

**CHESTER COUNTY AREA AIRPORT AUTHORITY**

**MINUTES**

**September 7, 2010**

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

The following Board members were present:

Al Koenig  
Paul McMinn  
Joe Sciandra  
Fred Thompson

The following Board members were not present:

Greg Cary  
Doug Doratt  
Colin Hanna

Also present:

Lois Glisson, Accountant  
Dave Jones, Delta Airport Consultants, Engineer  
Holly Setzler, Esquire, Solicitor  
Carol Poinier, Recording Secretary  
Mike Bem, Flying Machine Cafe  
Michael D. Binder, Sikorsky Global Helicopter  
Brian Campbell, Chester County Aviation Holdings  
Steve Fortin, CCA Flight School  
Dorith Hakim, Sikorsky Global Helicopter  
Carol Knight, Chester County Aviation  
Donn Roberts, Sadsbury Township Resident  
Bruce Sagnor, Chester County Aviation Holdings  
Steve Schellberg, Sikorsky Global Helicopter

**CALL TO ORDER**

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

### **Introduction of Dorith Hakim**

Mr. Koenig introduced Ms. Dorith Hakim, the General Manger of Sikorsky Global Helicopters, to the Board. Ms. Hakim provided the Board with a brief bio and expressed SGH's interest in working with the Authority on areas of mutual interest and benefit.

### **APPROVAL OF THE MINUTES**

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

Upon the Board's review, a motion was made by Mr. Koenig and seconded by Mr. Thompson to approve the minutes of the Regular Meeting held on July 7, 2010 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

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

Upon the Board's review, a motion was made by Mr. Koenig and seconded by Mr. Thompson to approve the minutes of the Executive Session held on July 7, 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 July 31, 2010 and Income Statement for Seven Months Ending July 31, 2010, copies of which are on file at the office of the Chester County Area Airport Authority.

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

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

Mrs. Glisson directed the Board's attention to miscellaneous income received in the amount of \$6,032.21 noting the funds represented financial assistance received by the Authority through the efforts of Mr. Sciandra under the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Mr. Sciandra noted additional funds will be granted to the Authority pursuant to the referenced emergency assistance act. The Board expressed their appreciation to Mr. Sciandra for his work on behalf of the Authority in pursuing these funds.

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

Mrs. Glisson distributed copies of the Annual Financial Report for Years Ended December 31, 2009 and 2008 received from the Authority's auditors, Maillie, Falconiero & Company, LLP.

After a review of the report, a motion was made by Mr. McMinn and seconded by Mr. Sciandra to accept the Annual Financial Report for Years Ended December 31, 2009 and 2008 prepared by Maillie, Falconiero & Company, LLP; **the Board approved the motion by a unanimous vote of 4 to 0.**

Mr. McMinn suggested the Committee of the Board organized to review the budget on an on-going basis, meet to review the budget and budget variances and present their findings to the Board at its next scheduled meeting in October 2010.

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. discussed with the Board the Projects Status Reports dated August 2, 2010 and September 3, 2010, prepared by Delta Airport Consultants, Inc., copies of which are attached hereto and made a part hereof.

Additional discussion was noted as follows:

### **Twelve Year Capital Improvement Plan (TYP)**

Mr. Jones advised the Board a PennDOT BOA planning session to update the Airport's TYP is scheduled for October 21, 2010 at the Reading Airport.

### **Aviation Way Pavement Rehabilitation**

Mr. Jones advised the Board the project has been completed and the final payment for the project was under budget by approximately \$11,000.

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

Mr. Jones advised the Board that the construction is anticipated to begin late September 2010. He noted legal expenses relating to the project will be submitted for reimbursement and expenses incurred by Valley Township will be submitted for reimbursement upon receipt of further clarification from the Township on the expenses. Ms. Setzler will contact the Township to obtain a further breakdown of expenses submitted to the Authority.

Mr. Jones suggested the Authority send a letter to PennDOT regarding proposed stimulus funding and request the assistance of Representative Gerlach in this matter.

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

## **COUNSEL'S REPORT**

Ms. Setzler discussed with the Board the following matters:

### **Through the Fence Operation**

Ms. Setzler advised the Board it is possible to document the proposed through the fence operation. She noted it is important that the Authority Board have a clear understanding of the operation and further noted the County Commissioners should be involved in the discussion.

### **Airport Hazard Zoning Ordinance**

Ms. Setzler advised the Board Mr. Hudson forwarded information the Authority received from PennDOT and after discussion the Board authorized Ms. Setzler to discuss this matter with Ms. Hakim of Sikorsky Global Helicopters in an attempt to move this matter forward.

A motion was made by Ms. Sciandra and seconded by Mr. Koenig authorizing Ms. Setzler to move forward on this matter and investigate the Township's cooperation in establishing an Airport Hazard Zone; **the Board approved the motion by a unanimous vote of 4 to 0.**

### **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**

#### **South Apron Project Additional funding**

Mr. Jones noted PennDOT has offered an additional \$1M to complete the South Apron project for a total of \$3.7M. He advised the total cost of the Project is \$4.9M, leaving a \$1.4M deficit to complete the Project and, further, that these figures are based on current bids in place. He noted costs could increase if the plans would have to be put out to bid instead of using a change order to the contractor to move forward with this Project as currently bid.

In response to this matter and to discuss how to proceed Mr. Koenig established a Committee composed of Messrs. Koenig, McMinn, and Thompson to discuss how to proceed and report their findings to the Board. Mr. Koenig noted he would begin discussions with the Committee via e-mail following the Board meeting.

#### **MQS Airport Walk Around Inspection**

The Board agreed the walk around would take place following the Board meeting this evening.

### **NEW BUSINESS**

#### **Acquisition of Snow Blower**

Mr. Koenig advised the Board an additional inspection of the used snow blower being considered by the Authority for purchase is scheduled.

#### **Static Display of Aircraft**

Mr. Sciandra advised the Board of the recent static display of aircraft that took place at the Chester County / G. O. Carlson Airport and noted a significant number of viewers were on hand. He further noted the need to improve communication of events taking place at the Airport as well as the need to address security/safety issues.

### **Airport Hot Topics**

Mr. Koenig 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**

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

Public comment was made regarding the suggested MQS Unicom Frequency change and Mr. Koenig noted the results of a questionnaire send to the tenants to determine their position on the proposed frequency change. Mr. Koenig further advised steps are being taken to investigate the current risk level, the risk during the proposed transition period, and the risk thereafter.

#### **Paving of Aviation Way**

Mr. Bem expressed his appreciation to the Board for the repaving of Aviation Way and noted he has received numerous compliments from the patrons of Flying Machine Cafe on the improved roadway.

### **NEXT SCHEDULED MEETING**

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, October 5, 2010 at 4:00 p.m.

### **ADJOURNMENT**

A motion was made by Mr. Sciandra and seconded by Mr. McMinn to adjoin the meeting; **the Board approved the motion by a vote of 4 to 0 and Mr. Koenig adjourned the meeting at 5:07 p.m.**

Respectfully submitted,

Carol Poinier  
Recording Secretary

#### Attachments:

Projects Status Report dated August 2, 2010  
Projects Status Report dated September 3, 2010  
Airport Manager's Reports: Airport Hot Topics