

**CHESTER COUNTY AREA AIRPORT AUTHORITY**

**MINUTES**

**November 2, 2010**

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, November 2, 2010 at 4:00 p.m.

The following Board members were present:

Al Koenig  
Greg Cary  
Doug Doratt  
Donn Roberts  
Joe Sciandra  
Fred Thompson

The following Board members were not present:

Colin Hanna  
Paul McMinn

Also present:

Gary Hudson, Airport Manager  
Lois Glisson, Accountant  
Dave Jones, Delta Airport Consultants, Inc., via conference call  
Carol Poinier, Recording Secretary  
Will Barclay, Hangar 5B Owner  
Mike Bem, Flying Machine Cafe  
Steve Fortin, CCA Flight School  
Fred Gunther, Citation One  
Dave Malchione, Global/Universal  
Carol Knight, CCA Flight School  
Bruce Sagnor, Chester County Aviation Holdings  
Nancy Zynn, Global/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 October Meeting held on October 5, 2010 were brought before the Board for their review and comment and a clerical correction was noted.

Upon the Board's review, a motion was made by Mr. Sciandra and seconded by Mr. Cary to approve the minutes of the Regular Meeting held on October 5, 2010 as presented with the correction as noted; **the Board approved the motion by a unanimous vote of 5 to 0.**

### **ACCOUNTANT'S REPORT**

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

Mrs. Glisson advised the Board the FBO is current as of 10/31/10 and she further noted the fuel fee is due to be paid by the FBO in November.

After review of the Accountant's Report, a motion was made by Mr. Sciandra and seconded by Mr. Cary to accept the Accountant's Report as submitted for the period ending October 31, 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.

### **ENGINEER'S REPORT**

At this time Mr. Jones joined the meeting via conference call and briefly discussed with the Board the Projects Status Report dated November 1, 2010 prepared by Delta Airport Consultants, Inc., a copy of which is attached hereto and made a part hereof.

### **Approach Obstacles**

Mr. Jones directed the Board's attention to a letter dated November 1, 2010 to the CCAAA re the PennDOT BOA TYP Planning Session. The Board discussed the matter of approach obstacles addressed in the referenced letter and Mr. Hudson noted he had been advised by Mr. Tomczyk of the PennDOT BOA that a letter is being prepared by the BOA addressed to the local municipality stressing the importance of the removal of obstacles in the interest of community safety.

Mr. Sciandra suggested staff investigate the possibility of providing training for elected officials on airport hazard zoning and planning. Mr. Jones noted PennDOT has provided workshops addressing township zoning matters and may be willing to assist in providing airport hazard zoning education as several townships and municipalities are impacted by the presence of the Chester County Airport.

At this time Mr. Thompson joined the meeting.

### **Runway 29 Departure Path**

Mr. Hudson distributed to the Board a copy of Exhibit 1, entitled Recommended Runway 29 Departure Path, a copy of which is attached hereto, and explained Runway 29 departure operations avoiding the Keystone heliport and the helicopter operations.

Upon review of the document, a motion was made by Mr. Sciandra and seconded by Mr. Thompson approving Exhibit 1 as a public information document to be made available to pilots to insure safe departure on Runway 29; **the Board approved the motion by a unanimous vote of 6 to 0.**

Mr. Jones advised the Board he will finalize Exhibit 1 and provide it to the Authority and the FBO for dissemination to all transient and based pilots.

### **Base Agreement**

Mr. Jones advised the Board of the pending expiration of Delta Airport Consultants Base Agreement with the Authority and he further noted the agreement executed as of November 1, 2006 was a one-year agreement with four one-year options to extend.

Mr. Jones presented a Resolution prepared by Ms. Setzler approving the Authority exercising its option to extend the Base Agreement for the fourth and final one-year option commencing November 1, 2010:

WHEREAS, the Authority has a one-year Base Agreement for the provision of engineering services to the Authority with Delta Airport Consultants, Inc. together with four one-year options to extend the Base Agreement; and

WHEREAS, the Base Agreement and the third one-year option expired November 1, 2010; and

WHEREAS, the Authority wishes to exercise the fourth one-year option to extend the Base Agreement upon the same terms and conditions therein contained, and it is therefore

RESOLVED, that the Authority shall exercise its option to extend the Base Agreement for one year commencing November 1, 2010. The Authority authorizes Albert Koenig as Chairman or Joseph Sciandra as Vice-Chairman to execute the Resolution.

A motion was made by Mr. Cary and seconded by Mr. Thompson to exercise the option of the agreement entered into as of November 1, 2006 awarding the base agreement to Delta Airport Consultants, Inc. commencing November 1, 2010; **the Board approved the motion by a unanimous vote of 6 to 0.**

### **General Services Agreement**

Mr. Jones and the Board discussed the pending expiration of Delta Airport Consultants General Services Agreement with the Authority and the Board tabled further discussion and approval pending receipt of the letter agreement identified as Exhibit A setting for the proposed terms and conditions to provide the general services to the Authority for 2011 including hourly rates and other charges and the approval of Board of Directors of the CCAAA of the CCAAA budget for fiscal year 2011.

The Board thanked Mr. Jones for his work on behalf of the Airport Authority and the call was terminated.

## **COUNSEL'S REPORT**

### **Ownership of Barclay Hangar**

In the absence of Ms. Setzler, Mr. Hudson introduced Mr. Will Barclay, Hangar 5B Owner, to the Board. Mr. Barclay introduced Mr. Fred Gunther to the Board and noted Mr. Gunther has agreed to purchase Mr. Barclay's ownership interest in Hangar 5B.

Mr. Hudson noted Ms. Setzler is in the process of discussing the transfer of ownership with Messrs. Barclay and Gunther.

At this time Messrs. Barclay and Gunther left the meeting.

## **OLD BUSINESS:**

### **Acquisition of Snow Blower**

Mr. Hudson brought the Board up-to-date on acquisition of the used snow blower and noted Mr. Eadline is currently performing preventive maintenance and installing pressure gauges as recommended by the inspector consulted by the Authority in this matter.

Acknowledging the snow blower has been deemed to be in good repair and available at an acceptable price, and with the understanding that training on the new equipment will be provided to at least one employee to ensure that the CCAAA employee is well trained in the operation of the equipment as well as all applicable safety procedures, and further that a written agreement from the seller setting forth the terms of the agreement, including, but not limited to, the right of the CCAAA to have access to and use the equipment prior to purchase, has been provided by seller, a motion was made by Mr. Cary and seconded by Mr. Sciandra approving the purchase of the equipment; **the Board approved the motion by a unanimous vote of 6 to 0.**

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

Mr. Hudson brought the Board up-to-date on the status of his investigation into the proposed MQS Unicom frequency change and his discussions addressing a similar change undertaken at the Ocean City Municipal Airport. He noted the operations at the Ocean City Airport consist of approximately 75% occasional pilots, 25% professional pilots and advised the activity at the Chester County Airport is primarily professional pilots. Mr. Hudson noted his investigation led him to be of the opinion that the frequency change is not justified at the present time.

Mr. Koenig noted the Authority would continue to monitor this matter and Mr. Hudson was directed to send a letter to all parties advising that the Authority has investigated the matter and has determined that no change will be made at the present time. Mr. Hudson noted he would prepare a draft letter for Mr. Koenig's review prior to its dissemination.

### **CH Planning Proposal**

Mr. Hudson advised the Board he has requested a proposal from CH Planning, a regional land use and environmental planning firm, for presentation to the Board, setting forth their plan

to market the economic value of the Airport to the surrounding communities and outlining the cost of their services.

## **NEW BUSINESS**

### **Sale of William Barclay Hangar**

This matter was discussed by the Board in the Counsel's Report.

### **Airport Hot Topics**

Mr. Hudson 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**

### **Helicopter Activity/Run Ups**

It was noted that excessive vibration is being caused by helicopter activity. Mr. Hudson advised he would contact Sikorsky Global Helicopter regarding this matter and request their helicopter pilots be directed to use designated areas for run ups to minimize excessive vibrations. It was further noted aircraft tie-downs are also impacted by the vibrations.

### **Terminal Building / Ceiling Issue**

It was noted the ceiling in the ladies room of the terminal building is in need of repair. Mr. Hudson advised he would look into this matter and take corrective action.

### **Proposed Recreational Use**

Mr. Sciandra discussed with the Board the possibility of including a designated recreation area on Airport property; i.e. a playground with an education component. Mr. Bem suggested funding may be available from the local business community and local service organizations.

The Board suggested Mr. Hudson contact the Chester County Parks and Recreation Department to discuss this proposed initiative.

Mr. Sciandra suggested a focus group be established to discuss this proposed initiative; he further volunteered to be the Board liaison in this discussion phase.

## **NEXT SCHEDULED MEETING**

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

## **ADJOURNMENT**

A motion was made by Mr. Sciandra and seconded by Mr. Cary to adjourn the meeting; **the Board approved the motion by a vote of 6 to 0 and Mr. Koenig adjourned the meeting at 4:50 p.m.**

Respectfully submitted,

Carol Poinier  
Recording Secretary

Attachments:

Projects Status Report dated November 1, 2010

Exhibit 1: Recommended Runway 29 Departure Path

Airport Manager's Report: Airport Hot Topics