

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

April 6, 2010

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, April 6, 2010 at the Chester County / G. O. Carlson Airport in Coatesville, Pennsylvania at 4:00 p.m.

The following Board members were present:

Colin Hanna
Al Koenig
Joe Sciandra
Fred Thompson

The following Board members were not present:

Greg Cary
Doug Doratt
Paul McMinn

Also present:

Gary Hudson, Airport Manager
Lois Glisson, Accountant
Dave Jones, Delta Airport Consultants, Engineer (via conference call)
Holly Setzler, Esquire, Solicitor
Carol Poinier, Recording Secretary
Michael Binder, Sikorsky Global
Joseph P. Brennan, Sikorsky Global
Steve Fortin, CCA Flight School
Donn Roberts, Township Resident
Bruce Sagnor, CCAH
Gary R. Sizemore, Sikorsky Aircraft Corp.

CALL TO ORDER

Mr. Koenig, Chairman of the Chester County Area Airport Authority Board, called the meeting to order at 4:00 p.m.

APPROVAL OF THE MINUTES

The minutes of the Regular Meeting held on March 2, 2010 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Sciandra and seconded by Mr. Thompson to approve the minutes of the Regular Meeting held on March 2, 2010 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

ACCOUNTANT'S REPORT

The Board reviewed the Balance Sheet as of March 31, 2010 and Income Statement for Three Months Ending March 31, 2010, copies of which are on file at the office of the Chester County Area Airport Authority.

A motion was made by Mr. Hanna and seconded by Mr. Sciandra to accept the Accountant's Report as submitted for the period ending March 31, 2010, subject to audit; **the Board approved the motion by a unanimous vote of 4 to 0.**

Mrs. Glisson advised the Board the budget has been amended to reflect the increase in rental income to be charged DOS and General Transervice pursuant to the agreement reached by and between DOS and General Transervice regarding allocation of square footage to be charged to each entity.

The Board expressed their appreciation to Mrs. Glisson for her work on behalf of the Authority.

ENGINEER'S REPORT

At this time Mr. Jones of Delta Airport Consultants, Inc. joined the meeting via conference call and discussed with the Board the Projects Status Report dated April 6, 2010, prepared by Delta Airport Consultants, Inc., a copy of which is attached hereto and made a part hereof.

Additional discussion was noted as follows:

Aviation Way Pavement Rehabilitation

Mr. Jones and the Board discussed the meeting held on March 18, 2010 at which time an alternative repair for Aviation Way was proposed noting the repair option would provide between three and five years of service before surface cracks would reappear.

The Board further noted this project will involve non-Delta provided engineering services.

Ms. Setzler further advised the Board State wage rates are not required for this project as it is considered a maintenance project.

Regional Meeting

Mr. Jones noted no further follow-up action items related to the regional meeting are required to be completed by Delta at the present time.

Construct South Apron, Phase II, Land Environmental and Design

Mr. Jones advised the Board that there is at the present time approximately \$2.5 million available for construction and, further, that PennDOT has announced that an additional \$1million is available for this project.

The Board again discussed the critical timing of the grant and the expiration of bids to occur on April 19, 2010. He noted the contract would have to be awarded by April 19, 2010 or the contractor would have to agree to hold its prices for a longer period of time. Mr. Hanna suggested the Authority request the assistance of the County Commissioners in expediting this matter; Ms. Setzler was authorized to address a letter to Commissioner Aichele requesting the Commissioners' assistance in expediting this matter. Mr. Jones noted he would provide PennDOT contact information to Ms. Setzler for transmittal to Commissioner Aichele.

Runway 11-29 Feasibility and Justification Study

Mr. Jones advised the Board that the PennDOT BOA has requested Delta schedule the final required information meetings and, pursuant to that request, Delta has scheduled the following meetings to be held on April 19, 2010:

- 1:30 p.m. Technical Advisory Committee Meeting
- 5:00 p.m. Township Leadership Brief
- 6:00 p.m. Public Open House.

Mr. Koenig requested Mr. Hudson contact the individual members of the Board to determine their availability for these meetings to be held on April 19, 2010.

Mr. Jones noted at the completion of the meetings final comments will be addressed in a report and submitted by April 30, 2010. Mr. Jones further noted Delta is assessing the cost of modifications in the plan to accommodate the Keystone Heliplex hangar being built.

COUNSEL'S REPORT

Ms. Setzler advised the Board of the following items to be discussed in Executive Session:

Status of Barclay Hangar

Status of Barclay Hanger to be discussed in Executive Session.

Status of Bone Property

Status of Bone Property to be discussed in Executive Session.

OLD BUSINESS

March 18th Regional Planning Meeting

Mr. Koenig discussed with the Board the meeting held with the County Commissioners, municipal elected officials, the Chester County Planning Commission,

the DVRPC, and the BOA on March 18, 2010 at the Government Services Building on Westtown Road in West Chester.

Mr. Sciandra noted it was a first step at which time everyone was at the table and the meeting provided an opportunity for all parties to be advised of the concerns of the Townships' supervisors. Mr. Sciandra further noted the large amount of misinformation that is circulating as to the future plans of the Airport.

Mr. Hanna suggested the staff investigate the tax that flows to the Townships due to the presence of the Airport and suggested Mr. Hudson contact Commissioner Ferrell for his assistance in bringing the CCAAA website up-to-date; he noted the appropriate party to contact on behalf of Commissioner Ferrell would be Evelyn Walker and that he ask her what information would be needed from the Authority to assist Commissioner Ferrell in updating the CCAAA website.

Strategy Meeting

Status to be discussed in Executive Session of the Board.

Chester County Aviation Holdings

Status to be discussed in Executive Session of the Board.

NEW BUSINESS

Status on Barclay Hangar

Status to be discussed in Executive Session of the Board.

Request Change in Overtime Policy

Mr. Hudson discussed with the Board the Authority's policy regarding the payment of overtime and occasions when the services of maintenance staff have been required at the Airport for portions of an hour, i.e., duration of 5, 10, or 15 minutes, outside of normal working hours and when staff has left the Airport premises and is required to return.

After a discussion by the Board, Mr. Hudson was authorized to amend the policy and policy manual to reflect that the overtime policy will compensate maintenance staff a minimum of one hour if called to return to the Airport outside of normal working hours.

MQS Walk-Around Inspection

Mr. Hudson discussed with the Board a date for the annual MQS walk-around inspection and it was determined the walk-around will take place following the Authority Board meeting to be held on Tuesday, June 1, 2010.

Airport Hot Topics

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

PUBLIC COMMENT

Keys for Gate at Route 30

Mr. Brennan of Sikorksy Global requested access to the gate located off of Route 30 that would provide quick access to the Sikorksy facility.

After a brief discussion by the Board, Mr. Brennan was asked to provide the Authority with a letter setting forth Skiorsky's request.

Fire Safety Training

Mr. Brennan discussed with the Board the possibility of providing on-site training for local fire departments and it was suggested that the training be coordinated with the Chester County Department of Emergency Services.

Mr. Sciandra noted funding may be available for full scale emergency training in the future; and further, that funding for pre-cursor training may also be available.

Manager at Sikorksy

Mr. Brennan advised the Board Mr. Shane Eddy has been named as the new manger at the Sikorksy site in Coatesville.

NEXT SCHEDULED MEETING

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, May 4, 2010 at 4:00 p.m.

ADJOURNMENT

A motion was made by Mr. Thompson and seconded by Mr. Sciandra to adjoin the meeting; **the Board approved the motion by a vote of 4 to 0 and Mr. Koenig adjourned the meeting at 5:15 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Engineer's Report: Projects Status Report
Airport Manager's Report: Airport Hot Topics