

CHESTER COUNTY AREA AIRPORT AUTHORITY
MINUTES
August 1, 2023

The regular monthly meeting of the CCAAA was held in person with members and the public attending on Tuesday, August 1, 2023, at 4:00 p.m.

The following Board members were present:

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

Also present:

Andrew Austin, Mr. Dent Inc.
Zach Clemens, Chester County Aviation
Jack Coonce, Signature Aviation
Douglas Eadline, Airport Maintenance
Devin Emenheiser, Mr. Dent Inc.
Jason Fitzgerald, Penn Strategies
Ken Fritz, CCA
Gary Hudson, Airport Manager
David Jones, Delta
Nick McBride, Chester County Aviation
Justin McGregor, Signature Aviation
Bruce McMahan, Restaurateur
Katie McMahan, Restaurateur
Lucas McMahan, Restaurateur
Robert McMahan, Restaurateur
Jason Morrison, Mr. Dent Inc.
Aaron Oyler, Mr. Dent Inc.
Ed Prange, Chester County Airport (Zoom)
Donn Roberts
Holly Setzler, Solicitor (Zoom)
Mike Swisher (Zoom)
Dan Wright, Montrose Environmental
Beth Woosnam, Countryside Consulting
Dan Wright, Montrose Environmental

CALL TO ORDER

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

OLD BUSINESS

Potential Restaurant Tenant – the McMahan family business plan was reviewed among the Authority and counsel. They would like to open the restaurant and call it the Hungry Pilot.

A motion to approve the McMahan family as the new tenant of the restaurant was made by Mr. McMinn seconded by Mr. Cary. Lease terms will be determined by Ms. Setzler and two authority members when they are available. **The Authority approved the motion by unanimous vote of 6 to 0.**

Airport Rules & Regulations, Minimum Standards – Ms. Przychodzien will send the revisions to Ms. Setzler for review.

APPROVAL OF THE MINUTES

A motion to approve the June minutes was made by Mr. McMinn seconded by Mr. Schwartz. **The Authority approved the motion by unanimous vote of 6 to 0.**

A motion to approve the June executive committee minutes was made by Mr. McMinn seconded by Mr. Schwartz. **The Authority approved the motion by unanimous vote of 6 to 0.**

FINANCIAL REPORT

Ms. Woosnam informed the authority that the 2nd quarter water was billed in July. She also said the revenue is less than the budgeted amount but will rectify in August with incoming payments. The year-to-date expenses are also less than the budgeted amount because the winter was mild, and the budget is set for 5 employees, and we currently have 4.5 employees on staff.

A motion to approve the June financial statements was made by Mr. Cary seconded by Mr. Schwartz. **The Authority approved the motion by unanimous vote of 6 to 0.**

ENGINEER'S REPORT

Mr. Jones prepared the engineering report to update the Authority members. A copy is attached hereto. Mr. Jones highlighted #2 Twelve Year Capital Improvement Plan and said that Delta will prepare the Draft County Ask letter within the next two weeks as the Capital Improvement Program projects and costs are updated; #3 PennDOT BOA 5010 Inspection, we are waiting for dates when the trees will be cleared; #6 Runway 11-29 Pavement Failures, Delta discussed this project with the PennDOT BOA on several occasions and this project will be completed in the place of the Rehabilitate Runway Lighting and Signs project; #7 Rehabilitate T-hangar Taxiways: Design/Bid/Construction, Delta is finalizing Change Order No. 4 – Final:

A motion to approve Change Order No. 4 was made by Mr. Saylor seconded by Mr. McMinn.
The Authority approved the motion by unanimous vote of 6 to 0.

Mr. Jones provided an update on #8, Install Perimeter Fence: Construction and said it is still under legal review and the Commissioners are sending a letter urging its approval for the safety of the airport.

Personnel Committee

No updates.

Finance Committee

The committee met and the budget is stable, it was also decided that it is time to begin searching for one full-time maintenance person.

Land Development Planning Committee

Mr. Dan Wright reported that the position of the airport for cost sharing for the traffic light should remain firm and that the airport is not participating because the proposed traffic light does not affect the airport. It was also noted that Wawa may pull out of the deal because they do not want to pay for the entire project. Sewer estimates are acceptable (\$4000 per unit/12 units) as we reserve for future development. The sidewalk issue has been resolved. The replacement trees are not needed at the airport, and we are utilizing the fee in lieu of.

Government Relations Committee

Mr. Cary reported that Valley Township would like updates from the airport two times per year.

Building and Grounds Committee

Mr. Hudson provided a list of July and August Hot Topics to update the Authority members. A copy is attached hereto. Mr. Hudson introduced Mr. Jack Coonce from Signature Aviation. He had 15 years with Sikorsky working on safety inspections and the fuel farm. He is aware of the door situation and is catching up on leases, getting new decals and the trucks up to speed. He looks forward to working with the board. He introduced Mr. Justin McGregor, also with Signature Aviation who is working in operations. A question was asked about who does the inspections, the answer is the FAA, FDA auditors can at any time do a surprise audit. Any maintenance and discrepancies for the fuel farm should go to Mr. Hudson and they will have a maintenance list for which they are responsible.

Airport Property Advertising

Mr. Hudson reached out to the other businesses at the airport about advertising at the sign and he reported that there was no interest. Mr. Crane can proceed with the temporary banner to start and investigate a digital sign and the requirements necessary, pricing, etc. and will report back at the next meeting. The McMahan family can also be included since they have been approved as the new restaurant lessors.

NEW BUSINESS

FBO Monthly Report – Mr. Jack Coonce will be providing a report going forward.

Discuss Penn Strategies – It was determined that the cost to sign on with Penn Strategies will be about \$17,000 and while they might be a great resource for future projects and we should keep them on the radar, their services are not presently required.

PUBLIC COMMENTS

Mr. Jason Morrison from Mr. Dent/Rebuild Rescue leases 4-5 hangars and has questions and feels a lot of miscommunications have occurred. He said his legal team is in touch with Ms. Setzler and Signature lawyers. He said he is here to help the move the airport forward. Mr. Saylor said the role of the Authority is to be good stewards to the Commissioners, create good public relations and that the airport is trending in the right direction. Ms. Setzler noted that she has not heard from any of his lawyers.

Mr. Donn Roberts said that there is an increase in helicopter noise.

NEXT SCHEDULED MEETING

The next scheduled meeting of the Chester County Area Airport Authority will be Tuesday, September 5, 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 6 to 0 and Mr. Saylor adjourned the meeting at 4:53 p.m.**

Pam Przychodzien
CCAAA Secretary