr. Myers' review.

Potential Employment or Consultant Contract

Mr. Koenig advised the Board there will be a brief Executive Session following the Meeting to discuss the potential employment or consultant contract regarding the futures needs of the Airport and economic development planning and grant support.

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants of Delta Airport Consultants, discussed with the Board the Projects Status Report updated March 1, 2017, prepared by Delta Airport Consultants, Inc., a copy of which is attached hereto and made a part hereof.

Additional discussion was noted as follows:

Airport Maintenance Program

Mr. Jones advised the Board that he has distributed the second draft of the Summary of the Maintenance Plan to the Property Committee for distribution to the Board and that he will amend the plan upon receipt of the Board's input.

Runway 11 Approach Obstruction Property Surveys

Mr. Jones advised the Board that he has prepared a Google Earth image of the trees to be removed as requested by Mr. Hudson for Mr. Hudson's use in coordinating tree removal with the property owner.

FCT Justification and Feasibility Study

Mr. Jones advised the Board that the FCT Application has been prepared and he will add the letter from Mr. Myers to the Application prior to submittal to the FAA.

Rehabilitate Runway and Taxiway Sections, Ph 1: Design

Rehabilitate Runway 29 Section, Ph 1 Design

Mr. Jones brought the Board up-to-date on the status of the slag disposal and noted that the initial environmental sampling for slag material will take place next week at which time the subconsultant will take approximately 16 samples during the time frame of 10:00 p.m. to 6:00 a.m. He noted lab work will follow to develop a recommendation on how to handle the materials collected. Options on addressing the slag materials include, but are not limited to, the removal and disposal of the material to a legal site to the stabilization of the slag material in place. Mr. Jones noted that when the BOA grants funding the repairs are expected to last 20 years.

Letter Agreement

Mr. Jones discussed with the Board the Letter Agreement submitted by Delta to provide general on-call consulting services as requested by the CCAAA during 2017 for projects that are not grant eligible, a copy of which is attached hereto. He noted the letter agreement identifies a total not-to-exceed budget amount of \$55,000 (\$40,000 for General Services and \$15,000 for

Maintenance Planning Activities) noting it will not be exceeded without the prior approval of the Authority.

Upon review of the Letter Agreement as presented, a motion was made by Mr. Saylor and seconded by Mr. Koenig to approve the Letter Agreement and the motion further authorized the Chairman of the Board of the Chester County Area Airport Authority to execute the Letter Agreement as attached hereto; **the Board approved the motion by a unanimous vote of 6 to 0.**

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 January 2017.

Legal Issue

Ms. Setzler advised the Board a legal issue will be discussed in Executive Session immediately following the Board meeting.

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

STANDING COMMITTEE REPORTS

Liaison Committee

Mr. Roberts noted a meeting has been scheduled with representatives of Lockheed / Sikorsky to be held in April 2017.

Personnel Committee

Mr. Hudson advised the Board the revised job descriptions will be forwarded to the Committee for its review.

Finance Committee

Mr. Koenig noted the Committee will meet on March 22, 2017 to review the audit as presented.

Land Development Planning Activity Committee

Mr. Hudson noted no report is warranted at this time.

Building and Grounds Committee

Mr. Hudson noted Mr. Jones has distributed the second draft of the Summary of the Maintenance Plan to the Property Committee for distribution to the Board and that he will amend the plan upon receipt of the Board's input.

OLD BUSINESS

Valley Township Update

Mr. Saylor noted he had a recent conversation with Representative Lewis at which time they discussed the value of the CCAAA Board having the opportunity to meet with infrastructure people to present a report on the value of the Chester County Area Airport to the community. It was determined that a meeting would be held by the Chester County Economic Development Council on April 12, 2017. at 1:00 p.m. at Sikorski.

Mr. Jones advised the Board he will aid in the development of a new presentation for the meeting.

Sadsbury Township Update

Mr. Roberts advised the Board that he informed the Sadsbury Township Commissioners that Valley Township has agreed to participate in the flying festival.

Terminal Building Restroom Renovation

Mr. Koenig noted a preliminary list and quote had been received to bring the terminal building restroom into compliance with the ADA. Mr. Koenig advised the Board he would circulate the information and identify the items listed that will have the most impact.

Federal Reimbursement – January 22-24, 2016 Snow Storm

Mr. Hudson advised the Board that the Authority has received a reimbursement as a result of the snow storm that occurred in 2016 as it was considered a “disaster” storm and eligible for disaster recovery funds.

CCAAA Website

Mr. Hudson noted that the intern is continuing work on the update of the Authority’s website.

PUBLIC COMMENT

Mr. Mele representing Signature Flight Support addressed the Board on the matter of handling charges and distributed a letter explaining the Signature Handling Charge Program, a copy of which letter is attached hereto.

Mr. Mele further offered the Authority the use of the FBO’s conference room for future meetings.

The Board expressed their appreciation to Mr. Mele for the cooperation of the FBO.

NEXT SCHEDULED MEETING

Upcoming Meeting

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, April 4, 2017 at 4:00 p.m.

ADJOURNMENT

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

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated March 1, 2017
Letter Agreement
Signature Flight Support Letter
Airport Hot Topics Dated February 28, 2017



**Chester County Area
Airport Authority**



CHESTER COUNTY AREA AIRPORT AUTHORITY

PROJECTS STATUS REPORT – FEBRUARY 2017

Distribution:

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

Updated March 1, 2016

Prepared By:

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

DELTA AIRPORT CONSULTANTS, INC.

3544 North Progress Avenue, Suite 200

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 16007)

1. Twelve Year Capital Improvement Plan (TYP)

- Delta completed revisions to the future projects that are included in the PENNDOT BOA's Joint Automated Capital Improvement Program (JACIP) as requested. A summary of the projects and the Airport's Pavement Condition Index (PCI) Map from the BOA's 2016 update are included for reference.
- Delta prepared Project Data Sheets as a follow-up to the recent JACIP update and assisted the Airport Manager in submitting them through the PENNDOT BOA website.
- **No activity during the past month.**

2. Sikorsky Helicopter

- Delta attended a meeting with the Authority, Sikorsky, and CCED on March 2, 2016 to discuss the potential reallocation of RACP funding offered to Sikorsky for an underpass on Washington Lane to the potential installation of a Federal Contract Tower at the Airport.
- **No activity during the past month.**

3. PENNDOT BOA 5010 Inspection

- Delta prepared an exhibit showing the obstructions identified in the 5010 inspection letter dated March 10, 2016 and is finalizing a draft response letter to the Authority for use in responding to the PENNDOT BOA.
- **No activity during the past month.**

4. 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.
- **No activity during the past month.**



5. Airport Maintenance Program

- Delta reviewed a Draft Summary of the Maintenance Plan with the Property Committee on February 7, 2017. The Authority Solicitor should be consulted to determine the financial responsibilities (e.g. Authority, Tenant, FBO) for the maintenance activities based on current terms of leases/agreements. The Committee reported to the Authority at the February 7, 2017 Authority Meeting. The Authority decided to investigate having complete renovations made to the public restrooms in the Terminal Building to address functional, aesthetic and maintenance concerns.
- Delta participated in a conference call with the Authority Solicitor and Airport Manager to further review the Draft Summary of the Maintenance Plan. Financial responsibility was identified for each item included on the Plan. Delta prepared revisions to the Summary Table which will be provided to the Property Committee for review.

6. NAVAIDS

- No activity during the past month.

7. Runway 11 Approach Obstruction Property Surveys

- The property exhibit for 35 Morris Lane was completed and forwarded to Mr. Hudson and Ms. Setzler for coordination with the Property Owner.
- Delta prepared a Google Earth image of the trees to be removed on 35 Morris Lane as requested by Mr. Hudson for his use in coordinating with the property owner.

8. Farm House/Barn Demolition

- No activity during the past month.

9. Era Helicopters

- Drawings were provided to Era Helicopters for Hangar 6 (Geewax Hangar) as requested by the Authority.
- No activity during the past month.



GRANT PROJECTS

10. 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	\$42,500.00
Remaining	\$0.00

- 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.
- Delta researched issues related to the FAA Reauthorization Bill regarding the Federal Contract Tower Program and obtained information from the U.S. Contract Tower Association related to the Program & Reauthorization. Delta prepared letters to the PA Congressional delegation regarding MQS justification to participate in the Contract Tower Program and the FAA Reauthorization Bill. Delta submitted letters to MQS for signature and mailing.
- Delta met and talked with CCED and Senate caucus members regarding this project. Additional coordination is continuing.
- Delta has coordinated with the CCED several times to answer questions.
- **Delta prepared the FCT Application for resubmission by the CCAAA to the FAA.**



11. Rehabilitate Taxiway Sections, Ph I: Design

PENNDOT Agreement No. ABG-2015-CCAAA-00027
PENNDOT Funds Commitment No. EG00002330
Grant Expiration Date: June 30, 2018
Delta Project No. 16034



Scope of Work:

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

	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	\$142,650.00	\$7,925.00	\$7,925.00	\$158,500.00
Spent to Date	\$97,068.60	\$5,392.70	\$5,392.70	\$107,854.00
Remaining	\$45,581.40	\$2,532.30	\$2,532.30	\$50,646.00

- The geotechnical subconsultant has provided a draft report which has been reviewed by Delta and comments have been returned to be addressed. The geotechnical consultant is researching the requirements for disposal of the slag material that will be removed. The Pennsylvania Department of Environmental Protection (PADEP) has required that the slag be sampled and tested to provide a quantitative and qualitative assessment to determine if any remedial measures are required for the slag disposal. A proposal has been provided to conduct the required sampling and testing.
- An official Pre-Design Meeting with the Authority, PENNDOT BOA, and Delta is being scheduled. The Pre-Design Meeting was conducted on November 15, 2016. Meeting notes are being finalized. Based on recent directives from the FAA, the PENNDOT BOA has placed greater emphasis on bringing Runway End Safety Areas (RESA) into compliance with the current criteria. It is unlikely that full compliance with the 1000' length will be mandated; however, an additional meeting(s) with the PENNDOT BOA will be required to determine what improvements will need to be incorporated into the project.
- PENNDOT BOA provided additional guidance on December 9, 2016 indicating that the improvements to the Runway End Safety Area (RESA) will not be included with the Runway and Taxiway rehabilitation projects. Accordingly, RSA improvements have been added as future projects on the Twelve-Year Plan (Feasibility Study, Final Design and Construction).
- Delta attended a coordination meeting with staff from the Chester County Conservation District (CCCD) on December 28, 2016. Meeting notes are being finalized. CCCD staff reconfirmed that the pavement areas will be considered as Roadway Maintenance Areas (RMA) and as such will not require mitigating stormwater management Best Management Practices (BMPs). The CCCD will confer with PADEP staff to determine if the slag disposal area can be considered as reclamation area which would reduce the stormwater management requirements similar to how the RMA will be addressed. It was determined that two (2) additional coordination meetings will be needed; one after slag environmental testing has been completed and one as a pre-submission checklist meeting.
- On January 5, 2017, the CCCD provided additional guidance after consulting with the PA DEP. The slag disposal area can be considered as RMA provided it is located adjacent to the Taxiway area (existing embankment area). The RMA disturbed area is not included in the project disturbed area used to determine if an NPDES permit is required. Therefore, if the disturbed area outside the RMA (staging area, haul road, etc.) is less than one acre, no NPDES permit will be required.



- Delta forwarded contract amendments for the PADEP required sampling and testing of the slag material on January 31, 2017 to the Authority for review with a courtesy copy provided to the PENNDOT BOA. The PENNDOT BOA requested that the Amendments be structured as Unit Price Plus Fixed Fee instead of Lump Sum. Revised Amendments were distributed on February 1, 2017.
- The Authority approved the Amendments at the February 7, 2017 meeting and forwarded them to the PENNDOT BOA. PENNDOT BOA approved the Amendments on February 10, 2017 and Delta is coordinating with the subconsultant to schedule the additional drilling and sampling.
- Delta reviewed information provided by Mr. Koenig regarding alternate methods to stabilize slag material using flyash material. Additional investigation was conducted by Delta, including discussions with the Indiana Department of Transportation Office of Research and Development (Study Co-Sponsor) and the geotechnical subconsultant for the project regarding the potential application of this method to the Runway and Taxiway Rehabilitation. A summary of Delta's investigation will be provided to the Authority.

12. Rehabilitate Runway 29 Section, Ph I: Design

PENNDOT Agreement No. ABG-2015-CCAAA-00028
PENNDOT Funds Commitment No. EG00002329
Grant Expiration Date: June 30, 2018
Delta Project No. 16035



Scope of Work:

- Reconstruct east end of Runway and bump at west end of Runway.

	FAA (90%)	PENNDOT (5%)	CCAAA (5%)	Total
Grant Amount	\$206,590.00	\$11,477.00	\$11,478.00	\$229,545.00
Spent to Date	\$143,017.87	\$7,945.43	\$7,945.45	\$158,908.75
Remaining	\$63,572.13	\$3,531.57	\$3,532.55	\$70,636.25

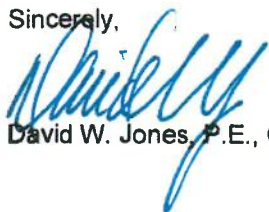
- The geotechnical subconsultant has provided a draft report which has been reviewed by Delta and comments have been returned to be addressed. The geotechnical consultant is researching the requirements for disposal of the slag material that will be removed. The Pennsylvania Department of Environmental Protection (PADEP) has required that the slag be sampled and tested to provide a quantitative and qualitative assessment to determine if any remedial measures are required for the slag disposal. A proposal has been provided to conduct the required sampling and testing.
- An official Pre-Design Meeting with the Authority, PENNDOT BOA, and Delta is being scheduled. The Pre-Design Meeting was conducted on November 15, 2016. Meeting notes are being finalized. Based on recent directives from the FAA, the PENNDOT BOA has placed greater emphasis on bringing Runway End Safety Areas (RESA) into compliance with the current criteria. It is unlikely that full compliance with the 1000' length will be mandated; however, an additional meeting(s) with the PENNDOT BOA will be required to determine what improvements will need to be incorporated into the project.



- PENNDOT BOA provided additional guidance on December 9, 2016 indicating that the improvements to the Runway End Safety Area (RESA) will not be included with the Runway and Taxiway rehabilitation projects. Accordingly, RSA improvements have been added as future projects on the Twelve-Year Plan (Feasibility Study, Final Design and Construction).
- Delta attended a coordination meeting with staff from the Chester County Conservation District (CCCD) on December 28, 2016. Meeting notes are being finalized. CCCD staff reconfirmed that the pavement areas will be considered as Roadway Maintenance Areas (RMA) and as such will not require mitigating stormwater management Best Management Practices (BMPs). The CCCD will confer with PADEP staff to determine if the slag disposal area can be considered as reclamation area which would reduce the stormwater management requirements similar to how the RMA will be addressed. It was determined that two (2) additional coordination meetings will be needed; one after slag environmental testing has been completed and one as a pre-submission checklist meeting.
- On January 5, 2017, the CCCD provided additional guidance after consulting with the PA DEP. The slag disposal area can be considered as RMA provided it is located adjacent to the Taxiway area (existing embankment area). The RMA disturbed area is not included in the project disturbed area used to determine if an NPDES permit is required. Therefore, if the disturbed area outside the RMA (staging area, haul road, etc.) is less than one acre, no NPDES permit will be required.
- Delta forwarded contract amendments for the PADEP required sampling and testing of the slag material on January 31, 2017 to the Authority for review with a courtesy copy provided to the PENNDOT BOA. The PENNDOT BOA requested that the Amendments be structured as Unit Price Plus Fixed Fee instead of Lump Sum. Revised Amendments were distributed on February 1, 2017.
- **The Authority approved the Amendments at the February 7, 2017 meeting and forwarded them to the PENNDOT BOA. PENNDOT BOA approved the Amendments on February 10, 2017 and Delta is coordinating with the subconsultant to schedule the additional drilling and sampling.**
- Delta reviewed information provided by Mr. Koenig regarding alternate methods to stabilize slag material using flyash material. Additional investigation was conducted by Delta, including discussions with the Indiana Department of Transportation Office of Research and Development (Study Co-Sponsor) and the geotechnical subconsultant for the project regarding the potential application of this method to the Runway and Taxiway Rehabilitation. A summary of Delta's investigation will be provided to the Authority.

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

Sincerely,



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



March 6, 2017

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

Subject: Letter Agreement
General Services (FY 2017)
Chester County/G.O. Carlson Airport
Coatesville, Pennsylvania
Delta Project No.: 17033


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 2017 for projects that are not grant eligible. We will provide requested consulting services in accordance with the attached 2017 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 Activities) 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 February 27, 2017.

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.

We appreciate this opportunity to be of service to the Chester County Area Airport Authority and the Chester County/G.O. Carlson Airport. If you should have any questions concerning this matter, do not hesitate to contact our office.

Sincerely,


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

DWJ:vjm

Enclosures: 2017 Fee Schedule

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

This Letter Agreement is Accepted:

Albert Koenig, Chairman
Chester County Area Airport Authority

Date: _____

2017 FEE SCHEDULE (with overhead and profit)

Delta Airport Consultants, Inc.

Date: April 21, 2016

Item	2017
Work Hours Billing Rates (with overhead and profit)	
Principal	\$270
Project Manager/Registered Professional	\$233
Design Professional (Engineer/Planner)	\$145
Project Production/Administration	\$120
Clerical	\$51
Field Representative	\$108
Direct Nonsalary Expenses	
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
Subcontracted Services	Direct

Notes:

1. Billing rates for future years will be increased by 3% annually.
2. Billing rates based on estimated 2017 salaries (i.e.: 2016 salaries plus 3% inflation).
3. Work hour rates include labor overhead, general & administrative overhead per FAA AC 150/5100-14E, paragraph 4-10



Chester County G.O. Carlson Airport
1 Earhart Drive, Suite 1
Coatesville, PA 19320
T +1 610 384 9000
F +1 610 384 7083

March 7, 2017

Chester County Airport Authority
Chester County G.O. Carlson Airport
1 Earhart Drive
Coatesville, PA 19320

Dear Airport Authority,

Signature Flight Support transient customers generally participate in the Handling Charge Program. The Handling Charge Program ensures Signature Flight Support is able to maintain its leadership position in the FBO industry by offering the best products and services to its customers. Handling charges facilitate the equitable distribution of costs among those customers who choose not to purchase fuel, and help with maintaining and operating our facilities safely, efficiently and with well-trained employees. A handling charge is applied to all transient customers that do not purchase a minimum amount of fuel based on aircraft type.

At the Chester County G.O. Carlson Airport, Signature Flight Support will waive its handling charge for all non-revenue producing aircraft that weigh under 6,000 pounds.

Sincerely,

Edward Mele
Area Director



SignatureFlight.com

AIRPORT MEMO

To: Chester County Area Airport Authority (CCAAA) Members

From: Gary L. Hudson, Airport Manager

Date: February 28th, 2017

Subject: Airport Hot Topics

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

NEW BUSINESS

North End Drive-thru Gate: On 2/4/17, vegetation was cleared at this gate (manual), so that heavy equipment can access that location in preparation for Tree Harvesting. This location is the area adjacent to Earhart Drive (west end). These trees need to be cut down because they are penetrating the airport's FAA Part 77 Transition Surfaces.

Airport Perimeter Fence: On 2/7/17, a hole was discovered in a section of this fence. Consequently, a piece of chain-link fence was used to cover the hole.

American Flag: On 2/7/17, the American flag on the terminal building flagpole was replaced.

Airfield Light Repaired: On 2/21/17, a runway light bulb on the North side of the airport, near the approach end of Runway 29, was replaced.

Vehicle Purchased: On 2/15/17, a Chevrolet S-10 pick-up truck was purchased. This vehicle will only be driven on airport property and will be used as an additional vehicle to transport materials to project construction sites.

South Apron Project Escrow Account: Now that the South Apron Project is complete, per Ms. Yori's request, on 2/13/17, I contacted Valley Township to verify that the Authority had money left over in that project's escrow account. Upon Valley verifying that there was money left in that account, per Valley's instructions, I sent a letter to the Township, requesting the release of those funds back to the Authority.

Engineering Services Request for Qualifications (RFQs): Due to the Authority making the decision to retain Delta Airport Consultants as its Engineering Services contractor, on 2/13/17, I sent a letter to the other companies that submitted RFQs, informing them that they were not selected.

Automated Weather Observation System (AWOS) Phone Line: On 2/20/17, this phone line was repaired after Signature Flight Support reported it being out of service on 2/18/17.

Airfield Lighting System Repaired: On 2/23/17, the Runway End Identifier Light (REIL) at the approach end of Runway 29, on the north side, was repaired. Hence, the REIL system was put back in service.

Automated Weather Observation System (AWOS): On 2/24/17, the AWOS received its annual inspection from Stanwyck Avionics. There were no problems discovered with the system.

Federal Fish and Wildlife Permit: On 2/27/17, the CCAAA received this new permit, which has an effective period from February 1, 2017 to January 31, 2018.

OLD BUSINESS

CCAAA Website: Tes Ali (CCAAA Intern) and I are still working on updating the CCAAA website.