

CHESTER COUNTY AREA AIRPORT AUTHORITY
MINUTES
August 2, 2022

The regular monthly meeting of the CCAAA was held in person with members and the public attending on Tuesday, August 2, 2022, at 4:00 p.m.

The following Board members were present:

Glen Cooper
Paul McMinn
Richard Saylor
John Schwartz (Zoom)

Also present:

Ethan Crane, Chester County Aviation
Doug Eadline, Airport Maintenance
Gary Hudson, Airport Manager
Dave Jones, Delta Airport Consultants
Wamoni Musaura, Countryside Consulting
Donn Roberts
Holly Setzler, Solicitor
Blaze Sharkey, Signature Flight Support
Fred Thompson
Beth Woosnam, Countryside Consulting

CALL TO ORDER

Mr. Saylor, of the Chester County Area Airport Authority Board of Directors, called the meeting to order at 4:03 p.m.

Mr. Saylor said that the county commissioners may approve a new board member by mid-August.

Mr. Cooper reported that Mr. Hartman left employment with the Hankin Group and is asking if he still be able to serve on the board. Ms. Setzler said if his new company has offices in Chester County, he can remain on the board but if he lives in Allentown and his new employer does not have a significant Chester County presence, he likely cannot remain on the board.

APPROVAL OF THE MINUTES

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

FINANCIAL REPORT

The Authority reviewed the financial report for June. Ms. Woosnam noted that Signature has outstanding water and snow removal bills and that she feels they are not getting their emails. Mr. Sharkey is going to see if he can assist, and Ms. Woosnam will try to contact someone in the accounting department. The next finance committee meeting will be held in October.

A motion to approve the June financial statements was made by Mr. McMinn seconded by Mr. Cooper. **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 July 2022, a copy of the report is attached hereto.

Mr. Jones reported that the South Apron Tie-Down Anchor Repairs are complete but will remain part of the report until next year when the board signs off on the repairs. The Rehabilitate T-Hangar Taxiways project is on schedule with a possible \$250,000 left over for access road improvement. A check in the amount of \$85,040 was given to Valley Township for tree removal in lieu of replacement as part of the Install Perimeter Fence project.

STANDING COMMITTEE REPORTS

Personnel Committee

Nothing to report. One item for executive committee.

Finance Committee

The finance committee will meet in October.

Land Development Planning Committee

Mr. Schwartz reported that Mr. Stingle is waiting on numbers from the township to finalize the traffic study. He also said PennDot will need to approve the new entrance driveway which will be approximately 9-12 months.

Building and Grounds Committee

Mr. Hudson provided a list of August Hot Topics to update the Authority members. A copy is attached hereto.

Airport Property Advertising

No report – work continues.

OLD BUSINESS

Web Design Update – Mr. Schwartz said work is continuing.

Valley Township – Mr. Saylor informed the board that the Valley Township manager is no longer with the township and the assistant manager is in charge.

Electric Service “Right of Way” Project – PECO approved underground electric service. It is expected to begin in October. Mr. Eadline reported that a transformer blew and Vietri Electric and PECO took care of the repair promptly. The airport was only down from 9 am to 2 pm.

NEW BUSINESS

RFQ's - Mr. Hudson reported that all RFQ's have been received and Delta was the high scorer.

PUBLIC COMMENTS

Mr. Roberts attended the Sadsburyville Fire Company meeting and wanted to know if the fire company can access the airport through the gate. The fire company will be given a code to access the gate.

Mr. Hudson reminded everyone that August 19th is National Aviation Day and Mr. Crane said he is available to help wherever needed.

Mr. Thompson said it was a pleasure to serve on the board and is pleased with the direction the board is going.

NEXT SCHEDULED MEETING

The next scheduled meeting of the Chester County Area Airport Authority will be Tuesday, September 6, 2022, commencing at the customary time of 4:00 p.m. at the Authority.

A motion was made by Mr. Cooper and seconded by Mr. McMinn to adjourn the meeting; **the Board approved the motion by unanimous vote of 4 to 0 and Mr. Saylor adjourned the meeting at 4:46 p.m.**

Pam Przychodzien
CCAAA Secretary