

CHESTER COUNTY AREA AIRPORT AUTHORITY

MINUTES

June 1, 2010

The regular monthly meeting of the Chester County Area Airport Authority was held on Tuesday, June 1, 2010 at the Chester County / G. O. Carlson Airport in Coatesville, Pennsylvania at 4:00 p.m.

The following Board members were present:

Colin Hanna
Al Koenig
Paul McMinn
Joe Sciandra

The following Board members were not present:

Greg Cary
Doug Doratt
Fred Thompson

Also present:

Gary Hudson, Airport Manager
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/SGH
Jay Deakins, Pilot
Steve Fortin, CCA Flight School
John McGonagle, SGH/Keystone
Donn Roberts, Resident
Bruce Sagnor, CCA
Gary R. Sizemore, Sikorsky/SGH
Owen Watkins, Sureflight

CALL TO ORDER

Mr. Koenig, Chairman of the Chester County Area Airport Authority Board, called the meeting to order at 4:05 p.m.

APPROVAL OF THE MINUTES

The minutes of the Regular Meeting held on May 4, 2010 were brought before the Board for their review and comment.

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

The minutes of the Executive Session held on May 4, 2010 were brought before the Board for their review and comment.

Upon the Board's review, a motion was made by Mr. Sciandra and seconded by Mr. McMinn to approve the minutes of the Executive Session held on May 4, 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 May 30, 2010 and Income Statement for Five Months Ending May 30, 2010, copies of which are on file at the office of the Chester County Area Airport Authority.

A motion was made by Mr. Sciandra and seconded by Mr. McMinn to accept the Accountant's Report as submitted for the period ending May 30, 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.

ENGINEER'S REPORT

Mr. Jones of Delta Airport Consultants, Inc. discussed with the Board the Projects Status Report dated June 1, 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 discussed with the Board the five bids received for the Aviation Way Pavement Rehabilitation and noted the low bidder was B&J Excavating, Inc. in the amount of \$90,430 Base Bid, plus \$9,060 for the Add-Alternative 1 to include the relocation of the island to the east side of the road for a total bid of \$99,490.00.

Ms. Setzler noted that she has confirmed with the Township Solicitor that the project was deemed to be a repair according to law and therefore not subject to prevailing wage requirements.

After discussion of the B&J Excavating bid, a motion was made by Mr. Hanna and seconded by Mr. Sciandra awarding the bid for the Aviation Way Pavement Rehabilitation to B&J Excavating, Inc. in the amount of \$99,490 as submitted; **the Board approved the motion by a unanimous vote of 4 to 0.**

Construct South Apron, Phase II, Land Environmental and Design

Mr. Jones again addressed the additional \$1million available from PennDOT 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 grant.

Runway 11-29 Feasibility and Justification Study

Mr. Jones advised the Board all documents have been submitted and Delta is presently awaiting receipt of any final comments from PennDOT.

Mrs. Glisson advised the Board of an invoice recently received from Delta Airport Consultants in the amount of \$408,316 for work on this project. Mr. Jones noted the invoice is for the additional design/redesign of the South Apron Project and therefore the invoice would be covered by the grant payment.

Mr. Jones further noted the cost of services provided by Delta to date are running slightly over budget, but he noted the cost of services should go back into line with the budget projections as the year moves forward.

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:

Invoices Submitted by Valley Township

Ms. Setzler advised the Board of invoices recently received from Valley Township in the total amount of \$15,587.25 representing various payments made by Valley Township to the Township Engineer and the Township Solicitor; she further noted several of the invoices date back to 2003. She advised she has requested the Township provide copies of invoices received by the Township for work performed on behalf of the Authority to be submitted to the Authority for review in a timely manner. Mr. Jones noted it is possible that several of these invoices that have been submitted are reimbursable expenses; he further noted he would review the package of invoices received.

DOS Update

Ms. Setzler noted this matter is to be discussed in Executive Session of the Authority Board.

Chester County Aviation Holdings

Ms. Setzler noted this matter is to be discussed in Executive Session of the Authority Board.

The Board expressed their appreciation to Ms. Setzler for her work on behalf of the Authority.

OLD BUSINESS

MQS UNICOM Frequency Change Request

Mr. Jay Deakins addressed the Board on what he considered a safety issue resulting from the congestion on the frequency currently in use by the Airport and distributed a package of information for the Board's review.

The Board discussed the ramifications of changing the frequency and Mr. Hudson expressed his concern regarding a change in the frequency as requested. Upon review of the materials provided by Mr. Deakins it was noted Smoke Town and New Garden should be added to the list with frequency of 123.050.

As two of the Authority's Board members were not present at the meeting, Ms. Setzler suggested copies of the materials presented by Mr. Deakins be distributed to the Board for their review and further discussion at the next meeting of the Authority Board.

Ms. Setzler further suggested the Airport tenants be contacted to obtain their opinion on a frequency change.

Mr. Deakins noted he would provide contact information to Mr. Hudson for AOPA to allow Mr. Hudson to obtain additional feedback on the proposed frequency change.

MQS "Through the Fence" Operation Update

Ms. Setzler advised the Board she will present a report on this matter at a future meeting as her investigation is ongoing at the present time.

Airport Walk Around Inspection

Mr. Koenig suggested the walk around be scheduled at a future date due to pending inclement weather conditions.

NEW BUSINESS

Introduction of Shane Eddy

Mr. Hudson advised the Board that he has been notified that Mr. Eddy, the General Manger 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.

Hangar 5B – Barclay Hangar Parking Lot Project

Mr. Will Barclay addressed the Board on his desire to pave a parking area for use by those accessing the Barclay hangar. Mr. Jones noted any increase in impervious surface requires a modification to the Land Development Plan. The Board suggested Mr. Barclay contact the Township to obtain their permission to move forward with this project.

Request to Install Marketing Sign

Mr. Hudson advised the Board he has been contacted by Mr. John Newton for permission to install a marketing sign on Airport property along Route 30 on Aviation Way.

After discussion of the proposed sign a motion was made by Mr. Sciandra and seconded by Mr. McMinn to grant permission to First Eastern Development Company to place a marketing

sign on Airport property along Route 30 frontage at a specific location acceptable to the Airport Manger with the following stipulations: (a) First Eastern will apply for and secure any necessary permits from Valley Township; (b) the sign will be approximately 4 feet x 5 feet and be professional constructed and maintained in good condition with a mock up of the sign to be provided to the Airport Manger for his approval prior to installation; (c) the installation of the sign is to be coordinated with the approval of the Airport Manager; (d) the sign will be installed for not more than one year; and (e) the Authority has the right to rescind this permission at any time; **the Board approved the motion by a unanimous vote of 4 to 0.**

Acquisition of Snow Blower

Mr. Hudson advised the Board he is in the process of investigating the cost to repair and / or replace the snow blower. It was suggested Mr. Hudson obtain three estimates on the cost of repair.

Off Airport Obstructions

The Board discussion the FAA study that identified obstructions off Airport property that are located on private property and that would impact approach minimums.

The Board tabled discussion of this matter pending further investigation into the extent and number of possible obstructions.

Removal of Concrete Island on Aviation Way

The Board tabled discussion of the removal of the concrete island pending receipt of further information.

Employee Medical Benefits

Mr. Hudson noted this matter is to be discussed in Executive Session of the Authority Board.

Cancellation of August Board Meeting

As in the past, cancellation of the meeting to be held in July was discussed. After discussion, the Board agreed to meet in July 2010.

After further discussion, the Board agreed to cancel the August Board Meeting of the Chester County Area Airport Authority and advised staff to take steps to advertise the cancellation as required.

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 the target date for the repaving to begin.

Mr. Hudson noted he anticipated the repair to commence in July 2010, but it was noted a non-aviation engineer, acting as site engineer must be chosen to oversee the project.

NEXT SCHEDULED MEETING

It is anticipated the next regular scheduled meeting of the Board will be on Tuesday, July 6, 2010 at 4:00 p.m.

ADJOURNMENT

A motion was made by Mr. McMinn and seconded by Mr. Sciandra to adjourn the meeting; **the Board approved the motion by a vote of 4 to 0 and Mr. Koenig adjourned the meeting at 5:25 p.m.**

Respectfully submitted,

Carol Poinier
Recording Secretary

Attachments:

Engineer's Report: Projects Status Report
Airport Frequency Discussion Handout
Airport Manager's Report: Airport Hot Topics