

CHESTER COUNTY AREA AIRPORT AUTHORITY
MINUTES
April 5, 2022

The regular monthly meeting of the CCAAA was held in person with members and the public attending on Tuesday, April 5, 2022, at 4:00 p.m.

The following Board members were present:

Glen Cooper
Fred Goebert
Nicholas Hartman
John Schwartz

Also present:

Ethan Crane, Chester County Aviation
Doug Eadline, Airport Maintenance
Colleen Feury, D2
Gary Hudson, Airport Manager
Dave Jones, Delta Airport Consultants
Nicholas McBride, Chester County Aviation
Robby Prall, D2
Holly Setzler, Solicitor
Blaze Sharkey, Signature Flight Support
Louise Smith, Countryside Consulting
Beth Woosnam, Countryside Consulting

CALL TO ORDER

Mr. Goebert, of the Chester County Area Airport Authority Board of Directors, called the meeting to order at 4:09 p.m.

APPROVAL OF THE MINUTES

A motion to approve the March minutes was made by Mr. Cooper seconded by Mr. Schwartz.
The Authority approved the motion by unanimous vote of 4 to 0.

EXECUTIVE SESSION MINUTES

A motion to approve the February executive committee minutes was made by Mr. Cooper seconded by Mr. Schwartz. **The Authority approved the motion by unanimous vote of 4 to 0.**

A motion to approve the March executive committee minutes was made by Mr. Cooper seconded by Mr. Schwartz. **The Authority approved the motion by unanimous vote of 4 to 0.**

FINANCIAL REPORT

The Authority reviewed the financial report for March. Ms. Woosnam informed the authority that the audit is still underway, and the next water billing will take place on April 22, 2022. Ms. Woosnam provided highlights from the financial report for the month of March.

A motion to approve the February financial statements was made by Mr. Cooper seconded by Mr. Schwartz. **The Authority approved the motion by unanimous vote of 4 to 0.**

ENGINEER'S REPORT

Mr. Jones presented the authority with the Projects Status Report for March 2022, a copy of the report is attached hereto.

STANDING COMMITTEE REPORTS

Personnel Committee

None

Finance Committee

The finance committee will be meeting on April 12, 2022, at 10 a.m.

Land Development Planning Committee

None

Building and Grounds Committee

Mr. Hudson provided a list of March Hot Topics to update the Authority members. A copy is attached hereto. He also reported that ServiceMaster will be deep cleaning the tile floors on a quarterly basis.

Airport Property Advertising

Mr. Prall and Ms. Feury provided a visioning session and brand strategy presentation related to the findings of the surveys. The board reviewed, added, omitted, and revised the material to communicate the Authority's and airport business entities' vision. Collateral design material will be reviewed immediately following the Authority meeting. At the May board meeting Mr. Prall will present what the committee identified regarding collateral design.

OLD BUSINESS

Valley Township - No report is warranted at this time.

Off Airport Tree Obstructions – Three trees were removed from the Steen property. Wills will begin removing other tree obstructions soon, as the weather permits.

IT Upgrades – Mr. Hudson has attempted to secure two addition quotes to compare to Gary McCoy's proposal. Mr. Hudson informed the members that some companies provide IT support and software upgrades and no leased equipment while others provide leased equipment and no IT support. Mr. Goebert would like to discuss the project with Mr. Hudson prior to the next meeting.

NEW BUSINESS

Marketing Presentation – D2 will be presenting additional marketing materials for review following the meeting.

PUBLIC COMMENTS

None

NEXT SCHEDULED MEETING

The next scheduled meeting of the Chester County Area Airport Authority will be Tuesday, May 3, 2022, commencing at the customary time of 4:00 p.m. at the Authority.

ADJOURNMENT

A motion was made by Mr. Schwartz and seconded by Mr. Cooper to adjourn the meeting; **the Board approved the motion by unanimous vote of 4 to 0 and Mr. Goebert adjourned the meeting at 4:21 p.m.**

Pam Przychodzien
CCAAA Secretary