

# **CHESTER COUNTY AREA AIRPORT AUTHORITY**

## **MINUTES**

**February 2, 2010**

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, February 2, 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  
Doug Doratt  
Al Koenig  
Paul McMinn

The following Board members were not present:

Colin Hanna  
Joe Sciandra  
Fred Thompson

Also present:

Gary Hudson, Airport Manager  
Lois Glisson, Accountant  
Dave Jones, Delta Airport Consultants, Engineer, via conference call  
Carol Poinier, Recording Secretary  
Mike Bem, Flying Machine Café  
Michael D. Binder, Sikorsky Global Helicopters  
Steve Keech, Bulldog Construction Co., Inc.  
Dave Malchione, Global Air  
Gary R. Sizemore, Sikorsky Aircraft Corp.  
Owen Watkins, Sureflight  
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.

Mr. Hudson advised the Board Mr. Sciandra would not be present as he has been selected for jury duty for a criminal case before the Chester County Court of Common Pleas.

## **APPROVAL OF THE MINUTES**

The minutes of the Regular Meeting held on January 5, 2010 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Doratt and seconded by Mr. Cary to approve the minutes of the Regular Meeting held on January 5, 2010 as presented; **the Board approved the motion by a unanimous vote of 4 to 0.**

The minutes of the Executive Session held on January 5, 2010 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Doratt and seconded by Mr. Cary to approve the minutes of the Executive Session held on January 5, 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 January 31, 2010 and Income Statement for One Month Ending January 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. Cary to accept the Accountant's Report as submitted for the period ending January 31, 2010, subject to audit; **the Board approved the motion by a unanimous vote of 4 to 0.**

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

At this time Mr. David Jones of Delta Airport Consultants, Inc. joined the meeting via conference call.

## **ENGINEER'S REPORT**

Mr. Jones of Delta Airport Consultants, Inc. and the Board discussed the Projects Status Report dated January 27, 2010, prepared by Delta Airport Consultants, Inc., a copy of which is attached hereto and made a part hereof. Mr. Jones advised the Board Delta has taken steps to incorporate the format suggested by the CCAA Board.

Additional discussion was noted as follows:

### **Aviation Way Pavement Rehabilitation**

Mr. Jones and the Board discussed the advantages and disadvantages of both the proposed date for the advertising/request for proposals through the start of construction, i.e., 02/07/10 through 05/17/10 and the late date for same, i.e., 03/21/10 through 05/31/10.

Mr. Koenig noted the late start date would provide the opportunity to secure additional funding to expand the project. After a thorough discussion, it was the consensus of the Board to use the late start date of 03/21/10. Mr. Jones advised the

Board he would keep Mr. Hudson advised of any additional funding available in support of this project.

**Stimulus Funding Request (no charge)**

Mr. Jones advised the Board Delta is requesting all clients to postpone contacting the BOA regarding possible funding streams pending the implementation of the proposed stimulus funding program.

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

Mr. Jones advised the Board that Delta has presented the project cost summaries for both alternatives presenting total project costs to PennDOT and anticipates receiving a response from PennDOT regarding the submittal within the next two weeks.

**Runway 11-29 Feasibility and Justification Study**

Mr. Jones advised the Board Delta has been advised that it is the position of the BOA that even with the reduction in cost they feel the project is unfundable and they have requested Delta complete a cost benefit analysis. Mr. Jones noted he will discuss this matter with Mr. Tomczyk of the BOA to better understand the dollar amount acceptable to the BOA and report his findings to the Board via e-mail.

Mr. Koenig suggested Mr. Jones also identify the costs to be incurred as a result of the FAA error impacting the scope of this project.

**Proposal for Fill Stockpiling**

Mr. Hudson introduced Mr. Steve Keech of Bulldog Construction Co., Inc. and Mr. Keech discussed with the Board a proposal to relocate fill from a site on Rt. 82 just north of the City of Coatesville to a location on the Airport property.

Mr. Jones advised the Board he has reviewed the proposal and believes it could provide a significant value to the Authority for the South Apron project with the understanding the stockpile would have to be located near the South Apron project and, further, upon his review of the soil classification of the material to confirm the value of the proposed structural material to comprise the stockpile.

Mr. Keech advised the Board and Mr. Jones that the location of the stockpile would be a decision for the Authority, and that he would provide a geotechnical report on the fill to Mr. Jones for his analysis and review. Mr. Keech further advised that Bulldog will make a \$10,000 contribution to the Authority, an amount to cover all permitting fees that may be required.

The Board noted the Authority will approach the Township for the required permitting and be reimbursed by Bulldog for permitting costs incurred.

After a thorough discussion of this matter, a motion was made by Mr. McMinn and seconded by Mr. Doratt approving the placing of the stockpile referred to above at a location to be determined by Mr. Jones and conditioned upon the approval of Mr. Jones of the classification of the materials to be relocated to Airport property; **the Board approved the motion by a unanimous vote of 4 to 0.**

At this time Mr. Keech left the meeting and the call with Mr. Jones was terminated.

## **COUNSEL'S REPORT**

### **Regional Planning Meeting**

In the absence of Ms. Setzler, Mr. Hudson advised the Board Ms. Setzler noted a date for the meeting to be held with the County Commissioners, municipal elected officials, the Chester County Planning Commission, the DVRPC, and the BOA has not as yet been identified and, further that she will advise the Board of the date for the meeting upon notice from the Commissioners' office.

Mr. Cary volunteered to contact Ms. Walker to move this matter forward in an expeditious manner.

### **DOS Issues**

Mr. Watkins of Sureflight advised the Board he has not as yet been advised of the rental fees to be charged on the three parcels under three separate leases. Mrs. Glisson advised Mr. Watkins she would forward invoices to his attention upon confirmation of the charges to be incurred.

Mr. Koenig requested Ms. Setzler resolve this matter prior to the next scheduled meeting of the Board.

## **OLD BUSINESS**

### **Sikorsky Aircraft Smoking Area Request**

Mr. Hudson advised the Board that Mr. Ron Garrison of Sikorsky Aircraft was not present at the meeting to discuss designation of an employee smoking area; the matter was tabled to be discussed at a future meeting of the Board and the availability of Mr. Garrison.

### **Regional Planning Meeting**

See discussion above in Counsel's Report.

### **Continuous MQS Improvement Opportunities**

In the absence of Mr. Sciandra, Mr. Hudson discussed with the Board the spikes located at the gate area exiting the Airport property. After a brief discussion, the Board authorized staff to remove the spikes.

### **Stimulus Money Funded Projects**

Mr. Hudson discussed with the Board projects that may be eligible for funds designated for the 2010 Stimulus Program and distributed a list of security projects including the replacement of cameras, the installation of security equipment, and the replacement of existing fence.

The Board further discussed projects that would result in energy savings that may be eligible for grant funds. Mr. Cary suggested Mr. Hudson investigate the benefits of

the Authority joining a municipal cooperative to obtain favorable pricing for electricity in the next fiscal year.

#### **Meeting Date for Quarterly Airport Budget Review Committee**

Mr. McMinn and the Board discussed a date for the initial quarterly review of the Budget and April 13, 2010 at 4:00 p.m. was established as the tentative meeting date.

Mr. McMinn will keep the Committee apprised of his schedule and availability.

#### **Future Financial Status of CCAH**

In the absence of Mr. Hanna, this matter was tabled for the present time. The Board directed Mr. Hudson to contact Mr. Hanna for an update on this matter.

### **NEW BUSINESS**

#### **Proposal for Fill Stockpiling**

This matter was discussed in the Engineer's Report.

#### **CCAAA / Sikorsky Global Strategic Working Group**

In the absence of Mr. Sciandra, Messrs. Koenig and Hudson brought the Board up-to-date on the meeting with Sikorsky.

It was noted the Authority is in agreement with Sikorsky that a road connection from the Sikorsky facility to the Airport would be beneficial. The Board noted Ms. Setzler would need to clarify if this would be considered as a through the fence operation taking into account Sikorsky currently has space on the Airport property.

In reference to the issues of hovertaxi of the S92 across Washington Lane onto Taxiway Alpha, it was agreed it would be preferable to hovertaxi to Taxiway Bravo. Sikorsky will provide written procedures for this change for the approval of the Authority Board.

It was noted a letter agreement will be entered into whereby Keystone will provide emergency equipment response with the approval of the Westwood Fire Company.

The quarterly meetings of the working group will take place on the last Thursday of each quarter.

#### **Airport Hot Topics**

Mr. Hudson discussed with the Board the current issue of Airport Hot Topics sent to the Board for their review prior to the meeting, a copy of which is attached hereto and made a part hereof.

### **PUBLIC COMMENT**

Mr. Watkins suggested the Board consider moving the island at the main entrance to the left to provide for improved access. Mr. Hudson noted the Authority will consider relocation of the gates within the context of an overall upgrade to the security on the Airport property.

**NEXT SCHEDULED MEETING**

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

**ADJOURNMENT**

A motion was made by Mr. McMinn and seconded by Mr. Cary to adjourn the meeting; **the Board approved the motion by a vote of 4 to 0 and Mr. Koenig adjourned the meeting at 5:00 p.m.**

Respectfully submitted,

Carol Poinier  
Recording Secretary

Attachments:

Engineer's Report: Projects Status Report  
Airport Manager's Report: Airport Hot Topics