

CHESTER COUNTY AREA AIRPORT AUTHORITY
MINUTES
April 4, 2023

The regular monthly meeting of the CCAAA was held in person with members and the public attending on Tuesday, April 4, 2023, at 4:00 p.m.

The following Board members were present:

Gregory Cary
Glen Cooper
Ethan Crane
Fred Goebert (Zoom)
Paul McMinn
Rich Saylor
John Schwartz (Zoom)

Also present:

Douglas Eadline, Airport Maintenance
Gary Hudson, Airport Manager
David Jones, Delta
Jason Morrison, Rebuild Rescue/Mr. Dent Inc.
Pablo Navarrete, Signature
Donn Roberts (Zoom)
Greg Sanderson
Holly Setzler, Solicitor
Blaise Sharkey, Signature Flight Support
Holly Stash, Signature
Beth Woosnam, Countryside Consulting

CALL TO ORDER

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

APPROVAL OF THE MINUTES

A motion to approve the March minutes was made by Mr. McMinn seconded by Mr. Cooper. **The Authority approved the motion by unanimous vote of 7 to 0.**

A motion to approve the March executive committee minutes was made by Mr. Cooper seconded by Mr. McMinn. **The Authority approved the motion by unanimous vote of 7 to 0.**

FINANCIAL REPORT

Ms. Woosnam provided the board with financial reports and said the rent has been billed and that PA American Water Company has not acknowledged the wastewater charge dispute from the hydrant leak, so an appeal was submitted to the Public Utility Commission. The water billing situation will be addressed in the executive session. She also said the year-to-date figures are slightly low based on the fuel storage fee not coming in until later in April and one employee resigned and interviews are being conducted for a potential replacement.

A motion to approve the March financial statements was made by Mr. Cary seconded by Mr. Cooper. **The Authority approved the motion by unanimous vote of 7 to 0.**

ENGINEER'S REPORT

Mr. Jones prepared the engineering report to update the Authority members. A copy is attached hereto. He highlighted that the South Apron Tie-Down Anchor Repairs are in pretty good shape. He took pictures and will obtain a signoff from the authority. The Runway 11-29 Pavement Failures meeting will take place on April 11, 2023, at 10 a.m. with PennDOT BOA to walk the runway and review the pavement failures with Delta, and airport staff. Mr. McMinn would also like to participate in the meeting and walk. Rehabilitate T-hangar Taxiways: Design/Bid/Construction contractor submitted their price proposal for the Hangar 2 parking lot paving work and Delta has prepared Change Order No. 3 for consideration and approval. The Perimeter Fence Final Reimbursement Request was approved by PennDOT BOA on March 28, 2023. Once it is paid this project will be closed out. The Rehabilitate West Hangar Taxiway project is underway, and the contractor is ready to start. This is the first time using the new system for project implementation and they are unable to say how long it will take. Mr. Jones estimates 180 days.

A motion to approve the price proposal for Hangar 2 parking lot paving work and Delta's Change Order No. 3 was made by Mr. McMinn and seconded by Mr. Cooper. **The Authority approved the motion by unanimous vote of 7 to 0.**

STANDING COMMITTEE REPORTS

Personnel Committee

An employee resigned and Mr. Eadline and Mr. Hudson interviewed and offered the position to a retired HVAC mechanic who worked at the Veterans Administration in Coatesville. He will make his decision by Monday.

Finance Committee

The committee met two weeks ago, and the second quarter reports will provide a clearer picture moving forward.

Land Development Planning Committee

The pole barn application is awaiting Valley Township Planning Commission final approval. The township wants a firm commitment for the sidewalk installation tied to the pole barn. The attorneys are involved and proposing that the sidewalk installation be tied into the industrial buildings.

Building and Grounds Committee

Mr. Hudson provided a list of March Hot Topics to update the Authority members. A copy is attached hereto. Mr. Hudson said that Signature fixed lights, the panel has been replaced and that mowing and trimming is under control. Mr. Crane reported that he is waiting on a vendor for the front door that is not working. A structural engineer has been contacted due to the weight, but he has not been back in touch. The SOP for disabled aircraft version 1.1 has been reviewed and distributed to the board and wants all members to review and provide input.

Airport Property Advertising

No report.

Government Relations Committee

No report.

OLD BUSINESS

None.

NEW BUSINESS

Mr. Hudson reported that Grover Koon, retired district justice, toured the restaurant facility with a chef and showed interest. He said he would be back in touch and ask to be put on the May agenda.

PUBLIC COMMENTS

Mr. Donn Roberts asked if the airport knows anything about BelAir Park being developed now that CTDI has purchased the site and any updates about Piasecki plans for the Sikorsky site. The board has no information about the development.

NEXT SCHEDULED MEETING

The next scheduled meeting of the Chester County Area Airport Authority will be Tuesday, May 2, 2023, commencing at the customary time of 4:00 p.m. at the Authority.

A motion was made by Mr. McMinn and seconded by Mr. Cary to adjourn the meeting; **the Board approved the motion by unanimous vote of 7 to 0 and Mr. Saylor adjourned the meeting at 4:35 p.m.**

Pam Przychodzien
CCAAA Secretary