

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

December 7, 2010

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, December 7, 2010 at 4:00 p.m.

The following Board members were present:

Al Koenig
Colin Hanna
Donn Roberts
Joe Sciandra
Fred Thompson

The following Board members were not present:

Greg Cary
Paul McMinn

Also present:

Lois Glisson, Accountant
Dave Jones, Delta Airport Consultants, Inc.
Holly Setzler, Esquire, Landis & Setzler
Carol Poinier, Recording Secretary
Michael D. Binder, Sikorsky Global Helicopters
Steve Fortin, CCA Flight School
Carol Knight, CCA Flight School
Bruce Sagnor, Chester County Aviation Holdings

Note: Gary Hudson, Airport Manager, was not present.

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 November Meeting held on November 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 November 2, 2010 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

ACCOUNTANT'S REPORT

The Board reviewed the Balance Sheet as of November 30, 2010 and Income Statement for Eleven Months Ending November 30, 2010, copies of which are on file at the office of the Chester County Area Airport Authority.

After review of the Accountant's Report, a motion was made by Mr. Sciandra and seconded by Mr. Thompson to accept the Accountant's Report as submitted for the period ending November 30, 2010, subject to audit; **the Board approved the motion by a unanimous vote of 5 to 0.**

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

OPERATING BUDGET FOR FISCAL YEAR 2010

Mr. Koenig expressed his appreciation to the Committee and Staff for their efforts in developing the Authority's 2011 budget and discussed the results of Committee meeting held to review the budget for fiscal year 2011.

Mrs. Glisson distributed copies of the proposed budget to the Board for their review prior to the next scheduled meeting of the Authority to be held in January 2011.

ENGINEER'S REPORT

At this time Mr. Jones of Delta Airport Consultants, Inc. and the Board discussed the Projects Status Report dated December 1, 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:

Twelve Year Capital Improvement Plan (TYP)

Mr. Jones distributed a revised TYP and Airport Capital Improvement Plan Worksheet, a copy of which is attached hereto, for the Board's information and review as requested by PennDOT establishing the priorities of the CCAAA.

Sikorsky Helicopter

Mr. Jones advised the Board revisions have been made to the proposed connector taxiway concept between Sikorsky and the Airport as requested by Sikorsky and the CCAAA.

PennDOT BOA 5010 Inspection

Mr. Jones advised the Board Delta has prepared sketches of the areas of trees that are required to be removed for use in coordination with Valley Township.

Construct South Apron, Phase III, Construction

Mr. Jones advised the Board the Contractor will monitor the site after every storm event to insure no erosion occurs. He further noted Delta has met with all parties and is awaiting a

response from Valley and Sadsbury Townships regarding the berm at the entrance of Rockdale Drive.

The Board thanked Mr. Jones for his work on behalf of the Airport Authority.

COUNSEL'S REPORT

Airport Hazard Zoning

Ms. Setzler advised the Board of the progress being made in discussions regarding Airport Hazard Zoning, noting several positive responses have been received from the effected municipalities. Ms. Setzler further noted the Chester County Planning commission was very helpful in facilitating this process.

Ownership of Barclay Hangar

Ms. Setzler brought the Board up-to-date on the status of the change in ownership of the Barclay hangar and advised the Board of the proposed agreement of sale between Mr. Barclay and Mr. Fred Gunther and the proposed assignment agreement continuing use of the hangar by the current tenants under new ownership.

After discussion of the required agreements to move this matter forward, a motion was made by Mr. Sciandra and seconded by Mr. Thompson authorizing Ms. Setzler to proceed, pending appropriate financial security being provided, with review and preparation of the documents necessary to effectuate the sale of the Barclay hangar to Gunther Properties, LTD; **the Board approved the motion by a unanimous vote of 5 to 0.**

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

OLD BUSINESS

New Barclay Hangar Ground Lease

As outlined above, Ms. Setzler brought the Board up-to-date on the status of this matter in the Counsel's Report.

NEW BUSINESS

Revision to MQS Helicopter Hover Taxi Procedures

Mr. Sciandra advised the Board clarification of hovertaxi procedures have been finalized and are to be made available at the Terminal's front desk for distribution.

Report of Subcommittee Meeting with Sikorsky.

Mr. Sciandra brought the Board up-to-date on the informational meeting he attended with representatives of Sikorsky Global Helicopters and Sadsbury and Valley Township officials to discuss items of mutual interest and to develop a spirit of cooperation. He noted issues discussed

included tree cutting procedures, the proposed connector taxiway from Sikorsky to the existing runway, and the proposed recreational initiative.

Reminder: January 2011 Board Meeting Items for Discussion

Mr. Koenig alerted the Board to several items that will appear on the agenda for January 2011 including, but not limited to, the election of Officers of the CCAA Board, approval of CCAA 2011 Budget, and the General Services Agreement with Delta Airport Consultants, Inc.

Personnel Matter

Mr. Koenig noted a personnel matter will be discussed in Executive Session of the Board immediately following the Regular Meeting.

Airport Hot Topics

Mr. Koenig advised the Board the recent 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

Runway Lights

Mr. Sagnor discussed with the Board the periodic malfunction of runway lights over the last three weeks and he further noted Mr. Eadline has been working on addressing this matter. The Board assured Mr. Sagnor this matter will be given priority.

After discussing the matter, and acknowledging this matter presents an emergency safety concern, a motion was made by Mr. Sciandra and seconded by Mr. Hanna authorizing staff to obtain the services of an electrical contractor to investigate the runway lighting to determine the cause of the malfunction and to take correction action; **the Board approved the motion by a unanimous vote of 5 to 0.**

Snow Removal

Mr. Sagnor discussed with the Board the upcoming winter and the need for improved snow removal on Airport property.

After discussion of the Board, a committee was formed comprised of Mr. Roberts representing the Authority Board, Mr. Hudson, the Airport Manager, and Mr. Sagnor to develop procedures to be followed to address snow events.

NEXT SCHEDULED MEETING

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, January 4, 2011 at 4:00 p.m.

ADJOURNMENT

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

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated November 1, 2010
Twelve Year Plan Airport Capital Improvement Plan Worksheet
Airport Manager's Report: Airport Hot Topics