

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

May 4, 2010

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, May 4, 2010 at the Chester County / G. O. Carlson Airport in Coatesville, Pennsylvania at 4:00 p.m.

The following Board members were present:

Greg Cary
Al Koenig
Paul McMinn
Joe Sciandra
Fred Thompson

The following Board members were not present:

Doug Doratt
Colin Hanna

Also present:

Gary Hudson, Airport Manager
Lois Glisson, Accountant
Dave Jones, Delta Airport Consultants, Engineer
Holly Setzler, Esquire, Solicitor
Carol Poinier, Recording Secretary
Michael Baumeister, Sikorsky/SGH
Mike Bem, Flying Machine
Brian Campbell, CCAH
Greg Campbell, CCAH
Joseph P. Brennan, Sikorsky/SGH
Bruce Sagnor, CCA
Gary R. Sizemore, Sikorsky/SGH
Owen Watkins, Sureflight
Robert Watkins, Rampmaster
Nancy Zynn, Global Air

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 April 6, 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. McMinn to approve the minutes of the Regular Meeting held on April 6, 2010 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

The minutes of the Executive Session held on April 6, 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. McMinn to approve the minutes of the Executive Session held on April 6, 2010 as presented; **the Board approved the motion by a unanimous vote of 4 to 0**

At this time Mr. Sciandra joined the meeting

ACCOUNTANT'S REPORT

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

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

Advising the Board of the anticipated late arrival of Ms. Setzler and Mr. Jones, Mr. Koenig proceeded with the Board meeting pursuant to the Agenda.

OLD BUSINESS

Sikorsky Global Helicopter Access Road Plan

Mr. Gary Sizemore of Sikorsky Global Helicopters distributed a Proposal to Operate on Chester County Airport from Manufacturing Facility Adjacent to Airport Property, a copy of which is attached hereto. Mr. Sizemore advised the Board the proposal, in preliminary form, sets forth a project proposed to be undertaken by Sikorsky that would include development of a hard surface road which would allow movement of an S-92 aircraft on which the aircraft could be towed, with airport type security gates and railway type crossing gates for traffic control on Washington Lane.

Mr. Sizemore further noted TSA requirements would be met and additional security cameras would be installed with displays in SGH security and the Airport Terminal. He noted the movement of aircraft across the road would be done to minimize the inconvenience and insure the safety of motorists using Washington Lane.

Mr. Koenig thanked Mr. Sizemore for his presentation and advised him the Board would discuss the proposal in Executive Session and if it was determined by the Board that the Authority would agree to grant permission to SGH to move forward, the Authority would advise Sikorsky of the consideration the Authority would deem appropriate for their agreement.

Sikorsky Global Helicopter Conduit Installation Project

Mr. Sciandra recapped for the Board a request presented by Mr. Doug Chansky of Sikorsky Global Helicopters several months ago requesting permission from the Authority to allow SGH to construct a conduit from Hangar #3 or #4 to either the Sikorsky site on Washington Lane or the main site on Stewart Huston Drive.

Mr. McMinn suggested the Board defer discussion of this matter pending the arrival of Mr. Jones of Delta Airport Consultants.

Presentation of Proposed New Corporate Hangar Lessee

As the party expressing an interest in becoming a tenant on the Airport property was not in attendance, Mr. Hudson advised the Board this matter would require no discussion at this time.

Chester County Aviation Holdings

This matter is to be discussed in Executive Session of the Authority Board.

NEW BUSINESS

Introduction of Shane Eddy

Mr. Hudson advised the Board that he has been notified that Mr. Eddy, the General Manager of Sikorsky Global Helicopters, is out of the area on business and it is Mr. Hudson's understanding Mr. Eddy will attend an Authority Board meeting in the near future.

Consideration of Resolution to Appoint Joe Sciandra as Agent for FEMA Submission for Public Assistance for Snow Storm Disaster Declaration /Snow Removal Reimbursement

Mr. Sciandra brought the Board up-to-date on the progress being made on the Authority obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

After a lengthy discussion, and to enable the matter to move forward in an expeditious manner, the following Resolution was proposed:

Designation of Agent Resolution

Form: FEMA-1898-DR 2010 Severe Winter Storms

BE IT RESOLVED by the Board of the Chester County Area Airport Authority that Joseph J. Sciandra, Vice Chairman, is hereby authorized to execute for and in behalf of the Chester County Area Airport Authority, Chester County, a public entity established under the laws of the Commonwealth of Pennsylvania, all required forms and documents for the purpose of obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288 as amended by Public Law 100-707), a copy of which is attached hereto.

A motion was made by Mr. Thompson and seconded by Mr. Koenig approving the Designation of Agent Resolution authorizing Joseph J. Sciandra, Vice Chairman, to execute for and in behalf of the Authority, all required documents for the purpose of obtaining financial assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act as set forth above; Mr. Sciandra abstained from the vote; **the Board approved the motion by a vote of 4 to 0.**

Request to Have Runway Lights Activated Manually

Mr. Watkins addressed the Board on the possibility of the manual activation of lights to an increased level of intensity.

After discussion of the matter, the Board advised Mr. Watkins steps would be taken to allow for manual activation of lights as requested.

DOS Proposal

This matter is scheduled to be discussed in Executive Session of the Authority Board.

Airport Hot Topics

Mr. Hudson advised the Board the current 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

Mr. Bem questioned the Board on the status of the repair of Aviation Way and Mr. Hudson noted the repair of the road is to go out to bid on Thursday of this week. Mr. Hudson further noted the gate and the gate island would remain, and the trestle would be removed.

Mr. Watkins advised the current location of the gate is an obstacle for trucks entering the Airport property and the Board noted this matter would be discussed further upon the arrival of Mr. Jones.

At this time Ms. Setzler and Mr. Jones joined the meeting.

Sikorsky Global Helicopter Conduit Installation Project

Mr. Sciandra recapped for Mr. Jones the request presented by Mr. Doug Chansky of Sikorsky Global Helicopters several months ago requesting permission from the Authority to allow SGH to construct a conduit from Hangar #3 or #4 to either the Sikorsky site on Washington Lane or the main site on Stewart Huston Drive.

Mr. Jones advised the Board he would stipulate the location and construction of the proposed conduit to SGH to insure the location would not conflict with future expansion of the Airport.

After discussion, a motion was made by Mr. Sciandra and seconded by Mr. McMinn granting permission to Sikorsky Global Helicopter to install a conduit as requested with the understanding that: (a) the location of the conduit be approved by Delta Airport Consultants; (b) the design plans and the construction of the conduit be approved by Delta Airport Consultants; (c) a parallel conduit will be installed along with the project for sole use by the Airport Authority

truncated in the area of the South Apron Project (exact location to be determined; and (d) all costs and/or fees incurred by the Authority associated with the installation of the conduit are to be reimbursed to the Authority by Sikorsky Global Helicopter; **the Board approved the motion by a unanimous vote of 5 to 0.**

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants, Inc. discussed with the Board the Projects Status Report dated May 3, 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:

Aviation Way Pavement Rehabilitation

Mr. Jones and the Board discussed the proposed relocation of the gate as suggested during the Public Comment portion of the Board meeting.

Mr. Jones suggested an addendum be prepared to include the relocation of the island to the east side of the road to address the concerns raised by Mr. Watkins.

After discussion by the Board, a motion was made by Mr. Sciandra and seconded by Mr. McMinn authorizing a potential change order to the bid package and further instructing Mr. Jones to include an addendum in the bid package to include the relocation of the island to the east side of the road; **the Board approved the motion by a unanimous vote of 5 to 0.**

Construct South Apron, Phase II, Land Environmental and Design

Mr. Jones advised the Board that there is at the present time approximately \$2.5 million available for construction and, further, that PennDOT has announced that an additional \$1million is available for this project; he noted Delta is in the process of evaluating what component of the project will fit within the requirements of the additional \$1 million.

Mr. Jones advised the Board of two possible options to proceed with the project:

- (a) move forward to bond, escrow, and fund the Land Development Plan for the entire project; he noted some items will time out and it will be necessary to request extensions, renew bonds, etc.; or
- (b) bond only the current phase of the project; he noted this option would require the plans to be redrawn to reflect the change; the project would have to go back to the supervisors for approval and new consideration.

The Board discussed the options as presented and authorized Mr. Jones to move forward on the entire project as outlined in option (a). Ms. Setzler noted developer agreements will need to be in place as Mr. Jones suggested this matter go before the Township supervisors as soon as possible.

Runway 11-29 Feasibility and Justification Study

Mr. Jones advised the Board all meetings were held as scheduled and all documents submitted, enabling the project to be officially closed.

COUNSEL'S REPORT

Ms. Setzler advised the Board of the following items to be discussed in Executive Session:

DOS Proposal

A proposal submitted by DOS is to be discussed in Executive Session of the Authority Board.

NEXT SCHEDULED MEETING

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, June 1, 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 5 to 0 and Mr. Koenig adjourned the meeting at 5:20 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Sikorsky Global Helicopters distributed a Proposal to Operate on Chester County Airport
from Manufacturing Facility Adjacent to Airport Property
Designation of Agent Resolution
Engineer's Report: Projects Status Report
Airport Manager's Report: Airport Hot Topics