

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

January 5, 2010

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, January 5, 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
Colin Hanna
Paul McMinn
Joe Sciandra
Fred Thompson

The following Board member was not present:

Al Koenig

Also present:

Gary Hudson, Airport Manager
Lois Glisson, Accountant
Dave Jones, Delta Airport Consultants, Engineer
Holly Setzler, Solicitor
Carol Poinier, Recording Secretary
Mike Bem, Flying Machine Café
Michael D. Binder, Sikorsky Global Helicopters - Keystone
Steve Fortin, Flight School
Carol Knight, Flight School
Bruce Sagnor, Chester County Aviation
Nancy Zynn, Global Air

CALL TO ORDER

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

ELECTION OF OFFICERS OF THE CHESTER COUNTY AREA AIRPORT AUTHORITY

The Board discussed the election of officers and the following slate of officers for fiscal year 2010 was recommended:

| | |
|--------------------------|-----------------------|
| Office of Chairman: | Albert A. Koenig |
| Office of Vice Chairman: | Joseph J. Sciandra |
| Office of Secretary: | Doug Doratt |
| Office of Treasurer: | A. Frederick Thompson |

The Board discussed the nominations as presented. There being no further nominations, the nominations were closed.

A motion was made by Mr. Doratt and seconded by Mr. McMinn to move the election of Albert Koenig as Chairman as set forth above for a vote; **the Board approved the election of Mr. Koenig as Chairman as set forth above by a unanimous vote of 5 to 0.**

A motion was made by Mr. Doratt and seconded by Mr. McMinn to move the election of Joseph J. Sciandra as Vice Chairman as set forth above for a vote; **the Board approved the election of Mr. Sciandra as Vice Chairman as set forth above by a unanimous vote of 5 to 0.**

A motion was made by Mr. Sciandra and seconded by Mr. McMinn to move the election of Doug Doratt as Secretary as set forth above for a vote; **the Board approved the election of Mr. Doratt as Secretary as set forth above by a unanimous vote of 5 to 0.**

A motion was made by Mr. Doratt and seconded by Mr. McMinn to move the election of A. Frederick Thompson as Treasurer as set forth above for a vote; **the Board approved the election of Mr. Thompson as Treasurer as set forth above by a unanimous vote of 5 to 0.**

At this time, Mr. Sciandra, newly elected Vice-Chairman of the Chester County Area Airport Authority Board conducted the meeting.

APPROVAL OF THE MINUTES

The minutes of the Regular Meeting held on December 1, 2009 were brought before the Board for their review and comment at which time a clerical correction was suggested by Mr. Sciandra.

Upon the Board's review of the suggested correction to the referenced minutes, a motion was made by Mr. Cary and seconded by Mr. Thompson to approve the minutes of the Regular Meeting held on December 1, 2009 as corrected; **the Board approved the motion by a unanimous vote of 5 to 0.**

ACCOUNTANT'S REPORT

The Board reviewed the Balance Sheet as of December 31, 2009 and Income Statement for Twelve Months Ending December 31, 2009, copies of which are on file at the office of the Chester County Area Airport Authority.

A motion was made by Mr. Doratt and seconded by Mr. McMinn to accept the Accountant's Report as submitted for the period ending December 31, 2009, 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.

At this time Mr. Hanna joined the meeting.

ENGINEER'S REPORT

At this time Mr. Jones of Delta Airport Consultants, Inc. and the Board discussed the Projects Status Report dated January 4, 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:

Hangar 8-5 (Saligman)

Mr. Jones advised the Board Delta provided via e-mail to the Airport Manager detailed back-up of the invoicing associated with this project; he noted a hard copy will be given to Mr. Hudson for distribution to the Board.

He further noted this matter is concluded.

Aviation Way Pavement Rehabilitation

Mr. Jones advised the Board a permit has been received from the Chester County Conservation District and the project can move forward. He advised the Board it is his understanding the permit is valid for a five year time period.

He further noted Delta has provided via e-mail to the Airport Manager detailed back-up of the invoicing associated with this project; he noted a hard copy will be given to Mr. Hudson for distribution to the Board.

Construct South Apron, Phase II, Land Environmental and Design

Mr. Jones advised the Board that Delta is in the process of coordinating the final funding package with the PennDOT BOA and that the PennDOT BOD has indicated that Alternative 2 will be funded once all project costs are finalized, with the intent to fund the remainder of the project to complete Alternative 1 during mid-2010.

Runway 11-29 Feasibility and Justification Study

Mr. Jones advised the Board Delta is coordinating with the PennDOT BOA regarding the comments on the information submitted in November 2009.

Report Format

Mr. McMinn suggested the report submitted by Delta Airport Consultants clearly identify new activity to facilitate the Board's review. Mr. Jones advised the Board he

would take steps to **bold** new activity to enable it to be clearly identifiable and would review the historical data included in the report for its relevance on an ongoing basis.

The Board thanked Mr. Jones for his work on behalf of the Airport Authority.

COUNSEL'S REPORT

Francis Hoffman Farm House

Ms. Setzler advised the Board of a request received from a former tenant of the farm house for permission to remove paneling within the farm house identified as knotty pine.

After discussion of the potential for insurance liability, the Board authorized Ms. Setzler to respond that no permission would be granted at the present time; and, further, that the Authority would attempt to contact interested parties at the time of demolition of the structure.

Mr. Sciandra advised the Board he would inspect the structure to determine its general condition and advise the Board of his findings.

General Services Agreement

Ms. Setzler explained to the Board the circumstances under which general consulting services would be provided by Delta Airport Consultants, Inc. to the Authority and the fees associated with the performance of said services paid on a time and materials basis. She advised this agreement is to provide general consulting services during 2010 for projects that are not block grant eligible (i.e., tenant hangar designs, miscellaneous Township coordination, etc.) to the Chester County Area Airport Authority as requested.

Ms. Setzler proposed the following resolution be authorized by the Board approving the general services letter agreement dated December 11, 2009, with a fee schedule that is attached thereto with Delta Airport Consultants, Inc., a copy of which is attached hereto:

WHEREAS, the Authority has a General Services Agreement with Delta Airport Consultants, Inc. for the provision of general on-call consulting services for projects that are not grant eligible. The general services contract services expires at year-end; and

WHEREAS, Delta Airport Consultants, Inc. by letter agreement dated December 11, 2009, a copy of which is attached hereto as Exhibit "A" has proposed the terms and conditions to provide general services to the Airport for 2010 including hourly rates and other charges in the schedule attached to Exhibit "A"; and

WHEREAS, the Authority wishes to accept the terms and conditions of the general on-call consulting services to be provided by Delta Airport Consultants, Inc. 2010; and

WHEREAS, the Authority establish a "not to exceed" amount to be imposed on the General Services Contract with the adoption of the 2010 Chester County Area Airport Budget. Once approved, the not to

exceed cap will apply to the General on-call consulting services unless otherwise approved by the Authority by Resolution.

IT IS HEREY RESOLVED that the Chester County Area Airport Authority shall accept the Letter Agreement dated December 11, 2009, with the hourly rates and terms and conditions as set forth in the attachment thereto for 2010. The not to exceed cap on general on-call service adopted by the Airport for its 2010 budget shall be imposed upon the Letter Agreement unless otherwise authorized by the Airport. The Authority authorizes Albert Koenig as Chairman or Joseph Sciandra as Vice-Chairman to execute the Resolution.

A motion was made by Mr. Doratt and seconded by Mr. Thompson approving the general services agreement provided by Delta Airport Consultants with an effective date of January 1, 2010; **the Board approved the motion by a unanimous vote of 6 to 0.**

Engineering Services Contract

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

Ms. Setzler proposed the following resolution be authorized by the Board approving the Authority exercising its option to extend the Base Agreement for the fourth and final one-year option commencing November 1, 2009:

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, 2009; 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, 2009. The Authority authorizes Albert Koenig as Chairman or Joseph Sciandra as Vice-Chairman to execute the Resolution.

A motion was made by Mr. Thompson and seconded by Mr. Cary to exercise the option of the agreement entered into as of November 1, 2006 awarding the engineering services contract to Delta Airport Consultants, Inc. commencing November 1, 2009; **the Board approved the motion by a unanimous vote of 6 to 0.**

Regional Planning Meeting

Ms. Setzler advised the Board 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. She noted she will advise the Board of the date for the meeting upon receipt from the Commissioners' office.

The Board thanked Ms. Setzler for her work on behalf of the Airport Authority.

OLD BUSINESS

Regional Planning Meeting

See discussion above in Counsel's Report.

Vote on Alternative Engineering (Non-Aviation Projects) Policy

Mr. Hudson and the Board discussed the Board's interest in pursuing the services of engineering firms to do non-aviation work.

A motion was made by Mr. McMinn and seconded by Mr. Cary authorizing staff to investigate employing the services of alternative engineering firms to perform non-aviation related work on a project-by-project basis in the interest of receiving the most competitive terms available to the Authority; **the Board approved the motion by a unanimous vote of 6 to 0.**

NEW BUSINESS

Sikorsky Aircraft Smoking Area Request

Mr. Hudson advised the Board of a request made by Mr. Ron Garrison of Sikorsky Aircraft to designate an employee smoking area.

As Mr. Garrison was not present at the meeting, a motion was made by Mr. Cary and seconded by Mr. Thompson to table discussion on this matter until a further meeting of the Board and the availability of Mr. Garrison; **the Board approved the motion by a unanimous vote of 6 to 0.**

Operating Budget for Fiscal Year 2010 and Overtime Account

Mr. Sciandra expressed his appreciation to the Committee and Staff for their efforts in developing the Authority's 2010 budget and discussed the meetings held to review the Budget for fiscal year 2010.

Mrs. Glisson further noted the rental fees for DOS and General Transervice have not as yet been finalized; Ms. Setzler advised the Board she would provide the amounts to be inserted in the Budget to Mrs. Glisson as soon as available.

Mr. Sciandra and the Board discussed the addition of an Expense line item identified as Payroll Overtime in the amount of \$3,100 to enable the Authority to closely monitor the expense of employee overtime.

Mr. McMinn suggested the Budget be reviewed by the Committee on behalf of the Board on a quarterly basis and it was agreed that this matter will be discussed at the next scheduled meeting of the Authority Board.

After discussion of the Budget, a motion was made by Mr. Hanna and seconded by Mr. McMinn to approve the Budget for fiscal year 2010, a copy of which is attached hereto, as presented; **the Board approved the motion by unanimous vote of 6 to 0.**

Stimulus Money Funded Projects

Mr. Jones advised the Board of the potential availability of additional funds designated for the 2010 Stimulus Program. The Board and Mr. Jones discussed the scope of projects that would be eligible for funding under this initiative and Mr. Jones noted the projects eligible would be those that would not require extensive permitting; i.e., potential runway reconstruction projects would be eligible

The Board established a Committee comprised of Messrs. Hanna, McMinn, and Thompson as well as Mr. Hudson and Mr. Jones to develop a list of potential projects. Mr. Hanna suggested this initiative be communicated to the DVRPC through Commissioner Carol Aichele advising them of the Authority's interest in pursuing stimulus funding. Ms. Setzler noted she would draft a letter to the appropriate parties advising them of the Authority's interest in pursuing all available avenues of funding and copy all appropriate parties, including Roger Moog of the DVRPC.

Continuous MQS Improvement Opportunities

Mr. Sciandra brought the Board up-to-date on his findings as a result of his revisiting the walk-around of the airport facility that he initially performed in July 2009 and noted he was pleased with the results of suggestions made following the initial walk-around.

In the interest of continuing improvement he addressed several items for the Board's review:

Dump Truck

Mr. Sciandra advised the Board of a dump truck parked at the end of Hangar F.

After a brief discussion of the location and condition of the dump truck, a motion was made by Mr. McMinn and seconded by Mr. Thompson authorizing staff to take steps to dispose of the dump truck if the truck was found to be inoperable; **the Board approved the motion by a unanimous vote of 6 to 0.**

Security Measure at Observation Area

Mr. Sciandra advised the Board of children standing on pillars located in the observation area.

Acknowledging the potential danger of children being injured while climbing and/or standing on the pillars, a motion was made by Mr. Doratt and seconded by Mr. Thompson authorizing staff to obtain signage for placement in the observation area advising the public to not climb, sit, or stand on the pillars; **the Board approved the motion by a unanimous vote of 6 to 0.**

Entrance at East and West Gates

Mr. Sciandra and the Board discussed the failure of vehicles to stop after entering through the gate to allow the gate to close to prevent a following vehicle to immediately enter through the opened gate.

After much discussion of the difficulty in imposing a procedure that would prevent this from occurring, a motion was made by Mr. Doratt and seconded by Mr. Thompson authorizing staff to install stops signs, paint lines, and send a notice to all tenants and the FBO of the procedures to be followed when entering the gates in the

interest of improving airport security; Mr. McMinn voted against this motion; **the Board approved the motion by a vote of 5 to 0.**

Integrity of Steps

Mr. Sciandra advised the Board of the integrity of the steps located behind Hangar #2 and between Hangars 2 and 3. Noting no funds were allocated in the present budget for repair of the steps, and the possibility that the maintenance of the steps in question may be maintenance responsibilities of the FBO, the Board noted this matter would be investigated further for viable options.

Emergency Plan Request

Mr. Sciandra advised the Board of a request received from the Pocono Mountains Municipal Airport for a copy of the Chester County Airport's emergency plan.

After discussion, the Board authorized staff to provide a copy of the Chester County Airport's emergency plan to the Pocono Mountains Municipal Airport and to request a copy of its plan and any available after-action reports provided from the drill at the Pocono Mountains Municipal Airport.

Francis Hoffman Farm House

See discussion above in Counsel's Report.

Future Financial Status of CCAA

This matter will be discussed in Executive Session.

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

The public commented on the proposed gate opening and closing policy and it was noted that the policy will be distributed to the FBO and all tenants. It was further noted the letter to the tenants would advise them it would be their responsibility to alert their vendors of the policy in place. Ms. Setzler suggested the cost to upgrade all the gates located on the airport property be investigated to allow for more accurate monitoring of access to the property.

It was noted that Sikorksy had recently conducted a security audit and staff was authorized to request the results of the audit and further request suggestions from tenants in the interest of increasing airport security.

NEXT SCHEDULED MEETING

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

ADJOURNMENT

A motion was made by Mr. Thompson and seconded by Mr. Cary to adjoin the meeting; **the Board approved the motion by a vote of 6 to 0 and Mr. Sciandra adjourned the meeting at 5:15 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

- (a) Engineer's Report: Projects Status Report
- (b) Engineering Fee Schedule
- (c) 2010 Budget
- (d) Airport Manager's Report: Airport Hot Topics