

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

October 5, 2010

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, October 5, 2010 at 4:00 p.m.

The following Board members were present:

Greg Cary
Doug Doratt
Donn Roberts
Joe Sciandra
Fred Thompson

The following Board members were not present:

Colin Hanna
Al Koenig
Paul McMinn

Also present:

Gary Hudson, Airport Manager
Doug Eadline, Airport Maintenance
Lois Glisson, Accountant
Carol Poinier, Recording Secretary
Mike Bem, Flying Machine Cafe
Michael D. Binder, Sikorsky Global Helicopter
Brian Campbell, Chester County Aviation Holdings
Charnelle Hicks, CH Planning
Gary Lee, Universal Aviation Management Group
Bruce Sagnor, Chester County Aviation Holdings

CALL TO ORDER

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

COMPOSITION OF CCAAA BOARD

Introduction of New Board Member

Mr. Sciandra advised his fellow Board members of notice received from the Chester County Commissions of the appointment to the Board of Mr. Donn Roberts. Mr. Sciandra and the Board welcomed Mr. Roberts to the Chester County Area Airport Authority Board.

Amendment to Bylaws

Mr. Sciandra and the Board further expressed their interest in increasing the size of the Board of Directors from seven to nine members; it was further noted that the proposed increase has been discussed with Ms. Setzler and she has advised the Board the increase as proposed is within the scope of their authority.

Following further discussion, a motion was made by Mr. Cary and seconded by Mr. Sciandra to increase the size of the Board of Directors of the Chester County Area Airport Authority to nine members; ; **the Board approved the motion by a unanimous vote of 5 to 0.**

It was noted the Board would request Ms. Setzler take steps to amend the By-Laws as appropriate.

Reappointment of Mr. Doratt

The Board discussed the status of Mr. Doratt as a Board member initially appointed to the Board in August 2005. Following discussion, and to clarify the status of Mr. Doratt, a motion was made by Mr. Cary and seconded by Mr. Sciandra requesting the County Commissioners reappoint Mr. Doratt to continue as a member of the Board of Directors of the Chester County Area Airport Authority; **the Board approved the motion by a unanimous vote of 5 to 0.**

APPROVAL OF THE MINUTES

The minutes of the Regular Meeting held on September 7, 2010 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Thompson and seconded by Mr. Cary to approve the minutes of the Regular Meeting held on September 7, 2010 as presented; **the Board approved the motion by a unanimous vote of 5 to 0.**

The minutes of the Executive Session held on September 7, 2010 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Thompson and seconded by Mr. Cary to approve the minutes of the Executive Session held on September 7, 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 September 30, 2010 and Income Statement for Nine Months Ending September 30, 2010, copies of which are on file at the office of the Chester County Area Airport Authority.

Mrs. Glisson advised the Board of the receipt of additional snow removal reimbursement monies received from FEMA through the efforts of Mr. Sciandra and, in addition, Mrs. Glisson provided a breakdown of payments received from the FBO to be allocated toward outstanding rental payments and fuel and parking fees.

A motion was made by Mr. Doratt and seconded by Mr. Cary to accept the Accountant's Report as submitted for the period ending September 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.

ENGINEER'S REPORT

The Board briefly discussed the Projects Status Report dated October 4, 2010 prepared by Delta Airport Consultants, Inc., a copy of which is attached hereto and made a part hereof.

Mr. Sciandra advised the Board Mr. Jones of Delta Airport Consultants would be available to discuss the report via conference call if necessary; after a review of the report as presented, the Board noted it would not be necessary to contact Mr. Jones for further discussion.

OLD BUSINESS

Acquisition of Snow Blower

Mr. Eadline brought the Board up-to-date on the inspection of the used snow blower being considered by the Authority for purchase. He noted the inspector considered the snow blower to be in good repair at an acceptable price, although he noted minor problems would need to be addressed. The Board acknowledged additional costs would be incurred in the investigation/evaluation of the equipment and reasonable supplemental costs will be incurred by the CCAAA to bring the equipment up to maximum operating efficiency.

The Board discussed the need for training on the new equipment to ensure all employees that would operate the machinery are well trained in the operation of the equipment as well as all applicable safety procedures. Mr. Sciandra directed staff to obtain 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, and the provision of training to CCAAA staff. It was further noted the equipment should be added to the CCAAA insurance policy.

SGH Through the Fence Update

Mr. Hudson advised the Board that a meeting will be held with Sikorsky Global Helicopter representatives and representatives from the CCAAA to further discuss the through the fence operation prior to the joint meeting with SGH scheduled for October 21, 2010.

South Apron Project Additional Funding

Mr. Thompson noted the Committee composed of Messrs. Koenig, McMinn, and Thompson have been in contact to discuss how to proceed in this matter and will report their findings to the Board within the near future.

MQS UNICOM Frequency Change Request

Mr. Hudson advised the Board of receipt of an e-mail from Mr. Jones of Delta Airport Consultants, Inc. addressing a similar change undertaken at the Ocean City Municipal Airport; Mr. Hudson noted he would discuss this matter with the Airport Manager of the Ocean City Municipal Airport upon the Manager's return from vacation.

NEW BUSINESS

CH Planning Proposal

Mr. Hudson introduced Ms. Charnell Hicks of CH Planning, a regional land use and environmental planning firm, to the Board. Ms. Hicks discussed with the Board her firm's background in supporting, protecting and promoting the interests of regional airports.

The Board thanked Ms. Hicks for her presentation and she was excused from the meeting.

Universal Aviation Management G group

Mr. Hudson advised the Board that Universal Aviation Management Group has exercised its 2nd five year option.

Date for Next Liaison Committee Meeting

Mr. Sciandra advised the Board the next scheduled meeting with Sikorsky Global Helicopter is scheduled to be held at the Airport at 5:00 p.m. on October 21, 2010.

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

No public comment was made at this time.

NEXT SCHEDULED MEETING

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, November 2, 2010 at 4:00 p.m.

ADJOURNMENT

A motion was made by Mr. Cary and seconded by Mr. Thompson to adjourn the meeting; **the Board approved the motion by a vote of 4 to 0 and Mr. Sciandra adjourned the meeting at 4:55 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Projects Status Report dated October 4, 2010
Airport Manager's Report: Airport Hot Topics