

**CHESTER COUNTY AREA AIRPORT AUTHORITY**

**MINUTES**

**July 7, 2010**

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

The following Board members were present:

Greg Cary  
Colin Hanna  
Al Koenig  
Paul McMinn  
Joe Sciandra  
Fred Thompson

The following Board member was not present:

Doug Doratt

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  
Mike Bem, Flying Machine Cafe  
Steve Fortin, CCA Flight School  
John McGonagle, SGH/Keystone  
Donn Roberts, Resident  
Bruce Sagnor, CCA  
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**

The minutes of the Regular Meeting held on June 1, 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. Hanna to approve the minutes of the Regular Meeting held on June 1, 2010 as presented; **the Board approved the motion by a unanimous vote of 6 to 0.**

The minutes of the Executive Session held on June 1, 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. Hanna to approve the minutes of the Executive Session held on June 1, 2010 as presented; **the Board approved the motion by a unanimous vote of 6 to 0**

## **ACCOUNTANT'S REPORT**

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

A motion was made by Mr. Sciandra and seconded by Mr. Cary to accept the Accountant's Report as submitted for the period ending June 30, 2010, subject to audit; **the Board approved the motion by a unanimous vote of 6 to 0.**

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

## **ENGINEER'S REPORT**

Mr. Jones of Delta Airport Consultants, Inc. joined the meeting via conference call and discussed with the Board the following matters:

### **Aviation Way Pavement Rehabilitation**

Mr. Jones discussed with the Board the award winning bid received for the Aviation Way Pavement Rehabilitation submitted by B&J Excavating, Inc. in the amount of \$90,430 Base Bid, plus \$9,060 for the Add-Alternative 1 to include the relocation of the island to the east side of the road for a total bid of \$99,490.00. He noted a pre-construction meeting has been held with the contractor at which time it was recommended that a paving membrane be installed on the existing asphalt and additional asphalt be installed over the membrane. Mr. Jones advised this recommended change was deemed to be a value engineering option and Ms. Setzler noted if the cost of the change would be below the bid amount, it would be justified. Mr. Jones advised the change is an engineering recommendation; Ms. Setzler noted she would prepare the contract amendment.

Mr. Jones advised the Board Delta Airport Consultants, Inc. would provide a value added engineering letter and a change order to the Authority.

### **Construct South Apron, Phase II, Land Environmental and Design**

Mr. Jones advised the Board that all engineering issues have been addressed, but noted the Conservation District has advised they will not extend the permit; therefore it is imperative that PennDOT accelerate the funding of the project.

Mr. Hanna suggested the Authority request the assistance of Commissioner Aichele and the DVRPC to convince PennDOT to accelerate funding.

The Board expressed their appreciation to Mr. Jones for his work on behalf of the Authority and the call was terminated.

## **COUNSEL'S REPORT**

Ms. Setzler discussed with the Board the following matters:

### **South Apron Bond**

Ms. Setzler advised the Board the bond submitted by the contractors has been approved by the Township Supervisors.

### **Amendment to CCAAA/S&K Rentals Ground Lease Agreement**

Ms. Setzler advised the Board this matter will be discussed in Executive Session.

### **Status of CCAH**

Ms. Setzler advised the Board this matter will be discussed in Executive Session.

The Board expressed their appreciation to Ms. Setzler for her work on behalf of the Authority.

## **OLD BUSINESS**

### **MQS UNICOM Frequency Change Request**

Mr. Hudson advised the Board of the results of a questionnaire sent to the tenants to determine their position on the proposed frequency change; he noted 17 responses were received; 2 identified the change as a positive move; and 15 respondents were not in favor of a change.

After much discussion of the survey, Mr. Sciandra noted he was not in favor of a change in frequency; Mr. Cary suggested the survey be expanded to provide a more accurate picture of the tenants' position. Mr. Hanna volunteered to contact the DVRPC for suggestions on the collection of data that would allow the Authority Board to reach a decision. It was noted to change the frequency the Airport would have to go to a frequency that has less congestion; therefore, the activity at the other airports must be determined.

Staff will continue the investigation into the current risk level, the risk during the proposed transition period, and the risk thereafter.

### **SGH Conduit Installation Project**

Ms. Setzler advised the Board no further update is available at the present time.

### **Workman's Compensation Claim Update**

Mr. Hudson advised the Board this matter will be discussed in Executive Session.

### **MQS “Through the Fence” Operation Update**

Ms. Setzler advised the Board she will present a report on this matter at a future meeting as her investigation is ongoing at the present time.

### **Airport Walk Around Inspection**

The Board agreed the walk around would be scheduled at a future date.

## **NEW BUSINESS**

### **Introduction of Shane Eddy**

Mr. Hudson advised the Board that he has been notified that Mr. Eddy, the General Manger of Sikorsky Global Helicopters, is once again out of the area on business. Mr. Hudson noted an open invitation has been extended to Mr. Eddy and he is looking forward to Mr. Eddy attending an Authority Board meeting in the near future.

### **Amendment to MQS Policy and Procedures Manuel**

As discussed at the Executive Session of the Chester County Area Aviation Board on June 1, 2010, a letter was sent by the Board to all full time employees regarding health insurance noting that as of 7/1/10 the employee must provide proof of payment and coverage in order to receive the agreed upon contribution to the employee’s cost of health insurance (currently \$333.33 per month).

As further discussed at the Executive Session on June 1, 2010 the following amendments will be made to the Chester County Area Airport Authority Policy and Procedure Manual:

#### **Section 03.02 Pay Computations**

Added to the text at the end of this paragraph:

“In the event an employee is called into work other than during that employee’s normal work hours, a minimum of one hour pay will be owed to compensate the employee for any travel time necessary to report to the Airport.”

#### **Section 09.01 Medical Benefits**

Section 09.01 shall be amended to read as follows:

“A health care allowance is offered by the Authority to salaried employees. The allowance shall be payable upon presentation of a paid receipt for health insurance coverage for that employee paid by the employee or his or her spouse.”

### **Acquisition of Snow Blower**

Mr. Hudson distributed a report outlining the results of his investigation into the replacement and or rehab of the Authority’s current snow blower, a copy of which is attached hereto.

After a review of the report a motion was made by Mr. McMinn and seconded by Mr. Sciandra authorizing staff to proceed with option #4 “Purchase used snow blower” following

receipt of a favorable report issued by a qualified independent mechanic following an inspection of the snow blower; **the Board approved the motion by a unanimous vote of 6 to 0**

### **Cancellation of August Board Meeting**

Cancellation of the meeting to be held in August was discussed.

After discussion, the Board agreed to cancel the August Board Meeting of the Chester County Area Airport Authority and advised staff to take steps to advertise the cancellation as required.

### **Airport Hot Topics**

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

### **PUBLIC COMMENT**

Mr. McGonigal of SGH introduced himself to the Board and advised the Board of the expansion of operations at the SGH facility.

### **NEXT SCHEDULED MEETING**

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, September 7, 2010 at 4:00 p.m.

### **ADJOURNMENT**

A motion was made by Mr. Sciandra and seconded by Mr. McMinn to adjourn the meeting; **the Board approved the motion by a vote of 6 to 0 and Mr. Koenig adjourned the meeting at 5:25 p.m.**

Respectfully submitted,

Carol Poinier  
Recording Secretary

Attachments:

Airport Manager's Reports: Airport Hot Topics  
Snow Blower: Replacement or rehab